



UNITED NATIONS

AVIATION STANDARDS FOR PEACEKEEPING

AND

HUMANITARIAN AIR TRANSPORT OPERATIONS

(SEPTEMBER 2012)

**UNITED NATIONS AVIATION STANDARDS FOR PEACEKEEPING AND
HUMANITARIAN AIR TRANSPORT OPERATIONS**

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SECTION 1
INTRODUCTION

SECTION 1. INTRODUCTION

1.1 Background

1.1.1 In recent times, the UN has significantly increased its aviation activities, especially in the field of peacekeeping operations and humanitarian support. A large number of fixed and rotary wing aircraft are participating in missions with an extreme variety of operational tasks. Commercial operators and military units from different countries are taking part in these operations. Although the commercial operators comply with Rules and Regulations of their State Authorities, and through them with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), differences in national regulations and practices might exist that could potentially generate different standards of aviation safety.

1.1.2 To avoid that possibility and in line with the ICAO recommendation that the UN promulgate its own aviation standards and procedures, the Department of Peacekeeping Operations (DPKO)/Department of Field Support (DFS) and the World Food Programme (WFP) have, with the assistance of ICAO, established common aviation standards for humanitarian and peacekeeping air transport operations to facilitate interoperability.

1.2 Applicability

1.2.1 These Standards are applicable to UN entities involved in provisions of air transport services through commercial air charter agreements. Those entities shall have the appropriate structure and staff in accordance with Section 3.

Note.— Air charter agreements refer to any contracted aircraft operating under long term charter agreements and/or contracted aircraft moving passengers under short term agreements.

1.2.2 These standards shall apply to all persons or organizations operating and/or maintaining civil registered aircraft for the UN.

1.2.3 These standards are applicable to all staff working for or on behalf of the UN in support of the UN Aviation Operations.

1.2.4 Standards addressing general matters establish acceptable practices for all aircraft operated for the UN. When a specific national requirement applicable to the AOC Holder differs from these standards the more restrictive provision shall apply.

1.2.5 For a civil air transport operator, the provisions of the operations specifications associated with the air operator certificate (AOC), issued by the State of the Operator, shall govern the operation of aircraft operated for the UN by that operator.

1.2.6 Subsequently, in these standards, the term “Authority” is used to denote the “State of the Operator” and “AOC Holder” is used to denote a civil air transport operator (see Section 1 – Definitions).

1.3 Rules of Construction

1.3.1 Throughout these UN Aviation Standards, the following word usage applies:

“Approved” means the Authority (as appropriate) has reviewed the method, procedure, or policy in question and has issued a formal written approval;

“Acceptable” means the Authority (as appropriate) has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation; and

“Prescribed” means the Authority has issued written policy or methodology.

Note.— These terms are used by the UN when handling its own internal documentation.

1.4 Administration and Organization

1.4.1 Notes to provide exceptions, explanations, and examples to individual requirements appear immediately after the statement to which they apply.

1.4.2 Each UN Organization involved in Air Transport Operations shall develop Aviation Manuals (e.g. Operations, Safety, Security and Quality) that detail the means of compliance with these Standards. In addition all UN field missions shall develop Standard Operating Procedures that are fully compliant with those Manuals and reflect the specific nature of the operations concerned.

1.4.3 Where references to ICAO SARPs and guidance material are given, the source of the standard to which the reference is attached can be found in those regulatory or advisory documents.

1.4.4 DPKO/DFS and WFP shall establish an Aviation Technical Advisory Group (ATAG) that, inter alia, will:

- a) establish common aviation standards (AVSTADS) for peacekeeping and humanitarian air transport operations;
- b) forward the AVSTADS to DPKO/DFS and WFP Air Operations and Aviation Safety for implementation through appropriate procedures and monitor their effectiveness; and
- c) periodically review AVSTADS for relevance and consistency with International Standards (ICAO SARPS) and recommend amendments.

1.4.5 The process for the establishment, review and repeal of standards is described in the ATAG Terms of Reference.

1.4.6 ICAO shall be invited, in an advisory capacity, to participate in the work of the ATAG.

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SECTION 2
DEFINITIONS

SECTION 2. DEFINITIONS

2.1 The following definitions are provided to clarify the use of terms within these Standards.

2.2 This is not intended to be an all-inclusive listing of definitions. For the purpose of United Nations Aviation Operations, the definitions contained in the Annexes to Chicago Convention apply.

Absolute ceiling. The maximum altitude above mean sea level at which an aircraft can maintain horizontal flight under standard atmospheric conditions.

Accountable Manager. The manager who exercises authority on behalf of the Operator for ensuring that all prescribed actions are performed to the standard required by the Authority. When authorised by the Authority, the accountable manager may delegate all or part of his or her authority in writing to another person within the organisation, who becomes the accountable manager for the matters delegated (e.g. CEO, president, managing director, director general, general manager)

Accountable Officer. The Officer of the UN who is overall responsible for air transport operations and aviation safety and who exercises authority on behalf of the UN organization for the management of air transport and aviation safety.

Acceptance checklist. A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met.

Air Operator Certificate (AOC). A certificate authorizing an operator to carry out specified air transport operations.

AOC Holder. A civil air transport operator in possession of a valid air operator certificate.

Note.— AOC Holder is used as an alternative to “operator” when referring to a civil air transport operator.

Authority. The civil aviation authority of the Operator’s (AOC Holder’s) State of the Operator.

Aerodrome. A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aeronautical product. Any aircraft, aircraft engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon.

Aeroplane. A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Air navigation facility. Any facility used in, available for use in, or designed for use in aid of air navigation, including aerodromes, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electrical communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

Air Traffic Control (ATC). A service provided for the purpose of: 1) preventing collisions: a) between aircraft: and b) on the manoeuvring area between aircraft and obstructions; and 2) expediting and maintaining an orderly flow of traffic.

Air Traffic Control Unit. A generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

Aircraft – category. Classification of aircraft according to specified basic characteristics (e.g., aeroplane, helicopter, glider, free balloon).

Aircraft – type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Airframe. The fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of an engine), and landing gear of an aircraft and their accessories and controls.

Appliance. Any instrument, mechanism, equipment, part, apparatus, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, engine, or propeller.

Approved Maintenance Organisation (AMO). An organization approved by a Contracting State, in accordance with the requirements of ICAO Annex 6, Part I, Chapter 8 – Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note 1.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Note 2.— An AMO may be part of an operator’s organization or it may be another organization to which the operator has sub-contracted maintenance tasks.

Approved maintenance program. A maintenance program approved by the State of Registry.

Approved training. Training conducted under special curricular and supervision approved by a Contracting State that, in the case of flight crew members, is conducted within an approved training organization.

Calendar day. The period of elapsed time, using Co-ordinated Universal Time or local time that begins at midnight and ends 24 hours later in the next midnight.

Certify as airworthy (to). To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

Certifying staff. Those personnel who are authorised by the Approved Maintenance Organisation in accordance with a procedure acceptable to the Authority/State of Registry to certify aircraft or aircraft components for release to service.

Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.

Continuing airworthiness information. Any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment, as appropriate, is assured.

Contracting States. All States that are signatories to the Convention on International Civil Aviation (Chicago Convention).

Controlled flight. Any flight which is subject to an air traffic control clearance.

Co-pilot. A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Crew Resource Management. A programme designed to improve the safety and efficiency of flight operations by optimising error management, through the effective use of all available resources, by the flight crew.

Critical engine. The engine whose failure would most adversely affect the performance or handling qualities of an aircraft.

Critical phases of flight. Those portions of operations involving taxiing, takeoff and landing, and all flight operations below 10,000 feet, except cruise flight.

Dual instruction time. Flight time during which a person is receiving flight instruction from a properly authorised pilot on board the aircraft.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight duty period. The total time from the moment a flight crew member commences duty, immediately subsequent to a rest period and prior to making a flight or series of flights, to the moment the flight crew member is relieved of all duties having completed such flight or series of flights.

Flight following. The recording in real time of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination airport.

Flight monitoring. In addition to requirements defined for Flight Following, Flight Monitoring includes the:

- 1) operational monitoring of flights by suitably qualified operational control personnel from the point of departure throughout all phases of flight;
- 2) communication of all available and relevant safety information between the operational control personnel on the ground and the flight crew;
- 3) provision of critical assistance to the flight crew in the event of an in-flight emergency or security issue or at the request of the flight crew.

Flight time – aeroplanes. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note.— Flight time as here defined is synonymous with the term “block to block” or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight time – helicopters. The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

Flight watch. in addition to all of the elements defined for flight following and flight monitoring, flight watch includes the active tracking of a flight by suitably qualified operational control personnel throughout all phases of the flight to ensure that it is following its prescribed route, without unplanned deviation, diversion or delay and in order to satisfy State requirements.

Helicopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axis.

Inspection. The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the appropriate authority. The inspection could be visual or by use of other means.

Instrument approach procedure. A series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. Instrument approach procedures are classified as follows:

Non-precision approach (NPA) procedure. An instrument approach procedure which utilizes lateral guidance but does not utilize vertical guidance.

Approach procedure with vertical guidance (APV). An instrument approach procedure which utilizes lateral and vertical guidance but does not meet the requirements established for precision approach and landing operations.

Precision approach (PA) procedure. An instrument approach procedure using precision lateral and vertical guidance with minima as determined by the category of operation.

Note.— Lateral and vertical guidance refers to the guidance provided either by:

- a) a ground-based navigation aid; or*
- b) computer-generated navigation data.*

Instrument flight time. Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

Instrument training. Training which is received from an authorised instructor under actual or simulated instrument meteorological conditions.

Large aeroplane. An aeroplane of a maximum certified take-off mass of over 5,700 kg.

Maintenance. The performance of tasks to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Maintenance control. The operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

Maintenance release. A release completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures described in the maintenance organization's procedures manual.

Master minimum equipment list (MMEL). A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures.

Minimum equipment list (MEL). A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the Master Minimum Equipment List established for the aircraft type.

Night. The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

Note.— Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

Operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Note.— In these standards "AOC Holder" is used in place of "operator" to refer to a civil air transport operator.

Operational control. The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Pilot-in-command (PIC). The pilot designated by the operator as being in command and charged with the safe conduct of the flight.

Powerplant. An engine that is used or intended to be used for propelling an aircraft. It includes turbo superchargers, and accessories necessary for its functioning, but does not include propellers.

Pre-flight inspection. The inspection carried out before flight to insure that the aircraft is airworthy and is fit for the intended flight.

Propeller. A device for propelling an aircraft that has blades on a powerplant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation. It includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of powerplants.

Rating. An authorisation entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

Release To Service. Documentary evidence that all required maintenance work has been completed and the aircraft is airworthy and ready for flight

Repair. The restoration of an aircraft/aeronautical product to a serviceable condition in conformity with an approved standard.

Small aeroplane. An aeroplane of a maximum certified take-off mass of 5,700 kg. or less.

State of Registry. The State on whose register the aircraft is entered.

State of the Operator. 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.

Technical log. A document carried on board an aircraft for recording defects and malfunctions discovered during operation and for recording details of all maintenance carried out whilst the aircraft is operating between scheduled visits to the base maintenance facility. It also contains operating information relevant to flight safety, including the sectors operated, and maintenance data that the operating crew need to know.

SECTION 3
UN ORGANIZATION AND ADMINISTRATION
OF AIR TRANSPORT OPERATIONS

SECTION 3. UN ORGANIZATION AND ADMINISTRATION OF AIR TRANSPORT OPERATIONS

3.1 Organization Structure

3.1.1 The UN shall establish a functional structure at Headquarters and in the Field to undertake Aviation Operations. This structure shall be under the responsibility of an Accountable Officer and based upon Safety Management Systems principles to ensure effective and efficient discharge of the responsibilities for the following functions:

a) Air Transport Management, including but not limited to:

- Aviation contract administration and bilateral agreements;
- Air /ground support services required for field operations;
- Resource planning including adequate UN staff training;
- Tasking of aviation and movement resources for the movement of personnel, supplies, materiel and equipment by air;
- Provision of resources for Search and Rescue where applicable;
- Emergency evacuation and MEDEVAC/CASEVAC services;
- Accounting for the utilization of resources and disbursement of funds; and
- Applying appropriate operational risk management process.

b) Aviation Safety Management including but not limited to:

- Establish and implement an Aviation Safety Policy in line with Safety Management System principles;
- Identification of safety hazards, analysis and issuance of safety recommendations;
- Establish acceptable levels of safety for UN Aviation Operations in consultation with the State of the Operators and Operator's concern;
- Monitor and conduct regular assessment of safety level achieved;
- Improve the overall level of safety through appropriate recommendations;
- Ensure the adequate exchange of safety information among all stakeholders; and
- Liaise directly with the State of the Operator and Operators concerning safety issues related to on-going operations.

c) Aviation Quality Assurance Management:

- Establish and implement a quality assurance policy and programme;
- Assess the continued competency of aviation and related support services including corrective actions;
- Amend the Quality Assurance Programme as necessary; and
- Liaise directly with the registered air carriers concerning contracted operational issues related to on-going operations.

d) Air Operator Registration Management:

- Establish technical criteria for pre-qualification and registration;
- Conduct on-site evaluation of prospective and active air carriers;
- Approve and maintain Air Operator database; and
- Suspend or revoke registration.

3.2 Personnel Requirements

3.2.1 An accountable officer shall be assigned who is overall responsible for air transport operations and aviation safety and who exercises authority on behalf of the UN organization for the management of air transport and aviation safety. The accountable officer shall be at least at a D-2 level.

3.2.2 The UN shall at least establish management positions in a hierarchical structure to perform aviation management functions at headquarters and in the field.

3.2.3 Air Transport Management – Headquarters

- a) A professional at P5/D1 level responsible to the Accountable Officer for the organization and the overall management of the organization's air transport related activities; and
- b) A sufficient number of Professional staff at P3/P4 level as well as suitable number of General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.a.

3.2.4 Air Transport Management - Field Operations

- a) A professional at P4/P5 level responsible for the overall management of the organization's field air transport related activities and reporting operationally to the Air Transport Management in Headquarters and administratively to the Head of Field Mission; and
- b) A sufficient number of Professional staff at P3/P4 level as well as suitable number of Field/General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.a.

3.2.5 Aviation Safety Management – Headquarters

- a) A professional at P5 level responsible to the most senior official supervising the implementation of the organization's aviation safety policy. This staff member is responsible for the overall management of the organization's aviation safety activities; and
- b) A sufficient number of Professional staff at P3/P4 level as well as suitable number of General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.b.

3.2.6 Aviation Safety Management - Field Operations

- a) A professional at P4/P5 level responsible for the overall management of the field's aviation safety activities and reporting operationally to the Aviation Safety Management in Headquarters and administratively to the Head of Field Mission; and
- b) A sufficient number of Professional staff at P3/P4 level as well as suitable number of Field/General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.b.

3.2.7 Aviation Quality Assurance Management – Headquarters

- a) A professional at P4 level responsible to the Air Transport Management for the organization and the overall management of the organization's aviation quality assurance activities; and
- b) A sufficient number of Professional staff at P3 level as well as suitable number of General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.c.

3.2.8 Aviation Quality Assurance Management - Field Operations

- a) A professional at P3 level responsible for the management of the organization's field aviation quality assurance activities and reporting to the Air Transport Management in Field Operations; and
- b) A sufficient number of Professional staff at P2 level as well as suitable number of Field/General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.c.

3.2.9 Air Operators Registration Management - Headquarters

- a) DPKO/DFS Air Transport Management and WFP designate an appropriately qualified P4/P5 staff to manage Air Operators Registration in accordance with the established policies and procedures of each organization; and
- b) A sufficient number of Professional staff at P2/P3 level as well as suitable number of General Service staff at appropriate level to perform the functions as outlined in paragraph 3.1.d.

3.3 Personnel Qualification Requirements for Air Transport Management

3.3.1 No person shall be appointed to a professional P5/D1 grade as the person responsible for overall management of the organization's air transport related activities at HQ unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License or a Commercial Pilot License (or equivalent);
- b) A minimum of 15 years experience in the aviation industry;
- c) Has UN aviation field operations experience in a management position; and
- d) A minimum of 5 years of management position in aviation operations, air transport management or safety and has successfully completed an Air Operations Management Course or Aviation Safety Management course, or equivalent.

Note.— Persons who hold or have held an Air Traffic Control License or a Flight Operations Officer License (or equivalent), may be considered for this appointment provided that he/she meets the criteria in paragraph 3.3.1 b. and c. above and has completed at least two tours of duty as the overall manager of two field air transport operations.

3.3.2 No persons shall be appointed to a professional P3/P4 grade HQ staff positions in air transport unless he/she meets at least the following requirements:

- a) Holds or has held a Commercial Pilot License, Air Traffic Control License or Flight Operations Officer License (or equivalent), Aeronautical Engineer or Maintenance Engineer License;
- b) A minimum of 10 years experience in the aviation industry; and
- c) Has UN aviation field operations experience in a supervisory position.

3.3.3 No person shall be appointed to a professional P5 grade as the person responsible for management of the organization's field air transport related activities unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License or a Commercial Pilot License (or equivalent);
- b) A minimum of 15 years experience in aviation industry;
- c) Has UN aviation field operations experience in a management position; and
- d) A minimum of 03 years of management position in aviation operations, air transport management or safety and has successfully completed an Air Operations Management Course or Aviation Safety Management course, or equivalent.

3.3.4 No persons shall be appointed to a professional P3/P4 grade in a field staff position in air transport unless he/she meets at least the following requirements:

- a) Holds or has held a Commercial Pilot License, Air Traffic Control License or Flight Operations Officer License (or equivalent), Aeronautical Engineer or Maintenance Engineer License;

- b) A minimum of 8 years' experience in the aviation industry; and
- c) Has a supervisory or management position in aviation operations or safety or has successfully completed an Air Operations Management Course or Aviation Safety Management course, or equivalent.

3.3.5 No person shall be appointed to a professional P2 grade in air transport management unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License, Flight Operations Officer License, Aeronautical Engineer or Maintenance Engineer License, or equivalent; and
- b) A minimum of 5 years of relevant experience.

3.4 **Personnel Qualification Requirements for Aviation Safety Management**

3.4.1 No person shall be appointed to professional P5 grade HQ staff position responsible for the overall management of the organization's aviation safety activities unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License or Flight Operations Officer License (or equivalent), Aeronautical Engineer or Maintenance Engineer License;
- b) A minimum of 15 years' experience in the aviation industry;
- c) Has a supervisory or management position in aviation operations or safety or has successfully completed an Aviation Safety Management course, Air Operations Management Course, or equivalent; and
- d) Qualified in one or more of the following disciplines:
 - i) Aircraft Accident Prevention/Investigation;
 - ii) Aviation Safety Inspector (Airworthiness/Operations); and
 - iii) Aviation International Safety Oversight.

3.4.2 No person shall be appointed to a professional P3/P4 grade in Aviation Safety Management for HQ position unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License, Flight Operations Officer License, Aeronautical Engineer or Maintenance Engineer License;
- b) A minimum of 10 years' experience in the aviation industry of which a minimum of 2 years' experience shall be in operational aviation safety or a safety regulatory system;

- c) Has UN aviation field operations experience; and
- d) Possesses professional qualifications in aviation safety management.

3.4.3 No person shall be appointed to professional P5 grade in Aviation Safety Management for Field Operations unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License or Flight Operations Officer License (or equivalent), Aeronautical Engineer or Maintenance Engineer License;
- b) A minimum of 15 years experience in the aviation industry;
- c) Has supervisory or management position in aviation operations or safety or has successfully completed an Aviation Safety Management course or Air Operations Management Course, or equivalent; and
- d) Qualified in one or more of the following disciplines:
 - i) Aircraft Accident Prevention/Investigation;
 - ii) Aviation Safety Inspector (Airworthiness/Operations); and
 - iii) Aviation International Safety Oversight.

3.4.4 No person shall be appointed to a professional P3/P4 grade in Aviation Safety Management for Field Operations unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License, Flight Operations Officer License, Aeronautical Engineer or Maintenance Engineer License;
- b) A minimum of 10 years' experience in the aviation industry of which a minimum of 2 years' experience shall be in operational aviation safety or a safety regulatory system; and
- c) Possesses professional qualifications in aviation safety management.

3.4.5 No person shall be appointed to a professional P2 grade in aviation safety unless he/she meets at least the following requirements:

- a) Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License, Flight Operations Officer License, Aeronautical Engineer or Maintenance Engineer License, or equivalent; and
- b) A minimum of 5 years of relevant experience.

3.5 Personnel Qualification Requirements for Aviation Quality Assurance Management

3.5.1 No person shall be appointed to a professional P4 grade as the person responsible for the management of the organization's aviation quality assurance programme at HQ unless he/she meets at least the following requirements:

- a) Professional training and experience in Aviation Quality Assurance, Air Transport or Aviation Safety Management;
- b) Professional credentials in the development and implementation of Quality Assurance Systems or equivalent experience;
- c) A minimum of 10 years of progressively responsible experience in aviation industry, including 3 years' experience in aviation quality assurance / aviation standards;
- d) Knowledge of ICAO SARPs and experience in developing and implementing rules, regulations and operating manuals within a Civil Aviation Authority or an international airline;
- e) Has UN aviation field operations experience; and
- f) Experience in the development and implementation of master surveillance plans, inspector policy and procedure manuals in all functional areas of flight operations inspector.

3.5.2 No person shall be appointed to a professional P3 grade in Aviation Quality Assurance at HQ unless he/she meets at least the following requirements:

- a) Professional training and experience in Aviation Quality Assurance, Air Transport or Aviation Safety Management;
- b) Professional credentials in the development and implementation of Quality Assurance Systems or equivalent experience;
- c) A minimum of 8 years' experience in aviation industry, including 3 years' experience in aviation quality assurance / aviation standards;
- d) Knowledge of ICAO SARPs and experience in developing and implementing rules, regulations and operating manuals within a Civil Aviation Authority or an international airline;
- e) Has UN aviation field operations experience; and
- f) Experience in the development and implementation of master surveillance plans, inspector policy and procedure manuals in all functional areas of flight operations inspector.

3.5.3 No person shall be appointed to a professional P3 grade in Aviation Quality Assurance for Field Operations unless he/she meets at least the following requirements:

- a) Professional training and experience in Aviation Quality Assurance, Air Transport or Aviation Safety Management;
- b) Professional credentials in the development and implementation of Quality Assurance Systems or equivalent experience;
- c) A minimum of 8 years' experience in aviation industry, including 3 years' experience in aviation quality assurance / aviation standards;
- d) Knowledge of ICAO SARPs and experience in developing and implementing rules, regulations and operating manuals within a Civil Aviation Authority or an international airline;
- e) Has UN aviation field operations experience; and
- f) Experience in the development and implementation of master surveillance plans, inspector policy and procedure manuals in all functional areas of flight operations inspector.

3.5.4 No person shall be appointed to a professional P2 grade in Aviation Quality Assurance for field unless he/she meets at least the following requirements:

- a) Professional training and experience in Quality Assurance;
- b) Professional credentials in the implementation of Quality Assurance Systems or equivalent experience; and
- c) A minimum of 05 years of relevant experience.

3.6 UN Call Signs

3.6.1 Aircraft under contract with the UN shall use the UNO call sign. Peace keeping operations shall have the letter "P" after the flight number (e.g. UNO 123P). Humanitarian air services shall have the letter "H" after the flight number (e.g. UNO 123H).

Note.— Radiotelephony example; UNO123H would be transmitted as "UNITED NATIONS 123 HOTEL" and UNO321P would be transmitted as "UNITED NATIONS 321 PAPA"

3.6.2 Peace keeping numbers will be managed by DFS/DPKO and humanitarian numbers will be managed by WFP.

3.7 Insurance

3.7.1 AOC Holders shall provide insurance coverage which includes at least:

- a) comprehensive third-party liability insurance, including passenger legal liability, sufficient to cover all persons authorized by the UN to use the chartered aircraft and protect the UN and AOC Holder against claims of bodily injury death or bodily injury;
- b) additional war risk insurance, where applicable, including hijacking and confiscation;
- c) full hull insurance, including all risk, both in flight and not in flight; and
- d) workman's compensation insurance.

3.7.2 Coverage for passenger legal liability shall not be less than what is specified in the most current provisions of the Montreal Convention - Convention for the unification of certain rules for international carriage by air.

3.7.3 Insurance policies shall:

- a) Name the United Nations as additionally insured;
- b) Provide territorial limits as applicable;
- c) Under "conditions", shall provide "All and every use incidental to the United Nation's operations";
- d) Include a waiver of subrogation of the AOC Holder's rights to the insurance carrier against the United Nations;
- e) Provide that the United Nations shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage;
- f) Specify the registration number of each aircraft covered the amount of the third party liability coverage and passenger legal liability coverage.

SECTION 4
AIRCRAFT OPERATOR REQUIREMENTS

SECTION 4. AIRCRAFT OPERATOR REQUIREMENTS

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4.1 Participation in UN Charter Contracts

4.1.1 Registration

- a) Any AOC Holder desiring to operate aircraft on contract for the UN shall first be pre-qualified by and registered with the UN as per applicable procedures.
- b) Any Broker desiring to provide freight forwarding services to the UN shall first be registered and listed with the UN as per applicable procedures.
- c) AOC Holders shall not be registered if the company, owner, majority shareholder, accountable manager or key post holders are in the "Watch List" of any UN body.

4.1.2 AOC Holder's Management Personnel Requirements

- a) Each AOC Holder shall have an accountable manager who has corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards; and
- b) The AOC Holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent:
 - 1) Director of Operations;
 - 2) Chief Pilot;
 - 3) Director of Safety;
 - 4) Director of Maintenance; and
 - 5) Quality Manager.

Note.— "Competency in civil aviation" means that an individual shall have a technical qualification and management experience acceptable to the Authority and the UN for the position served.

4.1.3 Documentation

- a) An AOC Holder seeking to be registered with the UN shall submit a duly completed Aircraft Operator's Registration Form with certified true copies of the following documents and manuals in the English language:
 - 1) authorization to conduct business issued by the appropriate authority;
 - 2) Air Operator Certificate, including authorizations, conditions and limitations (e.g. operations specifications) issued in conjunction with the AOC. The AOC shall contain at least:
 - i) the name and location (main place of business and operations) of the AOC Holder;
 - ii) the date of issue and period of validity;
 - iii) a description of the type of operation authorised;

- iv) the type(s) of aircraft authorised for use;
 - v) the authorised areas of operation; and
 - vi) other special authorisations, approvals and limitations issued by the AOC Holder's Authority in accordance with the standards which are applicable to the operations and maintenance conducted by the AOC Holder.
- 3) most recent audit report of the company from the economic authority;
 - 4) most recent airworthiness and operations audit report conducted by the AOC Holder's Authority;
 - 5) if available, the most recent airworthiness and operations audit report conducted by an external auditor;
 - 6) the Operations Manual accepted and, where required, approved by the AOC Holder's Authority;
 - 7) as applicable, the Safety Management System Manual (required as of 1st January 2009);
 - 8) the Quality Assurance Programme;
 - 9) the Maintenance Control Manual accepted by the AOC Holder's Authority; and
 - 10) the approved Aircraft Maintenance Program for each aircraft on the AOC
- b) All AOC Holders shall, in response to bids for the charter of aircraft, include a certified true copy of the following documents in the response:
- 1) the Type Certificate or Type Certification Data Sheet, Certificate of Registration, Certificate of Airworthiness and the most recent Maintenance Release for each aircraft offered;
 - 2) documentary evidence of a system to ensure that aircraft are released to service in an airworthy condition; and
 - 3) if the aircraft is leased by the AOC holder:
 - i) the lease agreement for the aircraft approved by the appropriate authorities;
 - ii) if the State of Registry of the aircraft is not the AOC Holder's Authority, the agreement between the AOC Holder's Authority and the State of Registry outlining the responsibilities for airworthiness and crew competence; and

iiii) all lease agreements shall have provisions specifying responsibilities for maintenance control and operational control.

4.1.4 Criteria for the Award of Contracts

No aircraft may operate under contract for the UN unless:

- a) The AOC Holder is listed in the UN Register;
- b) The aircraft offered for the performance of the contract is included in the AOC Holder's AOC, or meets the requirements as per 4.1.3.b.(2);
- c) The authorizations, conditions and limitations issued in conjunction with the AOC authorize the AOC Holder to undertake the operation for which the AOC Holder is contracted; and
- d) The UN has a direct contractual relationship with the AOC Holder.

4.2 Crew Member Training, Qualifications and Experience

4.2.1 Composition of the Flight Crew

- a) For all aircraft operating for the UN, the AOC Holder shall provide a minimum of two pilots qualified in accordance with the tables below; and
- b) Notwithstanding the requirement for two pilots per aircraft, the number and composition of the flight crew may not be less than that specified in the flight manual or other documents associated with the airworthiness certificate.

ICAO Annex 6, Part I: 9.1.1, Part III, Section II: 7.1.1

4.2.2 Pilot Age Limits for UN Chartered Flights

When approved by the AOC Holder's Authority, the UN shall accept a person, who has attained their 60th birthday to exercise their duties on a UN chartered flight as a Pilot-in-Command until they have attained their 65th birthday, if the other pilot is younger than 60 years.

ICAO Annex 1, 3.12.4.a

4.2.3 Pilot License Requirements

- a) No pilot may act as PiC of an aircraft certificated for multi-pilot operations unless he or she holds an ATP licence and a type rating for that aircraft; and
- b) No pilot may act as a co-pilot of an aircraft certificated for multi-pilot operations unless he/she holds a CP license and type rating for that aircraft.

4.2.4

Flight Crew Qualifications – Aeroplanes

Crew Qualification and Experience Required by UN	Single-engine turboprop	Multi-engine turboprop up to 7.6 T	Multi-engine 7.6 T - 20.0 T (incl. multi-engine jets up to 7.6 T)	Multi-engine above 20.0 T
License				
Captain (PIC)	CPL/IR	CPL/IR*	ATPL	ATPL
Co-Pilot	CPL/IR	CPL/IR	CPL/IR	CPL/IR
Flight Experience				
Captain				
Total Time	750	1500	3000	4000
Total as PiC	500	750	1500	2000
Total on Type	200	450	500	1250
PIC on aircraft type and in similar type of operations	100	250	350	750
Co-Pilot				
Total Time	300	500	1500	2000
Total Time as PIC	100	100	500	750
Time on aircraft type and in similar type of operations.	50	100	250	300
Aircraft Type (examples)	C208B (3.9T); PAC 750 (3.4T); PC-12(4.1T); PC-6(2.8T); TBM 700 (3T)	B200 (5.7T); DHC-6 (5.7T); L410 (6.6T); B1900 (7.5T)	S340B (13.4T); EMB120 (12T); ATR42-500 (19T); ERJ135LR (20T)	ERJ 145 (21T); CRJ100/200 (21.5T); S2000 (22T); AN-72 (27.5T); DHC8Q400 (29T)

* This does not override the requirements stated in 4.2.3 a).

4.2.5

Flight Crew Qualifications – Helicopters

Crew Qualification and Experience Required by UN	Light (1400-5000 Kg)	Medium (5001- 13500 Kg)	Heavy (Above 13500 Kg)
License			
Captain	CPL/IR	ATPL	ATPL
Co-Pilot	CPL/IR	CPL/IR	CPL/IR
Flight Experience			
Captain			
Total Time	2000	3500	4500
Pilot in Command	1000	2000	3000
Time on Type	500	1500	2000
PiC on aircraft type and in similar type of operations	250	750	1000
Night	100 and current	150 and current	200 and current
Co-Pilot			
Total Time	500	750	2000
Time in Command on any type	N/A	N/A	500
Time on Type	100	200	500
Time on aircraft type and in similar type of operations.	50	100	200
Night	30 and current	50 and current	100 and current

Helicopter Categories:

1. Light (1400-5000 Kg): Bell 206, Bell 206L, Bell 204, AS350, BO 105, AS355, BK117, PZL Mi 2; and
2. Medium (50001-13500 Kg): Mil MI 8, Mil MI 17, SA 330 Puma, Bell 412, Bell 412ST, AS 332 Super Puma, PZL W3 SOKOL, Sikorsky S-76, S-92, S-58, Kamov Ka32.
3. Heavy (Above 13500 Kg): Mil MI 26, Boeing Chinook, EH 101.

4.2.6

Training Requirements

The AOC holder shall ensure that all crew members meet the knowledge, skill and experience requirements as specified in ICAO Annex 1, Annex 6 and Annex 18. In addition the AOC holder is required by the UN to ensure that all crew members have undergone the following training:

a) Dangerous Goods Training

No person may serve nor may any AOC Holder use a person as a crew member unless he or she has completed the appropriate initial dangerous goods curriculum approved by the Authority.

b) Security Training

No person may serve nor may any AOC Holder use a person as a crew member unless he or she has completed the initial security curriculum approved by the Authority.

c) Human Performance and Threat and Error Management

No person may serve nor may any AOC Holder use a person as a flight operations officer or crew member unless that person has completed CRM training that includes the appropriate Human Performance and Threat and Error Management Training approved by the Authority.

***ICAO Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868)
and DOC 9683 Human Factors Training Manual***

d) Introduction of New Equipment or Procedures

No person may serve nor may any AOC Holder use a person as a flight crew member when that service would require expertise in the use of new equipment or procedures for which a curriculum is included in the AOC Holder's approved training program, unless that person has satisfactorily completed that curriculum, with respect to both the crew member position and the particular variant of that aircraft.

4.3 Operational Control Functions

4.3.1 Operational Control

An AOC Holder shall demonstrate that it has an adequate organization and methods to exercise operational control over contracted flights for the UN, including the initiation, continuation, diversion or termination of a flight.

4.3.2 Qualified Persons Required for Operational Control Functions

A qualified person shall be designated by the AOC Holder to exercise the functions and responsibilities for operational control.

ICAO Annex 6 Part 1, 3.1.4 and Annex 6 Part 3, 1.1.5.

4.3.3 Operational Flight Plan

The AOC Holder shall prepare an operational flight plan for each UN chartered flight in accordance with their Operations Manual. The flight release/operational flight plan must contain at least the following information:

- a) Company or organisation name;
- b) Make, model, and registration number of the aircraft being used;
- c) Flight or trip number and date of flight;
- d) Name of the PiC, each flight crew member, and each cabin crew member;
- e) Departure aerodrome, destination aerodromes, alternate aerodromes, and route;
- f) Minimum fuel supply (in gallons/kilograms/pounds);
- g) A statement of the type of operation (e.g., IFR, VFR);
- h) The latest available weather reports, and forecasts for the destination aerodrome and alternate aerodromes; and
- i) Any additional available weather information that the PiC considers necessary;

Annex 6, Part I: 4.3.3; Part III, Section II: 2.3.3.1

4.4 Flight Time, Flight Duty Periods and Rest Periods

The AOC Holder Operations Manual shall establish flight time and flight duty time period limitations for flight crews and make provisions for adequate rest in accordance with the appropriate national regulations. The AOC holder shall also establish a system to manage the risks associated with flight crew fatigue.

4.5 The Air Operator Certificate

4.5.1 Applicability

This paragraph applies to the carriage of passengers and/or cargo by an AOC Holder, and prescribes requirements for the original certification and continued validity of Air Operator Certificates (AOC) issued by the AOC Holder's Authority.

4.5.2 Compliance with an Air Operator Certificate

- a) No person may operate an aircraft in commercial air transport operations which are not authorised by its AOC and associated authorizations, conditions and limitations (e.g. Operations Specifications); and

- b) Each AOC Holder shall, at all times, continue to be in compliance with the AOC terms, conditions of issuance, and maintenance requirements in order to hold that certificate. Failure to comply may result in the immediate cancellation of all contracts with the AOC Holder.

ICAO Annex 6, Part I: 4.2.1.1, 4.2.1.2, 4.2.1.4; Part III, Section II: 2.2.1.1, 2.2.1.2, 2.2.1.4

4.5.3 Base of Operations

Each AOC Holder shall have a principal base of operations where it exercises managerial and operational control. The principal base of operations shall be located in the State issuing the AOC.

4.5.4 Quality System

- a) Each AOC Holder shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary; and
- b) Each AOC Holder shall ensure that each quality system includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures.

4.5.5 Personnel Records

- a) Each AOC Holder shall maintain current records which detail the qualifications and training of all its employees, and contract employees, involved in operational control, flight operations, ground operations and maintenance;
- b) Each AOC Holder shall maintain records for those employees performing crew member or flight operations officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations; and
- c) Each AOC Holder shall retain the following records:
 - 1) flight time, flight duty period and rest period records for all crew members; and
 - 2) flight crew qualification records.

ICAO Annex 6, Part 1: 4.2.10.3, 9.4.3.4; Part III, Section II: 2.2.9.3, 7.4.3.4

4.6 AOC Holder's Operations Management

4.6.1 Operations Manual

- a) Each AOC Holder shall issue an Operations Manual, together with all amendments and revisions containing procedures, instructions and guidance for use by operational personnel in the execution of their duties, to all personnel that are required to use it; and
- b) The Operations Manual shall be accepted, and approved where required, by the AOC Holder's Authority.

4.6.2 Training Programme

- a) Each AOC Holder shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole; and
- b) Each AOC Holder shall have a training programme approved by the State of the Operator containing the general training, checking, and record keeping policies.

ICAO Annex 6: Part I: 4.2.3.1, 9.3; Part III, Section II: 2.2.3.1, 7.3

4.6.3 Aircraft Operating Manual

The Aircraft Operating Manual shall be issued to the flight crew members and persons assigned with operational control functions for each aircraft operated under the AOC.

ICAO Annex 6, Part I: 6.1.4; Part III, Section II: 4.1.4

4.6.4 Required Cabin Crew

- a) The AOC Holder operating contract flights for the UN shall establish a minimum number of cabin crew required for each type of aircraft, based on seating capacity, in order to effect a safe and expeditious evacuation of the aircraft, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation that is to the satisfaction of the its Authority; and
- b) The AOC Holder shall establish requirements, acceptable to the Authority, for the minimum number of qualified personnel to be on board to initiate and direct an evacuation of passengers from a parked aircraft.

ICAO Annex 6: Part I: 12.1, Part III, Section II: 10.1

4.6.5 Carriage of Special Needs Passengers

No AOC Holder operating charter flights for the UN may allow the transportation of special needs passengers except as provided in the AOC Holder's Operations Manual procedures and with the knowledge and concurrence of the PiC.

4.6.6 Cockpit Check Procedure

- a) The AOC Holder operating on behalf of the UN shall issue to the flight crews and make available on each aircraft, the checklists containing the normal, abnormal and emergency procedures accepted by the Authority, appropriate to the type and variant of aircraft;
- b) Each AOC Holder shall ensure that checklists procedures include each item necessary for flight crew members for use prior to, during and after all phases of operation and in emergency; and
- c) Each AOC Holder shall make the checklist procedures readily useable in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft.

**ICAO Annex 6, Part I: 4.2.5, 6.1.4, Appendix 2, 2.2.9;
Part III, Section II: 2.2.5, 4.1.4, Attachment H, 2.2.7**

4.6.7 Minimum Equipment List (MEL) and Configuration Deviation List (CDL)

- a) Each AOC Holder shall provide for the use of the flight crew members, maintenance personnel and persons assigned with operational control function during the performance of their duties, a MEL approved by the State of the Operator;
- b) The MEL shall be specific to the aircraft type and variant which contains the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment or instruments; and
- c) Each AOC Holder shall provide for the use of flight crew, maintenance personnel and persons assigned with operational control functions during the performance of their duties a CDL specific to the aircraft type if one is provided and approved by the State of Design. An AOC Holder operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

ICAO Annex 6, Part I: 6.1.3; Part III, Section II: 4.1.3

4.6.8 Aircraft Loading and Handling Manual

- a) Each AOC Holder shall provide for the use of the flight crew members, ground handling personnel and persons assigned with operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the AOC Holder's State of the Operator; and
- b) This manual shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.

4.6.9 Mass and Balance Data Control System

Each AOC Holder shall have a system approved by the State of the Operator regarding instructions for mass and balance control for each type and series of aircraft operated. The AOC Holder

shall have a system for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated.

4.6.10 Cabin Crew Manual

- a) The AOC Holder shall, where applicable, issue to the cabin crew members and provide to passenger agents during the performance of their duties, a cabin crew manual acceptable to the Authority;
- b) The cabin crew manual shall contain those operational policies and procedures applicable to cabin crew and the carriage of passengers; and
- c) The AOC Holder shall issue to the cabin crew, a manual specific to the aircraft type and variant which contains the details of their normal, abnormal and emergency procedures and the location and operation of emergency equipment.

Note.— All manuals may be combined into one manual for use by the cabin crew.

4.6.11 Ground De-icing and Anti-icing

- a) Each AOC Holder planning to operate or expecting to operate an aircraft in suspected or known ground icing conditions shall not permit the aircraft to take-off unless it has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment. Accumulation of ice or other naturally occurring contaminants shall be removed so that the aircraft is kept in an airworthy condition prior to take-off;
- b) Each AOC Holder planning to operate where ground icing conditions are known to exist shall have ground de-icing and anti-icing procedures, equipment and capability to carry out the procedures; and
- c) Each AOC Holder with a ground de-icing and anti-icing programme shall ensure that ground and flight crews are trained and competent in the implementation of the programme.

***Annex 6, Part I: 4.3.5.4, Appendix 2, 2.1.15;
Part III, Section II: 2.3.5.4 Attachment H, 2.1.14; ICAO Doc 9640***

4.6.12 In-flight Icing

An AOC Holder shall establish procedures to ensure that flights shall not be operated into known or expected icing conditions unless the aircraft is certificated and equipped to cope with such conditions.

Annex 6, Part I: 4.3.5.3, 6.8; Part III, Section II: 2.3.5.3, 4.9

4.6.13 Routes and Areas of Operation

The AOC Holder shall provide additional procedures for the guidance of their personnel applicable to the routes and areas where the intended operations are to take place. These procedures shall be approved by the AOC Holder's Authority.

4.6.14 Aircraft Operating Performance

An AOC Holder shall establish systems so that UN contracted flights operate within the aircraft performance limitations established by the State of Registry and contained in the current flight manual approved by the State of Registry and the aircraft operating manual acceptable to the State of the Operator.

4.6.15 Flight Watch

All AOC Holders shall have in place the elements required to provide flight watch.

4.6.16 Minimum Flight Altitudes

AOC Holders shall have procedures in place to ensure, in the event of the critical engine becoming inoperative at any point along the route or planned diversions there from, to continue the flight to an aerodrome without flying below the minimum flight altitude at any point.

4.7 AOC Holder's Maintenance Requirements

4.7.1 Maintenance Responsibility

- a) An AOC Holder operating contracted flights for the UN shall ensure that, in accordance with procedures acceptable to the AOC Holder's Authority:
 - 1) each aircraft they operate is maintained in an airworthy condition;
 - 2) the operational and emergency equipment necessary for an intended flight is serviceable; and
 - 3) the Certificate of Airworthiness of each aircraft they operate remains valid.
- b) An AOC Holder operating for the UN shall not operate an aircraft unless it is maintained and released to service by an Approved Maintenance Organization (AMO); and
- c) The AOC Holder shall ensure that the maintenance of its aircraft is performed in accordance with the approved Maintenance Programme.

ICAO Annex 6, Part I: 8.1; Part III, Section II: 6.1

4.7.2 Maintenance Arrangements

- a) Each AOC Holder that is authorised to conduct maintenance under its AOC and is an Approved Maintenance Organization (AMO) shall maintain a certified maintenance base;

- b) An AOC Holder that outsources the whole or any part of its maintenance shall provide copies of the service agreement between the AOC Holder and the AMO; and
- c) The AOC Holder shall provide additional line station maintenance procedures for the guidance of maintenance arrangements applicable to each theater of operations. These procedures shall be approved by the AOC Holder's Authority.

ICAO Annex 6, Part 1: 8.7; Part III, Section II: 6.7

4.7.3 Maintenance Control Manual or Continuous Airworthiness Management Exposition (CAME)

- a) The AOC Holder shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, acceptable or approved by the appropriate authority (s);
- b) The AOC Holder shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date; and
- c) Copies of all amendments to the AOC Holder's maintenance control manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

ICAO Annex 6, Part 1: 8.2, 11.2; Part III, Section II: 6.2, 9.2

4.7.4 Maintenance Programme

- a) The AOC Holder shall provide, for the use and guidance of maintenance and operational personnel concerned, a Maintenance Programme, approved by the appropriate authority(s);
- b) The AOC Holder shall have an aging aircraft programme as a part of its approved Maintenance Programme; and
- c) Pressurized passenger aircraft that exceed 20 years of age shall not be accepted for UN contracted flights unless the AOC Holder implements the aging/maintenance programme, developed by the State of Design and approved by the State of Registry.

ICAO Annex 6, Part 1: 8.3, 11.3; Part III, Section II: 6.3, 9.3

4.7.5 Aircraft Technical Log

An AOC Holder shall have, for every aircraft, a technical log that is carried on the aircraft and contains a journey records section and an aircraft maintenance record section.

4.8 AOC Holder's Security Management

4.8.1 Applicability

This paragraph provides those certification requirements that apply to the AOC Holder's protection of aircraft, facilities and personnel from unlawful interference.

4.8.2 Security Requirements

Each AOC Holder shall ensure that all appropriate personnel are familiar, and comply with, the relevant requirements of the national security programmes of the AOC Holder's Authority.

4.8.3 Security Training Programmes

Each AOC Holder shall establish, maintain and conduct approved training programmes which enable the operator's personnel to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aircraft and to minimise the consequences of such events should they occur.

ICAO Annex 6, Part I: 13.4; Part III, Section II: 11.2

4.8.4 Acts of Unlawful Interference

Following an act of unlawful interference on board an aircraft the PiC or, in his/her absence, the AOC Holder shall submit, without delay, a report of such an act to the designated local authority and to the AOC Holder's Authority.

ICAO Annex 6, Part I: 13.5; Part III, Section II: 11.3

4.8.5 Aircraft Search Procedure Checklist

Each AOC Holder shall ensure that all aircraft carry a checklist of the procedures to be followed for that type aircraft in searching for concealed weapons, explosives, or other dangerous devices.

ICAO Annex 6, Part I: 13.3; Part III, Section II: 11.1

4.8.6 Flight Crew Compartment Security

If installed, the flight crew compartment door on aircraft operated for the purpose of carrying passengers shall be capable of being locked from within the compartment in order to prevent unauthorised access.

ICAO Annex 6, Part I: 13.2

4.9 Other Requirements

4.9.1 Aircraft Markings

Except for a single or a series of single charters for specific purposes, no person may operate an aircraft for the UN unless it is painted in the appropriate UN livery and displays the registration markings required by the State of Registry.

4.9.2 Aircraft Instruments and Equipment

No person may operate an aircraft for the UN unless it is equipped with the required instruments and navigation equipment appropriate to type of flight operation conducted and the route being flown and additional requirements as specified in the contract.

ICAO Annex 2: 5.1.1; Annex 6, Part I: 6.1.1, 7.2; Part III, Section II: 4.1.1, 5.2

4.9.3 Single Engine Aircraft operations

The AOC Holder shall ensure that passenger single engine aircraft operating for the UN meet the following:

- a) Day VFR operations only;
- b) The route guide includes routes, which are within gliding distance to safe landing area at all times;
- c) A turbine-powered engine;
- d) An engine Type Certificate Data Sheet (TCDS); and
- e) The operator has implemented an Engine Trend Monitoring System (ETMS) in accordance with the provisions in its approved Aircraft Maintenance Program.

4.9.4 Passenger Oxygen

All flight operations of pressurized aircraft above 12,000 ft pressure altitude which cannot descend safely within four minutes to a flight altitude of 12,000 ft in the event of loss of cabin pressure require to be equipped with an integrated passenger oxygen system which will deploy oxygen masks automatically when the cabin pressure exceeds 10,000 ft. The total number of oxygen supply and dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.

4.10 Crew Member Duties and Responsibilities

4.10.1 Authority and Responsibility of the PiC

- a) (1) Aeroplanes. The PiC shall be responsible for the safety of all crew members, passengers and cargo on board when the doors are closed. The PiC shall also be responsible for the operation and safety of the aeroplane from the moment the aeroplane is ready to move for the purpose of flight until the moment it finally comes to rest at the end of the flight and the engine(s) used as primary propulsion units are shut down.

(2) Helicopters. The PiC shall be responsible for the operation and safety of the helicopter and for the safety of all crew members, passengers and cargo on board, from the moment the engine(s) are started until the helicopter finally comes to rest at the end of the flight with the engine(s) shut down and the rotor blades stopped;

- b) The PiC of an aircraft shall have final authority as to the operation of the aircraft while he/she is in command; and
- c) The PiC of an aircraft shall, whether manipulating the controls or not, be responsible for the operation of the aircraft in accordance with the rules of the air, except that the PiC may depart from these rules in emergency circumstances that render such departure absolutely necessary in the interest of safety.

ICAO Annex 2: 2.3.1, 2.4; Annex 6, Part I: 4.5.1; Part III, Section II: 2.5.1

4.10.2 Compliance with Local Regulations

- a) The AOC Holder shall ensure that all its employees comply with the relevant laws, regulations and procedures of the States in which the aircraft is operated;
- b) If an emergency situation which endangers the safety of the aircraft or persons necessitates the taking of action which involves a violation of local regulations or procedures, the PiC shall:
 - 1) notify the appropriate local authority without delay;
 - 2) submit a report of the circumstances, if required by the State in which the incident occurs; and
 - 3) submit a copy of this report to the AOC Holder's Authority.
- c) Each PiC shall submit reports specified in paragraph (b) as soon as possible and normally within 10 days.

**ICAO Annex 6, Part I: 3.1.1, 3.1.2, 3.1.5, 3.1.6;
Part III, Section II: 1.1.1, 1.1.2, 1.1.6, 1.1.7**

4.10.3 Negligent or Reckless Operation of Aircraft

No person may operate an aircraft in a negligent or reckless manner so as to endanger life or property of others.

ICAO Annex 2: 3.1.1

4.10.4 Fitness of Crew members

- a) No person may act as PiC or in any other capacity as a required crew member when they are aware of any decrease in their medical fitness which might render them unable to carry out their duties or to safely exercise the privileges of his or her licence.

- b) The AOC Holder shall ensure that the PiC does not:
- 1) commence a flight if any required crew member is incapacitated from performing duties by any cause such as injury, sickness, fatigue; or
 - 2) continue a flight beyond the nearest suitable aerodrome if a required crew members' capacity to perform functions is significantly reduced by impairment of faculties from causes such as fatigue, sickness or lack of oxygen.

ICAO Annex 1: 1.2.6, 1.2.7; Annex 2: 2.5

- c) The AOC Holder shall ensure that no crew member shall undertake a flight:
- 1) within 12 hours after the consumption of any alcoholic beverage;
 - 2) while under the influence of alcohol with a blood alcohol level in excess of 0.2 promille; and
 - 3) while using any drug that affects the person's faculties in any way contrary to safety.
- d) The AOC Holder shall assign the responsibility for compliance with the above requirements to the PiC for each flight.
- e) A crew member shall, up to 8 hours before, or immediately after, acting or attempting to act as a crew member, on the request of a law enforcement officer or appropriate authority, submit to a test to indicate the presence of alcohol or narcotic drugs in the blood.

ICAO Annex 2: 2.5

4.10.5 Search and Rescue Information

The AOC holder shall ensure the crew has on board the essential information concerning the search and rescue services for the routes and areas over which they intend to operate the aircraft.
ICAO Annex 6, Part I: 3.1.7; Part III, Section II: 1.1.8

4.10.6 Admission to the Flight Deck

- a) An AOC Holder shall ensure that no person may be admitted to the flight deck of an aircraft unless the person being admitted is:
- 1) an operating crew member;
 - 2) a representative of the authority responsible for certification, licensing or inspection, if this is required for the performance of his/her official duties;
 - 3) an authorized UN official for the performance of his/her official duties related to the verification of contract compliance; or

4) permitted by and carried in accordance with instructions contained in the Operations Manual.

b) The PiC shall ensure that:

- 1) in the interest of safety, admission on the flight deck does not cause distraction and/or interference with the operation of the flight; and
- 2) all persons carried on the flight deck are made familiar with the relevant safety procedures.

4.10.7 Occurrence Reporting System

a) An AOC Holder shall have an occurrence reporting system capable of collecting, storing and analyzing data with the purpose of risk management and accident prevention.

b) An AOC Holder shall ensure that the occurrence reporting system has a confidential and non-punitive nature.

ICAO Annex 13 Appendix E

c) The AOC Holder shall ensure that at least the following types of occurrences are reported:

- 1) aircraft technical deficiencies;
- 2) facility and navigation aid inadequacies;
- 3) hazardous conditions;
- 4) air traffic incidents;
- 5) bird strikes;
- 6) dangerous goods incidents; and
- 7) acts of unlawful interference.

4.10.8 Accident Notification

In case of aircraft accident or serious incident an AOC Holder shall ensure that the PiC is provided with instructions to use all available means of communication for reporting the event to the appropriate authorities as soon as possible.

4.10.9 Operation of Flight Recorders

a) The PiC shall ensure that whenever an aircraft has flight recorders installed, those recorders are operated continuously:

- 1) for a flight data recorder, from the instant the aircraft begins its takeoff roll until it has completed the landing roll; and
 - 2) for a cockpit voice recorder, from the initiation of the pre-start checklist until the end of the securing aircraft checklist.
- b) The PiC shall not permit a flight data recorder or cockpit voice recorder to be disabled, switched off or erased during flight time. To preserve flight recorder records, flight recorders shall be deactivated upon completion of flight time following an accident or incident.
- c) In event of an accident or incident, the AOC Holder shall act to preserve the recorded data for subsequent investigation.

ICAO Annex 6, Part I: 6.3.11; Part III, Section II: 4.3.9

4.11 Flight Rules

4.11.1 Local Regulations

An AOC Holder shall ensure that all employees when abroad know that they must comply with the laws, regulations and procedures of those States in which operations are conducted.

4.11.2 Minimum Heights and Altitudes

All VFR and IFR flights shall respect the minimum heights and altitudes for flight as established by the State in which the operation is being conducted, the AOC Holder's Authority or those in Annex 2 to the Convention on International Civil Aviation, whichever is higher.

4.11.3 In-flight Simulation of Abnormal Situations

The AOC Holder shall ensure that no person simulates an abnormal or emergency situation during UN chartered operations.

ICAO Annex 6, Part I: 4.2.4; Part III, Section II: 2.2.4

4.11.4 Prohibited Areas and Restricted Areas

The AOC holder shall ensure that no person operates a UN chartered aircraft in a prohibited area, or in a restricted area, the particulars of which have been duly published, except in accordance with the conditions of the restrictions or by permission of the State over whose territory the areas are established.

4.11.5 Operations in Uncontrolled/Unattended Aerodromes, Airfields and Landing Sites

The AOC Holder shall establish procedures to ensure that all UN chartered aircraft comply with the following:

- a) When approaching to land at an aerodrome without an operating control tower, each pilot of:
 - 1) an aeroplane shall make all turns of that aeroplane to the left; or to the right, if appropriately indicated by the authorities having jurisdiction over that aerodrome; and
 - 2) a helicopter shall avoid the flow of aeroplanes.
- b) When departing an aerodrome without an operating control tower, each pilot of an aircraft shall comply with any traffic patterns established by the authorities having jurisdiction over that aerodrome.
- c) Each pilot of an aircraft shall land and takeoff into the wind unless safety, the runway configurations, or traffic considerations determine that a different direction is preferable.

4.11.6 Restriction or Suspension of Operations

If an AOC Holder or PiC know of conditions, including aerodrome and runway conditions that are a hazard to safe operations, that person shall restrict or suspend all commercial air transport operations to such aerodromes and runways as necessary until those conditions are corrected.

4.11.7 Continuation of Flight when Destination Aerodrome is Temporarily Restricted

No AOC Holder or PiC may allow a flight to continue toward any aerodrome of intended landing where commercial air transport operations have been restricted or suspended, unless:

- a) In the opinion of the AOC Holder or the PiC, the conditions that are a hazard to safe operations may reasonably be expected to be corrected by the estimated time of arrival; or
- b) There is no safer procedure.

4.11.8 Interception

The AOC Holder shall ensure that all UN chartered flights comply with the International Standards regarding the procedures and visual signals concerning the intercept of civil aircraft.

ICAO Annex 2: 3.8.2

4.12 Carriage of Passengers and Cargo

Each AOC Holder conducting UN chartered operations shall establish procedures for the carriage of passengers and cargo, acceptable to the applicable authority, that at a minimum include the following areas:

- a) A definition of the scope of responsibilities of the AOC holder;
- b) Carriage of cargo attendants in cargo aircraft;
- c) Carriage of passengers in helicopters;
- d) Refuelling with passengers on board;
- e) Passenger seats, safety belts, and shoulder harnesses;
- f) Passenger briefing;
- g) In-flight emergency instructions;
- h) Passenger oxygen: minimum supply and use;
- i) Alcohol or drugs;
- j) Passenger compliance with instructions;
- k) Denial of transportation;
- l) Emergency evacuation procedures;
- m) Stops where passengers remain on board;
- n) Carriage of persons with reduced mobility;
- o) Prohibition on carriage of weapons; and
- p) Oxygen for medical use by passengers.

— END —