

CHAPTER-1 GENERAL

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1.1 DEFINITIONS

- a) **“Aircraft”** means any machine that can derive support in the atmosphere from the reactions of air other than the reactions of the air against the earth’s surface. For the purpose of this ANO, it would mean both, fixed wing and rotary wing aircraft;
- b) **“AOC”** means an Air Operator Certificate issued under the Civil Aviation Rules-1994;
- c) **“Balloons”** means a non-power-driven lighter- than- air aircraft;
- d) **“CAA”** means Civil Aviation Authority of Pakistan;
- e) **“CARs”** means the Civil Aviation Rules – 1994 as amended from time to time;
- f) **“Competent Authority”** means the Director General, Civil Aviation Authority (DG CAA) or an officer/any other person delegated the authority under Rule 4 & 5 of CARs. Where ever this term is used, the designation of the person shall have to be mentioned;
- g) **“Commercial Flight Operation”** means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire; or a flight operation other than Private Operations. Operations under this head are:
 - i) **Regular Public Transport** means flight operations in which an aircraft is used for the carriage of passengers or cargo for hire or reward in accordance with fixed schedules to and from fixed terminals over specific routes with or without intermediate stopping places between terminals (Airlines);
 - ii) **Charter Operation** (class-I below 5700 kgs, class II above 5700 kgs) means all air services operation (cargo or passengers) for hire or reward which are not conducted with fixed schedule to and from fixed terminals OR in accordance with fixed schedule to and from fixed terminals in circumstances in which the accommodation is not available for passengers;
 - iii) **Aerial Work** (class-I below 5700 kgs, class II above 5700 kgs) means flight operations other than charter, or regular public transport, or private operations, for which hire or reward is given or promised to the pilot, the owner, or the operator of the aircraft in respect of flight or the purpose of the flight;
- h) **“Crew”** means person(s) assigned by an Operator for duty on an aircraft during flight time;
- i) **“Damp Lease”** means a wet lease with partial crew;
- j) **“Dry Lease”** means a lease of aircraft without the crew. In this case the aircraft is normally registered in the AOC holder’s State, bears the lessee’s AOC holder name/ logo and is operated under the AOC of the Lessee;
- k) **“Flight crew”** means a licensed crewmember charged with duties essential to the operation of an aircraft during flight;

- l) **"Flying School"** means an operator/organization licensed under the Rules for flying training. Flying Schools have two classes namely:
 - i) **Class I**, being a school carrying out flying training and ground instructions to enable candidates to qualify for the issue of a Private Pilot License and to qualify for the endorsement of aircraft rating on the personal licenses;
 - ii) **Class II**, being a school carrying out flying training and ground instructions to enable candidates to qualify for the issue of Private Pilot license, or a Commercial Pilot License and qualify for the endorsement of ratings on such licenses.

- m) **"General Aviation Operations"** means an aircraft operation other than a Commercial Flight Operation;
- n) **"Inspector"** means Flight Operation Inspector (Pilot & Flt. Engr), Airworthiness Officers or the Surveyors duly authorized by the Competent Authority under Rule 4 of CARs ;
- o) **"Leased Aircraft"** means an aircraft as one used under a contractual leasing arrangement;
- p) **"Lessor"** means the person, party or the AOC holder from whom the aircraft is leased;
- q) **"Lessee"** means the person, party or the AOC holder to which the aircraft is leased;
- r) **"Long Term Lease"** means an operating lease for a period exceeding 90 days;
- s) **"Operator"** means a person, organization or the enterprise engaged in or offering to engage in an aircraft operation under an Air Operator Certificate issued by the CAA in accordance with Rule 187 of Civil Aviation Rules 1994;
- t) **"Operational Control"** means the exercise of authority over initiating, conducting, and terminating a flight;
- u) **"Operations Manual"** means a manual containing procedures, policies, instructions, checklists, and guidance for use by the operational personnel in the execution of their duties. It would essentially include all the manuals and other requirements as specified in ANO 91-0003 either by reference or otherwise and shall be approved by the CAA.
- v) **Operational Control** means the exercise of authority over initiating, conducting, and terminating a flight.
- w) **"Operations Specifications"** means the operating conditions mentioned in the CARs and the Annexes to the ICAO Convention.
- x) **"Operator"** means a person, company or the enterprise engaged in or offering to engage in an aircraft operation under an Air Operator Certificate issued by the CAA in accordance with CARs;

- y) **“Private Operation”** means flight operations other than aerial work, charter, or regular public transport in which no remuneration, hire or reward is given to the pilot, the owner or the operator of the aircraft in respect of that flight or the purpose of that flight;
- z) **“Short Term Lease”** means a lease designed to meet an AOC holder’s need for additional aircraft for seasonal or short period not exceeding 90 days;
- aa) **“State of Operator”** means the State in which the Operator’s principal place of business is located or, if there is no such place of business, the operator’s permanent residence is located;
- bb) **“State of Registry”** means the State on whose registry the aircraft is entered;
- cc) **“Wet Lease”** means a lease of aircraft with the crew under a contractual arrangement.

1.2 LIST OF ABBREVIATIONS

1.2.1 Following are the abbreviations that may have been used in this document:

- a) **“AFM”** **Aircraft Flight Manual**
- b) **“AN”** **Airworthiness Notice**
- c) **“ANO”** **Air Navigation Order**
- d) **“AOC”** **Air Operator Certificate**
- e) **“ASC”** **Air Safety Circular**
- f) **“CAA”** **Civil Aviation Authority Pakistan**
- g) **“CAR”** **Civil Aviation Rules 1994**
- h) **“CDL”** **Configuration Deviation List**
- i) **“CE”** **Chief Engineer**
- j) **“CFI”** **Chief Flying Instructor**
- k) **“CFS”** **Chief Flight Standards**
- l) **“CGI”** **Chief Ground Instructor**
- m) **“CP”** **Chief Pilot**
- n) **“DAW”** **Director Airworthiness**
- o) **“D.G”** **Director General**
- p) **“DFO”** **Director Flight Operations**
- q) **“FE”** **Flight Engineer**
- r) **“FI”** **Flight Instructor**

s)	“FOM”	Flight Operation Manual
t)	“FTO”	Flying Training Organization
u)	“FS”	Flying School
v)	“GM”	General Manager
w)	“GTO”	Ground Training Organization
x)	“MEL”	Minimum Equipment List
y)	“MM”	Maintenance Manual
z)	“MCM”	Maintenance Control Manual
aa)	“NOTAM”	Notice to Airmen
bb)	“OM”	Operations Manual
cc)	“P”	Pilot
dd)	“PC”	Proficiency Check
ee)	“PIC”	Pilot in Command

1.3 REGULATORY DOCUMENTS

Tabulated below, is the list of Regulatory Documents, which may be required for guidance on various requirements and for preparing the statement of compliance. These are available at places shown against each at the cost given in the Fee Schedule. All these places mentioned are located in HQCAA that is within close proximity of JIAP Karachi.

S.No.	Document	Place of Availability
1.	Civil Aviation Rules, 1994	Legal Directorate
2.	Air Navigation Orders a) Personnel Licensing 90- Series b) Flight Operations 91- Series c) Airworthiness 92- Series	Personnel Licensing Office Flight Standards Directorate Airworthiness Directorate
3.	Air Safety Circulars	Flight Standards Directorate
4.	Airworthiness Notices	Airworthiness Directorate
5.	Licensing Circulars	Personnel Licensing Office
6.	DCP/DCFE Manual	Flight Standards Directorate
7.	Flight Operations Inspector Manual	Flight Standards Directorate
8.	Basic Flight Training Manual	Flight Standards Directorate
9.	Patter Book	Flight Standards Directorate

1.4 CAA OFFICES/CONTACTS

a) Head Offices	b) Field Offices
i) DGCAA HQCAA, Terminal –1 Jinnah Int'l Airport Karachi. Tel: 9242001-2 Fax: 9242004 Email: dgcaa@caapakistan.com.pk	i) Controller of Airworthiness (South) JIAP, Karachi. Tel: 9242757
ii) Airworthiness Directorate HQCAA, Jinnah Int'l Airport Karachi. Te1: 9242756 Fax: 4604306 Email: daw@caapakistan.com.pk	ii) Controller of Airworthiness (North) Islamabad International Airport Tel: 051-9280339
iii) Flight Standards Directorate (HQs, Civil Aviation Authority) Jinnah Int'l Airport Karachi. Tel: 9242766 Fax: 9242767 Email: dfs@caapakistan.com.pk	iii Senior Airworthiness Officer Lahore Int. Airport Tel: 042-9240532 Fax: 042-9240511
iv) Personnel Licensing Office HQCAA, Karachi Tel: 9242775, 9242787-88 Fax: 9242776 Email: gmlicense@caapakistan.com.pk	iv GM GA (North) Islamabad Int'l Airport Tel: 051-4474007
v) Aero-medical Centre HQCAA, JIAP, Karachi Tel: 924753 Fax: 9242752	

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1.5 FEE SCHEDULE (Flight Standards Directorate)

- 1.5.1 Fee Schedule/ Service charges cater for the functional expense incurred by the Authority and is based on the nature of task to be performed and man-hour involved in discharge of the service or the function.
- 1.5.2 The Schedule provided herein pertains to certification activities carried out by Flight Standards Directorate. These activities include field inspections, Reviews, audits, proficiency checks/tests, approvals, issuance of certification documents and any other regulatory function performed by Flight Standards Directorate.
- a) The service charges/Fee Schedule (from the operator point of view) is based on:
 - i) No delay or interruptions during the activity;
 - ii) An average size of fleet; and
 - iii) Operator's Main Base only (no operating ports).
 - b) The Operator shall be charged for utilization of any additional time of the CAA (at the rate of Rs.1000/Hr.) which could be due to:
 - i) Delays/interruptions by the operator;
 - ii) The size of the fleet;
 - iii) Larger Size of the main base; and/or
 - iv) Various number of Operating ports to be inspected.
 - d) An additional 50% charges for each activity shall be payable to CAA by all those operators operating with wet leased aircraft.
 - e) The service charges for the inspections and/or approvals are applicable for Karachi only. An operator or person as applicable shall also pay the additional expenses, such as accommodation, transportation, communications and daily allowance compatible with major National Air Carrier while any such service is required to be performed out of Karachi. Operator shall provide transportation to and from the facility for Flight Inspectors even at his/their base.
- 1.5.3 The fee/charges against any activity/document shall be non-refundable. An inspection/activity resulting in unsatisfactory result/report shall require a re-inspection/check for which the operator shall have to deposit the requisite service charges in accordance with this schedule.
- 1.5.4 The prescribed service charges against each service/activity/document are to be deposited in Pak Rupees and shall be payable in the following Account No.: -
- “CAA Collection Account No.2561-8 (CAT-C),
National Bank of Pakistan”.

Note: In this Schedule, “Approval” means Check, inspection and/or review for the purpose of Approval, and the result of which may be satisfactory or otherwise.

Air Operator Certificate

RPT/Aerial work & Charter Ops. of weight Cat. 5700 kgs and more	Charges
i) AOC Pre-application Briefing/meeting	4,000
ii) AOC Inspection (Initial Issue) (Administrative/operational facilities and aircraft)	42,000
iii) AOC Re-Inspection (Within the agreed time after initial inspection and for those areas which were unsatisfactory in initial inspection)	10,500
iv) AOC Renewal Inspection	28,000

Aerial work & Charter Ops. of weight Cat. Below 5700 kgs	Charges
i) AOC Pre-application Briefing/meeting	3,000
ii) AOC Inspection (Initial Issue) (Administrative/operational facilities and aircraft)	7,000
iii) AOC Re-Inspection (Within the agreed time after initial inspection and for those areas which were unsatisfactory in initial inspection)	2,000
iv) AOC Renewal Inspection	5,000

Approval of Operations Manual**Initial scrutiny/ review for Approval**

RPT Operations		Aerial work & Charter Ops. of weight Cat. 5700 kgs and more	Aerial work & Charter Ops. of weight Cat. Below 5700 kgs
Parts Of Operations Manual	Charges		
i) FOM or BOM	7,000		
ii) Cabin Crew Manual	5,000		
iii) MEL (Each Type of Aircraft)	3,000		
iv) Flight Despatch Manual	4,000		
v) Trg. Manual	5,000		
vi) Dangerous Goods Manual	4,000		
vii) Flight Safety Manual	2,000		
viii) Security Manual	2,000		
Total	32,000	25,000	7,000

Note: Additional Rs. 3000/- for RPT and Rs. 1500/- for Aerial Work and Charter of both Categories shall be charged for Approval of MEL of each additional Type of Aircraft

Review of each additional Manual	2,000	2,000	1,500
Repeat Review of any part of Operations Manual	2,000	2,000	1,500
Each Amendment to Operations Specifications	1,000	1,000	500
Each additional Aerial Work Rating	-	1,000	1,000

Approval of other Document/Trg. Equipment (Simulator not included)

a) Syllabus	2,000	2,000	1,000
b) Trg. aid/equipment	2,000	2,000	1,000

Evacuation Drill/Ditching Drill/Practice Fire Drill

Activity	Charges
a) Evacuation Drill	3,500
b) Ditching Drill	4,000
c) Fire Drill or any other special Procedure	2,000

Aircraft Proving Test and Validation Flight

- a) Proving test/flight for initial certification of an operator shall be flown through min. of two sectors. Depending upon the quantum of operation and the short falls; the proving test may require a series of flights.
- b) Validation flights may be required for validation of certain approvals like ETOPs, New route, new destination, and major change in aircraft and/or operations.

Aircraft Proving Test and Validation Flight Type	Total Charges
Proving Test for Operator's initial certification	6,000
Proving test for an aircraft of a type, new to an operator	6,000
Validation Flight	6,000

Approval of Person

Activity/Approval	Initial	Renewal
a) DCP "A" Check	6,500	3,000
b) DCP "B" Check	6,000	3,000
c) DCFE "A" Check	6,500	3,000
d) DCFE "B" Check	6,000	3,000
e) CFI/CP	4,000	-
f) Key Appointments	3,000	-
g) Leading Cabin Crew (LCC)	2,000	1,000
h) Designated Check Cabin Crew (DCCC)	3,000	1,500
i) Ground Instructor (Operations)	4,000	2,000

Proficiency /Route Check (Initial, Renewal or Failure as applicable)

a) Proficiency Check	Total Charges
i) Captain	5,000
ii) First Officer /Co-pilot	5,000
iii) Flight Engineer	5,000
b) Route Check	
i) Captain	6,000
ii) First Officer/Co-pilot	6,000
iii) Flight Engineer	6,000

Notes:

- a) Additional 30 min time and its charges may be added for a wide body aircraft.
- b) The operator/individual shall pay the additional charges equal to the extra time prior to the approval of the said check if :
 - i) The flight time of a PPC/FEPC exceeds 02 Hrs.
 - ii) The flight time of a Route Check (min. two sectors) exceeds 03 Hrs.
 - iii) An oral test is held under the requirements of the Rules.
- c) The charges for PPC/FEPC shall be reduced for 30 min. time (start time) if the check is conducted in simulator.
- d) For Flight/Simulator Check, the operator/individual shall manage the availability of Aircraft/ Simulator and shall pay all charges incurred thereby.

Approval of Simulator Qualification

a) Approval of Simulator Qualification	Charges
i) Initial /Upgrade Qualification	24,000
ii) Recurrent Evaluation	13,000
iii) Recurrent (under OTP)	7,500
iv) Recurrent (Extended interval)	7,500

b) Approval of a Convertible Simulator	
i) Initial (Both Types)	45,000
ii) Recurrent (Both Types)	23,000

c) Validation of an Approved Simulator	
i) For a particular qualification of an Operator's crew	4,500
ii) After Modification Of Simulators	4,500
iii) After shifting the Simulator to new location	7,500
iv) With new owner/operator	7,500
v) After removal from qualification status(for less than a year)	13,000

Approvals of Flight Training Devices

a) Level- 6 & 7 Flight Training Devices	Charges
i) Initial /Upgrade Qualification	14,000
ii) Recurrent Evaluation	8,000
iii) Recurrent (under OTP)	5,000

b) Level- 2,3 4 and 5 Flight Training Devices	Charges
i) Initial /Upgrade Qualification	10,000
ii) Recurrent Evaluation	6,000
iii) Recurrent (under OTP)	5,000
iv) Recurrent (Extended interval)	4,000

Certification of Aviation Training Centres/ Satellite Training Centre

The Certification covers the aviation training centres other than those covered in Part VI of CARs 94 (Rule 53,54 for PPL & CPL)

a) Aviation Training Centres	Charges
i) Initial Approval	25,000
ii) Recurrent Approval	14,000

b) Satellite Training Centre	
i) Initial Approval	7,000
ii) Recurrent Approval	5,000

Regulatory Documents/Publication

Document/Publication	Charges
a) Civil Aviation Rules 1994	1,000
b) Air Navigation Orders (Each ANO)	50
c) Air Safety Circular (Each ASC)	50
d) AOC Guide (CAAD-617)	1,500
e) DCP/DCFE Manual	200
f) Flt. Ops. Inspector Manual (CAAD-624)	3000
g) Patter Book	100
h) BFT Manual (CAAD-625)	200

Note: Flight Standards Directorate does not sell any publication. However, provision of the above publication may be made upon request.

Approval - Facilities of Ground Handlers

Operations & Traffic Facilities	Initial	Renewal
Main Base Inspection	12,000	6,000
Station Inspection	10,000	5,000

Training Centre	Initial	Renewal
Main Training Centre	10,000	5,000
Satellite Training Centre	5,000	3,000
Approval of Ground Instructor	4,000	2,000

Note: Training Centres and Ground Instructor approval shall pertain to Operation related subjects only.