

Advisory Circular

APPLICATION FOR AN APPROVAL TO CONDUCT A SPECIAL OPERATION

GENERAL	1
PURPOSE	1
APPLICABILITY	1
RELATED REGULATIONS	1
RELATED ADVISORY CIRCULARS	1
CANCELLATION	1
EFFECTIVE DATE	1
OTHER REFERENCES	1
1 POLICY FOR THE GRANT OF SPECIAL OPERATIONS APPROVAL	2
2 APPLICATION FOR APPROVAL	3
APPENDIX 1 – TEMPLATE OF SPECIFIC APPROVAL FOR ANR-91 OPERATOR	6

GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 3C of the Air Navigation Act (Cap. 6) (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with the requirements regarding, and information related to an application for, an approval to conduct a special operation in accordance with ANR-98.

APPLICABILITY

This AC is applicable to the operator seeking approval for special operations.

RELATED REGULATIONS

This AC relates specifically to Division 1 in Part 2 of ANR-98.

RELATED ADVISORY CIRCULARS

Relevant AC(s) in the AC 98 series, as applicable for a special operation.

CANCELLATION

This is the first AC issued on this subject.

EFFECTIVE DATE

This AC is effective from 1 October 2018.

OTHER REFERENCES

Nil.

1 POLICY FOR THE GRANT OF SPECIAL OPERATIONS APPROVAL

- 1.1 Regulation 3 of ANR-98 specified a list of special operations for which the DGCA may grant an approval under Regulation 4 of ANR-98.
- 1.2 As a policy, CAAS will only consider granting an approval to the operator for the operation indicated with an “O” in Table 1.

Table 1

Division in Part 2 of ANR-98	Special Operation	Operator operating in accordance with				
		ANR 91	ANR 125	ANR 135	ANR 121	ANR 137
2	Specified Performance Based Navigation Operations	O	O	O	O	O
3	Operations in Reduced Vertical Separation Minima (RVSM) airspace	O	O	O	O	O
4	Low Visibility Operations	O	O	O	O	O
5	Operations using Automatic Landing System, Combined Vision System, Enhanced Vision System, Synthetic Vision System or Head-up Display	O	O	O	O	O
6	Datalink	O	O	O	O	O
7	Electronic Flight Bag (EFB)	-	-	O	O	O
8	Extended Diversion Time Operations (EDTO)	-	-	O	O	-
9	Polar Operations	-	-	O	O	O
10	Mixed Fleet Flying (MFF)	-	-	-	O	-
11	Operation of Single Engine Turbine-powered Aeroplane at Night or in Instrument Meteorological Conditions (SEIMC)	-	-	O	-	-
12	Operations with Performance-Based Communications or Surveillance	O	O	O	O	O

- 1.3 The Specified Performance Based Navigation Operations covered under Division 2 of ANR-98 include:
- North Atlantic High Level Airspace
 - Area Navigation RNAV 10/RNP 10
 - Area Navigation RNAV 5
 - Area Navigation RNAV 2 & 1
 - Required Navigation Performance RNP 4
 - Required Navigation Performance Approach (RNP APCH)
 - Barometric Vertical Navigation (BaroVNAV)

- Required Navigation Performance Authorisation Required Approach (RNP AR APCH)

1.4 The Datalink Operations covered under Division 6 of ANR-98 include:

- Controller Pilot Data Link Communications and Automatic Dependent Surveillance-Contract (CPDLC and ADS-C)
- Automatic Dependent Surveillance – Broadcast (ADS-B)

2 APPLICATION FOR APPROVAL

2.1 The application for, and grant of, an approval for special operations is a complicated process involving much effort and detailed work by both the applicant and CAAS. Hence, the applicant should contact CAAS (in this case the CAAS Airworthiness/Flight Operations Division (A/FO)) as early as possible before the anticipated start of operations. The time taken to process an application will depend on the completeness of the information submitted and the ability of the applicant to demonstrate an adequate organisation, method of control and supervision of flight operations, training programme and maintenance arrangements consistent with the nature and extent of the intended scope of operations.

2.2 A 5-phase process for systematic handling of all applications has been adopted. The 5 phases are explained briefly below:

(a) Phase 1 - Pre-application phase

This phase commences when a prospective applicant makes his initial inquiries regarding application for an approval. It is an opportunity for CAAS to provide basic information and general certification requirements and, for the applicant to explain the intended scope of operation so that appropriate advice may be provided. The applicant should also refer to the relevant guidance documents and forms from the CAAS website. It should be anticipated that there will be several discussions or meetings between the applicant and CAAS before a formal application may be submitted by the applicant. Through the discussions and meetings, CAAS may provide guidance on the preparation of the necessary supporting manuals, documents and required materials for the application, and indicate to the applicant, at an appropriate point, when they are deemed to be ready for the submission.

CAAS would also assess and determine at an early stage the financial resources and economic viability of the applicant for its intended operation. The applicant should provide evidence of its financial resources to support the start-up, and sustain the intended operation, when submitting the application.

(b) Phase 2 - Formal application phase

When the applicant is ready for the formal submission of the AOC application, CAAS will convene a meeting to receive the application.

Upon receipt of the applicant's submission of the application, including ALL relevant supporting documents and manuals, a CAAS team will carry out a preliminary assessment to ascertain the completeness and quality of the submission. The material to be submitted includes manuals and programme documents (such as aircraft airworthiness and certifications, maintenance programme, training programme, operating procedures, etc. as required in

Regulation 4), a safety risk assessment (as required in Regulation 5) and the relevant division of ANR-98.

The applicant should also include in its submission a project plan (including timeline) agreeable to CAAS to track the progress of the various phases of the AOC application process. This project plan should also cover provisions of information for CAAS officers, where applicable, on the applicant's expense. This provision of information can be in the form of technical training. Changes to the details in the project plan will only be allowed with the agreement of the applicant's CEO and the CAAS team lead.

Should the submission be determined to be acceptable for a meaningful evaluation, CAAS will inform the applicant in writing that its submission is considered acceptable and will specify an official date for the evaluation process to commence.

(c) Phase 3 - Document evaluation phase

CAAS will commence thorough evaluation of all the manuals, documents and attachments etc. that are required by regulations to be submitted to support the application in this phase. This is to ensure that all documentation meets the required standards and requirements. Manuals and documents should be valid at the point of submission to CAAS and all contents will be frozen throughout the evaluation period. If there are updates midstream during the evaluation, these updates will only be effected after the evaluation process has been completed, unless it is considered substantive and significant to the application. This is to prevent chasing moving targets during the evaluation.

The applicant's technical experts are to avail themselves to the CAAS team for verification of contents should the need arises in order that the evaluation phase may be expeditiously conducted.

It is anticipated during the evaluation phase that CAAS officers would require specialised information to support the continuous safety oversight of the intended operation. Such information may be provided through technical and specialised training for the CAAS officers, and such training should commence at this stage. This is to ensure that the CAAS officers are specifically equipped in time to carry out acceptance, approval, certification and validation of those relevant manuals, documents, processes, equipment and personnel, as applicable.

(d) Phase 4 - Applicant's demonstration phase

An applicant is required to demonstrate his ability to comply with regulations and safe operating practices as part of the evaluation. This is to ensure that the applicant has the adequate organisation, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangement that are consistent with the nature and scope of the operations specified. These may include one or more proving flights where actual performance of activities (maintenance and ground handling and the use of dummy loads where appropriate) and operations, are observed and evaluated by CAAS. All operations must be performed in accordance with the applicant's documents and manuals as reviewed in Phase 3. However, CAAS may require additional time or additional proving flights to validate the overall safe operations before concluding this phase.

The CAAS team will nominate the station(s) from the list of destinations/ city pairs which the applicant intend to operate to, for the proving flight(s). CAAS team members will be positioned at home base as well as on board the proving flight(s) and at the nominated station(s). This is to enable the CAAS team to evaluate an actual operation carried out in accordance with the applicant's documented procedures and standards for both in-flight and on ground operation.


All expenses incurred by CAAS for the preparation and evaluation of the proving flight(s) will be borne by the applicant on a full cost recovery basis.

(e) Phase 5 - Formal approval

When CAAS is satisfied that the applicant has complied with the applicable rules and regulations and the applicant is assessed to be competent to conduct the special operation in accordance with the relevant regulations, the approval of the special operation may be granted together with specific authorisations, limitations and conditions. The applicant's operations specification will be updated to reflect the approval granted, or in the case where the applicant is operating in accordance with ANR-91 a "Specific approval" in the form presented in Appendix A will be provided. In this phase, the CAAS team will review internally and will notify the applicant whether there are additional follow-up actions required to be fulfilled prior to the grant of the approval, and whether any special restriction or condition would be specified.

2.3 If any significant deficiency is revealed at any stage of the evaluation process and the deficiency cannot be resolved by the interaction between CAAS and the applicant, CAAS will advise the applicant in writing of the nature of the deficiency and the actions required, failing which no further action will be taken by CAAS to process the application.

APPENDIX 1 – TEMPLATE OF SPECIFIC APPROVAL FOR ANR-91 OPERATOR

 SPECIFIC APPROVAL				
1. ISSUING AUTHORITY				
Address:				
Signature:		Date:		
Telephone:		Fax:		Email:
2. OWNER/ OPERATOR				
Name:		Address:		
Telephone:		Fax:		Email:
3. Aircraft model and registration marks:				
Specific Approval	Yes	No	Description	Remarks
4. Low Visibility Operations	<input type="checkbox"/>	<input type="checkbox"/>		
Approach & Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT ____ RVR ____ m DH ____ ft	
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	RVR ____m	
Operational credits	<input type="checkbox"/>	<input type="checkbox"/>		
5. RVSM <input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>		
6. AR navigation specifications for PBN operations	<input type="checkbox"/>	<input type="checkbox"/>		
7. Others	<input type="checkbox"/>	<input type="checkbox"/>		

Refer to the attached copy of the Specific Approval:

- Block 1 Contact details (including the country code) of the Issuing Authority, with issuance date of the specific approval (dd-mm-yyyy) and signature of the authority representative
- Block 2 Owner or operator's name and contact details.
- Block 3 Aeroplane make, model and series or master series (if a series has been designated. The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org>) and its registration marks.
- Block 4 Insertion of applicable precision approach category: CAT I, II, IIIA, IIIB or IIIC. Insertion of minimum RVR in meters and Decision Height in feet. One line is used per listed approach category.
- Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.
- List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operated operational credit(s) granted.
- Block 5 Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted..
- Block 6 Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the "Description" column.
- Block 7 Other specific approvals or data can be entered here, using one line (or one multi-line block) per approval (e.g. specific approach operations approval, MNPS).