

Democratic Socialist Republic of Sri Lanka**Civil Aviation Authority of Sri Lanka**
Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

Title: Compliance to Annex 6 - Part (I) - Chapter 11 – Manuals, Logs and Records**IS Reference Code:** CA-IS-6-(i)-11**Date of Issue:** 10.01.2023

Pursuant to Section 120 of the Civil Aviation Act No.14 of 2010 (hereinafter referred to as the CA Act), Director General of Civil Aviation (hereinafter referred to as the DGCA) shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the Purpose of giving effect to any provision in the CA Act, Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation specified in the Schedule to the CA Act.

Accordingly, I, being the DGCA do hereby issue the Implementing Standards on Compliance to **Annex 6 - Part (I) - Chapter 11– Manuals, Logs and Records** as mentioned in the Attachment hereto (**Ref: Attachment No IS-6-(i)-11**) elaborating the requirements to be satisfied for the effective implementation of the International Standards and Recommended Practices contained in ICAO Annex 6.

This implementing Standard shall be applicable to holders of Air Operator Certificate, Foreign Air Operator Certificate issued by DGCA and any applicant seeking an Air Operator Certificate or Foreign Air Operator Certificate and shall come in to force with effect from 10th of January 2023 and remain force unless revised/revoked.

This Implementing Standard will supersede 01st Edition, Rev 02 of Implementing Standard 020 dated 13th March 2018 issued by the DGCA.

Attention is also drawn to Section 103 of the CA Act, which states inter alia that failure to comply with any Implementing Standard is an offence. Further, if any standard stipulated in this Implementing Standard is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedures Manual, SLCAP 0005 by the DGCA under Section 102 of the CA Act.

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Enclosure: Attachment No. IS-6-(i)-11-Att-01

PREAMBLE

1. Notice to the Recipient

- 1.1. The requirements in this Implementing Standard are based on the Standards and Recommended Practices (SARPs) adopted by the International Civil Aviation Organization (ICAO) and incorporated in the 12th Edition to Annex 06 Part I - Manuals, Logs and Records
- 1.2. In pursuance of the obligation cast under Article 38 of the Convention which requires the Contracting States to notify the ICAO of any differences between the national regulations of the States and practices and the International Standards contained in the respective Annex and any amendments thereto, the CAASL will be taking steps to notify ICAO of such differences relating to either a Standard or a Recommended Practice, if any. The CAASL will also keep the ICAO currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. Furthermore, the CAASL will take steps for the publication of differences between the national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, which is published in accordance with the provisions in the Annex-15 to the Convention.
- 1.3. Taking into account of the ICAO council resolution dated 13 April 1948 which invited the attention of Contracting States of the desirability of using in the State's national regulations, as far as is practicable, the precise language of those ICAO Standards that are of a regulatory character, to the greatest extent possible the CAASL has attempted to retain the ICAO texts in the Annex in drafting this Implementing Standard.

1.4. Status of ICAO Annex components in the Implementing Standard

Some of the components in an ICAO Annex are as follows and they have the status as indicated:

- 1.4.1. **Standard:** Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. The ICAO Standards are reflected in the Implementing Standards if they are locally implemented using the normal fonts and recipients are required to conform to such requirements invariably.
- 1.4.2. **Recommended Practice:** Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity, efficiency or environmentally responsiveness of international air navigation, and to which Contracting States will endeavor to conform in accordance with the Convention. The ICAO Recommended Practices are reflected in the Implementing Standards in italic fonts and the Recipients are encouraged to implement them to the greatest extent possible.
- 1.4.3. **Appendices:** Comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council. Enforcement action on such matters will be as in the case of Standards or Recommended Practices.
- 1.4.4. **Definitions:** A definition does not have independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.
- 1.4.5. **Tables and Figures:** add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

RECORD OF REVISION

Rev No.	Date Entered	Entered By
02 nd Edition	10.01.2023	D/OPS

LIST OF EFFECTIVE PAGES

Page No.	Rev. No	Effective Date
1	00	10.01.2023
2	00	10.01.2023
3	00	10.01.2023
4	00	10.01.2023
5	00	10.01.2023
6	00	10.01.2023
7	00	10.01.2023
8	00	10.01.2023
9	00	10.01.2023
10	00	10.01.2023

HISTORY OF REVISIONS

Rev No.	Source	Areas Subjected to Change	Effective Date
1 st Edition, Rev.02	ICAO Annex 06 Part 1 Chapter 11	All IS	13.03.2018

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IMPLEMENTING STANDARDS

MANUALS, LOGS AND RECORDS

The following additional manuals, logs and records are associated with Annex 6 - Part (I) - but are not included in chapter 11 of the Annex and this IS:

- Fuel and oil records — see IS 13 Paragraph 2.10
- Continuing Airworthiness Records — see IS 17 Paragraph 4
- Flight time, flight duty periods, duty periods and rest periods records — see IS 13 Paragraph 10.8
- Flight preparation forms — see IS 13 Paragraph 3
- Operational flight plan — see IS 13 Paragraph 3.3.1
- Pilot-in-command route and airport qualification records — see IS 18 Paragraph 4.3.4.

1. Flight Manual

The Flight Manual shall be updated by implementing changes made mandatory by the DGCA.

2. Operators Maintenance Control Manual

The operator's Maintenance Control Manual provided in accordance with IS-017 Paragraph 2, which may be issued in separate parts, shall contain the following information:

- a) a description of the procedures required by IS-017 Paragraph 1.1 including, when applicable:
 - 1) a description of the administrative arrangements between the operator and the approved maintenance organization;
 - 2) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization
- b) names and duties of the person or persons required by IS-017 Paragraph 1.4;
- c) a reference to the maintenance programme required by IS-017 Paragraph 3.1;
- d) a description of the methods used for the completion and retention of the operator's maintenance records required by IS-017 Paragraph 4;
- e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by IS-017 Paragraph 5.1;
- f) a description of the procedures for complying with the service information reporting requirements Annex 8, Part II, 4.2.3 f) and 4.2.4;
- g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by IS-017 Paragraph 5.2;
- h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;

- i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- j) a description of aircraft types and models to which the manual applies;
- k) a description of procedures for ensuring that unserviceability affecting airworthiness are recorded and rectified; and
- l) a description of the procedures for advising the DGCA of significant in-service occurrences.

Refer Operator's Maintenance Control Manual, refer SLCAIS 080, Subpart F "Maintenance Organization", Subpart G, M.A. 704 "Continuing Airworthiness Management Exposition" & SLCAIS 056, 145.A.70 "Maintenance Organization Exposition"

3. Maintenance programme

- 3.1. A maintenance programme for each aeroplane as required by IS-017 Paragraph 3 shall contain the following information:
 - a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;
 - b) when applicable, a continuing structural integrity programme;
 - c) procedures for changing or deviating from a) and b) above; and
 - d) When applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.
- 3.2. Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such.
- 3.3. The maintenance programme should be based on maintenance programme information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience.

Re Maintenance Programme refer SLCAIS 080, M.A. 302 "Aircraft Maintenance Programme"

4. Journey log book

- 4.1. The aeroplane journey log book shall contain the following items and the corresponding roman numerals:
 - I - Aeroplane nationality and registration.
 - II - Date.
 - III - Names of crew members.
 - IV - Duty assignments of crew members.
 - V - Place of departure.
 - VI - Place of arrival.
 - VII - Time of departure.
 - VIII - Time of arrival.
 - IX - Hours of flight.

X - Nature of flight (private, aerial work, scheduled or non-scheduled).

XI - Incidents, observations, if any.

XII - Signature of person in charge.

4.2. Entries in the journey log book shall be made currently and in ink or indelible pencil.

4.3. Completed journey log book shall be retained to provide a continuous record of the last six months' operations.

5. Records of emergency and survival equipment carried

A holder of an AOC shall at all times have available for immediate communication to rescue coordination centers, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation. The information shall include, as applicable, the number, color and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment.

6. Flight recorder records

A holder of an AOC shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Annex 13.

APPENDIX 1

DOCUMENTS, EQUIPMENT, NUMBER AND DESCRIPTION OF THE OPERATING CREW

1. Documents to be carried on Sri Lankan registered aircraft

No holder of an AOC operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka, unless the aircraft carries on board the following documents which are current.

- i. Certificate of Registration
- ii. Certificate of Airworthiness
- iii. Duly certified copy of Lease Agreement in respect of Lease aircraft
- iv. Certificate of Insurance
- v. Airplane Flight Manual (AFM)
- vi. Copy of the AOC & Ops Specs, Certified true by the DGCA
- vii. Minimum Equipment List (MEL) & Configuration Deviation List (CDL)
- viii. Weight & Balance Manual
- ix. Flight Operations Manual (FOM)
- x. Journey Logbook
- xi. Technical Log
- xii. Radio Licence
- xiii. Noise Certificate
- xiv. DG Emergency Response Guide
- xv. Pilot Licences
- xvi. Passenger Manifest
- xvii. Cargo Manifest

2. Minimum Equipment to be carried in Sri Lanka registered aircraft

No holder of an AOC shall operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka unless the aircraft carries minimum equipment as listed in the Minimum Equipment List prepared in association with the Master Minimum Equipment List and approved by the DGCA subject to such terms and conditions as may be specified by him.

3. Minimum crew to be on Sri Lanka registered aircraft

No holder of an AOC shall operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka, unless the aircraft carries minimum crew as specified below.

a) Flight Crew

- i) The composition of the flight crew and the number of flight crew members at designated crew stations are both in compliance with, and not be less than the minimum specified in, the Aeroplane Flight Manual (AFM);
- ii) The flight crew includes additional flight crew members when required by the type of operation, and is not reduced below the number specified in the Operator's Operations Manual approved by the Authority;
- iii) Each flight crew member holds an applicable and valid license acceptable to the Authority and is suitable qualified and experienced, and competent to conduct the duties assigned to them and meets recency requirements;
- iv) Procedures are established, acceptable to the Authority, to prevent the crewing together of inexperienced flight crew member;

- v) One pilot amongst the flight crew, qualified as a pilot-in-command in accordance with licensing requirements specified by the Authority, is designated as the commander who may delegate the conduct of the flight to another suitably qualified pilot; and
- vi) When a dedicated System panel Operator is required by the AFM, the flight crew includes one crew member who holds a Flight Engineer's licence or is a suitably qualified flight crew member and acceptable to the authority.
- vii) When a dedicated Navigator is required by the AFM, the flight crew shall include one crewmember who holds a Navigator Licence.
- viii) When a dedicated Radio Operator is required by the AFM, the flight crew shall include one crewmember who holds a Radio Operator Licence.

b) Cabin Crew

An holder of an AOC shall not operate an aeroplane with a maximum approved passenger seating configuration of more than 19, when carrying one or more passengers, unless at least one cabin crew member is included in the crew for the purpose of performing duties, specified in the operations Manual, in the interests of the safety of passengers.

When complying with the sub paragraph above the holder of an AOC shall for each type of aircraft that it operates, comply with Implementing Standards 021, paragraph 4.