

# STANDARD PRACTICE FOR THE ISSUANCE OF A PERSONAL AIR OPERATOR CERTIFICATE

Draft 01  
12 April, 2005

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Reviewed by:

Name	Date	Comment

Draft 01	12 April 2005	Submitted to TC, CRAC, LAMAC Technical Committee and membership for review.



TABLE OF CONTENTS

RECORD OF AMENDMENTS ..... 3

STANDARD PRACTICE FOR THE ISSUANCE OF A PERSONAL AIR OPERATORS CERTIFICATE..... 5

SECTION 1 - GENERAL ..... 5

    Scope ..... 5

SECTION 2 - CERTIFICATION ..... 5

    2.1 Issuance of a Personal Air Operator Certificate..... 5

    2.3 General Conditions of a Personal Air Operator Certificate ..... 5

    2.4 Qualifications of Operational Personnel ..... 6

SECTION 3 - FLIGHT OPERATIONS..... 6

    3.1 Checklists ..... 6

    3.2 Operational Flight Data ..... 6

    3.3 General Procedures ..... 7

SECTION 4 –OPERATIONS MANUAL ..... 7

SECTION 5 – MAINTENANCE..... 9

    5.1 Maintenance Control Procedures ..... 9

SECTION 6 - TRAINING ..... 9

# STANDARD PRACTICE FOR THE ISSUANCE OF A PERSONAL AIR OPERATORS CERTIFICATE

## SECTION 1 - GENERAL

### *Scope*

- 1.1 This Practice applies in respect of the operation of a Personal Aircraft for hire or reward while engaging in the following activities:
- (a) Flight Training
  - (b) Banner towing
  - (c) Glider towing
  - (d) Transportation of passengers who are clients or employees of the owner's business
  - (e) Transportation of cargo
  - (f) Demonstration or Sales Promotion flights
  - (g) Aerial surveillance and patrol.
  - (h) Sight seeing tours
  - (i) Medical Evacuation

## SECTION 2 - CERTIFICATION

### *2.1 Issuance of a Personal Air Operator Certificate*

2.1.1 The following documents are required when applying for the issuance of a Personal Air Operator certificate:

- (a) name and mailing address of the operator;
- (b) location of the main operating base and any sub-bases;
- (c) registration and serial number of each aeroplane operated under the Certificate;
- (d) Name of Approved Maintenance Organization or AME contracted to conduct maintenance on the aircraft(s);
- (e) Copy of Operations Manual;
- (f) Name and qualifications of the Chief Pilot;
- (g) Name of Operations Manager.

2.1.2 Flight Training Units operating under CARS 604 regulations are not required to apply for a Personal air Operator Certificate, but will operate Personal Aircraft used for flight training to the same standards as governed by the FTU's Operating Manual.

### *2.3 General Conditions of a Personal Air Operator Certificate*

2.3.1 A personal air operator certificate shall contain the following general conditions:

- (a) the personal air operator shall conduct flight operations in accordance with its operations manual;
- (b) the personal air operator shall conduct flight operations in accordance with day or night VFR conditions;

- (c) aircraft operated under a personal air operator certificate shall be maintained by an Approved Maintenance Organization (AMO) or a qualified Aircraft Maintenance Engineer (AME) in accordance with the approved Maintenance Program.

## ***2.4 Qualifications of Operational Personnel***

2.4.1 An applicant shall designate personnel who perform the functions related to the following positions:

- (a) operations manager;
- (b) chief pilot; and
- (c) the person responsible for the Maintenance Control Procedures. (MCP)

2.4.2 Notwithstanding the above, where the operator is a small operation of less than four aeroplanes, (a), (b) and (c) may be the same person.

2.4.3 The Operations Manager and Chief Pilot shall possess knowledge with respect to:

- (a) the applicable regulations and standards;
- (b) the Content of the Operations Manual, Personal Air Operator's Certificate and Operations Specifications.
- (c) The chief pilot shall hold a valid commercial pilot licence or flight instructor aeroplane Class 4 or higher.

## **SECTION 3 - FLIGHT OPERATIONS**

### ***3.1 Checklists***

3.1.1 A personal air operator shall establish a normal operating and emergency checklist for each aircraft that it operates and shall make the appropriate parts of the checklist readily available to crew members.

### ***3.2 Operational Flight Data***

3.2.1 Prior to every flight an Operational Flight Data sheet shall be completed.

Operational Flight Data sheets shall be retained by the operator for at least 180 days.

3.2.2. The minimum required information to be entered on the operational flight data sheet is:

- (a) Personal Air operators name;
- (b) date;
- (c) aeroplane registration;
- (d) aeroplane type and model;
- (e) Pilot in Command name;
- (f) departure aerodrome;
- (g) destination aerodrome;
- (h) estimated time enroute;
- (i) fuel endurance;
- (j) weights and balance determination for the intended flight;

- (k) number of persons on board, crew and passengers;
- (l) time of departure; and
- (m) time of arrival.

### **3.3 General Procedures**

3.3.1 A private operator shall establish procedures to ensure that

- (a) all passengers are seated and secured;
- (b) all baggage is stowed and secured;
- (c) all passengers are given a safety and emergency briefing.

## **SECTION 4 –OPERATIONS MANUAL**

4.1. A copy of the Operations Manual shall be kept on board the aircraft, or distributed to every crew member and shall include the Maintenance Control Procedures for each type of Personal Aircraft operated.

4.2. The contents of the Operations Manual shall contain at least the following as applicable;

- (a) a table of contents;
- (b) amendment control page and list of effective pages;
- (c) duties, responsibilities and succession;
  - (i) of the chief pilot,
  - (ii) of the operations manager,
  - (iii) of the person responsible for aircraft maintenance,
  - (iv) of the flight crew members (by individual position),
- (d) weather limitations and restrictions;
- (e) flight control;
  - (i) dispatch and control,
  - (ii) reporting aeroplanes overdue,
  - (iii) closing flight plans/flight itineraries, and
  - (iv) dangerous goods;
- (f) operations;
  - (i) aerodrome standards,
  - (ii) performance requirements
  - (iii) communications,
  - (iv) navigation,
  - (v) uncontrolled airspace,
  - (vi) flights over water,
  - (vii) mountainous areas,
  - (viii) take-off and landing minima (VFR),
  - (ix) crew co-ordination (for each aeroplane type), and
  - (x) carriage of passengers or passengers and cargo,
  - (xi) alternate aerodrome requirements,
  - (xii) crew scheduling (if applicable),
  - (xiii) minimum crew complement and single pilot operation;
  - (xiv) flight and duty time limitations;
- (g) emergency operation;

- (i) declaration of emergency,
- (ii) declaration of termination of emergency,
- (iii) use of transponder/radar assistance, and
- (iv) emergency procedures (including evacuation procedures
- (h) accidents/incidents;
  - (i) reporting, and
  - (ii) continuation of flight after accident/incident;
- (i) records;
  - (i) crew member (training/qualifications), and
  - (ii) routes and flight time; and
- (j) a description of the maintenance control procedures.

#### 4.3 Abbreviated Content for Owner/Pilot Operating one Aircraft Day VFR

- (a) table of contents;
- (b) amendment procedures;
- (c) list of effective pages;
- (d) copy of Personal Air Operator Certificate and Operations Specifications;
- (e) weight and balance system;
- (f) list of emergency and survival equipment carried on board aircraft;
- (g) procedures for reporting overdue aircraft;
- (h) procedures for reduced VFR visibility limits in uncontrolled air space if applicable; and
- (i) accident/incident reporting procedures.

4.2 The operations manual section that details the maintenance control procedures shall contain at least the following information:

- (a) the name and title of the person to whom operational and maintenance functions have been assigned;
- (b) a description of the functions that have been assigned to each person, and
- (c) where the organization uses standards for the performance of elementary work or servicing that are other than those recommended by the manufacturer, the identification of those standards;
- (d) details of the methods used to record the maintenance, elementary work or servicing performed, and to ensure that any defects are recorded.
- (e) a detailed description of the procedure used to ensure that any maintenance tasks required by the maintenance schedule, an airworthiness directive, or any task required for the rectification of a defect is completed within the time constraints specified by the manufacturer.
- (f) a description of elementary work.
- (g) a description of defect reporting and rectification control procedures required including details of:
  - (i) the methods used to detect and report recurring defects;
  - (ii) the procedures for scheduling the rectification of defects whose repair has been deferred, and
  - (iii) the procedures used to report service difficulties;

4.3 A personal air operator must provide a copy of the operations manual section that details the maintenance control procedures, or relevant portions thereof, to each person who performs or certifies work. In the case where only a portion of the manual is provided, it must be sufficiently comprehensive that the person performing the tasks has all relevant information. For non-scheduled work, temporary copies of the relevant portions of the operations manual section which details the maintenance control procedures, or any incorporated reference, may be sent via facsimile transmission.

## **SECTION 5 – MAINTENANCE**

### ***5.1 Maintenance Control Procedures***

- 5.1.1 This practice is applicable to the control of maintenance and the performance of elementary work and servicing in respect of aircraft used by a personal air operator.
- 5.1.2 Personal Aircraft operated under the Personal Air Operators Certificate shall be maintained in accordance with the manufacturer's instructions for continuing airworthiness (reference 5.2.4 of SP 1301-04)
- 5.1.3 The personal air operator is responsible for remaining aware of any service information produced by the manufacturer of the aircraft operated. Where the aircraft service information refers to the engine, propeller, or component manufacturers instructions, this awareness shall extend to those instructions also. This service information must be assessed and actioned where the personal air operator determines it to be necessary.
- 5.1.4 The personal air operator must comply with manufacturers safety directives.
- 5.1.5 Safety Directives and the associated actions must be retained for six years.
- 5.1.6 Elementary work need not be performed by the holder of an AME licence, or by a person working under an AMO certificate. The personal air operator is responsible for controlling the authorization of persons to perform elementary work.
- 5.1.7 A personal air operator may authorize any person to perform elementary work provided that person has been trained to perform the specific task and has completed the task at least once under the supervision of the holder of an AME licence or an organization holding an Approved Training Organization Certificate issued pursuant to Subpart 566 of the Canadian Aviation Regulations. There is no requirement for the supervising AME to hold any special rating.

## **SECTION 6 - TRAINING**

6.1 It is the responsibility of the Personal Air Operator to ensure that Flight Crew Personnel receive training in the following emergency procedures:

- (a) aeroplane fire on ground or while airborne
- (b) engine fire on ground and in flight
- (c) engine failure in flight

- (d) inadvertent encounter with airframe icing conditions and operation of de-icing and anti-icing equipment
- (e) hydraulic, electrical, and other system malfunctions (as applicable)
- (f) recognition and recovery from turbulence and windshear on approach and landing
- (g) rejected take-offs and landings
- (h) missed approach and go-around
- (i) straight-in and circling approaches, with emphasis on non-precision procedures

6.2 If used as a primary navigational aid, adequate ground training on GPS Receivers including ability to

- (a) select appropriate operational modes;
- (b) recall categories of information contained in the database;
- (c) predict RAIM availability;
- (d) enter and verify user defined waypoints;
- (e) recall and verify database waypoints;
- (f) interpret typical GPS navigational displays including latitude/longitude, distance and bearing to waypoint, course deviation indication (CDI), desired track (DTK), track made good (TMG), actual track (TK), cross track error and any other information appropriate for the equipment used;
- (g) intercept and maintain GPS defined tracks;
- (h) determine navigation information appropriate for the conduct of the flight including ground speed (GS), estimated time of arrival (ETA) for next waypoint and destination;
- (i) recognition of waypoint passage;
- (j) use of 'direct to' function;
- (k) conduct operational and serviceability checks;
- (l) recognize and take appropriate action for all GPS warnings and messages