

GHANA CIVIL AVIATION (FLIGHT STANDARDS) DIRECTIVES



PART 1 – GENERAL POLICIES, PROCEDURES AND DEFINITIONS

NOVEMBER 2018

IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR-GENERAL OF THE GHANA CIVIL AVIATION AUTHORITY BY SECTION 21(1) OF THE GHANA CIVIL AVIATION ACT, (ACT 678) THESE DIRECTIVES ARE MADE THIS 27TH DAY OF NOVEMBER 2018.

THESE DIRECTIVES SHALL BE CITED AS **THE GHANA CIVIL AVIATION (FLIGHT STANDARDS) DIRECTIVES**.

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INTRODUCTION TO THE GHANA CIVIL AVIATION (FLIGHT STANDARDS) DIRECTIVES

Ghana is a Signatory to the Convention on International Civil Aviation (Chicago Convention, signed at Chicago on 7 December 1944). Under Article 12 of the Convention, Ghana as a Contracting State is obliged to adopt measures to insure safety through conformity with international standards in its safety oversight obligations. The fundamental elements of national safety oversight are legislation establishing and empowering the civil aviation authority, and promulgation of specific operating Directives for civil aviation. Under Article 37 and 38 of the Chicago Convention, Ghana has agreed to conform to the Standards and Recommended Practices (SARP) presented by the International Civil Aviation Organisation (ICAO) in a series of ICAO Annexes.

The Directives present ICAO standards as regulatory requirements for aircraft expected to operate internationally from and into Ghana. Where applicable, ICAO recommended practices are included for completeness.

Modern aviation practice presents complex situations to an Authority. These Directives attempt to address the present situation of aircraft operating both within the country and in international aviation. Most aircraft registered in Ghana have the range to operate in both local and international aviation. Simplicity in the regulation of civil aviation under such circumstances supports the consistent application of ICAO rules throughout the aviation community within Ghana.

In most cases, the Authority must account for a number of different situations while regulating its aviation community. The key to satisfactory assurance of safety and accountability is the use of efficient and effective means of communication and data transfer. The Directives acknowledge that the following situations are present in Ghana, and in most Contracting States:

- There are aircraft registered in Ghana that were designed and manufactured in another Contracting State;
- There are aircraft registered in Ghana that were designed in a Contracting State and manufactured in another Contracting State;
- Ghana has Air Operator Certificate (AOC) holders who operate aircraft registered in another Contracting State, which may have different states of design and manufacture;
- Ghana has AOC holders who are part of a regional consortium, with operations and maintenance facilities in a neighbouring country;
- Ghana international air carriers operate in countries requiring pilot's licences with terms and conditions additional to those required by ICAO Annex 1, and which differ from one country or region to another.
- Ghana may host air operators and or aviation repair facilities that are required to follow the regulations of another country or region in addition to those of Ghana.

The Flight Standards Directives are presented in the following Parts.

Part 1, *General Policies, Procedures and Definitions*, sets forth the basic rules of construction and application of the Safety Directives, definitions applicable to more than one Part, and the rules governing the administration of licenses, certifications, approvals, authorizations and permits. Of special interest are the Implementing Standards that may accompany each Part. These Implementing Standards provide detailed requirements that support the intent of the provisions presented in the Part.

Part 2 addresses the licensing of personnel. Article 32 of the Chicago Convention requires Ghana to issue certificates of competency and licenses or validate such certificates or licenses issued by other Contracting States to the pilot of every aircraft and to other members of the operating crew of every aircraft engaged in international navigation. The basis of this obligation is the goal of promoting and conducting safe and regular aircraft operations through the development and implementation of internationally acceptable certification and licensing processes. The same process is extended to domestic operations to ensure the overall safety of aircraft operation through uniformity of licensing requirements. ICAO Annex 1, Personnel Licensing, presents the broad international specifications for personnel licensing agreed upon by Contracting States. Part 2 of these Directives presents detailed requirements for the general rules of licensing and detailed requirements for the certification of airmen, pilots, non-pilot flight crewmembers, and airmen, such as Engineers, who are not flight crew. Part 2 also presents medical standards for the granting of licensing and certification, and for the administration of medical examinations. The licensing and medical standards are based upon ICAO Annex 1.

Part 3 addresses the certification and administration of Aviation Training Organizations (ATO) and incorporates the provisions of ICAO Annex 1. The use of an ATO for the training and qualification of airmen is common in modern aviation, most particularly as operators upgrade their aircraft inventory and airmen transition to new aircraft. The ATO requirements do apply to the standards required for adequate training and qualification for a Ghana certification. Thus, airmen requiring Ghana certification, who receive training from a foreign ATO should be trained by an ATO meeting the standards of Part 3 of the Directives. This situation will be encountered when a Ghana holder of an Air Operator Certificate (AOC), such as a national airline, is part of a regional consortium with AOC holders from other Contracting States in the region, and the consortium has established an ATO in only one of the regional Contracting States.

Part 4 sets forth the requirements for registration of aircraft in Ghana, and governs the application of nationality and registration marks. This Part is derived from ICAO Annex 7.

Part 5 presents regulatory requirements for the airworthiness of aircraft registered in Ghana and/or expected to operate in Ghana using the standards and recommended practices in ICAO Annex 8.

In most cases, there are aircraft registered in Ghana that were designed in one Contracting State and manufactured in another Contracting State. In addition, Ghana may have AOC holders who operate aircraft registered in another Contracting State, with different states of design and manufacture. Additionally, Ghana may have AOC holders who are part of a regional consortium, with maintenance facilities in a neighbouring country. Proper airworthiness of aircraft registered in Ghana is the result of communication. The Directives require all persons operating Ghana registered aircraft to notify the Authority when certain events occur. The Authority is required to open lines of communication with the State of Design and/or the State of Manufacture, so that the Authority can receive all service bulletins and airworthiness directives for each type of aircraft operating in Ghana. Maintenance requirements are set forth in Part 5 for persons who are neither employees of an Authorized Maintenance Organization (AMO) nor work for an air operator.

Part 6 provides Directives for the registration and monitoring of Approved Maintenance Organizations (AMO). The proper maintenance of aircraft is fundamental to aviation safety, and requires meticulous record keeping. This part incorporates the Standards and Recommended Practices of ICAO Annexes 6 and 8.

Modern practice among Contracting States varies. Maintenance requirements for AOC holders with integral maintenance organizations with no AMO certificate and approval of AMO contracted by Ghana AOC holders for the maintenance of Ghana registered aircraft is addressed in Part 9.

Part 6 requires an AMO applicant to disclose all AMO certificates the applicant holds from any Contracting State other than Ghana. Many regional airline consortia use common maintenance facilities in one Contracting State. This practice does not relieve Ghana from approving the AMO that its AOC holders use. Knowledge of the other Contracting State's AMO licensing and regulating practices will allow the Authority both to communicate with the Authority overseeing the AMO certificate, and to weigh the AMO requirements of the other Contracting State for satisfaction of Ghana's own regulations.

Part 7 presents regulatory requirements for instruments and equipment on aircraft expected to operate in Ghana and incorporates the Standards and Recommended Practices of ICAO Annex 6, Parts I, II and III. These requirements address three categories of aircraft operations. The sections of Part 7 applicable to all aircraft address minimum requirements, and are noted by the key (AAC) preceding the particular section. It is important to note that the AAC designation applies to all aircraft in the Commercial Air Transport (CAT) and AOC Holder (AOC) categories unless other, more specific Directives supplant the (AAC) requirement. In some instances, certain items such as Mach meters or sea anchors apply only to aircraft with performance characteristics requiring such items. Some (AAC) requirements apply to other passenger-carrying aircraft, most particularly corporate aircraft, that may have performance and range capabilities matching the type of aircraft operated by commercial air transport entities of AOC holders. Similarly, some equipment specified for (CAT) or (AOC) aircraft have

sections keyed as (AAC). In such instances, if a non- (CAT) or (AOC) aircraft is fitted with such equipment, the equipment characteristics must comply with the applicable sections designated (AAC). The key (CAT) addresses those aircraft operated commercially, that is, for compensation or hire, within Ghana or into or from Ghana. (CAT) requirements will apply to (AOC) aircraft unless a section designated as (AOC) supplies a more specific requirement. The key (AOC) applies to AOC holders operating in Ghana, whether on domestic or international flights. Certain sections, such as those addressing MNPS airspace, may not address airspace contiguous to Ghana, but anticipate that Ghana AOC holder's aircraft may operate through such airspace in the course of commerce. Such requirements are intended to facilitate the integration of Ghana AOC holders into such operations. As in other Parts of these Regulations, operators of aircraft operated in Ghana but registered in another Contracting State must notify the Authority in Ghana when alterations or major repairs are made to the aircraft. Ghana may have unique territorial or geographic features that may affect the operation of aircraft, and must be kept informed of the condition of aircraft operated within its borders.

Part 8 presents regulatory requirements for the operation of aircraft in Ghana, based upon the requirements of ICAO Annexes 6 and 8. Part 8 prescribes the requirements for operations conducted by airmen certificated in Ghana while operating aircraft registered in Ghana, as well as operations of foreign registered aircraft by Ghana AOC holders, and operations of aircraft within Ghana by airmen or AOC holders of a foreign State. Part 8 also applies to operations outside of Ghana by all Ghana pilots and operators unless compliance would result in a violation of the laws of the foreign State in which the operation is conducted. The Directives apply to all aircraft, except where superseded by the more stringent requirements put upon entities engaged on commercial air transport and upon AOC holders.

Part 9 sets forth the requirements, based on ICAO Annexes 6, 8 and 18, for persons or entities to be granted an AOC certification from Ghana and includes Directives concerning the AOC certificate, flight operations management, maintenance requirements, security management, and dangerous goods management. The requirements for an AOC operated maintenance organization are contained in this part, and shall apply where the AOC does not use the services of an AMO, or does not gain an AMO certification for its maintenance organization.

Part 10 prescribes requirements applicable to foreign air carriers. Commercial air transport by a foreign air carrier is the operation of any civil aircraft or helicopter for the purpose of commercial air transportation operations by any air carrier whose Air Operator Certificate is issued and controlled by a civil aviation authority other than Ghana. Part 10 does not apply to aircraft and helicopters when used by military, customs, and police services, unless those flights are made for compensation or hire. Part 10 sets forth the requirements for operations specifications, documents to be carried aboard the aircraft, and security and dangerous good requirements placed upon a foreign air carrier operating into or out of Ghana.

Part 11 sets forth the requirements for aerial work operations, including

agricultural aviation, helicopter external load carrying, glider and banner towing, TV and movie operations, sight-seeing flights, fish spotting and traffic reporting.

Part 16, *Environmental Protection*, contains the Standards and adopted Recommended Practices of the four Volumes of ICAO Annex 16 which specify the regulatory requirements for Noise Certification, Noise Monitoring, Aerodrome Environmental Standards and Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA). This Part is replicated in the Flight Standards Directives.

Part 18 specifies the broad requirements to be followed to enable dangerous goods to be carried safely based on the provisions of ICAO Annex 18. It makes references to the provisions of the Technical Instructions necessary for the correct handling of dangerous cargo. These require frequent updating as developments occur in the chemical, manufacturing and packaging industries, Updates are captured in Technical Directives and Advisory Circulars.

Part 29 presents regulatory requirements for the operation of ultralight aircraft in Ghana, based on industry practices worldwide and also prescribes requirements for the building, testing and operation of ultralight aircraft in Ghana.

THE GHANA CIVIL AVIATION AUTHORITY HAS ADDITIONAL DIRECTIVES, NAMELY:

- GHANA CIVIL AVIATION (AIR NAVIGATION SERVICES) DIRECTIVES,
- GHANA CIVIL AVIATION (AERODROME) DIRECTIVES,
- GHANA CIVIL AVIATION (SECURITY) DIRECTIVES,
- GHANA CIVIL AVIATION (REMOTELY PILOTED AIRCRAFT SYSTEMS) DIRECTIVES
- GHANA CIVIL AVIATION DIRECTIVES ON PERSONS WITH DISABILITY;
AND
- GHANA CIVIL AVIATION (SAFETY MANAGEMENT) DIRECTIVES.

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**PART 1 - GENERAL POLICIES, PROCEDURES AND
DEFINITIONS**

NOVEMBER 2018

GCMA

1.1 GENERAL

1.1.1 RULES OF CONSTRUCTION

- (1) Throughout these Directives the following word usage applies:
 - (a) **Acceptable** means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.
 - (b) **Approved** means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.
 - (c) **Includes** means “includes but is not limited to.”
 - (d) **May** indicates that discretion can be used when performing an act described in a Directive.
 - (e) **Person** includes a body corporate, whether corporation aggregate or corporation sole and an unincorporated body of persons as well as an individual.
 - (f) **Prescribed** means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states "shall," or a discretionary requirement if the written policy or methodology states "may."
 - (g) **Shall** indicates a mandatory requirement.
 - (h) The words “**no person may...**” or “**a person may not...**” mean that no person is required, authorised, or permitted to do an act described in a Directive.
 - (i) **Will** indicates an action incumbent upon the Authority.
- (2) Words in this Directive importing;
 - (a) male persons include female persons; and
 - (b) female persons include male persons.
- (3) Words in this Directive importing ‘persons’ include male and female persons, corporations, whether aggregate or sole, and unincorporated bodies of persons.
- (4) A reference in this Directive to a party aggrieved includes a reference to a body corporate in a case where that body corporate is a party aggrieved.

1.1.2 APPLICABILITY

- (1) These Directives shall apply to the following:
 - (a) Aircraft registered in Ghana;

- (b) Aircraft registered in another Contracting State that are operated by a person licensed by Ghana, and must be maintained in accordance with the standards of the aircraft State of Registry, wherever that maintenance is performed;
 - (c) Aircraft of other Contracting States operating in Ghana;
- (2) Provisions of these Directives with respect to persons certificated under any Part of these Directives apply also to any person who engages in an operation governed by any Part of these Directives without the appropriate certificate, licence, operations specification, or similar document required as part of the certification.
- (3) Directives addressing general matters establish minimum standards for all aircraft operated in Ghana. Specific standards applicable to the holder of a certificate shall apply if they conflict with a more general Directive.
- (4) Foreign air operators who conduct commercial air transport into, from or within Ghana, shall be governed by the provisions of the Operations Specification issued by the Authority, and by those provisions in Parts 7, 8, 10 and 18 that specifically address commercial air transport. Directives that address AOC holders apply only to Operators certificated by Ghana.

1.1.3 ORGANISATION OF DIRECTIVES

- (1) These Directives are subdivided into five hierarchical categories:
- (a) **Part** refers to the primary subject area.
 - (b) **Subpart** refers to any subdivision of a Part.
 - (c) **Section** refers to any subdivision of a Subpart.
 - (d) **Subsection** refers to the title of a regulation and can be a subdivision of a Subpart or Section,
 - (e) **Paragraph** refers to the text describing the regulations. All paragraphs are outlined alphanumerically in the following hierarchical order: (1), (a), (i), (A).
- (2) Abbreviations or acronyms used within each Part are defined at the beginning of those Parts, and if a definition is supplied, a note will indicate the Part where the definition is located.
- (3) Notes appear in subsections to provide exceptions, explanations, and examples to individual requirements.
- (4) Directives may refer to Implementing Standards, which provide additional detailed requirements that support the purpose of the subsection, and unless otherwise indicated, have the legal force and effect of the referring Directive. The rules of construction, Subsection 1.1.1 apply to these Implementing Standards.

1.1.4 DATE AND TIME FORMAT

- (1) The abbreviated date format to be used in all correspondence, records and documents should be DAY/MONTH/YEAR (DD/MM/YY). eg. 01/03/18 means 1st March 2018.
- (2) All times are in Greenwich Mean Time (GMT)/ Universal Coordinated Time (UTC).

1.2 GENERAL ADMINISTRATIVE RULES GOVERNING CIVIL AVIATION

1.2.1 DELEGATION OF POWERS AND DUTIES

- (1) The Director-General may delegate, in accordance with the provisions of section 9 of the Ghana Civil Aviation Act 2004, Act 678, any of his safety oversight functions, powers or duties to an Aviation Safety or Security Inspector, any person, technical unit or administrative unit of the Authority as well as to designees or to other persons or entities with whom the Authority may have any agreement for the specific function of safety oversight.
- (2) The Authority shall have a Department responsible for aviation safety regulation. The Department shall have sections or units which shall be responsible for Aviation Flight Standards, Aerodrome Safety and Standards, Aviation Security, Air Navigation Services and such other areas of oversight as may be prescribed by the Authority.
- (3) Delegated powers under 1.2.1 (1) may include the power to prohibit or prevent a person from exercising privileges granted to such person under a licence or certificate: to prevent flying in circumstances specified in these Directives and such other issues of a safety or security import.

1.2.2 ACCESS TO DOCUMENTS AND FACILITIES

The Director General shall have unlimited, unrestricted and unimpeded access to aircraft factories, aircraft cabin and flight deck, hangars, workshops, aerodromes, ramps, fuel storage farms, operators offices, all other aviation service providers offices as well as unlimited, unimpeded and unrestricted access and inspection of all aviation related documentation, for the purpose of determining compliance with the Ghana Civil Aviation Act 2004, Act 678, The Ghana Civil Aviation Directives and the Technical Directives or Orders issued by the Director-General.

1.2.3 DOCUMENTS TO BE CARRIED ON BOARD AN AIRCRAFT

Documents to be carried on board an aircraft shall include but not be limited to the following:

- (a) Registration Certificate issued to the owner
- (b) Airworthiness Certificate;

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- (c) Appropriate licences for each member of the crew;
- (d) Aircraft Journey Log;
- (e) Aircraft Radio Licence;
- (f) List of passenger names and points of embarkation and destination, if applicable (Passenger manifest);
- (g) Cargo manifest and detailed declaration of cargo including special loads information;
- (h) Aircraft Technical Log.
- (i) Certified copy of Air Operator Certificate, if required.
- (j) Certificate of insurance.
- (k) Environmental Protection certificate or Aircraft Noise Certificate if required, and translated into English if in any other language.
- (l) AFM or RFM.
- (m) Part(s) of the Operations Manual relevant to operation(s) conducted, if required.
- (n) MEL.
- (o) Category II or III Manual, as applicable.
- (p) Operational Flight Plan.
- (q) Filed ATC flight plan.
- (r) NOTAMS briefing documentation.
- (s) Meteorological information.
- (t) Mass and balance documentation.
- (u) Roster of special situation passengers.
- (v) Roster of persons with reduced mobility;
- (w) Maps and charts for routes of proposed flight or possibly diverted flights.
- (x) Forms for complying with the reporting requirements of the Authority and the AOC holder.
- (y) For international flights, a general declaration for customs.
- (z) Any other documentation which may be required by the Authority or States concerned with a proposed flight.

1.2.4 COMPLIANCE WITH GHANA CIVIL AVIATION ACT 2004, ACT 678 GHANA CIVIL AVIATION DIRECTIVES, TECHNICAL INSTRUCTIONS, CIRCULARS AND ORDERS

1.2.4.1 PUBLIC COMPLIANCE

- (1) It shall be the duty of every person (along with any agents and employees thereof in the case of entities other than individuals) subject to the Ghana Civil Aviation Act 2004, Act 678 and the Ghana Civil Aviation Directives, to comply with any Directive, Instruction, Circular, licence or certificate.
- (2) Any violation of the Ghana Civil Aviation Act 2004, Act 678 and the Ghana Civil Aviation Directives or any Technical Instructions, Circular issued thereunder shall be subject to such administrative action and penalties as may be determined by the Authority or a court of competent jurisdiction in accordance with the provisions of the Ghana Civil Aviation Act and these Directives.

1.2.4.2 NOTICE AND OPPORTUNITY TO BE HEARD

Unless safety in air transport requires immediate action, prior to a final determination, the Authority shall provide a person with an opportunity to be heard as to why sanctions for any violation under the Act the Ghana Civil Aviation Directives should not be applied in accordance with the Act, Directives, Instructions or Circulars.

1.2.4.3 CIVIL PENALTIES

- (1) Any person, other than a person conducting an operation in commercial air transport or international commercial air transport, who violates any provision of the Act, these Directives, or any Instruction or Circular issued thereunder, is subject to a civil penalty imposed by the Authority.
- (2) Any person conducting an operation in commercial air transport or international commercial air transport, who violates any provision of the Act, these Aviation Flight Standards Directives, or any order issued thereunder, is subject to a civil penalty imposed by the Authority.
- (3) Civil penalties may be assessed instead of or in addition to any licence or certificate action.
- (4) The Authority may also impose administrative penalties in the first instance in respect of offences specified under the Act.
- (5) IS 1.2.4.3 (5) of this Part, contains a sanction guidance table that conforms to the penalty provisions in the Act and reflects the Authority's enforcement policy.

1.2.4.4 CRIMINAL PENALTIES

The Ghana Civil Aviation Act and the Criminal and Other Offences Act, 1960, Act 29, establishes criminal penalties for any person who knowingly and

willfully violates specified provisions of that Act, or any Directive or Instruction issued thereunder.

1.2.4.5 POWER TO PREVENT FLIGHT

- (1) The Director-General may direct the operator or airman of a civil aircraft that the aircraft is not to be operated in situations where:
 - (a) the aircraft may not be airworthy;
 - (b) the airman may not be qualified or physically or mentally capable for the flight;
 - (c) the operation of such aircraft would cause imminent danger to persons or property;
 - (d) the required documentation is not on board the flight; or
 - (e) for any other cause that may be specified by the Director-General.
- (2) The Director-General may take such steps as are necessary to detain such aircraft or airmen.

1.2.4.6 POWER TO PREVENT A PERSON FROM EXERCISING PRIVILEGES

The Director-General may, by delegated powers prohibit or prevent a person from exercising any privileges granted to such person under a licence or certificate.

1.2.5 CODE SHARE

Foreign air operators with whom Ghanaian registered carriers have entered into commercial agreements i.e.: leasing, code share franchising, shall be governed by the provisions of these Directives.

1.3 GENERAL ADMINISTRATIVE RULES GOVERNING TESTING, LICENCES, RATINGS AND CERTIFICATES

1.3.1 DISPLAY AND INSPECTION OF LICENCES, RATINGS AND CERTIFICATES

- (1) **Pilot licence:**
 - (a) To act as a pilot of a civil aircraft of Ghana registry, a pilot shall have in his physical possession or readily accessible in the aircraft a valid pilot licence or special purpose authorisation issued under these Directives.
 - (b) To act as a pilot of a civil aircraft of foreign registry within Ghana, a pilot shall be the holder of a valid pilot licence, and have the pilot licence in his or her physical possession or readily accessible in the aircraft.
- (2) **Flight instructor rating:** A person who holds a flight instructor rating shall have that licence, or other documentation acceptable to the Authority, in that person's physical possession or readily accessible in the aircraft when exercising the privileges of that licence.

- (3) **Other airman licence:** A person required by any part of these Directives to have an airman's licence shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that licence.
- (4) **Medical certificate:** A person required by any part of these Directives to have a current medical certificate shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that certificate.
- (5) **Approved Training Organization (ATO) certificate:** Each holder of a certificate shall display that certificate in a place in the school that is normally accessible to the public and that is not obscured.
- (6) **Aircraft Certificate of Registration:** Each owner or operator of an aircraft shall carry the aircraft certificate of registration on the aircraft and available for inspection.
- (7) **Aircraft Airworthiness Certificate:** Each owner or operator of an aircraft shall display that certificate in the cabin of the aircraft or at the entrance to the aircraft flight deck.
- (8) **Approved Maintenance Organisation (AMO) Certificate:** Each holder of an AMO certificate shall prominently display that certificate in a place accessible to the public in the principal business office of the AMO.
- (9) **Aerial work certificate.**
- (10) **Air operator certificate (AOC):** Each holder of an AOC shall prominently display that certificate in a place accessible to the public in the principal business office of the AOC.
- (11) **Inspection of licence:** Each person who holds an airman or crewmember licence, medical certificate, or authorisation required by these Directives shall present it for inspection upon a request from:
 - (a) The Authority; or
 - (b) Any national or local law enforcement officer.

1.3.2 CHANGE OF NAME

- (1) A holder of a licence or certificate issued under these Directives may apply to change the name on a licence or certificate. The holder shall include with any such request—
 - (a) The current licence or certificate; and
 - (b) A copy of the Ghana Gazette indicating the change of name, court order, or other document verifying the name change.
- (2) The Authority will return to the airman the documents specified in paragraph (1) of this subsection.

1.3.3 CHANGE OF ADDRESS

The holder of an airman licence or certificate, or approved training organization certificate who has made a change in permanent mailing address may not, after thirty (30) days from that date, exercise the privileges of the licence or certificate unless the holder has notified the Authority in writing of the new permanent mailing address, or current residential address if the permanent mailing address includes a post office box number.

1.3.4 REPLACEMENT OF A LOST OR DESTROYED AIRMAN LICENCE OR MEDICAL CERTIFICATE OR KNOWLEDGE TEST REPORT

- (1) An applicant who has lost or destroyed one of the following documents issued under these Directives shall request a replacement in writing from the office designated by the Authority:
 - (a) An airman licence.
 - (b) A medical certificate.
 - (c) A knowledge test report.
- (2) The airman or applicant shall state in the request letter—
 - (a) The name of the airman or applicant;
 - (b) The permanent mailing address, or if the permanent mailing address includes a post office box number, the person's current residential address;
 - (c) The social security number or other national identification number;
 - (d) The date and place of birth of the airman or applicant; and
 - (e) Any available information regarding the—
 - (i) Grade, number, and date of issuance of the licence, and the ratings, if applicable;
 - (ii) Date of the medical examination, if applicable; and
 - (iii) Date the knowledge test was taken, if applicable.
- (3) After receiving a facsimile from the Authority confirming that the lost or destroyed document was issued, an airman may carry the facsimile in lieu of the lost or destroyed document for up to 14 days pending the airman's receipt of a duplicate document.

1.3.5 FALSIFICATION, REPRODUCTION, OR ALTERATION OF APPLICATIONS, LICENCES, CERTIFICATES, LOGBOOKS, REPORTS, OR RECORDS

- (1) No person may make or cause to be made concerning any licence, certificate, rating, qualification, or authorisation, application for or duplicate thereof, under these Directives:

- (a) Any fraudulent or intentionally false statement;
 - (b) Any fraudulent or intentionally false entry in any logbook, record, or report that these Directives require, or used to show compliance with any requirement of these Directives;
 - (c) Any reproduction for fraudulent purpose; or
 - (d) Any alteration.
- (2) Any person who commits any act prohibited under paragraph (1) of this section may have his airman licence, rating, certificate, qualification, or authorisation revoked or suspended.

1.3.6 ADMINISTRATIVE ACTION

- (1) If it is determined that a violation or an alleged violation of the Act, a Directive, Instruction or Circular has occurred for which an appropriate administrative action is to be taken, the Authority may take one of the following actions:
- (a) A “**Warning Notice**” that shall recite available facts and information about the incident or condition and indicate that it may have been a violation; or
 - (b) A “**Letter of Correction**” which confirms the Authority’s decision in the matter and states the necessary corrective action the alleged violator has taken or agreed to take. If the agreed corrective action is not fully completed, formal certificate action may be taken in accordance with 1.3.7.
- (2) An administrative action under this section does not constitute a formal adjudication of the matter.

1.3.7 CERTIFICATE ACTION

1.3.7.1 SUSPENSION OR REVOCATION OF A LICENCE OR CERTIFICATE FOR VIOLATION OF THE DIRECTIVES.

- (1) The Authority may suspend any aviation instrument issued or impose conditions in respect of any such instrument if –
- (a) the Authority considers such action necessary to ensure compliance with the Act or the Ghana Civil Aviation Directives;
 - (b) the Authority is satisfied that the holder of the aviation safety instrument or certificate has failed to comply with any condition of the aviation safety instrument or certificate, any provisions of the Act or the Ghana Civil Aviation Directives, or any applicable Instructions, Circulars or aviation safety approval;
 - (c) the Authority considers that the privileges or duties for which the aviation safety instrument has been granted are being carried out by the holder in a careless or incompetent manner; or
 - (d) in the case of an aviation safety instrument or certificate relating to the use of any aircraft, aeronautical product or the provision of any service, the Authority considers that there is reasonable doubt as to the

airworthiness of the aircraft or as to the quality or safety of the aeronautical product or service to which the aviation safety instrument relates and the Authority considers that suspending the aviation safety instrument or certificate or imposing conditions in respect of the instrument or certificate is necessary in the interest of safety.

- (2) The holder of any licence or certificate issued under these Directives who violates any provision of the Ghana Civil Aviation Act, as amended, or any Directive or order issued thereunder, is subject to suspension or revocation of the licence or certificate, in accordance with the provisions of the Ghana Civil Aviation Act.
- (3) Any licence or certificate issued under these Directives ceases to be effective, if it is surrendered, suspended, or revoked.
- (4) The holder of any licence or certificate issued under these Directives that has been suspended or revoked shall return that licence to the Authority when requested to do so by the Authority.

1.3.7.2 RE-EXAMINATION OR RE-INSPECTION OF A CERTIFICATE OR LICENCE FOR LACK OF QUALIFICATION.

- (1) The Authority may re-inspect any civil aircraft, aircraft engine, propeller, appliance, air operator, school, or approved maintenance organization, or any civil airman holding a certificate or licence issued by the Authority.
- (2) If, as a result of that re-inspection or re-examination, or any other investigation made by the Authority, the Authority determines that a lack of qualification exists, and that safety in air transport and the public interest requires it, the Authority may issue an order to amend, modify, suspend, or revoke the licence or certificate in whole or in part.
- (3) Procedures for the re-examination of personnel licences, ratings, authorizations, or certificates are set forth in Part 2 of these Directives.

1.3.7.3 SURRENDER, SUSPENSION, OR REVOCATION OF LICENCE OR CERTIFICATE

- (1) Any licence or certificate issued under these Directives ceases to be effective if it is surrendered, suspended, or revoked.
- (2) The holder of any licence or certificate issued under these Directives that has been suspended or revoked shall return that licence or certificate to the Authority when requested to do so by the Authority.

1.3.7.4 REAPPLICATION AFTER REVOCATION

Unless otherwise authorised by the Authority, a person whose licence, certificate, rating, or authorisation has been revoked may not apply for any licence, certificate, rating, or authorisation for one (1) year after the date of

revocation.

1.3.7.5 REAPPLICATION AFTER SUSPENSION

Unless otherwise authorised by the Authority, a person whose licence has been suspended may not apply for any licence, rating, or authorisation during the period of suspension.

1.3.8 VOLUNTARY SURRENDER OR EXCHANGE OF LICENCE

- (1) The holder of a licence or certificate issued under these Directives may voluntarily surrender it for:
 - (a) Cancellation;
 - (b) Issuance of a lower grade licence; or
 - (c) Another licence with specific ratings deleted.
- (2) An applicant requesting voluntary surrender of a licence shall include the following signed statement or its equivalent: ***"This request is made for my own reasons, with full knowledge that my (insert name of licence or rating, as appropriate) may not be reissued to me unless I again pass the tests prescribed for its issuance."***

1.3.9 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY

A person who holds a current medical certificate issued under these Directives shall not act in a capacity for which that medical certificate is required while that person:

- (a) Knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the required medical certificate; or
- (b) Is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the required medical certificate.

1.3.10 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING

- (1) Any person who performs any function requiring a licence, rating, qualification, or authorisation prescribed by these Directives directly or by contract for a certificate holder under the provisions of these Directives may be tested for usage of psychoactive substances.
- (2) Chemicals considered psychoactive substances are listed in IS: 1.3.10.2.
- (3) Any person subject to these Directives who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—
 - (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of that refusal; or
 - (b) Have his licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.
- (4) Any person subject to these Directives who refuses to submit to a test to indicate

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the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—

- (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of that refusal; or
 - (b) Have his or her licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.
- (5) Any person subject to these Directives who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, may—
- (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of final conviction; or
 - (b) Have his licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.

1.4 EXEMPTIONS

1.4.1 APPLICABILITY

This subpart prescribes procedures for the request, review, and denial or issuance of exemptions from the provisions of these Directives as provided by the Act.

1.4.2 GENERAL

- (1) Any interested person may apply to the Authority for an exemption from these Directives.
- (2) Only the Authority may issue exemptions, and no person may take or cause to be taken any action not in compliance with these Directives unless the Authority has issued an applicable exemption to the person.
- (3) Exemptions will only be granted in extraordinary circumstances and shall not be deemed to be an alternative means of compliance to the Directives where so granted.
- (4) No person may apply for an exemption for the application of these Directives with the sole intent to avoid compliance with these Directives.

1.4.3 REQUIREMENTS FOR APPLICATION

- (1) General applications for an exemption should be submitted at least 60 days in advance of the proposed effective date, to obtain timely review.
- (2) The request must contain the applicant's

- (a) Name, Street address and mailing address, if different.
 - (b) Telephone number
 - (c) Fax number if available
 - (d) Email address if available; and
 - (e) Agent for all purposes related to the application.
- (3) If the applicant is not a citizen or legal resident of Ghana, the application must specify a Ghana agent for service.

1.4.4 SUBSTANCE OF THE REQUEST FOR EXEMPTION

- (1) Applications must contain the following:
- (a) A citation of the specific requirement from which the applicant seeks relief;
 - (b) Description of the type of operations to be conducted under the proposed exemption;
 - (c) The proposed duration of the exemption;
 - (d) An explanation of how the exemption would be in the public interest, that is, benefit the public as a whole.
 - (e) A detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the Directive in question.
 - (f) A safety risk assessment or a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware.
 - (g) If the applicant seeks to operate under the proposed exemption outside of Ghana airspace, the application must also indicate whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO).
- (2) If the applicant seeks emergency processing, the application must contain supporting facts and reasons that the application was not timely filed, and the reasons it is an emergency. The Authority may deny an application if the Authority finds that the applicant has not justified the failure to apply in a timely fashion.

1.4.5 REVIEW, PUBLICATION, AND ISSUE OR DENIAL OF THE EXEMPTION

1.4.5.1 INITIAL REVIEW BY THE AUTHORITY

- (1) The Authority will review the application for accuracy and compliance with the requirements of 1.4.3.
- (2) If the application appears on its face to satisfy the provisions of 1.4.3 and the Authority determines that a review of its merits is justified, the Authority will

publish a detailed summary of the application for comment and specify the date by which comments must be received by the Authority for consideration.

- (3) If the filing requirements of 1.4.3 have not been met, the Authority will notify the applicant and take no further action until the applicant complies with the requirements of 1.4.3.

1.4.5.2 EVALUATION OF THE REQUEST

After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to include:

- (a) A determination of whether an exemption would be in the public interest.
- (b) A determination, after a technical evaluation, of whether the applicant's proposal would provide a level of safety equivalent to that established by the Directive.
- (c) If it appears to the Authority that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis.
- (d) A determination, if the applicant seeks to operate under the exemption outside of Ghana airspace, of whether a grant of the exemption would contravene the applicable ICAO Standards and Recommended Practices.
- (e) An evaluation of comments received from interested parties concerning the proposed exemption.
- (f) A recommendation, based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

1.4.5.3 NOTIFICATION OF DETERMINATION

- (1) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request. The summary shall specify the duration of the exemption and any conditions or limitations to the exemption.
- (2) If the request is for emergency relief, the Authority will publish the application and/or the Authority's decision as soon as possible after processing the application.
- (3) If the exemption affects a significant population of the aviation community of Ghana, the Authority shall also publish the summary in its aeronautical information publications.

1.4.5.4 EXTENSION OF THE EXEMPTION TO OTHER INTERESTED PARTIES

- (1) If the Authority determines that an exemption should be granted, other persons or organizations may apply to the Authority to be included in the relief granted.
- (2) Such applications shall be in accordance with the requirements of 1.4.3.
- (3) If the Authority determines that the request merits extension of the exemption to the applicant, it shall notify the applicant by letter, specifying the duration of the exemption, and listing any additional conditions that may pertain to the

applicant that are not addressed in the underlying exemption.

1.5 DEFINITIONS

For the purpose of these Directives, the following definitions shall apply:

Accelerate-stop distance available (ASDA). The length of the take-off run available plus the length of stopway, if provided.

Acceptable. A rule of construction in Part 1.1.1(a) that means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.

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.

Accident: An occurrence associated with the operation of an aircraft which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured as a result of:
 - i) being in the aircraft, or
 - ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft or
 - iii) direct exposure to jet blast

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally not available to the passengers and crew; or

- b) the aircraft sustains damage or structural failure which:
 - i) adversely affected the structural strength, performance or flight characteristics of the aircraft, and
 - ii) would normally require major repair or replacement of the affected component,

except for engines failure or damage, when the damage is limited to a single engine, including its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

- c) the aircraft is missing or is completely inaccessible.

Accountable Manager. The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.

Accountable manager (Maintenance). The manager who has corporate authority for ensuring that all maintenance, preventive maintenance, and modification required by the aircraft owner/operator can be financed and carried out to the standard required by the Authority. The accountable manager may delegate to another person in the organisation, in writing, to become the accountable manager, when authorised by the Authority.

Note: examples of the accountable manager are: the CEO, president, managing director, director general, general manager, etc.

Accredited medical conclusion. The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Accredited representative. As relating to an aircraft accident, a person designated by a State, on the basis of his or her qualifications, for the purpose of participating in an investigation conducted by another party.

Acrobatic flight. Manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, or an abnormal variation in speed. ^[1]_[SEP]

Acts of unlawful interference. These are acts or attempted acts such as to jeopardize the safety of civil aviation and air transport, i.e.:

- (a) unlawful seizure of aircraft in flight,
- (b) unlawful seizure of aircraft on the ground,
- (c) hostage-taking on board an aircraft or on aerodromes,
- (d) forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility,
- (e) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes,
- (f) communication of false information as to jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an airport or on the premises of a civil aviation facility.

ADS agreement. An ADS reporting plan that establishes the conditions of ADS data reporting (i.e. data required by the air traffic services or control unit and frequency of ADS reports that have to be agreed to prior to the provision of the ADS services).

ADS contract. A means by which the terms of an ADS agreement will be exchanged between the ground system and the aircraft, specifying under what conditions ADS reports would be initiated, and what data would be contained in the reports.

Note: The term "ADS contract" is a generic term meaning variously, ADS event contract, ADS demand contract, ADS periodic contract or an emergency mode. Ground forwarding of ADS reports may be implemented between ground systems.

Advisor. As relating to an aircraft accident, a person appointed by a State on

the basis of his or her qualifications, for the purpose of assisting its accredited representative in an investigation.

Advisory airspace. An airspace of defined dimensions, or designated route, within which air traffic advisory service is available.

Advisory route. A designated route along which air traffic advisory service is available.

Aerial Work. An aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

Aerobatic flight. Manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, abnormal acceleration, or an abnormal variation in speed not necessary for normal flight.

Aerodrome. An airport, 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.

Aerodrome control service. Air traffic control service for aerodrome traffic.

Aerodrome control tower. A unit established to provide air traffic control service to aerodrome traffic.

Aerodrome operating minima. The limits of usability of an aerodrome for:

- (i) Takeoff, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;
- iii) Landing in precision approach and landing operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the category of the operation;
- (iii) Landing in approach and landing operations with vertical guidance, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H); and
- (iv) Landing in non-precision approach and landing operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions.

Aerodrome traffic zone. An airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic.

Aeronautical experience. Pilot time obtained in an aircraft, approved flight simulation training device for meeting the training and flight time requirements of these Directives.

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.

Aeroplane flight manual. A manual, associated with the certificate of airworthiness, containing limitations within which the aeroplane is to be considered airworthy, and instructions and information necessary to the flight crew members of the safe operation of the aeroplane.

Agricultural aircraft operation. The operation of an aircraft for the purpose of—

- (i) Dispensing any economic poison;
- (ii) Dispensing any other substance intended for plant nourishment, soil treatment, propagation of plant life, or pest control; or
- (iii) Engaging in dispensing activities directly affecting agriculture, horticulture, or forest preservation, but not including the dispensing of live insects.

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 takeoff of aircraft.

Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. The term "aircraft," when used in this Directive shall refer to civil aircraft only, and will not include state or public aircraft.

Aircraft avionics. A term designating any electronic device – including its electrical part – for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft category. Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon, airship, powered- lift.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft certificated for multi-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of two pilots.

Aircraft engine. Any engine used, or intended to be used, for propulsion of aircraft and includes all parts, appurtenances, and accessories thereof other than propellers.

Aircraft operating manual. A manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems, and other material relevant to the operation of the aircraft.

Note.- The aircraft operating manual is part of the operations manual.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

Aircraft piracy. Any actual or attempted seizure or exercise of control, by force or violence, or by any other form of intimidation, with wrongful intent, of an aircraft within the jurisdiction of Ghana.

Aircraft Technical Log. Documentation for an aircraft that includes the maintenance record for the aircraft and a record for each flight made by the aircraft. The aircraft technical log is comprised of a journey records section and a maintenance section.

Aircraft tracking. A process, established by the operator, that maintains and

updates, at standardized intervals, a ground-based record of the four dimensional position of individual aircraft in flight.

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.

Airman. This term refers to—

- (i) Any individual who engages, as the person in command or as pilot, mechanic, or member of the crew, or who navigates an aircraft while the aircraft is underway;
- (ii) Any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, and any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft engines, propellers, or appliances; or
- (iii) Any individual who serves in the capacity of flight operations officer.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

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

Air Operator. Any organisation which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement.

Air operator certificate (AOC). A certificate authorising an operator to carry out specified commercial air transport operations.

Airship. A power-driven lighter than air aircraft.

Air traffic. All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air traffic control clearance. Authorisation for an aircraft to proceed under conditions specified by an air traffic control unit.

Note: For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate context. The abbreviated term “clearance” may be prefixed by the words: taxi, takeoff, departure, en route, approach or landing, to indicate the particular portion of flight to which the air traffic control clearance relates.

Air Traffic Control (ATC) facility. A building holding the persons and equipment responsible for providing ATC services (e.g., airport tower, approach control, centre). May also be called air traffic control unit.

Air traffic control service. A service provided within advisory airspace that promotes the safe, orderly, and expeditious flow and separation of air traffic at aerodromes and during the approach, departure, and en route environments including aircraft that are operating on IFR flight plans. Also can be called air traffic advisory service or air traffic service (ATS).

Air Traffic Service (ATS). A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Air traffic services airspaces. Airspaces of defined dimensions, alphabetically designated, within which specific types of flights may operate and for which air traffic services and rules of operation are specified.

Note: ATS airspaces are classified as Class A to G.

Air traffic services reporting office. A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

Note: An air traffic services reporting office may be established as a separate unit or combined with an existing unit, such as another air traffic services unit, or a unit of the aeronautical information service.

Aircraft accident. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:

- (a) A person is fatally or seriously injured as a result of—
 - (i) Being in the aircraft;
 - (ii) Direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
 - (iii) Direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew.
- (b) The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Note 1 – For statistical uniformity only, an injury resulting in death within thirty days of the date of the date of the accident is classified as a fatal injury by ICAO.

Note 2 – An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Aircraft category. Classification of aircraft according to specified basic characteristics (e.g., aeroplane, helicopter, glider, free balloon, airship and powered-lift).

Aircraft component. Any component part of an aircraft up to and including a complete powerplant and/or any operational/emergency equipment.

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 a powerplant), and landing gear of an aircraft and their accessories and controls.

Airship. A power-driven lighter-than-air aircraft.

Airway. A control area or portion thereof established in the form of a corridor.

Airworthiness approval tag (CAA form). A tag (Model CAA Form AAT) that may be attached to a part. The tag must include the part number, serial number, and current life status of the part. Each time the part is removed from a type certificated product, a new tag must be created or the existing tag must be updated with the current life status. The Model CAA Form AAT has two distinct purposes – (1) as a certification of release to service of a part, component or assembly after maintenance, preventive maintenance, overhaul or rebuilding, and (2) for shipping of a newly manufactured part.

Airworthy. The status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation.

Airworthiness data. 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.

Airworthiness directive. Continuing airworthiness information that applies to the following products: aircraft, aircraft engines, propellers, and appliances. An airworthiness directive is mandatory if issued by the State of Design.

Airworthiness release. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on their own behalf.

Alteration. The alteration of an aircraft/aeronautical product in conformity with an approved standard.

Alerting service. A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.

Alternate heliport. A heliport to which a helicopter may proceed when it becomes either impossible or inadvisable to proceed to or to land at the heliport of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate heliports include the following:

Take-off alternate. An alternate heliport at which a helicopter would be able to land should this become necessary shortly after take-off and it is not possible to use the heliport of departure.

En-route alternate. An alternate heliport at which a helicopter would be able to land in the event that a diversion becomes necessary while en route.

Destination alternate. An alternate heliport at which a helicopter would be able to land should it become either impossible or inadvisable to land at the heliport of intended landing.

Note.— The heliport from which a flight departs may be an en-route or a destination alternate heliport for that flight.

Alternate aerodrome. An aerodrome to which an aircraft may proceed when

it becomes either impossible or inadvisable to proceed to or land at the aerodrome of intended landing. Alternate aerodromes include the following:

- (i) *Takeoff alternate.* An alternate aerodrome at which an aircraft can land should this become necessary shortly after takeoff and it is not possible to use the aerodrome of departure.
- (ii) *En-route alternate.* An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition en route.
- (iii) *ETOPS en-route alternate.* A suitable and appropriate alternate aerodrome at which an aeroplane would be able to land after experiencing an engine shut-down or other abnormal or emergency condition while en route in an ETOPS operation.
- (iv) *Destination alternate.* An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

Note: The aerodrome from which a flight departs may also be an en-route or a destination alternate aerodrome for that flight.

Altimetry system error (ASE). The difference between the altitude indicated by the altimeter display, assuming a correct altimeter barometric setting, and the pressure altitude corresponding to the undisturbed ambient pressure. ^[1]_[SEP]

Altitude. The vertical distance of a level, a point or an object considered as a point, measured from mean sea level (MSL).

Annexes to the Chicago Convention. The documents issued by the International Civil Aviation Organisation (ICAO) containing the Standards and Recommended Practices applicable to civil aviation.

Anticipated operating conditions. Those conditions which are known from experience or which can be reasonably envisaged to occur during the operational life of the aircraft taking into account the operations for which the aircraft is made eligible, the conditions so considered being relative to the meteorological state of the atmosphere, to the configuration of terrain, to the functioning of the aircraft, to the efficiency of personnel and to all the factors affecting safety in flight. Anticipated operating conditions do not include:

- a) those extremes which can be effectively avoided by means of operating procedures; and
- b) those extremes which occur so infrequently that to require the Standards to be met in such extremes would give a higher level of airworthiness than experience has shown to be necessary and practical.

Appliances. Instruments, equipment, apparatus, parts, appurtenances, or accessories, of whatever description, which are used, or are capable of being or intended to be used, in the navigation, operation, or control of aircraft in flight (including parachutes and including communication equipment and any other mechanism or mechanisms installed in or attached to aircraft during flight), and which are not part or parts of aircraft, aircraft engines, or propellers.

Approach and landing operations using instrument approach procedures.

Instrument approach and landing operations are classified as follows:

- (i) *Non-precision approach and landing operations.* An instrument approach and landing which utilized lateral guidance but does not utilize vertical guidance.

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- (ii) *Approach and landing operations with vertical guidance.* An instrument approach and landing which uses lateral and vertical guidance but does not meet the requirements established for precision approach and landing operations.
- (iii) *Precision approach and landing operations.* An instrument approach and landing 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.*
- (iv) *Category I (CAT I) operation.* A precision instrument approach and landing with:
 - a) *a decision height not lower than 60 m (200 feet); and*
 - b) *with either a visibility not less than 800 m or a runway visual range not less than 550 m.*
 - (v) *Category II (CAT II) operation.* A precision instrument approach and landing with:
 - a) *a decision height lower than 60 m (200 feet), but not lower than 30 m (100 feet); and*
 - b) *a runway visual range not less than 300 m.*
 - (vi) *Category IIIA (CAT IIIA) operation.* A precision instrument approach and landing with:
 - a) *a decision height lower than 30 m (100 feet) or no decision height; and*
 - b) *a runway visual range not less than 175m.*
 - (vii) *Category IIIB (CAT IIIB) operation.* A precision instrument approach and landing with:
 - a) *a decision height lower than 15 m (50 feet) or no decision height; and*
 - b) *a runway visual range less than 175 m but not less than 50 m.*
 - (viii) *Category IIIC (CAT IIIC) operation.* A precision instrument approach and landing with no decision height and no runway visual range limitations. *Note.- Where decision height (DH) and runway visual range (RVR) fall into different categories of operation, the instrument approach and landing operation would be conducted in accordance with the requirements of the most demanding category (e.g. an operation with a DH in the range of CAT IIIA but with an RVR in the range of CAT IIIB would be considered a CAT IIIB operation or an operation with a DH in the range of CAT II but with an RVR in the range of CAT I would be considered a CAT II operation).*

Approach and landing phase — helicopters. That part of the flight from 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or from the commencement of the descent in the other cases, to landing or to the balked landing point.

Approach control service. Air traffic control service for arriving or departing

controlled flights.

Approach control unit. A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

Appropriate ATS or ATC authority. The relevant authority designated by the Republic of Ghana responsible for providing air traffic services in the airspace concerned.

Appropriate airworthiness requirements. The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.

Appropriate authority.

- (i) *Regarding flight over the high seas:* The relevant authority of the State of Registry.
- (ii) *Regarding flight other than over the high seas:* The relevant authority of the State having sovereignty over the territory being overflown.

Approval for return to service. See maintenance release.

Approved. A rule of construction in Part 1.1.1 that means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.

Approved by the Authority. Approved by the Authority directly or in accordance with a procedure approved by the Authority.

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

Approved data. Technical information approved by the Authority.

Approved Maintenance Organisation (AMO). An organisation approved by the Authority, in accordance with Part 6, to perform specific aircraft maintenance activities by the Authority. These activities may include the inspection, overhaul, maintenance, repair and/or modification and release to service of aircraft or aeronautical products.

Approved Training Organisation (ATO). An organization approved by the Authority, in accordance with MCAR Part 3, to perform flight crew training and other training approved by the Authority.

Approved standard. A manufacturing, design, maintenance, or quality standard approved by the Authority.

Approved training. Training carried out under special curricula and supervision approved by the Authority.

Apron. A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

Area control centre. A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

Area control service. Air traffic control service for controlled flights in control areas.

Area Navigation (RNAV). A method of navigation that permits aircraft operations on any desired flight path within the coverage of station-referenced navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

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Note.- Area navigation includes performance-based navigation as well as other operations that do not meet the definitions of performance-based navigation.

Article. Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part.

ATS or ATC route. A specified route designed for channelling the flow of air traffic as necessary for the provision of air traffic services, defined by route specifications that include an ATS or ATC route designator, the track to or from significant points (way points), distance between significant points, reporting requirements, and as determined by the appropriate ATS or ATC authority, the lowest safe altitude.

Note: The term “ATS” or “ATC” route is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route.

ATS surveillance service. A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system. A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

Authorised instructor. A person who—

- (i) Holds a valid ground instructor certificate issued under Part 2 when conducting ground training;
- (ii) Holds a current flight instructor certificate issued under Part 2 when conducting ground training or flight training; or
- (iii) Is authorised by the Authority to provide ground training or flight training under Part 2 and Part 3.

Authority. The Ghana Civil Aviation Authority

Automatic dependent surveillance (ADS). A surveillance technique in which aircraft automatically provide, via a data link, data derived from on-board navigation and position-fixing systems, including aircraft identification, four-dimensional position and additional data as appropriate.

Balloon. A non-power-driven lighter-than-air aircraft.

Banner. An advertising medium supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

Cabin crew member. A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member.

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.

Calendar month. A period of a month beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered month (as January 1 through January 31 in the Gregorian calendar).

Calendar year. A period of a year beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through December 31 in the Gregorian calendar). [SEP]

Calibration. A set of operations, performed in accordance with a definite documented procedure that compares the measurement performed by a measurement device or working standard with a recognised bureau of standards for the purpose of detecting and reporting or eliminating adjustment errors in the measurement device, working standard, or aeronautical product tested. [SEP]

Cargo aircraft. Any aircraft carrying goods or property but not passengers. In this context the following are not considered to be passengers: [SEP]

- (i) A crewmember.
- (ii) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.
- (iii) An authorised representative of an Authority. [SEP]
- (iv) A person with duties in respect of a particular shipment on board.

Category One Operation (CAT I). A precision instrument approach and landing with a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m. [SEP]

Category Two Operation (CAT II). A precision instrument approach and landing with a decision height lower than 60 m (200ft) but no lower than 30 m (100 ft) and a visual range not less 300 m. [SEP]

Category Three A (CAT IIIA) Operation. A precision approach and landing with: a decision height lower than 30 m (100ft) or no decision height; and a runway visual range not less than 175 m. [SEP]

Category Three B (CAT IIIB) Operation. A precision approach and landing with: a decision height lower than 15 m (50 ft) or no decision height; and a runway visual range less than 175 m but not less than 50 m. [SEP]

Category Three C (CAT IIIC) Operation. A precision instrument approach and landing with no decision height and no runway visual range limitations. [SEP]

Causes. As relating to an aircraft accident or incident, actions, omissions, events, conditions, or a combination thereof which led to the accident or incident.

Ceiling. The height above the ground or water of the base of the lowest layer of cloud below 6,000 metres (20,000 feet) covering more than half the sky.

Certificated Approved Maintenance Organisation. Means approved by the Authority.

Certify as airworthy. The act of completing a maintenance release by a properly authorized person after the modification, overhaul, repair or inspection of an aircraft or aeronautical product by which the aircraft or aeronautical part is cleared for use in flight as meeting the requirements of the airworthiness certificate of Ghana. [SEP]

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

Change-over-point. The point at which an aircraft navigating on an ATC route

segment defined by reference to very high frequency omnidirectional radio ranges is expected to transfer its primary navigational references from the facility behind the aircraft to the next facility ahead of the aircraft. ⁽¹⁾_(SEP)

Note: Change-over-points are established to provide the optimum balance in respect of signal strength and quality between facilities at all levels to be used and to ensure a common source of azimuth guidance for all aircraft operating along the same portion of a route segment.

Check airman (aeroplane). A person who is qualified, and permitted, to conduct an evaluation in an aeroplane, in a flight simulation training device for a particular type aeroplane, for a particular AOC holder.

Check airman (simulator). A person who is qualified to conduct an evaluation, but only in a flight simulation training device for a particular type aircraft, for a particular AOC holder.

Chicago Convention. (“Convention”) The Convention on International Civil Aviation concluded in Chicago, U.S.A. in 1944, in effect, 1947. The Articles of the Chicago Convention govern the actions of the contracting States in matters of international civil aviation safety directly and through the Annexes to the Convention, which set forth ICAO Standards and Recommended Practices.

Citizen of Ghana. This term refers to one of the following:

- (i) An individual who is a citizen of Ghana;
- (ii) A partnership of which each member is a citizen of Ghana]; or
- (iii) A corporation or association created or organised and authorised under the laws of Ghana.

Civil aircraft. Any aircraft other than a state or public aircraft.

Civil aviation. The operation of any civil aircraft for the purpose of general ⁽¹⁾_(SEP)aviation operations, aerial work or commercial air transport operations.

Clearance limit. The point to which an aircraft is granted an air traffic control clearance.

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

COMAT. Operator material carried on an operator’s aircraft for the operator’s own purposes.

Combined vision system (CVS). A system to display images from a combination of an enhanced vision system (EVS) and a synthetic vision system (SVS).

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

Common mark. A mark assigned by the International Civil Aviation Organisation to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.

Common mark registering authority. The authority maintaining the non-national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.

Competency. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Competency element. An action that constitutes a task that has a triggering

event and a terminating event that clearly defines its limits, and an observable outcome.

Competency unit. A discrete function consisting of a number of competency elements.

Complex aeroplane. An aeroplane that has retractable landing gear, flaps, and a controllable pitch propeller; or in the case of a seaplane, flaps and a controllable pitch propeller.

Composite. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.

Computer system. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

Configuration deviation list (CDL). A list established by the organisation responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction.

Congested area. A city town or settlement, or open air assembly of people.

Congested hostile environment. A hostile environment within a congested area.

Consignment. One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.

Continuing airworthiness. The set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

Continuous descent final approach (CDFA). A technique, consistent with stabilized approach procedures, for flying the final approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre should begin for the type of aircraft flown.

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

Control area. A controlled airspace extending upwards from a specified limit above the earth.

Controlled aerodrome. An aerodrome at which air traffic control service is provided to aerodrome traffic.

Controlled airspace. An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

Note: Controlled airspace is a generic term that covers ATC or ATS airspace Classes A, B, C, D, and E as described in ICAO Annex 11: 2.6.

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

Controlled flight into terrain. Occurs when an airworthy aircraft is flown, under the control of a qualified pilot, into terrain (water or obstacles) with inadequate awareness on the part of the pilot of the impending collision.

Controller-pilot data link communications (CPDLC). A means of communication between controller and pilot, using data link for ATC communications.

Control zone. A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

Conversion. Conversion is the action taken by Ghana in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered in Ghana.

Co-pilot. A licenced 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.

Note: Co-pilot as here defined is synonymous with the term "second-in-command" or "SIC".

Corporate aviation operation. The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

Course. A program of instruction to obtain an airman licence, rating, qualification, authorisation, or currency.

Courseware. Instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programs, audio-visual programs, workbooks, and handouts.

Credit. Recognition of alternative means or prior qualifications.

Crew Member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Crew Resource Management. A program designed to improve the safety of flight operations by optimising the safe, efficient, and effective use of human resources, hardware, and information through improved crew communication and co-ordination.

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.

Cross country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Cross-country time. That time a pilot spends in flight in an aircraft which includes a landing at a point other than the point of departure and, for the purpose of meeting the cross-country time requirements for a private pilot licence (except with a rotorcraft rating), commercial pilot licence, or an instrument rating, includes a landing at an aerodrome which must be a straight-line distance of more than 50 nautical miles from the original point of departure.

Cruise climb. An aeroplane cruising technique resulting in a net increase in altitude as the aeroplane mass decreases.

Cruise relief pilot. A flight crew member who is assigned to perform pilot tasks during cruise flight to allow the PIC or co-pilot to obtain planned rest.

Cruising level. A level maintained during a significant portion of a flight.

Current flight plan. The flight plan, including changes, if any, brought about by subsequent clearances.

Danger area. An airspace of defined dimensions within which activities dangerous to the flight of the aircraft may exist at specified times.

Dangerous goods. Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the ICAO Technical Instructions or which are classified according to those Instructions.

Dangerous goods accident. An occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

Dangerous goods incident. An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is deemed to constitute a dangerous goods incident.

Dangerous goods transport document. A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air. It is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

Data link communications. A form of communication intended for the exchange of messages via a data link.

Deadhead Transportation. Time spent in transportation on aircraft (at the insistence of the AOC holder) to or from a crew member's home station.

Decision Altitude (DA) or decision height (DH). A specified altitude or height in the precision approach or approach with vertical guidance at which a missed approach must be initiated if the required visual reference to continue the approach has not been established.

Note 1.- Decision altitude (DA) is referenced to mean sea level and decision height (DH) is referenced to the threshold elevation.

Note 2.- The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In Category III operations with a decision height that required visual reference is that specified for the particular procedure and operation.

Note 3.- For convenience where both expressions are used they may be written in the form "decision altitude/height" and abbreviated "DA/H"

Defined point after take-off (DPATO) The point, within the takeoff and initial

climb phase, before which the Class 2 helicopter's ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required.

Defined point before landing (DPBL). The point, within the approach and landing phase, after which the Class 2 helicopter's ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required.

Directly in Charge. As applied to an Approved Maintenance Organisation in Part 6, means an appropriately licensed person having the responsibility for the work of an approved maintenance organisation that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.

Dry lease. The lease of an aircraft without the crew.

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

Duty. Any task that flight or cabin crew members are required by the operator to perform, including for example, flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.

Duty period. As related to an air operator, a period which starts when flight or cabin crew personnel are required by an operator to report for or to commence a duty and ends when that person is free from all duties.

Duty time. The total time from the moment a person identified in these Directives begins, immediately after a rest period, any work on behalf of the certificate holder until that person is free from all restraint associated with that work.

Economic poison. Any substance or mixture of substances intended for—

- (i) Preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, except viruses on or in living human beings or other animals, which Ghana may declare to be a pest, and
- (ii) Use as a plant regulator, defoliant or desiccant.

EDTO critical fuel. The fuel quantity necessary to fly to an en-route alternate aerodrome considering, at the most critical point on the route, the most limiting system failure.

EDTO significant system. An aeroplane system whose failure or degradation could adversely affect the safety particular to an EDTO flight, or whose continued functioning is specifically important to the safe flight and landing of an aeroplane during an EDTO diversion.

Electronic flight bag (EFB). An electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties.

Effective length of the runway. The distance for landing from the point at which the obstruction clearance plane associated with the approach end of the runway intersects the centreline of the runway to the far end.

Emergency Locator Transmitter (ELT). A generic term describing equipment which broadcast distinctive signals on designated frequencies and, depending on application, may be automatically activated by impact or be manually activated. An ELT may be any of the following:

- (i) **Automatic fixed ELT.** An automatically activated ELT which is permanently attached to an aircraft.
- (ii) **Automatic portable ELT.** An automatically activated ELT which is rigidly attached to an aircraft but readily removable from the aircraft.
- (iii) **Automatic deployable ELT (ELT(AD)).** An ELT which is rigidly attached to an aircraft and which is automatically deployed and activated by impact, and in some cases, also be hydrostatic sensors. Manual deployment is also provided.
- (iv) **Survival ELT.** An ELT which is removable from an aircraft, stowed so as to facilitate its ready use in an emergency, and manually activated by survivors.
- (v) **ELT battery useful life.** The length of time after its date of manufacture or recharge that the battery or battery pack may be stored under normal environmental conditions without losing its ability to allow the ELT to meet the applicable performance standards.
- (vi) **ELT battery expiration date.** The date of battery manufacture or recharge plus one half of its useful life.

Engine. A unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for functioning and control, but excludes the propeller/rotors (if applicable).

Enhanced Ground Proximity Warning (EGPWS). A forward looking warning system that uses the terrain data base for terrain avoidance.

Enhanced vision system (EVS). A system to display electronic real-time images of the external scene achieved through the use of image sensors.

Note.— EVS does not include night vision imaging systems (NVIS).

En-route phase. That part of the flight from the end of the take-off and initial climb phase to the commencement of the approach and landing phase.

Note.— Where adequate obstacle clearance cannot be guaranteed visually, flights must be planned to ensure that obstacles can be cleared by an appropriate margin. In the event of failure of the critical engine, operators may need to adopt alternative procedures.

Equivalent system of maintenance. An AOC holder may conduct maintenance activities through an arrangement with an AMO or may conduct its own maintenance, preventive maintenance, or alterations, so long as the AOC holder's maintenance system is approved by the Authority and is equivalent to that of an AMO, except that the approval for return to service of an aircraft/aeronautical product shall be made by an appropriately licenced aviation maintenance technician or aviation repair specialists in accordance with Part 2, as appropriate.

Error. As relates to the flight crew, an action or inaction by the flightcrew that leads to deviations from organisational or flight crew intentions or expectations.

Error management. The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors, and

mitigate the probability of errors or undesired aircraft state.

Estimated off-block time. The estimated time at which the aircraft will commence movement associated with departure.

Estimated time of arrival. For IFR flights, the time at which it is estimated that the aircraft will arrive over that designated point, defined by reference to navigation aids, from which it is intended that approach procedure will be commenced, or if no navigation aid is associated with the aerodrome, the time at which the aircraft will arrive over the aerodrome. For VFR flights, the time at which it is estimated that the aircraft will arrive over the aerodrome.

Evaluator. A person employed by a certified Approved Training Organisation who performs tests for licensing, added ratings, authorisations, and proficiency checks that are authorised by the certificate holder's training specification, and who is authorised by the Authority to administer such checks and tests.

Examiner. Any person authorised by the Authority to conduct a pilot proficiency test, a practical test for an airman licence or rating, or a knowledge test under these regulations.

Exception. As it related to dangerous goods in Part 18 - A provision in ICAO Annex 18 which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

Exemption. This shall include exceptions and deviations.

Expected approach time. The time at which ATC expects that an arriving aircraft, following a delay, will leave the holding point to complete its approach for a landing.

Note: The actual time of leaving the holding point will depend upon the approach clearance.

Extended diversion time operations (EDTO). Any operation by an aeroplane with two or more turbine engines where the diversion time to an en-route alternate aerodrome is greater than the threshold time established by the State of the Operator.

Extended flight over water. A flight operated over water at a distance of more than 93 km (50 NM), or 30 minutes at normal cruising speed, whichever is the lesser, away from land suitable for making an emergency landing.

Extended overwater operation. With respect to aircraft other than helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline; and to helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline and more than 50 nm from an offshore heliport structure.

Facility. As used in Part 6, Approved Maintenance Organisations - A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article.

Fatal injury. As relates to an aircraft accident, any injury which results in death within 30 days of the accident.

Fatigue. A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

Fatigue Risk Management System (FRMS). A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.

Fire resistant. The capability to withstand the application of heat by a flame for a period of 5 minutes.

Fireproof. The capability to withstand the application of heat by a flame for a period of 15 minutes.

Filed flight plan. The flight plan as filed with an air traffic service unit by the pilot or a designated representative, without without any subsequent changes.

Final approach and take-off area (FATO). A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced. Where the FATO is to be used by helicopters operating in performance Class 1, the defined area includes the rejected take-off area available.

Final approach segment (FAS). That segment of an instrument approach procedure in which alignment and descent for landing are accomplished.

Fireproof material. A material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.

Flight(s). The period from takeoff to landing.

Flight crew member. A licenced crew member charged with duties essential to the operation of an aircraft during flight time.

Flight data analysis. A process of analysing recorded flight data in order to improve the safety of flight operations.

Flight duty period. A period which commences when a flight or cabin crew member is required to report for duty that includes a flight or a series of flights and which finishes when the aeroplane finally comes to rest and the engines are shut down at the end of the last flight on which he/she is a crew member.

Flight information centre. A unit established to provide flight information service and alerting service.

Flight information region. An airspace of defined dimensions within which flight information service and alerting service are provided.

Flight information service. A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Flight level. A surface of constant atmospheric pressure which is related to a specific pressure datum, 1,013.2 hectopascals (hPa), and is separated from other surfaces by specific pressure intervals.

Flight manual. A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions information necessary to the flight crew members for the safe operation of the aircraft.

Flight operations officer/flight dispatcher. A person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with Annex 1, who supports, briefs and/or assists the pilot-in-command in the safe conduct of the flight.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight Recorder. Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation. Note: This could include the cockpit voice recorder (CVR) or flight data recorder (FDR).

Flight safety document system. A set of inter-related documentation established by the operator, compiling and organising information necessary for light and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual.

Flight simulator. A device that—

Is a full-size aircraft cockpit replica of a specific type of aircraft, or make, model, and series of aircraft;

Includes the hardware and software necessary to represent the aircraft in ground operations and flight operations;^[1]

Uses a force cueing system that provides cues at least equivalent to those cues provided by a 3 degree freedom of motion system;

Uses a visual system that provides at least a 45 degree horizontal field of view and a 30 degree vertical field of view simultaneously for each pilot; and^[1] has been evaluated, qualified, and approved by the Authority.

Flight simulation training device. Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

(i) *A flight simulator*, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated.

(ii) *A flight procedures trainer*, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class.^[1]

(iii) *A basic instrument flight trainer*, which is equipped with appropriate instruments and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

Flight status. An indication of whether a given aircraft requires special handling by air traffic services units or not.

Flight time. The period of time that the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after it is parked, with engine(s) shut down if applicable.

Note: Flight time as here defined is synonymous with the term "block-to-block" time or "chock-to-chock" time in general usage, which is measured from the time an aircraft moves from the loading point until it stops at the unloading point .

Flight time— aeroplane. 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.

Flight time—helicopter. 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 time—glider. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

Flight training device. A device that—^[1]_{SEP}

Is a full-size replica of the instruments, equipment, panels, and controls of an aircraft, or set of aircraft, open or in an enclosed cockpit, including the hardware and software for the systems installed, that is necessary to simulate the aircraft in ground and flight operations;^[1]_{SEP}

Need not have a force (motion) cueing or visual system; and^[1]_{SEP}

Has been evaluated, qualified, and approved by the Authority.

Note: A set of aircraft are those that share similar performance characteristics, such as similar airspeed and altitude operating envelopes, similar handling characteristics, and the same number and type of propulsion systems.

Flight training. Training, other than ground training, received from an authorised instructor in flight in an aircraft.

Flight visibility. The visibility forward from the cockpit of an aircraft in flight.

Foreign air operator. Any operator, not being a Ghana air operator, which undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in commercial air transport operations within borders or airspace of Ghana, whether on a scheduled or charter basis.

Foreign Authority. The civil aviation authority that issues and oversees the Air Operator Certificate of the foreign operator.

Freight container. See unit load device.

Freight container in the case of radioactive material transport. An article of transport equipment designed to facilitate the transport of packaged goods, by one or more modes of transport without intermediate reloading. It must be of a permanent enclosed character, rigid and strong enough for repeated use, and must be fitted with devices facilitating its handling, particularly in transfer between aircraft and from one mode of transport to another. A small freight container is that which has either an overall outer dimension less than 1.5 m, or an internal volume of not more than 3m³. Any other freight container is considered to be a large freight container.

General aviation operation. An aircraft operation other than a commercial air transport operation or aerial work operation.

Glider. A non-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.

Ground handling. Services necessary for an aircraft's arrival at, and departure from, an airport, other than air traffic services.

Ground Proximity Warning System (GPWS). A warning system that uses radar altimeters to alert the pilots of hazardous flight conditions.

Ground visibility. The visibility at an aerodrome, as reported by an accredited observer.

Gyroplane. A heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.

Handling agent. An agency which performs on behalf of the operator some or all of the latter's functions including receiving, loading, unloading, transferring or other processing of passengers or cargo.

Heading. The direction in which the longitudinal axis of an aircraft is pointed, usually expressed in degrees from North (true, magnetic, compass or grid).

Head-up display (HUD). A display system that presents flight information into the pilot's forward external field of view.

Heavier-than-air aircraft. Any aircraft deriving its lift in flight chiefly from aerodynamic forces.

Height. The vertical distance of a level, a point or an object considered a point, measured from a specified datum.

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.

(i) *Class 1 helicopter.* A helicopter with performance such that, in case of critical engine failure, it is able to land on the rejected takeoff area or safely continue the flight to an appropriate landing area, depending on when the failure occurs. ^{[[1]]}_{SEP}

(ii) *Class 2 helicopter.* A helicopter with performance such that, in case of critical engine failure, it is able to safely continue the flight, except when the failure occurs prior to a defined point after takeoff or after a defined point before landing, in which case a forced landing may be required. ^{[[1]]}_{SEP}

(iii) *Class 3 helicopter.* A helicopter with performance such that, in case of engine failure at any point in the flight profile, a forced landing must be performed. ^{[[1]]}_{SEP}

Helideck. A heliport located on a floating or fixed offshore structure. ^{[[1]]}_{SEP}

Heliport. An aerodrome or defined area on a structure intended to be used ^{[[1]]}_{SEP} wholly or in part for the arrival, departure, and surface movement of helicopters.

High Speed Aural Warning. A speed warning that is required for turbine-engined airplanes and airplanes with a VMO/MMO greater than 0.80 VDF/MDF or VD/MD.

Holdover time. The estimated time de-icing/anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft. Holdover time begins when the final application of de-icing or anti-icing fluid commences and expires when the de-icing or anti-icing fluid applied to the aircraft loses its effectiveness.

Hostile environment. An environment in which:

- a) a safe forced landing cannot be accomplished because the surface and surrounding environment are inadequate; or
- b) the helicopter occupants cannot be adequately protected from the elements; or
- c) search and rescue response/capability is not provided consistent with anticipated exposure; or ^{[[1]]}_{SEP}
- d) there is an unacceptable risk of endangering persons or property on the ground. ^{[[1]]}_{SEP}

Housing. As it related to Approved Maintenance Organisations in Part 6 - Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—

- (i) Provide working space for the performance of maintenance, preventive maintenance, or modifications for which the maintenance organisation is approved and rated; and
- (ii) Provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and
- (iii) Provide for the proper storage, segregation, and protection of materials, parts, and supplies.

Human factors principles. Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance. Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

ICAO. Where used in this Directive, this is an abbreviation for the International Civil Aviation Organisation.

IFR. The symbol used to designate the instrument flight rules.

IFR flight. A flight conducted in accordance with the instrument flight rules.

IMC. The symbol used to designated instrument meteorological conditions.

Incident. An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Includes. A rule of construction in Part 1.1 that means “includes but is not limited to.”

Incompatible. Describing dangerous goods, which if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

Industry codes of practice. Guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the International Civil Aviation Organization’s Standards and Recommended Practices, other aviation safety requirements and the best practices deemed appropriate.

Inspection. The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority.

Instrument approach operations. An approach and landing using instruments for navigation guidance based on an instrument approach procedure. There are two methods for executing instrument approach operations:

- a) a two-dimensional (2D) instrument approach operation, using lateral navigation guidance only; and
- b) a three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance.

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

- a) a ground-based radio navigation aid; or
- b) computer-generated navigation data from ground-based, space-based, self-contained navigation aids or a combination of these.

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

Instrument ground time. Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Authority.

Instrument meteorological conditions (IMC). Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions.

Instrument time. Time in which cockpit instruments are used as the sole means for navigation and control, which may be instrument flight time or instrument ground time.

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

Integrated survival suit. A survival suit which meets the combined requirements of the survival suit and life jacket.

Interchange agreement. A leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft at an airport.

International commercial air transport. The carriage by aircraft of persons or property for remuneration or hire or the carriage of mail between any two or more countries.

International operating agency. An agency of the kind contemplated in Article 77 of the Convention on International Civil Aviation.

Investigation. As relates to an aircraft accident or incident, a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations.

Investigator-in-charge. As relates to an aircraft accident or incident, a person charged, on the basis of his or her qualifications, with the responsibility for the organisation, conduct and control of an investigation.

Isolated aerodrome. A destination aerodrome for which there is no destination alternate aerodrome suitable for a given aeroplane type.

Journey log. A form signed by the PIC of each flight that records the aeroplane's registration, crew member names and duty assignments, the type of flight, and the date, place, and time of arrival and departure.

Knowledge test. A test on the aeronautical knowledge areas required for an airman licence or rating that can be administered in written form or by a computer.

Landing area. That part of a movement area intended for the landing or takeoff of an aircraft.

Land distance available (LDA). The length of runway which is declared available and suitable for the ground run of an aeroplane landing.

Landing decision point. The point used in determining landing performance from which, an engine failure occurring at this point, the landing may be safely continued or a balked landing initiated.

Large aeroplane. An aeroplane having a maximum certified takeoff mass of 5,700 kg. (12,500 lbs.), or more.

Level. A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

Licensing Authority. The Ghana Civil Aviation Authority.

Life-limited part. Any part for which a mandatory replacement limit is specified in the type design, the Instructions for Continued Airworthiness, or the maintenance manual.

Lighter-than-air aircraft. Any aircraft supported chiefly by its buoyancy in the air.

Likely. In the context of the medical provisions in Part 2, *likely* means with a probability of occurring that is unacceptable to the medical assessor.

Line maintenance. Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialised training, equipment or facilities.

Line operating flight time. Flight time recorded by the PIC or Co-Pilot while in revenue service for an AOC holder.

Long Range Overwater Flights. Routes on which an aeroplane may be over water and at more than a distance corresponding to 120 minutes at cruising speed or 740 km (400 NM), whichever is the lesser, away from land suitable for making an emergency landing.

Low Altitude Wind Shear Warning and Guidance System. A system that will issue a warning of low altitude wind shear and in some cases provide the pilot with guidance information of the escaper manoeuvre.

Mach Number Indicator. An indicator that shows airspeed as a function of the Mach number.

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

Maintenance Control Manual. A document that describes 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 Organization's Procedures Manual. A document endorsed by the head of the maintenance organization which details the maintenance organisation's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems.

Maintenance programme. A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies.

Maintenance release. A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements.

Major modification/alteration. Major alteration means an alteration not listed in the aircraft, aircraft engine, or propeller specifications – (1) that might appreciably affect weight, balance, structural strength, performance, powerplant, operations, flight characteristics, or other qualities affecting airworthiness; or (2) that cannot be done by elementary operations.

Major repair. Major repair means a repair: (1) that if improperly done might appreciably affect weight, balance, structural strength, performance, powerplant, operations, flight characteristics, or other qualities affecting airworthiness; or (2) that is not done according to accepted practices or cannot be done by elementary operations.

Manoeuvring area. That part of an aerodrome to be used for the takeoff, landing and taxiing of aircraft, excluding aprons.

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. The MMEL provides the basis for development, review, and approval by the Authority of an individual operator's MEL.

Maximum Diversion Time Maximum allowable range, expressed in time, from a point on a route to an en-route alternate aerodrome.

Maximum mass. Maximum certificated take-off-mass.

May. A rule of construction in Part 1.1 that indicates that discretion can be used when performing an act described in a Directive.

Medical Assessment. The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.

Medical assessor. A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Medical certificate. The evidence issued by the Authority that the licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licensing Section of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence.

Medical examiner. A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licenses or ratings for which medical requirements are prescribed.

Meteorological information. Meteorological report, analysis, forecast, and

any other statement relating to existing or expected meteorological conditions.

Minimum descent altitude (MDA) or minimum descent height (MDH).

A specified altitude or height in a non-precision approach or circling approach below which descent must not be made without the required visual reference.

Note 1. – Minimum descent altitude (MDA) is referenced to mean sea level and minimum descent height (MDH) is referenced to the aerodrome elevation or to the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. A minimum descent height for a circling approach is referenced to the aerodrome elevation.

Note 2. – The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach the required visual reference is the runway environment.

Note 3. – For convenience when both expressions are used they may be written in the form “minimum descent altitude/height” and abbreviated “MDA/H”.

Minimum Equipment List (MEL). A list approved by the Authority 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.

Minister. This term means the Minister responsible for civil aviation.

Minor Repair. A minor repair involves any repair that does not fall under the major repair category, meaning the repair has a negligible effect on the airworthiness of the affected aeronautical product. The accomplishment of minor repairs normally involves use of standard or generally accepted practices.

Modification. A change in type design of an aircraft, engine or propeller.

Movement area. That part of an aerodrome to be used for takeoff, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Navigable airspace. The airspace above the minimum altitudes of flight prescribed in this Directive and includes airspace needed to insure safety in the takeoff and landing of aircraft.

Navigation of aircraft. A function which includes the piloting of aircraft.

Navigation specification. A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications:

(i) Required navigation performance (RNP) specification. A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH.

(ii) Area navigational (RNAV) specification. A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.

Part 1 - General Policies, Procedures and Definitions

Note 1: The Performance-based Navigation (PBN) Manual (Doc 9613), Volume II, contains detailed guidance on navigation specifications.

Note 2.- The term RNP, previously defined as “a statement of the navigation performance necessary for operation within a defined airspace”, has been removed from this Annex as the concept of RNP has been overtaken by the concept of PBN. The term RNP in this Annex is now solely used in the context of navigation specifications that require performance monitoring and alerting, e.g. RNP 4 refers to the aircraft and operating requirements, including a 4 NM lateral performance with on-board performance monitoring and alerting that are detailed in Doc 9613.

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. 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.

Non-congested hostile environment. A hostile environment outside a congested area.

Non-hostile environment. An environment in which:

- a) a safe forced landing can be accomplished because the surface and surrounding environment are adequate;
- b) the helicopter occupants can be adequately protected from the elements;
- c) search and rescue response/capability is provided consistent with anticipated exposure; and
- d) the assessed risk of endangering persons or property on the ground is acceptable.

Note.— Those parts of a congested area satisfying the above requirements are considered non-hostile.

Obstacle clearance altitude (OCA) or obstacle clearance height (OCH). The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, using in establishing compliance with appropriate obstacle clearance criteria.

Note .1 – Obstacle clearance altitude is referenced to mean sea level and obstacle clearance height is referenced to the threshold elevation or in the case of non-precision approaches to the aerodrome elevation or the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. An obstacle clearance height for a circling approach is referenced to the aerodrome elevation.

Note.2- For convenience when both expressions are used they may be written in the form “obstacle clearance altitude/height” and abbreviated “OCA/H”.

Obstruction clearance plane. A plane sloping upward from the runway at a slope of 1:20 to the horizontal, and tangent to or clearing all obstructions within a specified area surrounding the runway as shown in a profile view of that area. In the plane view, the centreline of the specified area coincides with the centreline of the runway, beginning at the point where the obstruction clearance plane intersects the centreline of the runway and proceeding to a point at least 1,500 feet from the beginning point. Thereafter, the centreline coincides with the takeoff path over the ground for the runway (in the case of

takeoffs) or with the instrument approach counterpart (for landings), or where the applicable one of these paths has not been established, it proceeds consistent with turns of at least 4,000 foot radius until a point is reached beyond which the obstruction clearance plane clears all obstructions. This area extends laterally 200 feet on each side of the centreline at the point where the obstruction clearance plane intersects the runway and continues at this width to the end of the runway; then it increases uniformly to 500 feet on each side of the centreline at a point 1,500 feet from the intersection of the obstruction clearance plane with the runway; thereafter, it extends laterally 500 feet on each side of the centreline.

Offshore operations. Operations which routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations. Such operations include, but are not limited to, support of offshore oil, gas and mineral exploitation and sea-pilot transfer.

Omithopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on planes to which a flapping motion is imparted.

Operation. An activity or group of activities which are subject to the same or similar hazards and which require a set of equipment to be specified, or the achievement and maintenance of a set of pilot competencies, to eliminate or mitigate the risk of such hazards.

Note.— Such activities could include, but would not be limited to, offshore operations, heli-hoist operations or emergency medical service.

Operating base. The location from which operational control is exercised.

Note.— An operating base is normally the location where personnel involved in the operation of the aeroplane work and the records associated with the operation are located. An operating base has a degree of permanency beyond that of a regular point of call.

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.

Operational flight plan. The operator's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations, and relevant expected conditions on the route to be followed and at the aerodromes or heliports concerned.

Operations in performance Class 1. Operations with performance such that, in the event of a critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, unless the failure occurs prior to reaching the take-off decision point (TDP) or after passing the landing decision point (LDP), in which cases the helicopter must be able to land within the rejected take-off or landing area.

Operations in performance Class 2. Operations with performance such that, in the event of critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, except when the failure occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which cases a forced landing may be required.

Operations in performance Class 3. Operations with performance such that, in the event of an engine failure at any time during the flight, a forced landing will be required.

Operations manual. A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

Operations specifications. The authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.

Note.1 – The operations specifications are part of an operator’s certificate (air operator certificate, approved training organization certificate, approved maintenance organization certificate, etc.) that is used to administer safety standards and define the provisions and limitations within which the operator may conduct business operations. Operations specifications are issued by the Authority and considered a legal, contractual agreement between the Authority and the operator.

Operator. A person, organisation or enterprise engaged in or offering to engage in an aircraft operation. Any person who causes or authorises the operation of aircraft, whether with or without the control (in the capacity of owner, lessee, or otherwise) of the aircraft, shall be deemed to be engaged in the operation of aircraft within the meaning of this Directive.

Operator’s maintenance control manual. A document which describes 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.

Orphan aircraft type. An aircraft which has its Type Certificate revoked by the State of Design, and no longer has a designated State of Design in accordance with Annex 8. These aircraft do not meet the Standards of Annex 8.

Overhaul. The restoration of an aircraft/aeronautical product using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts Manufacturing Authorisation (PMA) or Technical Standard Order (TSO).

Overpack. An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

Package. The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Packaging. Receptacles and any other components or materials necessary for the receptacle to perform its containment.

Passenger aircraft. An aircraft that carries any person other than a crew member, an operator’s employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

Passenger exit seats. Those seats having direct access to an exit, and those seats in a row of seats through which passengers would have to pass to gain access to an exit, from the first seat inboard of the exit to the first aisle inboard of the exit. A passenger seat having "direct access" means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

Performance-based communication (PBC). Communication based on

performance specifications applied to the provision of air traffic services.

Note.— An RCP specification includes communication performance requirements that are allocated to system components in terms of the communication to be provided and associated transaction time, continuity, availability, integrity, safety and functionality needed for the proposed operation in the context of a particular airspace concept.

Performance-based navigation (PBN). Area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

Note.1- Performance requirements are expressed in navigation specifications (RNAV specification, RNP specification) in terms of accuracy, integrity, continuity, availability and functionality needed for the proposed operation in the context of a particular airspace concept.

Performance-based surveillance (PBS). Surveillance based on performance specifications applied to the provision of air traffic services.

Note.— An RSP specification includes surveillance performance requirements that are allocated to system components in terms of the surveillance to be provided and associated data delivery time, continuity, availability, integrity, accuracy of the surveillance data, safety and functionality needed for the proposed operation in the context of a particular airspace concept.

Performance criteria. A simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved. **Person.** Any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative of these entities.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of the flight.

Pilot-in-command under supervision. Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.

Pilot time. That time a person—

- (i) Serves as a required pilot;
- (ii) Receives training from an authorised instructor in an aircraft, or an approved flight simulation training device; or
- (iii) Gives training as an authorised instructor in an aircraft, or an approved flight simulation training device.

Pilot (to). To manipulate the flight controls of an aircraft during flight time.

Point of no return. The last possible geographic point at which an aircraft can proceed to the destination aerodrome as well as to an available en-route alternate aerodrome for a given flight.

Pressure altitude. An atmospheric pressure expressed in terms of altitude which corresponds to that pressure in the Standard Atmosphere.

Primary Standard. A standard defined and maintained by a State Authority

and used to calibrate secondary standards.

Powered-lift. A heavier-than-air aircraft capable of vertical takeoff, vertical landing, and low speed flight that depends principally on engine-driven lift devices or engine thrust for lift during these flight regimes and on nonrotating airfoil(s) for lift during horizontal flight.

Powerplant. The system consisting of all the engines, drive system components (if applicable), and propellers (if installed), their accessories, ancilliary parts, and fuel and oil systems installed on an aircraft but excluding the rotors for a helicopter.

Practical test. See Skill test.

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

Prescribed. A rule of construction in Part 1.1 that means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.”

Pressurised aircraft. For airman-licensing purposes, means an aircraft that has a service ceiling or maximum operating altitude, whichever is lower, above 25,000 feet MSL.

Preventive maintenance. Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

- (i) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- (ii) Causes or worsens an occupational, social, mental or physical problem or disorder.

Prohibited area. An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.

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.

Proper shipping name. The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Public aircraft. An aircraft used exclusively in the service of any government or of any political jurisdiction thereof, including the Government of Ghana, but not including any government owned aircraft engaged in operations which meet the definition of commercial air transport operations.

Quality assurance. Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions which are required to provide adequate

confidence that a product or service satisfies quality requirements.

Quality control. The regulatory inspection process through which actual performance is compared with standards, such as the maintenance of standards of manufactured aeronautical products, and any difference is acted upon.

Quality system. Documented organisational procedures and policies; internal audit of those policies procedures; management review and recommendation for quality improvements.

Radiotelephony. A form of radio communication primarily intended for the exchange of information in the form of speech.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

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

Rebuild. The restoration of an aircraft/aeronautical product by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits.

Reference Standard. A standard that is used to maintain working standards.

Re-issue of a licence, rating, authorization or certificate. The administrative action taken after a licence, rating, authorization or certificate has lapsed that re-issues the privileges of the licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Rendering (a licence) valid. The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

Renewal of licence, rating, authorization or certificate. The administrative action taken within the period of validity of a licence, rating, authorization or certificate that allows the holder to continue to exercise the privileges of a licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Repair.

- (i) The restoration of an aeronautical product to an airworthy condition as defined by the appropriate airworthiness requirements;
- (ii) The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear. .

Repetitive flight plan (RPL). A flight plan related to a series of frequently recurring, regularly operated individual flights with identical basic features, submitted by an operator for retention and repetitive use by ATC units.

Reporting point. A specified geographical location in relation to which the position of the aircraft can be reported.

Required communication performance type (RCP type). A label (e.g. RCP 240) that represents the values assigned to RCP parameters for communication transaction time, continuity, availability and integrity.

Required surveillance performance (RSP) specification. A set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based surveillance.

Required inspection items. As used in Part 5, maintenance items and/or alterations that must be inspected by a person other than the one performing the work, and include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not properly performed or if improper parts or materials are used.

Required Navigation Performance (RNP). A statement of the navigation performance necessary for operations with a defined airspace.

Rest period. A continuous and defined period of time, subsequent to and/or prior to duty, during which flight or cabin crew members are free of all duties.

Restricted area. An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.

Rotorcraft. A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

Rotorcraft flight manual. A manual, associated with the certificate of airworthiness, containing limitations within which the rotorcraft is to be considered airworthy, and instructions and information necessary to the flight crew members of the safe operation of the rotorcraft.

Rotorcraft load combinations. Configurations for external loads carried by rotorcraft—

- (i) *Class A*—external load fixed to the rotorcraft, cannot be jettisoned, and does not extend below the landing gear, used to transport cargo.
- (ii) *Class B*—external load suspended from the rotorcraft, which can be jettisoned, and is transported free of land or water during rotorcraft operations.
- (iii) *Class C*—external load suspended from the rotorcraft, which can be jettisoned, but remains in contact with land or water during rotorcraft operation.
- (iv) *Class D*—external load suspended from the rotorcraft for the carriage of persons.

Route sector. A flight comprising take off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

Runway. A defined rectangular area on a land aerodrome prepared for the landing and takeoff of aircraft.

Runway-holding position. A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorised by the aerodrome control tower.

Runway visual range (RVR). The range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

Safe forced landing. Unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface.

Safety-sensitive personnel. Persons who might endanger aviation safety if they perform their duties and functions improperly including, but not limited to, crew members, aircraft maintenance personnel and air traffic controllers.

Safety management system (SMS). An systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.

Safety programme. An integrated set of regulations or Directives and activities aimed at improving safety.

Safety recommendation. A proposal of the accident investigation authority of the State conducting the investigation, based on information derived from the investigation made with the intention of preventing accidents or incidents.

Series of flights. Series of flights are consecutive flights that:

- a) begin and end within a period of 24 hours; and
- b) are all conducted by the same pilot-in-command.

Serious incident: An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

Serious injury. An injury which is sustained by a person in an accident and which:

- (i) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received; ^[1]_[SEP]
- (ii) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (iii) Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or ^[1]_[SEP]
- (iv) Involves injury to any internal organ; or
- (v) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or ^[1]_[SEP]
- (vi) Involves verified exposure to infectious substances or injurious radiation.

Shall. A rule of construction in Part 1.1.1(f) that indicates a mandatory requirement.

Signal area. An area on an aerodrome used for the display of ground signals.

Signature. An individual's unique identification used as a means of authenticating a record entry or record. A signature may be hand-written, electronic, or any other form acceptable to the Authority.

Sign a maintenance release(to). To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Part 5.

Significant. In the context of the medical provisions in Part 2, significant means to a degree or of a nature that is likely to jeopardize flight safety.

Skill test. A competency test on the areas of operations for a licence, certificate, rating, or authorisation that is conducted by having the applicant respond to questions and demonstrate manoeuvres in flight, or in an approved flight simulation training device, or in a combination of these.

Small aeroplane. An aeroplane having a maximum certified takeoff mass of less than 5,700 kg. (12,500 lbs.).

Solo flight time. Flight time during which a student pilot is the sole occupant of the aircraft, or that flight time during which the student acts as a PIC of a gas balloon or an airship requiring more than one flight crewmember.

Spare parts. Any parts, appurtenances, and accessories of aircraft (other than aircraft engines and propellers), of aircraft engines (other than propellers), of propellers, and of appliances, maintained for installation or use in an aircraft, aircraft engine, propeller, or appliance, but which at the time are not installed therein or attached thereto.

Special aircraft jurisdiction of Ghana. This includes:

- (i) Civil aircraft of Ghana; and
- (ii) Any other aircraft within the jurisdiction of Ghana, while the aircraft is in flight, which is from the moment when all external doors are closed following embarkation until the moment when one such door is opened for disembarkation or, in case of a forced landing, until the competent authorities take over the responsibility of the aircraft and the persons and property aboard.

Special VFR flight. A VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

Specialised maintenance. Any maintenance not normally performed by an AMO (e.g., tire retreating, plating, etc.)

Specific operating provisions. The Specific Operating Provisions describe the ratings (Class and/or Limited) in detail and will contain or reference material and process specifications used in performing repair work, along with any limitations applied to the maintenance organisation. The Accountable Manager and the Authority sign this document.

Standard. An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.

State of Design. The Contracting State having jurisdiction over the organization responsible for the type design and which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or which approved the design of an aeronautical product or appliance. ICAO Annex 8, Part 1, Section 1.

State of Manufacture. The Contracting State having jurisdiction over the organization responsible for the type design, and under whose authority an aircraft was assembled, approved for compliance with the type certificate and all extant supplemental type certificates, test flown and approved for operation. The state of manufacture may or may not also be the state of design. ICAO Annex 8, Part 1, Section 1.

State of Occurrence. The State in the territory of which an accident or incident occurs.

State of the Aerodrome. The State in whose territory the aerodrome is located.

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.

State of Origin. As relating to dangerous goods, the State in which dangerous goods were first loaded on an aircraft.

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

State Safety Programme. An integrated set of regulations or Directives and activities aimed at improving safety.

Substantial damage. Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this substantial damage relating to an aircraft accident.

Synthetic flight trainer. See Flight simulation training device.

Synthetic vision system (SVS). A system to display data-derived synthetic images of the external scene from the perspective of the flight deck.

Take-off and initial climb phase. That part of the flight from the start of take-off to 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or to the end of the climb in the other cases.

Take-off decision point. The point used in determining takeoff performance of a Class 1 helicopter from which, an engine failure occurring at this point, either a rejected takeoff may be made or a takeoff safely continued.

Target level of safety (TLS). A generic term representing the level of risk which is considered acceptable in particular circumstances.

Taxiing. Movement of an aircraft on the surface of an aerodrome under its own power, excluding takeoff and landing.

Taxiway. A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- (i) *Aircraft stand taxilane.* A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- (ii) *Apron taxiway.* A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- (iii) *Rapid exit taxiway.* A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Technical log. A document carried on an aircraft that contains information to meet ICAO requirements; a technical log contains two independent

sections: a journey record section and an aircraft maintenance record section.

Technical instructions. The latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc. 9284-AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO.

Terminal control area. A control area normally established at the confluence of ATC routes in the vicinity of one or more major aerodromes.

Terrain Awareness Warning System. A system that provides the flight crew with sufficient information and alerting to detect a potentially hazardous terrain situation and so the flight crew may take effective action to prevent a controlled flight into terrain (CFIT) event.

Threat. As relating to flight, events or errors that occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

Threat management. The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft.

Threshold time. The range, expressed in time, established by the State of the Operator, to an en-route alternate aerodrome, whereby any time beyond requires an EDTO approval from the State of the Operator.

Total estimated elapsed time. For IFR flights, the estimated time required from takeoff to arrive over that designated point, defined by reference to navigation aids, from which it is intended that an instrument approach procedure will be commenced, or, if no navigation aid is associated with the destination aerodrome, to arrive over the destination aerodrome. For VFR flights, the estimated time required from takeoff to arrive over the destination aerodrome.

Total vertical error (TVE). The vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

Traceability. A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed. ^[1]_[SEP]

Track. The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid). ^[1]_[SEP]

Traffic avoidance advice. Advice provided by an air traffic services unit specifying manoeuvres to assist a pilot to avoid a collision. ^[1]_[SEP]

Traffic information. Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision. ^[1]_[SEP]

Training manual. A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

Training procedures manual. A manual containing procedures, instructions and guidance for use by personnel of an Approved Training Organisation in

the execution of their duties in meeting the requirements of the certificate.

Training specifications. A document issued to an Aviation Training Organisation certificate holder by the Authority that specifies training program requirements and authorises the conduct of training, checking, and testing with any limitations thereof.

Training program. Program that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective. It may include a core curriculum and a specialty curriculum.

Transfer Standard. Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

Transition altitude. The altitude at or below which the vertical position of an aircraft is controlled by reference to altitudes.

Training time. The time spent receiving from an authorised instructor flight training, ground training, or simulated flight training in an approved flight simulation training device.

Training to proficiency. The process of the check airman administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period.

Type Certificate. A document issued by Ghana to define the design of an aircraft type and to certify that this design meets the appropriate airworthiness requirements of the State.

Undesired aircraft state. Occurs when the flight crew places the aircraft in a situation of unnecessary risk.

UN number. The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

Unit load device. Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

Unmanned free balloon. A non-power-driven, unmanned, lighter-than-air aircraft in free flight.

Validation. The action taken by Ghana as an alternative to issuing its own licence, in accepting a licence issued by another Contracting State as the equivalent of its own licence for use on aircraft registered in Ghana.

Validation of a Certificate of Airworthiness. The action taken by Ghana, as an alternative to issuing its own Certificate of Airworthiness, in accepting a Certificate of Airworthiness issued by any other Contracting State as the equivalent of its own Certificate of Airworthiness.

VFR. The symbol used to designate the visual flight rules.

VFR flight. A flight conducted in accordance with the visual flight rules.

Visibility. Visibility for aeronautical purposes is the greater of:

- (i) The greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognized when observed against a bright background;
- (ii) The greatest distance at which lights in the vicinity of 1,000 candelas can be seen and identified against an unlit background.

Visual meteorological conditions. Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

VMC. The symbol used to designate visual meteorological conditions.

VTOSS. The minimum speed at which climb shall be achieved with the critical engine inoperative, the remaining engines operating within approved operating limits.

Note.— The speed referred to above may be measured by instrument indications or achieved by a procedure specified in the flight manual

Wet Lease. The lease of an aircraft with crew and other back-up.

Will. A rule of construction in Part 1.1.1 that indicates an action incumbent upon the Authority.

GCAA

GHANA CIVIL AVIATION (FLIGHT STANDARDS) DIRECTIVES



PART 1 -IMPLEMENTING STANDARDS

For ease of reference, the number assigned to each implementing standard corresponds to its Directives. For Example, IS:1.2.1.15 would reflect a standard required in subscription 1.2.1.15.

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IS 1.2.4.3(d) SANCTION GUIDANCE TABLES

This table provides the sanctions for violations of these Aviation Directives.

Introduction. The Sanction Guidance Table describes civil penalties as minimum, moderate, or maximum for a single violation of a particular Directive, in accordance with the Ghana Civil Aviation Act. These terms are defined as follows:

TABLE 1. RANGE OF CIVIL PENALTIES

Party Committing	Amount of Civil Penalty (in Penalty Units)
Air Operators/Carriers	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999
Aerodrome Operators	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999
Air Navigation Service Providers	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999
Air Operator/Carrier Personnel	Maximum: 10,000 – 12,000 Moderate: 8,000 – 9,999 Minimum: 5,000 – 7,999
ANS and Aerodrome Personnel	Maximum: 10,000 – 12,000 Moderate: 8,000 – 9,999 Minimum: 5,000 – 7,999
Individuals and General Aviation Owners, Operators, Mechanics, and Non-licensed Persons	Maximum: 10,000 – 12,000 Moderate: 8,000 – 9,999 Minimum: 5,000 – 7,999
Approved Maintenance Organisations	Maximum: 130,000 – 200,000 Moderate: 70,000 – 129,999 Minimum: 15,000 – 69,999
Approved Training Organisations	Maximum: 130,000 – 200,000 Moderate: 70,000 – 129,999 Minimum: 15,000 – 69,999

TABLE 2. SANCTIONS

Violation	Recommended Sanction per Violation
I. Ghana AOC Holder/Air Operators	
1. Maintenance Manual a. Failure to maintain a current manual b. Failure to provide adequate instructions & procedures in manual c. Failure to distribute manual to appropriate personnel d. Release of aircraft without required equipment	a. Minimum civil penalty to 7 day suspension and thereafter until manuals are made current b. Moderate to maximum civil penalty c. Minimum to Moderate civil penalty d. Maximum civil penalty to 7-day suspension

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Violation	Recommended Sanction per Violation
2. Failure to comply with Airworthiness Directives	Moderate to maximum civil penalty
3. Operations Specifications <ol style="list-style-type: none"> a. Exceed inspection or overhaul time limitations b. Operations contrary to operations specifications – likely potential or actual adverse effect on safe operation c. Operations contrary to operation specifications – technical noncompliance 	<ol style="list-style-type: none"> a. Maximum civil penalty to 7-day suspension b. Moderate to Maximum civil penalty c. Minimum civil penalty
4. Facilities and Equipment <ol style="list-style-type: none"> a. Failure to provide adequately for proper servicing, maintenance, repair, and inspection of facilities and equipment 	Maximum civil penalty to suspension until proper servicing maintenance, repair, and inspection of facilities and equipment is provided.
5. Maintenance and Inspection Organization <ol style="list-style-type: none"> a. Failure to provide or maintain a maintenance & inspection organization 	Maximum civil penalty to indefinite suspension until an appropriate maintenance and inspection organization is provided.
6. Training Program <ol style="list-style-type: none"> a. Failure to have training program b. Failure to maintain training program c. Failure to train specific personnel adequately 	<ol style="list-style-type: none"> a. Maximum civil penalty to indefinite suspension until compliance to revocation. b. Moderate to Maximum civil penalty c. Moderate to maximum civil penalty
7. Maintenance or Aircraft Paperwork <ol style="list-style-type: none"> a. Incomplete or unsigned release b. Failure to revise a/c data after repair 	<ol style="list-style-type: none"> a. Minimum to maximum civil penalty b. Moderate to maximum civil penalty
8. Performance of Maintenance <ol style="list-style-type: none"> a. By unauthorized person b. Failure to perform or improper maintenance 	<ol style="list-style-type: none"> a. Maximum civil penalty b. Moderate to maximum civil penalty

Violation	Recommended Sanction per Violation
9. Records and Reports	
a. Deliberate violation	
(i) Intentionally false or fraudulent entry, reproduction, or alteration in record or report	(i) Revocation (ii) 180 day Suspension to Revocation
(ii) Other	
b. Failure to make accurate mechanical interruption	Moderate to maximum civil penalty
c. Failure to make available reports of major alterations or repairs	Moderate to maximum civil penalty to indefinite Suspension to Revocation
d. Failure to make accurate mechanical reliability reports	Moderate to maximum civil penalty
e. Failure to keep maintenance records	Maximum civil penalty to 7-day suspension and thereafter until aircraft is
f. Failure to make required entry in	Moderate to maximum civil penalty
g. Failure to make available pilot records	Moderate to maximum civil penalty to indefinite Suspension to Revocation
h. Failure to make available load manifests	Moderate to maximum civil penalty to indefinite Suspension to Revocation
g. Failure to monitor and record enroute radio communication	Moderate to Maximum
10. Dispatch and Flight Release Rules	
a. Any violation of subpart 8 of GCADs Part 8 on Dispatch Directives	Moderate to Maximum
11. Operation of an unairworthy aircraft	
a. Technical non-conformity to type certificate, but no likely effect (potential or actual) on safe operation	Minimum civil penalty
b. Non-conformity to type certificate which may have an	Moderate to Maximum civil penalty
c. Release of aircraft without required	Moderate to Maximum civil penalty to 7 day Suspension
12. Provisions specific to passenger - carrying	
a. Boarding, or serving alcoholic beverages to, a person who appears to be intoxicated	a. Maximum civil penalty
b. Failure to brief passengers	b. Moderate to Maximum civil penalty
c. Failure to ensure seat and belt for each passenger	c. Maximum civil penalty
d. Operation w/o operable public address system	d. Maximum civil penalty
e. Failure to store baggage properly	e. Moderate civil penalty

<p>13. Provisions specific to flight deck crew</p> <ul style="list-style-type: none"> a. Use of an unqualified crewmember b. Flight and Duty Time violation c. Use of crewmember with expired medical certificate d. Failure to make flight deck seat available to authorized enroute inspector 	<ul style="list-style-type: none"> a. Maximum civil penalty b. Moderate civil penalty c. Minimum to moderate civil penalty d. Maximum civil penalty
<p>14. Other Provisions</p> <ul style="list-style-type: none"> a. Improperly returning an aircraft to service b. Illegal carriage of controlled substance with knowledge of operator, i.e., knowledge of, or involvement in, conduct by top management personnel 	<ul style="list-style-type: none"> a. Maximum civil penalty b. Revocation c. Maximum civil penalty
<p>15. Operations at airports requiring slots</p> <ul style="list-style-type: none"> a. Operation without a reservation from ATC b. Operation with a reservation, but at the wrong time c. Use of international slot for domestic 	<ul style="list-style-type: none"> a. Moderate civil penalty b. Moderate civil penalty c. Moderate Civil penalty d. Moderate Civil penalty
<p>18. Security Violations</p>	
<ul style="list-style-type: none"> a. Failure to properly screen baggage or each passenger 	<p>Maximum civil penalty</p>
<ul style="list-style-type: none"> b. Unauthorized access to airport operations area 	<p>Maximum civil penalty</p>
<ul style="list-style-type: none"> c. Failure to comply with air carrier security program, including failure to detect weapons, incendiary and other dangerous devices 	<p>Maximum civil penalty</p>
<ul style="list-style-type: none"> d. Management personnel coerce, condone, or encourage falsification of 	<p>Revocation</p>

Violation	Recommended Sanction per Violation
e. Deliberate failure to maintain employee records	Maximum civil penalty
f. Failure to challenge	Moderate civil penalty
g. Failure to test screeners or test	Moderate civil penalty
h. Failure to properly train	Moderate civil penalty
i. Unintentional failure to maintain screener test records	Minimum to moderate civil penalty
j. Failure to display identification	Minimum to moderate civil penalty
k. Failure to manage/control identification system	Maximum civil penalty
l. Failure to conduct background check	Minimum to moderate civil penalty
m. Failure to detect test objects	Maximum civil penalty
n. Failure to comply with approved or current security program	Maximum civil penalty

Violation	Recommended Sanction per Violation
II. Personnel of AOC Holders/Air Operators	
1. Maintenance, including inspection:	
<ul style="list-style-type: none"> a. Performing maintenance without certificate , rating or authorization b. Performing maintenance that exceeds limitations c. Failure to perform maintenance properly 	<ul style="list-style-type: none"> a. Maximum civil penalty b. 30 to 45 day Suspension c. 30 to 120 day Suspension
3. Inspection	
a. Failure to make required inspection	a. 30 to 60 day suspension
b. Making improper inspection	b. 30 to 120 day suspension
c. Improperly releasing an aircraft to service	c. 30 to 60 day suspension
d. Releasing aircraft for service without required equipment	d. 30 to 60 day suspension
4. Records and Reports	
a. Failure to make entry in aircraft log	15 to 60 day suspension
b. Failure to make entry in worksheet	15 to 30 day suspension
c. Failure to sign off work or inspection performed	15 to 30 day suspension
d. Failure to complete and sign maintenance release	15 to 30 day suspension
e. Intentionally false or fraudulent entry, reproduction, or alteration	Revocation
f. Failure to make entry in other maintenance record	15 to 30 day suspension
Flight operations	
6. Pre-flight	
a. Failure to use, or improper use of pre-checklist	30 to 60 day suspension
b. Failure to check aircraft logs, flight manifests, weather, etc.	30 to 90 day suspension
d. Failure to make required inspection	30 to 60 day suspension
e. Failure to inspect, or improper inspection of , aircraft	15 to 30 day suspension
f. Failure to ensure seat and belt available for each passenger	30 to 60 day suspension
7. Taxiing	
a. Failure to adhere to clearance or instruction	30 to 60 day suspension
b. Collision while taxiing	30 to 180 day suspension
c. Jet blast	30 to 120 day suspension

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d. Taxiing with passenger standing	30 to 60 day suspension
e. Taxiing off runway, taxiway or ramp	30 to 90 day suspension
8. Takeoff	
a. Contrary to, or without, clearance	60 to 120 day suspension
b. below weather minimums	60 to 120 day suspension
c. In excess of maximum gross weight	60 to 120 day suspension
9. Enroute	
a. Deviation from clearance or instruction	30 to 90 day suspension
b. Operating VFR in clouds	90 day suspension to revocation
c. Operation of unairworthy aircraft	30 to 180 day suspension
d. Unauthorized departure from flight deck	15 to 30 day suspension
e. Operating within restricted or prohibited area	30 to 90 day suspension
f. Operating without required equipment	15 to 120 day suspension

Violation	Recommended Sanction per Violation
g. Fuel mismanagement/exhaustion	30 to 150 day suspension
h. Operating contrary to a NOTAM	30 to 90 day suspension
i. Unauthorized manipulation of controls	30 to 90 day suspension
10. Approach to landing	
a. Deviation from clearance or instruction	30 to 90 day suspension
b. Approach below weather minimums	45 to 90 day suspension
c. Exceeding speed limitation in airport traffic areas	30 to 60 day suspension
11. Landing	
a. At or approaching wrong airport	90 to 180 day suspension
b. Deviating from instrument approach procedure	30 to 90 day suspension
c. Overweight aircraft	30 to 90 day suspension
d. Hard	15 to 60 day suspension
e. Short or long	30 to 180 day suspension
f. Wheels - up	30 to 180 day suspension
g. Failure to comply with preferential runway system	Maximum civil penalty to 15 day suspension
h. Deviating from clearance or instruction	
12. Other provisions applicable to individual certificate holders	
a. Crime; security risk; falsification	
i. Controlled substance violation	i. Emergency Revocation
ii. Intentionally false or fraudulent entry, reproduction, or alteration on an application or a certificate or rating	ii. Revocation of certificate authorized under the applicable part of the GCADs
iii. Making and incorrect statement on an application for a medical certificate	iii. Indefinite Suspension (pending correction of application and determination of qualification) or Revocation of medical certificate
iv. Carriage of illegal drugs (controlled substance) on aircraft	iv. Revocation
b. Flight deck crew operations	
i. Unauthorized admission to flight deck	i. 30 to 90 day suspension
ii. Allowing unauthorized manipulation of controls by uncertificated individual	ii. Revocation
iii. Acting or attempting to act as a crewmember under the influence of drugs or alcohol; or any drug that affects the crewmember faculties in any way contrary to safety or consumption of alcohol within 8 hours	iii. Emergency Revocation
iv. Failure to close and lock cockpit door	Maximum civil penalty to 30 day suspension
v. Violation of sterile cockpit rule	30 to 90 day Suspension`

Part 1 - General Policies, Procedures and Definitions

vi. Failure to make flight deck seat available to authorized enroute inspector	30 to 60 day suspension
c. Flight and duty time violation	15 to 90 day suspension
d. Aircraft certification i. operation without valid airworthiness certificate in aircraft ii. operation when no airworthiness certificate issued for aircraft	i. 15 to 30 day Suspension ii. 30 to 90 day Suspension
14. Crew certification and qualification; Operation without required certificate or rating	
a. Medical certificate	30 to 90 day suspension
b. Lack of type rating	180 day suspension to revocation
c. Missed proficiency check or line check	30 to 90 day suspension
d. Lack of current experience	30 to 90 day suspension
e. Failure to have current certificate or licence in possession	Minimum to Moderate civil penalty
f. Lack of initial or recurrent training	30 to 90 day suspension
g. Operation with known disqualifying disability	Revocation
h. Operating without valid medical certificate when not medically qualified or application for medical certificate	Revocation
15. Other Air Operator Personnel	
a. Failure to keep manual current	Minimum civil penalty to 30 to 90 day Suspension

Violation	Recommended Sanction per Violation
III. Individuals and General Aviation – Owners, Pilots, Aviation Maintenance Organizations, Pilot Schools, Maintenance Personnel	
1. Owners and operators other than required crewmembers	
a. Failure to comply with airworthiness directives	Moderate to maximum civil penalty
b. Failure to perform or improper performance of maintenance, including required maintenance	Moderate to maximum civil penalty
c. Failure to make proper entries in aircraft logs	Minimum to moderate civil penalties
d. Operation of aircraft beyond annual, 100- hour, or progressive inspection	Minimum to moderate civil penalty
e. Operation of unairworthy aircraft	Moderate to maximum civil penalty
f. Intentionally false or fraudulent entry, reproduction, or alteration in any record or report	Maximum civil penalty to Revocation
2. Aviation Maintenance Organizations	
a. Failure to provide adequately for proper servicing, maintenance repairs, and inspection	Moderate to maximum civil penalty to indefinite Suspension until compliance to Revocation
b. Failure to provide qualified personnel who can perform, supervise, and inspect work for which the station is rated	Maximum civil penalty to indefinite Suspension until compliance to Revocation
c. Failure to have enough qualified personnel to keep up with the volume of work	Maximum civil penalty to 7-day suspension and thereafter until certificate holder has enough qualified personnel
d. Failure to maintain records of supervisory and inspection personnel	Moderate to maximum civil penalty
e. Failure to maintain performance records and reports	Moderate to maximum civil penalty
f. Failure to ensure correct calibration of all inspection and test equipment is accomplished at prescribed intervals	Minimum to maximum civil penalty
g. Failure to set forth adequate description of work performed	Minimum to maximum civil penalty
h. Failure of mechanic to make log entries, records, or reports	Moderate to maximum civil penalty
i. Failure to sign or complete maintenance release	Minimum to moderate civil penalty
j. Inspection of work performed and approval for return to service by other than a qualified inspector	Maximum civil penalty to 30 day suspension

Violation	Recommended Sanction per Violation
k. Failure to have an adequate inspection system that produces satisfactory quality control	Moderate civil penalty to 30 day suspension and thereafter until an adequate inspection system is attained.
l. Maintaining or altering an article for which it is rated, without using required technical data, equipment, or facilities	Maximum civil penalty to 30 day suspension
m. Failure to perform or properly perform maintenance, repairs, alterations, and required inspections	Moderate civil penalty to 30 day suspension
n. Maintaining or altering an airframe, powerplant, propeller, instrument, radio, or accessory for which it is not rated.	Maximum civil penalty to revocation
o. Failure to report defects or unairworthy conditions to the Authority in a timely manner.	Moderate to maximum civil penalty
p. Failure to satisfy housing and facility requirements	Moderate civil penalty to suspension until housing and facility requirements are satisfied
q. Change of location, housing, or facilities without advance written approval	Moderate civil penalty to suspension until approval is given
r. Operating as a certificated repair station without a repair station certificate	Maximum civil penalty
s. Failure to permit Authority to inspect	Maximum civil penalty to suspension until Authority is permitted to inspect.
3. General Aviation Maintenance Personnel	
a. Failure to revise aircraft data after major repairs or alterations	30 to 60 day suspension
b. Failure to perform or improper performance of maintenance	30 to 120 day suspension
c. Failure of mechanic to properly accomplish inspection	30 to 60 day suspension
d. Failure of mechanic to record inspection	Minimum civil penalty to 30 day suspension
e. Failure of Inspection Authorization holder to properly accomplish inspection	60 to 180 day suspension of Inspection Authorization
f. Failure of Inspection Authorization holder to record inspection	Moderate civil penalty to 30 day suspension of Inspection Authorization
g. Maintenance performed by person without a certificate	Moderate to maximum civil penalty
h. Maintenance performed by person who exceeded certificate limitations	15 to 60 day suspension
i. Improper approval for return to service	Moderate civil penalty to 60 day suspension

Violatio	Recommended Sanction per Violation
j. Failure to make maintenance record entries	Moderate civil penalty to 60 day suspension
k. Failure to set forth adequate description of work performed	Minimum civil penalty to 30 day suspension
l. Falsification of maintenance records	Revocation
4. Pilot Schools	
a. Knowingly permitting school aircraft to be used for unlawful carriage of controlled substances	Revocation
b. Refusal to permit inspection of facilities, equipment, personnel, records, or certificate	Maximum civil penalty to indefinite Suspension until Compliance to Revocation
c. False advertising	Maximum civil penalty
d. Failure to carry checklist or operator's handbook	Maximum civil penalty
e. Improper crediting to, or graduation of, student – inadvertent	Moderate to Maximum
f. Improper crediting to, or graduation of, student – Intentional	Revocation
g. Refusal to permit FAA test, check, or examination of student	Maximum civil penalty to indefinite Suspension until compliance to Revocation
h. Unqualified or unauthorized instruction	Moderate to Maximum penalty
i. Failure to establish or maintain training record	Moderate to Maximum
4. Student Operations	
a. Carrying passengers	Revocation
b. Solo flight without endorsement	45 to 90 day suspension
c. Operation on international flight	60 to 90 day suspension

d. Use of aircraft in business	90 to 120 day suspension
e. Operation for compensation or hire	Revocation
5. Flight instructors	
a. False endorsement of student pilot record	Revocation
b. Exceeding flight time limitations	30 to 90 day suspension
c. Instruction in aircraft for which he/she is not rated	30 to 90 day suspension
6. Operational violations	
a. Operation without valid airworthiness or registration certificate	30 to 90 day suspension
b. Failure to close flight plan or file arrival notice	Administrative action to min civil penalty
c. Operation without valid pilot certificate (no certificate)	Maximum civil penalty
d. Operation while pilot certificate is suspended	Emergency revocation
e. Operation without pilot or medical certificate in personal possession	Administrative action to 15 day suspension
f. Operation without valid medical	30 to 180 day suspension
g. Operation for compensation or hire without commercial pilot certificate	180 day suspension to revocation
h. Operation without type or class rating	60 to 120 day suspension
i. Failure to comply with special conditions of medical certificate	90 day suspension to revocation
j. Operation with known physical	90 day suspension to revocation
k. Failure to obtain preflight information	30 to 90 day suspension
l. Deviation from ATC instruction or clearance	30 to 90 day suspension
m. Taxiing, takeoff, or landing without a clearance where ATC tower is in opn	30 to 90 day suspension
n. Failure to maintain radio communications in airport traffic area	30 to 60 day suspension

Violation	Recommended Sanction per Violation
o. Failure to comply with airport traffic pattern	30 to 60 day suspension
p. Operation in terminal control area without or contrary to a clearance	60 to 90 day suspension
q. Failure to maintain altitude in airport traffic area	30 to 60 day suspension
r. Exceeding speed limitations in traffic area	30 to 60 day suspension
s. Operation of unairworthy aircraft	30 to 180 day suspension
t. Failure to comply with Airworthiness directives	30 to 180 day suspension
u. Operation without required instruments and/or equipment	30 to 90 day suspension
v. Exceeding operating limitations	30 to 90 day suspension
w. Operation within prohibited or restricted area, or within positive control area	30 to 90 day suspension
x. Failure to adhere to right of way rules	30 to 90 day suspension
y. Failure to comply with VFR cruising altitudes	30 to 90 day suspension
z. Failure to maintain required minimum altitudes over structures, persons, or vehicles over: Congested area Sparsely populated area	60 to 180 day suspension 30 to 120 day suspension
aa. Failure to maintain radio watch while under IFR	30 to 60 day suspension
bb. Failure to report compulsory reporting points	30 to 60 day suspension
cc. Failure to display position lights	30 to 60 day suspension
dd. Failure to maintain proper altimeter settings	30 to 60 day suspension

Violation	Recommended Sanction per Violation
<p>7. Weather operations:</p> <p>a. Failure to comply with visibility minimums in controlled airspace;</p> <p>b. Failure to comply with visibility minimums outside controlled airspace;</p> <p>c. Failure to comply with distance from clouds requirements in controlled airspace</p> <p>d. Failure to comply with distance from clouds requirements outside of controlled airspace</p>	<p>60 to 180 day suspension</p> <p>30 to 120 day suspension</p> <p>60 to 180 day suspension</p> <p>30 to 120 day suspension</p>
<p>e. Failure to comply with IFR landing minimums</p>	<p>45 to 180 day suspension</p>
<p>f. Failure to comply with instrument approach procedures</p>	<p>45 to 180 day suspension</p>
<p>8. Careless or reckless operations</p> <p>a. Fuel mismanagement/exhaustion</p> <p>b. Wheels up landing</p> <p>c. Short or long landing</p> <p>d. Landing on or taking off from closed runway</p> <p>e. Landing or taking off from ramps or improper areas</p> <p>f. Taxiing collision</p> <p>g. Leaving aircraft unattended with running</p> <p>h. Propping aircraft without a qualified at controls</p>	<p>30 to 150 day suspension</p> <p>30 to 60 day suspension</p> <p>30 to 90 day suspension</p> <p>30 to 60 day suspension</p> <p>30 to 120 day suspension</p> <p>30 to 90 day suspension</p> <p>30 to 90 day suspension</p> <p>30 to 90 day suspension</p>

Violation	Recommended Sanction per Violation
<p>9. Passenger operations</p> <ul style="list-style-type: none"> a. Operation without an approved seat or berth and approved safety belt for each person on board the aircraft required to have them during takeoff, enroute flight, and landing b. Carrying passenger who is under the influence of drugs or alcohol c. Performing acrobatics when all passengers are not equipped with approved parachutes d. Use of unapproved parachute e. Permitting unauthorized parachute jumping f. Carrying passenger without required recent flight experience 	<ul style="list-style-type: none"> a. 30 to 60 day suspension b. 30 to 120 day suspension c. 60 to 90 day suspension d. 30 to 60 day suspension e. 30 to 90 day suspension f. 30 to 120 day suspension

IS:1.3.10.2 LIST OF PSYCHOACTIVE SUBSTANCES

- (a) Alcohol
- (b) Opioids
- (c) Cannabinoids
- (d) Sedatives and hypnotics
- (e) Cocaine and other stimulants (Excluding caffeine)
- (f) Hallucinogens
- (g) Volatile solvents