



Civil Aviation Authority of Sri Lanka

FOREIGN AIR OPERATOR CERTIFICATION MANUAL

Control No - 055

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**Issued under the Authority of Director General of Civil Aviation – Sri
Lanka**



Foreword

This Manual outlines the procedures of the Civil Aviation Authority of Sri Lanka for the issuance of an International Airline Licence (IAL) and surveillance of the activities of Foreign Air Operators whilst operating in Sri Lanka's airspace. It provides guidance to personnel whose duties involve issuance of the IAL and surveillance of Foreign Air Operators. The information contained in this Manual is useful for Foreign Airlines or their designated representatives to have an understanding of the procedures followed by the Civil Aviation Authority. Because of the scope of operations being wide and the many variables involved, it is impossible to incorporate procedures to cover all exigencies to be anticipated. Therefore, the Civil Aviation Authority personnel must exercise common sense and good judgement in all circumstances.

Procedures contained in this Manual may be amended due to either change in the applicable requirements or the need for improvements of quality and effectiveness of procedures.

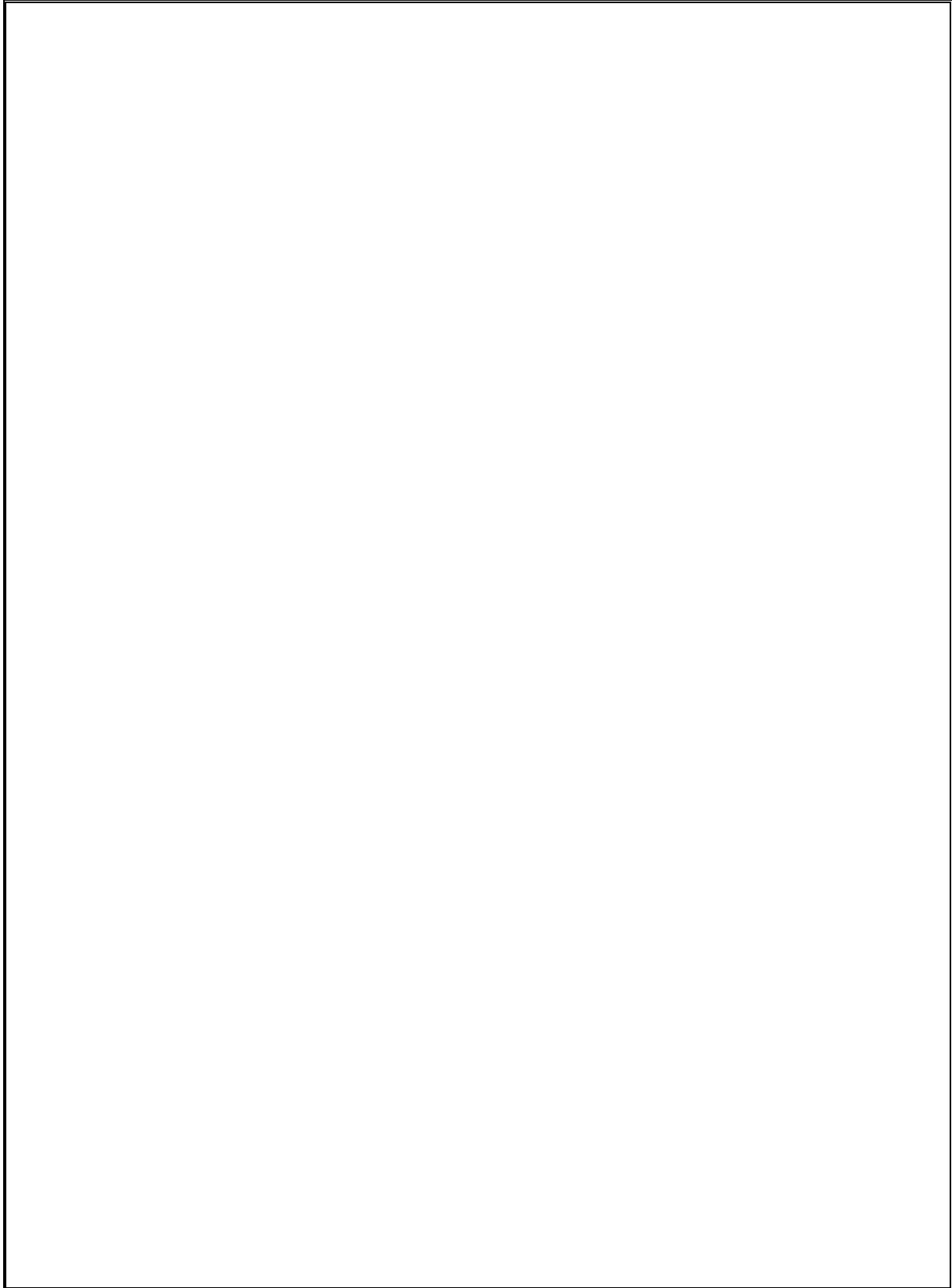
H.M.C.Nimalsiri
Director-General of Civil Aviation and
Chief Executive Officer,

Civil Aviation Authority of Sri Lanka
64, Galle Road,
Colombo 03.

07th June 2004



Civil Aviation Authority of Sri Lanka





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CHAPTER 1- GENERAL INFORMATION

1.1 Director-General Of Civil Aviation, Civil Aviation Authority Of Sri Lanka

Pursuant to Air Navigation Regulation 5, Director-General of Civil Aviation (DGCA) is responsible for the regulation and supervision of all aeronautical matters within Sri Lanka. Pursuant to Air Navigation Regulation 251, any foreign aircraft operated in commercial air transport operations into or out of Sri Lanka, shall be operated under the terms of an International Airline Licence (IAL) issued by the DGCA.

1.2 Responsibilities

The Director-General of Civil Aviation is responsible for:

- (1) Promulgating functional direction for the regulation of Foreign Air Operators operating into and out of Sri Lanka;
- (2) Issue of IAL and surveillance of Foreign Air Operators;
- (3) Communicating with foreign civil aviation authorities, and related co-ordinating and liaising with appropriate Sri Lanka government departments and agencies;
- (4) Participating in working groups, seminars, conferences, on matters relating to international air services and the regulation thereof; and
- (5) Providing assistance, when requested, to Foreign Civil Aviation Authorities.

1.3 Application of the Manual

The procedures herein apply to all Foreign Air Operators operating in Sri Lanka. Adherence to the guidance herein provided will enable CAA personnel to perform foreign inspection duties in a uniform manner.

For the purposes of this manual:

- (1) “CAA” identifies Civil Aviation Authority;
and
- (2) “CAA inspector” identifies, as applicable, a Senior Flight Operations Inspector, Senior Airworthiness Engineer, Flight Operations Inspector, Airworthiness Engineer, Cabin Safety Inspector, Ground Operations Inspector, Assistant



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Airworthiness Engineer, or Assistant Ground Operations Inspector, including the respective Head of the Section/Division.

The guidance herein provided applies to all Foreign Air Operators falling within the scope of Chapter XIV of the Air Navigation Regulations.

Because of the broad scope of Foreign Air Operations and the many variables involved, it is impossible to provide detailed procedures and guidance for all exigencies. Therefore, CAA inspectors must have a sound knowledge of their inspection responsibilities and exercise sound judgement in applying the policy, procedures and guidance found in this manual.

1.4 Preparation and Distribution of the Manual

This manual is an official CAA document, available to the public upon request, on payment of the applicable fee, as determined by the CAA.

1.5 Manual Revisions

Any suggestions/comments for amendment of the Manual should be sent to the Director-General of Civil Aviation.

1.6 General Considerations

1.6.1 Air Navigation Regulations (ANRs)

Pursuant to the provisions of Chapter XIV of the ANR, a Foreign Air Operator may not operate an aircraft in commercial air transportation operations contrary to the requirements of:

- (1) Part XIV;
- (2) Applicable paragraphs of Parts of the Air Navigation Regulations and associated requirements published by the Director-General of Civil Aviation;
- (3) International Airline Licence issued by DGCA; and
- (4) in accordance with the rules of the State of Registry of the aircraft that give effect to the Standards and Recommended Practices contained in Annex 6 to the Chicago Convention.

1.6.2 Requirements

To recommend the issuance of an International Airline Licence (IAL), CAA inspectors shall ensure that:



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- (1) The Foreign Air Operator has been issued an Air Operator Certificate (AOC) or equivalent document by the State of Registry or the State of the Operator in accordance with pertinent national regulations.

- (2) The AOC or equivalent document authorizes the Foreign Air Operator to conduct operations to Sri Lanka as requested by the Foreign Air Operator;
And

- (3) That the responsible authority of the State of Registry or State of the Operator continues to maintain its functions in respect of operations under the AOC.

1.6.3 Sri Lanka Air Service Authorization Requirements

Any Foreign Air Operator wishing to operate a commercial air service into and out of Sri Lanka must, unless otherwise exempted by the DGCA, obtain an Air Service Authorization from Sri Lanka, in pursuance of the applicable Air Services Agreement that the State of the Operator has entered into with the Government of Sri Lanka. This is a requirement entirely separate from the process of obtaining an IAL. The Air Transport Section, Civil Aviation Authority of Sri Lanka issues Air Service Authorizations with respect to non-scheduled international services or scheduled international services operated by non-Sri Lanka air operators.



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1.6.4 ICAO Standards and Recommended Practices/Advisory Documents

Name of the Document	Publication Number
Convention on International Civil Aviation	7300
Annex 1 - Personnel Licensing	AN 1
Annex 2 - Rules of the Air	AN 2
Annex 5 - Units of Measurement to Be Used in Air and Ground Operations	AN 5
Annex 6 - Part 1 - International Commercial Air Transport – Aircrafts	AN 6-1
Annex 6 - Part II – Operation of Aircraft - International General Aviation – Aircrafts	AN 6-2
Annex 6 - Part III - Operation of Aircraft -International Operations – Helicopters	AN 6-3
Annex 7 - Aircraft Nationality and Registration Marks	AN 7
Annex 8 – Airworthiness of Aircraft	AN 8
Annex 16 - Volume 1 - Environmental Protection - Aircraft Noise	AN 16-1
Annex 16 - Volume 2 - Environmental Protection - Aircraft Engine Emissions	AN 16-2
Annex 17 – Security	AN 17
Annex 18 - The Safe Transport of Dangerous Goods by Air	AN 18
Manual of Procedures for Operations Inspections, Certification and Continued Surveillance.	8335
The Continuing Airworthiness of Aircraft in Service-Codes of Airworthiness Used by Different States, Methods of Handling and Exchange of Information on Airworthiness Directives (or their equivalent) and Details of System used in States for Reporting of Information on Faults, Defects and Malfunctions.	CIR95
ICAO Abbreviations and Codes	8400
Aircraft Operations - Volume 1: Flight Procedures	8168-1
Manual of Model Regulations for National Control of Flight Operations and Continuing Airworthiness of Aircraft	9388
Manual of All Weather Operations	9365
Manual on Aerial Work	9408
Preparation of an Operations Manual	9376
Policy and Guidance Material on the Economic Regulation of International Air Transport	9587
ICAO Journal (subscription)	3101
Accident Prevention Manual	9422
Protocol Relating to an Amendment to the Convention on International Civil Aviation (Article 83 bis): Signed at Montreal on 6 October 1980. Reprinted January 1998	9318
Training Manual: Part D-3: Flight Operations Officers/Flight Dispatchers	7192-D-3
Training Manual: Part D-1: Aircraft Maintenance Technician Type II and Type I	7192-D-1
Training Manual: Part E-1: Cabin Attendants' Safety Training	7192-E-1
Aircraft Type Designators	8643
Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services.	8585
Aeronautical Information Services Provided by States	7383
Location Indicators	7910
Human Factors Digest #7 – Investigation of Human Factors in Accidents and Incidents	CIR 240
Human Factors Digest #10 – Human Factors, Management and Organization	CIR 247



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CHAPTER 2 - ISSUE OF INTERNATIONAL AIRLINE LICENCE

2.1 General

Pursuant to Part XIV of the ANRs, all Foreign Air Operators conducting commercial air transport operations in Sri Lanka shall do so under the terms and conditions of an IAL issued by the Director-General of Civil Aviation.

Pursuant to Article 11 of the ICAO Convention, each member state recognizes the other members' right to regulate aircraft that operate in their airspace. Consequently, the Foreign Air Operator must comply, where applicable, with the Civil Aviation Law and the ANRs when operating in Sri Lanka or in Sri Lanka-controlled or Sri Lanka-mandated airspace.

2.2 IAL Issue Process

2.2.1 Initial Application

- (1) Applicants from a member State of ICAO can make an application in accordance with the application contained in Annexure A to this Chapter.
- (2) Application requirements for applicants from a State that is not a member State of ICAO will be determined on a case-by-case basis.
- (3) Applicants requesting an amendment to an existing IAL (that is, a change in or addition to service, aircraft, and so on) will be required to provide the applicable information to the Director-General of Civil Aviation.

2.2.2 Review of Documentation

Director-General of Civil Aviation personnel shall confirm receipt of all requested documents. Normally, certificates and licences issued or rendered valid by a foreign state will be recognized. This recognition is predicated on the understanding that the requirements under which the certificates and licences were issued or rendered valid are equal to or exceed the minimum standards established by ICAO.

Note: If there is a concern about the validity of any aspect of the collected documentation and the foreign air operator is unable to provide clarification, this concern will be conveyed to the CAA of the applicant's State of Registry.

2.2.3 ICAO Standards

ICAO Universal Safety Oversight Audit Summary Reports and differences filed by a State may be utilized to indicate an adequate level of compliance with ICAO SARPs and recommended practices related to Annex 1, 6, and 8.



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2.3 IAL Issue Documentation Requirements

2.3.1 Documents Required

The applicant shall supply the following documents. All copies to be filed with the DGCA shall be certified “true copy” by the Chief Executive Officer of the airline or an officer duly authorized by him.

- (1) A copy of a valid Air Operator Certificate (AOC) or equivalent document and any Operations Specifications issued by the Foreign Civil Aviation Authority (CAA);
- (2) A copy of the Air Operator's Authority to operate an air transport service to and from Sri Lanka issued by the State of the Operator;
- (3) A copy of a document identifying maintenance checks (pre-flight, transit, overnight) that is required to be carried out for the aircraft while they are operated in Sri Lanka. Where this maintenance is carried out under contract by a Sri Lanka Approved Maintenance Organisation, a copy of the contract agreement or understanding; shall be provided
- (4) For those aircraft intended to be operated in Sri Lanka which are not registered by the State of the applicant, a copy of the lease agreement for each aircraft so operated; (DGCA may require additional information in respect of such aircraft).
- (5) A copy of Foreign Air Operator's Security Manual detailing the security procedures to be implemented by the foreign operators after commencement of operations. These procedures shall be in conformity with the National Civil Aviation Security Programme of Sri Lanka (relevant chapters of the this Programme could be obtained from Aviation Security Section of the Civil Aviation Authority of Sri Lanka).
- (6) A copy of Manual containing the applicant's procedures concerning Carriage of Dangerous Goods by air and Emergency Responses to incidents involving Dangerous Goods onboard, if the operator intends transporting Dangerous Goods.
- (7) A copy of Aircraft Accident Victim Relief Programme which set outs the operator's procedures available in the event of an aircraft accident. This programme shall ensure providing assistance / relief to families of the victims almost immediately after an accident, pending release of full compensation package for damages after due process. A list of minimum requirements that should be addressed in such a programme is given in the Annexure II.
- (8) Details about ground handling arrangements
- (9) Written affirmation/declaration signed by the Chairman/Managing Director/Chief Executive Officer of the Foreign Air Operator, that the Foreign Air Operator will settle all liens including the Embarkation levy due to any citizen or corporate body in Sri Lanka prior to termination of its operations.

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- (10) A confirmation by the Chairman/Managing Director/Chief Executive Officer of the Foreign Air Operator that the Foreign Air Operator will abide by all applicable local laws, rules and regulations and associated implementing standards and directives issued by the DGCA – Sri Lanka concerning civil aircraft operations, to the extent that they may be applicable. (The DGCA Directive No. EL/01/2003 dated 14th August 2003 on Embarkation Levy shall be complied with)
- (11) Details about the arrangements that are in place for removal of aircraft, if disabled on the runway. This arrangement shall be worked out in liaison with the operator of Bandaranaike International Airport.
- (12) Proof of valid insurance cover of the Foreign Air Operator, which will guarantee that liability limits of a passenger will be covered at least to the amounts as specified in the Warsaw Convention as amended at the Hague.
- (13) Name, postal address, contact numbers, e-mail addresses of the local agent (In case of change of the local agent, the airline shall notify the DGCA forthwith of such change)
- (14) A bank draft drawn in the name of Director-General of Civil Aviation and Chief Executive Officer as Licensing Fees (Please check with the Air Transport Section for the current fees). The Licensing Fee is not refundable.

2.4 Leased Aircraft on an IAL - Additional Requirements

For any foreign aircraft operated by an airline of another State under a lease/interchange arrangement, the operating carrier shall submit to the CAASL a certified copy of the lease/interchange agreement which has been signed between the relevant State of the Operator and State of Registry under Article 83bis, unless such agreement has already been registered with the ICAO Council pursuant to Article 83bis.

2.4.1 Dry Lease

Where an aircraft is moved under a dry lease arrangement from the State of Registry to another State (the State of the Operator) and the registration is not changed, the applicant shall provide CAA with documents to show:

- a. Whether any responsibilities held by the CAA of the State of Registry have been transferred to the CAA of the State of the Operator. If responsibilities have been transferred, then those responsibilities shall be identified;
- b. Who has responsibility for the legal custody and supervision and control of flight operations — the lessor or lessee;
- c. The duration of the lease; and
- d. Which CAA (State of Registry/ State of Operator) is responsible for the oversight of the airworthiness certification, maintenance and inspection procedures that applies to the aircraft, throughout the lease.



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2.4.2 Wet Lease

Where application is made to operate an aircraft that is wet leased, CAA requires:

2.8

- a. That the operator from whom the applicant is leasing the aircraft hold a valid AOC (containing the required privileges) prior to CAA processing the applicant's request; and
- b. The documentation required by 2.3.

Note: Sri Lanka will examine on a case-by-case basis whether wet lease operations can be permitted for the holder of an IAL.

2.5 Issuance or Amendment of an IAL

Pursuant to XIV of the ANRs, the Director-General of Civil Aviation, shall, upon determination that the applicant has met all of the safety and regulatory requirements, issue or amend an IAL as provided in Annexure B of this Chapter.

2.6 Inactive IAL Application or Amendment Request

Once the Director-General of Civil Aviation has responded to an initial application for an IAL or to a request for an amendment to an existing IAL, the following periods will apply:

- (1) if no response has been received after a period of 90 days, the Director-General of Civil Aviation will send a reminder to the applicant;
and
- (2) if there is no response after 180 days (including the above 90), then the application file will be closed. Where the applicant reapplies, it will be considered as a new application.

2.7 Approval of Amendments to an IAL

The following documents will be requested when an application to amend an IAL is received:

- (1) A copy of the relevant amended CAA approval;
- (2) A copy of the relevant CAA approval to operate the aircraft into Sri Lanka;
- (3) A completed Sri Lanka International Airline Licence-Condition of Issue - Form;
- (4) If the aircraft is leased, documentation as outlined in 2.4 above;
- (5) Copies of authority, from the State of the Operator of any additional Operations Specifications; and
- (6) Any other information required by the Director-General of Civil Aviation General from time to time



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2.8 Records Management

There are two files used to maintain records associated with the validation of foreign air operators:

- (1) [####] (the suffix numbers are controlled by Central Records): This file is opened by Central Records for material relating to an application, including issuance of IAL, renewal and amendments;


and

- (2) [#####] (the suffix numbers are controlled by Central Records): This file is opened on the day that the IAL for safety oversight. It contains all operational documents including ramp inspection reports.



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Annexure "A"

		INTERNATIONAL AIRLINE LICENCE FOR FOREIGN AIR OPERATOR		For Office Use Only	
		APPLICATION FOR ISSUE /AMENDMENT/RENEWAL			
<p>In accordance with Chapter XIV of the Air Navigation Regulations, which prohibits commercial air transport operators by Foreign Air Operators in Sri Lanka unless that the Foreign Air Operator holds and complies with the provisions of a Sri Lanka International Airline Licence issued by the Director-General of Civil Aviation, application is hereby made to obtain/ amend a Sri Lanka Certificate of Foreign Air Operator.</p>					
<p>Name of the Foreign Air Operator</p>					
Mailing address	:		Telephone number:	:	
			Fax number	:	
			E-mail	:	
			AFTN	:	
<p>Location of the main flight operations base :</p>					
<p>Location of the maintenance base :</p>					
<p>Destination airport(s) in Sri Lanka intended to be served :</p>					



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Type of operation requested	
Scheduled - <input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Passenger and Cargo	Non-scheduled <input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Passenger and Cargo
Description of the Method of Control and Supervision of Flight Operations	
Names of the persons in charge of performing the functions of:	
Flight Operations : Address: e-mail :	
Maintenance : Address: e-mail :	
Quality Assurance : Address: e-mail :	
Individuals within your Civil Aviation Authority who are responsible for your flight operations and maintenance	
Flight Operations	Airworthiness/ Maintenance
Name: Address:	Name : Address:



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Telephone / Fax number :	Telephone / Fax number:
email:	e-mail :
Name and Approval number of the Approved Maintenance Organization (AMO) in Sri Lanka, contracted to carry out the required maintenance at any Sri Lanka airport.	
Name :	Location :
AMO Approval number:	
Name/Title of the General Sales Agent representig the airline in Sri Lanka	
AMO Apprroval No:	
Address:	
Telephone /Fax Number :	
e-mail :	
<ol style="list-style-type: none"> 1. I confirm that to the best of my knowledge, the above information is accurate . 2. I do hereby acknowledge and the right of the Civil Aviation Authority inspector to visit the aircraft any of the airline premises, maintenance facility workshops for the purposes of safety oversight or any inspection 3. I do hereby agree to ensure that the airline will comply with the applicable requirements in the Air Navigation Act, Air Navigation Regulations and associated standards and directives issued by DGCA-Sri Lanka during the airline's operation into and out of Sri Lanka. 	
<p>_____</p> <p>Signature/Title of the Chairman/ Managing Director/Chief Executive Officer</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	<p>Stamp of the airline</p>

NOTE: FORWARD APPLICATION AND SUPPORTING DOCUMENTATION (Refer Section 2.3.1) TO:

Director-General of Civil Aviation and Chief Executive Officer
Civil Aviation Authority of Sri Lanka
64, Galle Road,
Colombo 03.

Fax : 011 2 440231 / 0112 424540



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Annexure "B"



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International Airline Licence

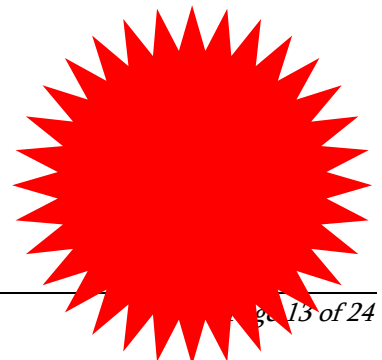
Number: _____

This is to certify that
has satisfied the requirements of Chapter XIV of the Air Navigation Regulations of 1955 and accordingly has been authorized to conduct operations into or out of Sri Lanka territory in accordance with terms and conditions stipulated in the **Operations Specifications** attached hereto.

This Licence is issued on the basis of theAir Operator Certificate number _____, and remains valid until the date specified below, subject to the validity of the said Air Operator Certificate being maintained during this period. Unless otherwise stated in the attached Operations Specifications, the authorizations, limitations and restrictions contained in the Air Operator Certificate shall be applicable within Sri Lanka, in so far as they are not repugnant to the Air Navigation Regulations of Sri Lanka.

This Certificate, unless cancelled, suspended, or revoked, shall remain in force until.....

Signature:
Title: Director-General of Civil Aviation and Chief Executive Officer
Organization: Civil Aviation Authority of Sri Lanka
Date issued:





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INTERNATIONAL AIRLINE LICENCE - OPERATIONS SPECIFICATIONS

<i>Name of the Foreign Air Operator stated in the International Airline Licence (IAL):</i>	
<i>Business address:</i>	
<i>Mailing address:</i>	<i>Telephone number:</i>
	<i>Fax number:</i>
	<i>e-mail :</i>
<i>Business name(s) other than the name stated in the IAL, under which the operator may operate:</i>	
<i>The operator's Sri Lanka business address and contact details</i>	
<i>Mailing address:</i>	<i>Telephone number:</i>
	<i>Fax number:</i>
	<i>Email:</i>
<i>The types of operations authorized:</i>	
<i>Scheduled -</i>	<i>Non-scheduled</i>
<input type="checkbox"/> <i>Passenger</i>	<input type="checkbox"/> <i>Passenger</i>
<input type="checkbox"/> <i>Cargo</i>	<input type="checkbox"/> <i>Cargo</i>
<input type="checkbox"/> <i>Passenger and Cargo</i>	<input type="checkbox"/> <i>Passenger and Cargo</i>
<i>Destination airport(s) in Sri Lanka to be served/Area of operations or routes:</i>	
<i>Aircraft types authorized for use (If state limits the authorization to specified aircraft, the registration and serial number of each aircraft authorized):</i>	



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Frequency of flights & routes: (with traffic rights)

Airspace operation with special requirements authorized by the IAL:

Special authorizations or limitations:



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Special conditions: *The Foreign Air Operator holding this Licence shall*

1. *comply with applicable requirements in the Air Navigation Act, Air Navigation Regulations and associated standards and directives issued by DGCA.*
2. *remit the all moneys collected as Embarkation Levy as stated in the Directive No. EL/01/2003 dated 14th August 2003*
3. *furnish to the Civil Aviation Authority monthly statistics relating to uplift and discharge of revenue traffic at International Airports in Sri Lanka. This shall be done before the end of the following month.*
4. *furnish information about on-time departures, cancellations.*
5. *not to employ foreign nationals in any capacity in Sri Lanka without approval from the DGCA.*
6. *comply with Aviation Safety Notice No.031 issued by DGCA on disinsection of aircraft.*
7. *abide by instructions issued by the relevant authorities in respect transport of animals and plants into and out of Sri Lanka.*
8. *ensure that cockpit door of all aircraft are kept locked whilst in flight.*
9. *obtain approval from the DGCA for appointment of a General Sales Agent.*
10. *obtain approval from the DGCA for the airline's tariff for journeys originating out of Colombo.*
11. *not uplift any passenger from Colombo who is in possession of an imported ticket or ticket, which is used in out of sequence*
12. *obtain approval for his flight schedule/frequency/route and any change thereto.*
13. *not operate flights into and out of Sri Lanka on a code share agreement with another carrier unless the latter has traffic rights into and out of Sri Lanka and holds an international airline licence issued by the DGCA*
14. *implement adequate compensation mechanism for denied boarding of passengers holding confirmed seats.*
15. *display this Licence at his principal place of business in Sri Lanka.*
16. *grant unrestricted access to CAA inspectors for inspection of his aircraft in the ramp, with no notice.*
17. *notify the DGCA at least 14 days in advance prior to termination of service*
18. *Obtain clearance from the SLOT coordinating Committee of Sri Lanka for weekly SLOTS.*



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Chapter 3-Surveillance of Foreign Air Operators

3.1 General

- 3.1.1 In 1944, representatives of 52 countries met in Chicago and together created a framework for international cooperation to develop Civil Aviation in a safe and orderly manner. They signed the Chicago Convention, which created the International Civil Aviation Organization (ICAO), now permanently headquartered in Montreal, Canada. Today, Sri Lanka and more than 187 other nations participate in ICAO to coordinate procedures and standards and to disseminate technical and economic information.
- 3.1.2 The 96 Articles of the ICAO Convention establish the privileges and obligations of member States, provide for recommendations to contracting member States on installation of air navigation facilities, provide for adoption of International Standards and Recommended Practices (SARPs) which affect all aspects of air navigation, and support facilitation of air transportation by working to reduce Customs, Immigration, and other inspection formalities. Articles 50 - 55 of the Convention establish the Council, which is a permanent of representatives elected from the contracting member States. The Council is the executive body of ICAO.
- 3.1.3 SARPs are adopted by the Council in accordance with Articles 37, 54, and 90 of the Convention and are located in Annexes to the Convention. States, which do not adopt ICAO Standards, are required to file a difference to the Standards (Article 38).

3.2 ICAO Requirements for Foreign Air Operators

- 3.2.1 The ICAO Convention on International Civil Aviation contains many Articles that States should consider in the regulation and surveillance of Foreign Air Operators. These Articles outline the rights and obligations of States to regulate operations within the State.
- 3.2.2 Article 16 of the Convention permits the Director-General of Civil Aviation of Sri Lanka without unreasonable delay, to search aircraft of the other contracting States on landing or departure, and to inspect the certificates and other documents prescribed by this Convention.
- 3.2.3 Notwithstanding Article 1, which recognizes the sovereignty of States, the convention establishes in Article 12, that the State of Registry has the overall responsibility to



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perform safety oversight of aircraft on its registry. While Article 16 grants specific right for States to carry out inspection of

aircraft registered in other contracting States, a review of the ICAO Annexes would suggest that the scope of inspections referred to in Article 16 is somewhat limited.

- 3.2.4 Annex 1 outline the SARPs for Personnel Licensing. Annex 6, Part I outlines the SARPs for Operation of Aircraft, International Commercial Air Transport. Annex 8 outlines the SARPs for the Airworthiness of Aircraft. Application by the Contracting Member States of the Standards presented in the Annexes is considered necessary for safety. The application of recommended practices is considered highly desirable for safety. The Standards set forth in the Annexes are similar to Sri Lanka Regulations. A member State may adopt different Standards but if it does so, it has an obligation to notify ICAO of any differences. ICAO Standards represent minimum International Standards and do not replace national regulations.
- 3.2.5 Annex 6, Part I introduces the concept of the “State of the Operator”. The Annex also recognizes (implicitly) that the State of the Operator could be different from the State of Registry. Annex 6, Part I recognizes that the State of the Operator has vast responsibility related to the safety oversight of Commercial Air Transport Operations. This responsibility is therefore combined with or in addition to the responsibilities of the State of Registry, whether this is the same as the State of the Operator or not.
- 3.2.6 Under the Convention and its Annexes, States have a responsibility to refer to the State of Registry or the State of the Operator any concern they would have either in the case of regulatory infraction (Article 11 would refer) or after identifying deficiencies while performing an inspection as authorized under Article 16.

3.3 Surveillance - Foreign Air Operators

- 3.3.1 The Sri Lanka ANR Chapter XIV, contains the basic authority for the surveillance of Foreign Air Operators in Sri Lanka. In general, Sri Lanka authority to regulate Foreign Air Operators is limited to assuring compliance with all the applicable operating rules, the ability to safely navigate and communicate within the Sri Lanka, compliance with Sri Lanka’s requirements in respect of public health, plant, animal quarantine and protecting persons and property.
- 3.3.2 Inspectors should exercise particular tact and diplomacy during contact with representatives of various Foreign Government Agencies they may deal with, as well as with representatives of Foreign Air Operators. Inspectors should provide any

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reasonable assistance requested but avoid giving the impression that the Sri Lanka CAA is directing their activities.

- 3.3.3 Routine surveillance will be conducted on all Foreign Air Operators by Director-General of Civil Aviation at each International Airport. The routine surveillance will be conducted by both Airworthiness and Operations inspectors during ramp inspections. All ramp inspections will be conducted utilizing the Ramp Inspection Checklist/Report Form contained in Attachment I to this Chapter. The ramp inspection will be chiefly concerned with the Aircraft Documents and Manuals, Flight Crew Licenses, MEL, the apparent condition of the aircraft and the presence and condition of mandatory Cabin Safety Equipments.
- 3.3.4 At airports with extensive international operations, a full day of ramp inspections by a Team of inspectors will be conducted each month. The Team should be composed of at least one Flight Operations Inspector, Airworthiness Inspector, Ground Operations Inspector and Cabin Safety Inspector where necessary. At airports with limited international operations a full day of inspections may not be required. The inspections should be conducted on a random basis based on the arrival and departure times of the foreign Air Operators. Each air operator should be inspected at least once each year.
- 3.3.5 Special Purpose Inspections focused on a particular air operator may be conducted where previous inspections have indicated a high level of non-conformances to requirements by a particular air operator. In addition, reports from Air Traffic Services, airport staff and/or incident reports may also result in a requirement for Special Purpose Inspections.
- 3.3.6 Where there is any finding from an inspection, the holder of an IAL will be advised in writing, with a copy to the appropriate Foreign CAA, advising of the safety deficiency or observation and requesting remedial action or comment as appropriate. Should a response not be received from the Foreign Air Operator within thirty days then the Foreign CAA should be contacted directly and requested to ensure that corrective action has been taken to rectify the situation.
- 3.3.7 It is to be noted that ramp inspections of Foreign Air Operators are by their nature on-the-spot assessments which can not substitute or replace safety oversight responsibilities of the State of Registry/Operator. Ramp inspections serve as pointers but they are not intended to, and they cannot, guarantee the Airworthiness of a particular aircraft.



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- 3.3.8 Inspectors will not normally delay a particular flight to complete a Ramp Inspection unless there is some reason to believe that the particular flight is not operating in accordance with safety standards. Where there is insufficient time to complete a particular inspection due to the late arrival of the aircraft or for some other reason, then another inspection should be planned for the next inspection cycle.
- 3.3.9 Aircraft will not normally be detained, unless the inspector believes that an immediate threat to safety exists. This action is taken when the CAA inspector believes on reasonable grounds that an aircraft is unsafe or is likely to be operated in an unsafe manner. Such action requires the immediate notification to the State of Registry and the State of the Operator.

3.4 Inspector Training

An Inspector shall not conduct surveillance on Foreign Air Operators unless he/she has received appropriate training. The training subjects will include ICAO Convention and SARPs, CAA regulations applicable to Foreign Air Operators, differences in conducting Foreign Air Operator inspections, inspection processes and procedures, and post inspection procedures. The classroom training should also be followed by On the Job Training. The inspectors training file should be annotated to indicate that the required training has been completed and attesting to the inspectors' qualifications to conduct surveillance of Foreign Air Operators.



FOREIGN AIR OPERATOR RAMP INSPECTION CHECKLIST/REPORT

Operator		Flight No.	Date	Location		Aircraft Type	Registration No.
Captain	Cert. No.	First Officer		Other Crew	Lead F/A	Inspector	

S = Satisfactory; U = Unsatisfactory; N = Not Observed

<p>A. CREWMEMBERS</p> <p>1. <u> Certificates</u></p> <p>2. <u> Required Equipment</u></p> <p>3. <u> Manuals</u></p> <ul style="list-style-type: none"> • available • Current <p>4. <u> Flight Planning</u></p> <ul style="list-style-type: none"> • Weather • Flight Plans • Notams • Weight and Balance • Take off and Performance • Dispatch/Flight Release <p>5. <u> Flight crew aircraft Preflight</u></p> <ul style="list-style-type: none"> • Exterior Walk around • Logbook Review • Cockpit Setup • Crew Baggage Stowage • MEL Items and Placards • Coordination with Cabin and Ground crew • Push back/Taxi <p>6. <u> Cabin crewmember Preflight</u></p> <ul style="list-style-type: none"> • Emergency Equipment Inspection • Cabin Setup • Crew Baggage Stowage • Passenger Handling • Passenger Carry-on Baggage Stowage <p>7. <u> Flight crew and FA Post flight</u></p> <p>8. <u> Logbook and MEL use</u></p> <p>9. <u> Completed Trip Paper work</u></p> <p>B. LINE STATION OPERATIONS</p> <p>1. <u> Trip Papers</u></p> <ul style="list-style-type: none"> • Load manifests • Flight Plans • Weather • Fuel Slips • Dispatch/Flight Release 	<p>2. <u> Company Procedures</u></p> <ul style="list-style-type: none"> • MEL/CDL • Adequacy of Facilities • Manuals • Ground Communications • Passenger Handling • Public Protection/Security • Cargo/Baggage loading <p>C. AIRCRAFT/EQUIPMENT</p> <p>1. <u> Certificates/Placards</u></p> <p>2. <u> Logbooks</u></p> <ul style="list-style-type: none"> • Open Items • Carryovers • Cabin Items <p>3. <u> Fire Extinguishers</u></p> <ul style="list-style-type: none"> • Type • Number • Location • Service <p>4. <u> Portable O₂ Bottles</u></p> <ul style="list-style-type: none"> • Number • Location • Service • Masks and Hoses <p>5. <u> PBE</u></p> <p>6. <u> First Aid Kits</u></p> <ul style="list-style-type: none"> • Sealed and Stowed <p>7. <u> Megaphones</u></p> <p>8. <u> Crash Axe</u></p> <p>9. <u> Passenger Briefing Cards</u></p> <ul style="list-style-type: none"> • At Each Seat • Required Information <p>10. <u> Passenger Seats</u></p> <ul style="list-style-type: none"> • Not Blocking Emergency Exits • Flotation Cushions • Tray Tables • Ashtrays • Life Preservers • Seatback Function • Seatbelts <p>11. <u> Passenger O₂ Service Units</u></p>	<p>12. <u> Cabin crewmember Stations</u></p> <ul style="list-style-type: none"> • Seat Retraction • Restraint Retraction • Headrests/Cushions • PA System/Interphone <p>13. <u> Galleys</u></p> <ul style="list-style-type: none"> • Restraints and Tie downs • Trash Receptacles • Circuit Breakers • Water Shutoff Valves <p>14. <u> Personnel Lift</u></p> <ul style="list-style-type: none"> • Lavatories • Smoke Alarms • Trash Receptacles • Fire Extinguishing System <p>15. <u> Stowage Compartments</u></p> <ul style="list-style-type: none"> • Weight Placards • Restraints/Latching • Access to Emergency Equipment <p>16. <u> Required Placards</u></p> <p>17. <u> Emergency Lighting System</u></p> <p>18. <u> Exits</u></p> <p>19. <u> Main landing Gear Viewing ports</u></p> <p>20. <u> Cockpit Security door</u></p> <p>D. SERVICING AND MAINTENANCE</p> <p>1. <u> Fueling Procedures</u></p> <ul style="list-style-type: none"> • Ground Wires • Fuel Slip • Fueler Training • Fuel tested for H₂O <p>2. <u> Routine Maintenance</u></p> <ul style="list-style-type: none"> • Mechanic qualifications • Logbook entries <p>3. <u> Deicing Procedures</u></p> <p>4. <u> Service Contractor Procedures</u></p> <ul style="list-style-type: none"> • Caterers • Cleaners • Water Servicing
<p>E. RAMP AND GATE CONDITION AND ACTIVITY</p>	<p>4. <u> Marking and lighting</u></p> <ul style="list-style-type: none"> • Taxi Lines • Gate Markings 	



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<p>1. Surface Condition 2. Contamination/Debris 3. Construction and Obstructions</p> <ul style="list-style-type: none">• Signs• Markings and flags	<ul style="list-style-type: none">• Signs and Signals	
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REMARKS:



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OVERALL RESULT: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	<i>INSPECTOR'S SIGNATURE</i>
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Annexure II

CONTENTS OF AN AIRCRAFT ACCIDENT VICTIM'S RELIEF PROGRAMME

A programme to be submitted by a Foreign Air Operator under Section 2.3.1 shall include, at a minimum, the following:

- (1) A plan for publicizing a reliable, toll-free telephone number, and for providing staff, to handle calls from the families of the passengers and persons on ground who sustained damages directly due to the accident.
- (2) A process for notifying the families of the passengers and persons on ground who sustained damages directly due to the accident, before providing any public notice of the names of the passengers, by utilizing the services of suitably trained individuals.
- (3) An assurance that the notice described in paragraph (2) will be provided to the family of a passenger as soon as the Foreign Air Operator has verified that the passenger was aboard the aircraft (whether or not the names of all of the passengers have been verified) and, to the extent practicable, in person.
- (4) An assurance that the Foreign Air Operator will provide to the Civil Aviation Authority of Sri Lanka, immediately upon request, a list (which is based on the best available information at the time of the request) of the names of the passengers aboard the aircraft (whether or not such names have been verified), and will periodically update the list.
- (5) An assurance that the family of each passenger will be consulted about the disposition of all remains and personal effects of the passenger within the control of the Foreign Air Operator.
- (6) An assurance that if requested by the family of a passenger, any possession of the passenger within the control of the Foreign Air Operator (regardless of its condition) will be returned to the family unless the possession is needed for the accident investigation or any criminal investigation.
- (7) An assurance that any unclaimed possession of a passenger within the control of the Foreign Air Operator will be retained by the Foreign Air Operator for at least 18 months.

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- (8) An assurance that the family of each passenger and persons on ground who sustained damages directly due to the accident will be consulted about construction by the Foreign Air Operator of any monument to the passengers, including any inscription on the monument.
- (9) An assurance that the treatment of the families of non-revenue passengers (and any other victim of the accident) will be the same as the treatment of the families of revenue passengers.
- (10) An assurance that the Foreign Air Operator will work with any organization designated by the Civil Aviation Authority of Sri Lanka on an ongoing basis to ensure that families of passengers and persons on ground who sustained damages directly due to the accident receive an appropriate level of services and assistance following each accident.
- (11) An assurance that the Foreign Air Operator will provide reasonable compensation to any organization designated by the Civil Aviation Authority of Sri Lanka for services provided by the organization.
- (12) An assurance that the Foreign Air Operator will assist the family of a passenger in traveling to the location of the accident and provide for the physical care of the family while the family is staying at such location.
- (13) An assurance that the Foreign Air Operator will commit sufficient resources to carry out the programme.
- (14) An assurance that the Foreign Air Operator will provide adequate training to the employees and agents of the carrier to meet the needs of survivors and family members following an accident.
- (15) An assurance that the Foreign Air Operator, in the event that the Foreign Air Operator volunteers assistance to Sri Lankan citizens within Sri Lanka with respect to an aircraft accident outside the Sri Lanka involving major loss of life, the Foreign Air Operator will consult with Civil Aviation Authority of Sri Lanka on the provision of assistance.