

GCADs Part 36 Compliance Checklist

Service Provider:

GCAD PART 36 Specific Regulatory Reference	REGULATION TEXT	SMS Manual Paragraph#	Comments (If appropriate)	GCAA USE ONLY	
				Status	Inspector
36.1	GENERAL				
36.1.1	APPLICABILITY				
1	This Directive prescribes the requirements applicable to safety management functions related to, or in direct support of the safe operation of aircraft.				
36.1.2	DEFINITIONS				
	For the purposes of this Part, the following definitions shall apply:				
	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				

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	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; or				
(b)	the aircraft sustains damage or structural failure which:				
(i)	adversely affects 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 engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, 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.				
	<i>Note 1. — For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, by ICAO, as a fatal injury.</i>				

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	<i>Note 2. — An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.</i>				
	<i>Note 3. — The type of unmanned aircraft system to be investigated is addressed in 5.1 of Annex 13.</i>				
	<i>Note 4. — Guidance for the determination of aircraft damage can be found in Attachment F of Annex 13.</i>				
	Aerodrome Directives. The Ghana Civil Aviation (Aerodromes) Directives				
	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.				
	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.				
	Air Navigation Services Directives. The Ghana Civil Aviation (Air Navigation Services) Directives.				
	Authority. The Ghana Civil Aviation Authority.				
	Flight Standards Directives. The Ghana Civil Aviation (Flight Standards) Directives.				
	Hazard. A condition or an object with the potential to cause or contribute to an				

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	aircraft incident or accident.				
	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 axes.				
	Note. — Also referred to as “rotorcraft” as an alternative to “helicopter”.				
	Incident. An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.				
	Note. — The types of incidents which are of interest for safety-related studies include the incidents listed in Annex 13, Attachment C.				
	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.				
	Operational personnel. Personnel involved in aviation activities who are in a position to report safety information.				
	Note. — Such personnel include but are not limited to flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing				

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	<i>organizations; cabin crews; flight dispatchers, apron personnel and ground handling personnel.</i>				
	Safety. The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.				
	Safety data. A defined set of facts or set of safety values collected from various aviation-related sources, which is used to maintain or improve safety.				
	Note. — <i>Such safety data is collected from proactive or reactive safety-related activities, including but not limited to:</i> a) <i>accident or incident investigations;</i> b) <i>safety reporting;</i> c) <i>continuing airworthiness reporting;</i> d) <i>operational performance monitoring;</i> e) <i>inspections, audits, surveys; or</i> f) <i>safety studies and reviews.</i>				
	Safety information. Safety data processed, organized or analysed in a given context so as to make it useful for safety management purposes.				
	Safety management system. A systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures.				
	Safety oversight. A function performed by the Authority to ensure that individuals and organizations performing an aviation activity comply with safety-related national				

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	laws, Directives and regulations.				
	Safety performance. The State or a Service Provider’s safety achievement as defined by its safety performance targets and safety performance indicators.				
	Safety performance indicator. The data-based parameter used for monitoring and assessing safety performance.				
	Safety performance target. The State or Service Provider's planned or intended target for a safety performance indicator over a given period that aligns with the safety objectives				
	Safety risk. The predicted probability and severity of the consequences or outcomes of a hazard.				
	<p>Serious injury. An injury which is sustained by a person in an accident and which:</p> <ul style="list-style-type: none"> (a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or (b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or (d) involves injury to any internal organ; or (e) involves second- or third-degree 				

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	burns, or any burns affecting more than 5 per cent of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation				
	Service Provider. Within the context of this Directive, this refers to those organisations listed in 36.2 and 36.3.				
	State of design. The State having jurisdiction over the organization responsible for the type design.				
	State of manufacture. The State having jurisdiction over the organization responsible for the final assembly of the aircraft. 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 Safety Programme. An integrated set of Directives, regulations and activities aimed at improving safety.				
	Surveillance. The activities through which the Authority proactively verifies through inspections and audits that aviation licence, certificate, authorization or approval holders continue to meet the established requirements and function at the level of competency and safety required by the Authority.				
36.1.3	ABBREVIATIONS				
	The following abbreviations are used in				

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	this Part:				
	ADREP - Accident/Incident Data Reporting				
	AIS - Aeronautical Information Services				
	AIB - Aircraft Accident and Incident Investigation Bureau				
	AMO - Aircraft Maintenance Organisation				
	ANS - Air Navigation Services				
	ANSP - Air Navigation Services Provider				
	AOC - Air Operator Certificate				
	ATO - Approved Training Organisation				
	ATS - Air Traffic Services				
	BAGASOO - Banjul Accord Group Aviation Safety Oversight Organisation				
	CNS - Communications, Navigation and Surveillance CVR Cockpit Voice Recorder				
	GCAA - Ghana Civil Aviation Authority				
	GCADs - Ghana Civil Aviation Directives				
	ICAO - International Civil Aviation Organisation				

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	MET - Meteorological Services				
	PANS - Procedures for Air Navigation Services				
	SAR - Search and Rescue				
	SARPs - Standards and Recommended Practices				
	SDCPS - Safety Data Collection and Processing System				
	SMM - Safety Management Manual				
	SMP - Safety Management Panel				
	SMS - Safety Management System				
	SMSM - Safety Management System Manual				
	SSP - State Safety Programme				
	WACAF - Western and Central African				
36.1.4	RULES OF CONSTRUCTION				
(1)	Throughout this Directive 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				

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	written approval.				
(c)	Includes means “ <i>includes but is not limited to.</i> ”				
(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 “ <i>shall,</i> ” or a discretionary requirement if the written policy or methodology states “ <i>may.</i> ”				
(g)	Shall indicates a mandatory requirement.				
(h)	The words “ <i>no person may...</i> ” or “ <i>a person may not...</i> ” 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.				
36.1.5	ORGANISATION OF THE DIRECTIVE				
(1)	Abbreviations or acronyms used within this Directive are defined in 36.1.2, and				

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	if a definition is not supplied, a note will indicate the Part of the applicable Directive where the definition is located.				
(2)	Notes appear in subsections to provide exceptions, explanations and examples to individual requirements.				
(3)	This Directive 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 as per subsection 36.1.4 apply to these Implementing Standards.				
36.2	SAFETY MANAGEMENT SYSTEMS				
(1)	The following Service Providers shall establish a safety management system in accordance with the applicable provisions in this Directive in order to exercise the privileges associated with their respective certificates, permits, licenses, or approvals to provide specific services as indicated:				
(a)	An ATO, in accordance with Part 3 of the Flight Standards Directives, that is exposed to safety risks				

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	related to aircraft operations during the provision of its services;				
(b)	An AOC holder authorized to conduct commercial air transport in accordance with Parts 8 and 9 of the Flight Standards Directives;				
(c)	An AMO providing services to operators of aeroplanes or helicopters engaged in commercial air transport in accordance with Parts 8 and 9 of the Flight Standards Directives;				
(d)	The ATS provider, in accordance with Part 24 of the Air Navigation Services Directives; and				
(e)	A Certified Aerodrome Operator, in accordance with Parts 14 and 32 of the Aerodromes Directives.				
	Implementing Standard: See IS: 36.2(1) for SMS framework elements.				
(2)	The Service Providers listed in 36.2(1) shall implement safety management systems acceptable to the Authority which, as a minimum, shall:				
(a)	be established in accordance with the framework elements contained in IS: 36.2(1); and				
(b)	be commensurate with the size of the Service Provider and the complexity of its				

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	aviation products or services.				
	Implementing Standard: See IS: 36.2(1) for additional requirements on SMS framework elements.				
(3)	The Service Provider shall develop a plan to facilitate SMS implementation.				
(4)	The safety performance indicators and targets established by the Service Provider shall be acceptable to the Authority.				
(5)	The Safety Management System of the Service Provider shall clearly define lines of safety accountability throughout the organisation, including a direct accountability for safety on the part of senior management.				
36.3	GENERAL AVIATION, RPAS AND UNCERTIFIED AERODROME OPERATORS				
(1)	The following Service Providers shall implement a safety management system commensurate with the size and complexity of operations and in a manner acceptable to the Authority:				
(a)	General Aviation Operators when conducting any of the following operations:				
(i)	An Aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;				
(ii)	An Aeroplane equipped with one or more turbojet engines; or				

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(iii)	An Aeroplane with a seating configuration of more than nine (9) passenger seats.				
(b)	Uncertified Aerodrome Operators; and				
(c)	RPAS Service Providers.				
(2)	The SMS shall as a minimum include:				
(a)	The establishment of safety accountabilities;				
(b)	A process to identify actual and potential safety hazards and assess the associated risks;				
(c)	A process to develop and implement remedial action necessary to maintain an acceptable level of safety; and				
	Class rating course;				
(d)	Provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities.				
36.4	PROTECTION OF SAFETY DATA, SAFETY INFORMATION AND RELATED SOURCES				
(1)	The Authority shall ensure protection of safety data captured by, and safety information derived from, voluntary safety reporting systems and related sources in accordance with 36.4.				
	<i>Implementing Standard: See IS: 36.4 for principles on protection of safety data, safety information and related sources.</i>				

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(2)	Subject to subsection 36.4(1), the Authority shall not make available or use safety data or safety information collected, stored or analysed for purposes other than maintaining or improving safety, unless the Authority determines, in accordance with IS: 36.4, that a principle of exception applies.				
(3)	Notwithstanding subsection 36.4(2), the Authority shall not be prevented from using safety data or safety information to take any preventive, corrective or remedial action that is necessary to maintain or improve aviation safety.				
	Note 1 — Sources include individuals and organizations.				
	Note 2. — Guidance related to both mandatory and voluntary safety reporting systems is contained in the Safety Management Manual (SMM) (Doc 9859).				