



**Bhutan Civil Aviation Requirements**  
**Authority Requirements for Air Operations**  
**(BCAR – ARO )**

**Initial Issue**  
**November 2017**

## **Bhutan Civil Aviation Requirements Authority Requirements for Air Operations (BCAR – ARO )**

*Note:-For the purpose of assuring compatibility with international safety standards and to fulfill Bhutan's obligations as an ICAO Member State,this BCAR - ARO is comparable with Regulation(EU) 965/2012 Air Operations and ICAO Annex 6 Part I & III.*

*Any amendment to Regulation (EU) 965/2012 Air Operations and / or ICAO Annex 6 Part I& III, will oblige BCAA to make timely amendments to BCAR - ARO as applicable*

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**Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

**RECORD OF AMENDMENTS**

Rev No	Rev Date	Entered By
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**LIST EFFECTIVE PAGES**

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# **Authority Requirements for Air Operations**

## **[BCAR-ARO]**

### **BCAR.ARO.GEN.005 Scope**

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This Part establishes requirements for the administration and management system to be fulfilled by BCAA for the implementation and enforcement of Civil Aviation Act of Bhutan 2016 and its Rules and Regulations regarding civil aviation air operations.

## **SUBPART GEN: GENERAL REQUIREMENTS**

### *SECTION I General*

#### **BCAR.ARO.GEN.115 Oversight documentation**

BCAA shall provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

#### **BCAR.ARO.GEN.120 Means of compliance**

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Reserved

#### **BCAR.ARO.GEN.125 Information to the Agency**

Not applicable

#### **BCAR.ARO.GEN.135 Immediate reaction to a safety problem**

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- (a) BCAA shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) Not applicable
- (c) Upon receiving the information referred to in (a), BCAA shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them

**SECTION II**  
**Management**

**BCAR.ARO.GEN.200 Management system**

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- (a) BCAA shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Civil Aviation Act of Bhutan 2016 and its Rules and Regulations. The procedures shall be kept up to date and serve as the basic working documents within BCAA for all related tasks
  - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
  - (3) adequate facilities and office accommodation to perform the allocated tasks;
  - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of BCAA to ensure implementation of corrective actions as necessary; and
  - (5) a person or group of persons, ultimately responsible to the senior management of BCAA for the compliance monitoring function.
- (b) BCAA shall, for each field of activity, including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) BCAA shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of the Kingdom of Bhutan.
- (d) Not applicable

**BCAR.ARO.GEN.205 Allocation of tasks to qualified entities**

- (a) Tasks related to the certification and oversight shall be allocated only to qualified entities. When allocating tasks, BCAA shall ensure that it has:
- (1) put a system in place to initially and continuously assess that the qualified entity complies with the Rules and Regulations. This system and the results of the assessments shall be documented.
  - (2) establish a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
    - (i) the tasks to be performed;
    - (ii) the reports and records to be provided;
    - (iii) the technical conditions to be met in performing such tasks;
    - (iv) the related liability coverage; and

- (v) the protection given to information acquired in carrying out such tasks.
- (b) BCAA shall ensure that the internal audit process and safety risk management process required by BCAR.ARO.GEN.200 (a) (4) covers all certification, authorisation or continuing oversight tasks performed on its behalf.

**BCAR.ARO.GEN.210 Changes in the management system**

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- (a) BCAA shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Civil Aviation Act of Bhutan 2016 and its Rules and Regulations. This system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) Not applicable
- (c) Not applicable

**BCAR.ARO.GEN.220 Record-keeping**

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- (a) BCAA shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
  - (1) the management system's documented policies and procedures;
  - (2) training, qualifications and authorisation of its personnel;
  - (3) the allocation of tasks, covering the elements required by BCAR.ARO.GEN.205 as well as the details of tasks allocated;
  - (4) certification processes and continuing oversight of certified organisations: and
  - (4a) Not applicable
  - (5) Not applicable
  - (6) details of training courses provided by certified organisations, and if applicable, records relating to FSTDs used for such training;
  - (7) oversight of persons and organisations exercising activities within Bhutan, but overseen, certified or authorised by another state;
  - (8) Not applicable
  - (9) Not applicable
  - (10) findings, corrective actions and date of action closure;
  - (11) enforcement measures taken; and
  - (12) safety information and follow-up measures.
  - (13) Not applicable
- (b) BCAA shall maintain a list of all organisation certificates for a period of 5 years.
- (c) All records shall be kept for the minimum period specified in this Regulation. In the absence of such indication, records shall be kept for a minimum period of five years subject to applicable national data protection laws.

**SECTION III**  
***Oversight, certification and enforcement***

**BCAR.ARO.GEN.300 Oversight**

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- (a) BCAA shall verify:
  - (1) compliance with the requirements applicable to organisations or type of operations prior to the issue of a certificate, approval or authorization;
  - (2) continued compliance with the applicable requirements of organisations it has certified, and specialised operations it has authorised;
- (3) Not applicable
- (4) implementation of appropriate safety measures mandated by BCAA as defined in BCAR.ARO.GEN.135(c) and (d).
- (b) This verification shall:
  - (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
  - (2) provide the persons and organisations concerned with the results of safety oversight activity;
  - (3) be based on audits and inspections, including ramp and unannounced inspections; and
  - (4) provide BCAA with the evidence needed in case further action is required, including the measures foreseen by BCAR.ARO.GEN.350 and BCAR.ARO.GEN.355.
- (c) The scope of oversight defined in (a) and (b) shall take into account the results of past oversight activities and the safety priorities.
- (d) Not applicable
- (e) Where the activity of a person or organisation involves more than one State, the authority responsible for the oversight under (a) may agree to have oversight tasks performed by the authority(ies) of the other State(s) where the activity takes place. Any person or organisation subject to such agreement shall be informed of its existence and of its scope.
- (f) BCAA shall collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

**BCAR.ARO.GEN.305 Oversight programme**

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- (a) BCAA shall establish and maintain an oversight programme covering the oversight activities required by BCAR.ARO.GEN.300 and by BCAR.ARO.RAMP.
- (b) For organisations certified by BCAA, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities required by BCAR.ARO.GEN and BCAR.ARO.RAMP

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and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:

- (1) audits and inspections, including ramp and unannounced inspections as appropriate;
  - (2) meetings convened between the accountable manager and BCAA to ensure both remain informed of significant issues.
- (c) For organisations certified by BCAA an oversight planning cycle not exceeding 12 months shall be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation has decreased.

- (1) Not applicable
  - (2) Not applicable
  - (3) Not applicable
  - (4) Not applicable
- (d) Not applicable
- (d1) Not applicable
- (e) For persons holding a licence, certificate, or rating issued by BCAA the oversight programme shall include inspections, including unannounced inspections, as appropriate.
- (f) The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

#### **BCAR.ARO.GEN.310 Initial certification procedure — organisations**

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- (a) Upon receiving an application for the initial issue of a certificate for an organisation, BCAA shall verify the organisation's compliance with the applicable requirements. This verification may take into account the statement referred to in BCAR.ORO.AOC.100 (b).
- (b) When satisfied that the organisation is in compliance with the applicable requirements, BCAA shall issue the certificate(s), as established in Appendices I and II. The certificate(s) shall be issued for a period of 12 months. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior authority approval in accordance with BCAR.ORO.GEN.130, BCAA shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes shall be managed and notified.
- (d) When renewing the certificate(s), BCAA shall take into account, if :
  - (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
  - (2) the organisation has demonstrated under BCAR.ORO.GEN.130 that it has effective control over changes;
  - (3) previous findings ; and

- (4) whether corrective actions have been implemented within the time period accepted or extended by BCAA as defined in BCAR.ARO.GEN.350(d)(2).

**BCAR.ARO.GEN.330 Changes — organisations**

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- (a) Upon receiving an application for a change that requires prior approval, BCAA shall verify the organisation's compliance with the applicable requirements before issuing the approval.
- BCAA shall prescribe the conditions under which the organisation may operate during the change, unless BCAA determines that the organisation's certificate needs to be suspended.
- When satisfied that the organisation is in compliance with the applicable requirements, BCAA shall approve the change.
- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received BCAA approval as defined in (a), BCAA shall suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, BCAA shall assess the information provided in the notification sent by the organisation in accordance with BCAR.ORO.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, BCAA shall:
- (1) notify the organisation about the non-compliance and request further changes;
  - (2) in case of level 1 or level 2 findings, act in accordance with BCAR.ARO.GEN.350.

**BCAR.ARO.GEN.345 Declaration — organisations**

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Reserved

**BCAR.ARO.GEN.350 Findings and corrective actions — organisations**

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- (a) BCAA for oversight in accordance with BCAR.ARO.GEN.300 (a) shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by BCAA when any significant non-compliance is detected with the applicable requirements of Rules and Regulations, with the organisation's procedures and manuals or with the terms of an approval or certificate, specialised operation authorisation or with the content of a declaration which lowers safety or seriously hazards flight safety.
- The level 1 finding shall include:
- (1) failure to give BCAA access to the organisation's facilities as defined in BCAR.ORO.GEN.140 during normal operating hours and after two written requests;
  - (2) obtaining or maintaining the validity of the organisation certificate, specialised operation authorisation by falsification of submitted documentary evidence;
  - (3) evidence of malpractice or fraudulent use of the organisation certificate, specialised operation authorisation; and
  - (4) the lack of an accountable manager.
- (c) A level 2 shall be issued by BCAA when any non-compliance is detected with the applicable requirements of Rules and Regulations, with the organisation's procedures and manuals or with the

terms of an approval or certificate, specialised operation authorisation or with the content of a declaration which could lower safety or hazard flight safety.

- (d) When a finding is detected during oversight or by any other means, BCAA shall, without prejudice to any additional action required by Rules and Regulations, communicate the findings to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, BCAA shall inform the State in which the aircraft is registered.
  - (1) In the case of level 1 findings BCAA shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate, specialised operation authorisation or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
  - (2) In the case of level 2 findings, BCAA shall:
    - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not be more than three months. At the end of this period, and subject to the nature of the finding, BCAA may extend the three-month period subject to a satisfactory corrective action plan agreed by BCAA; and
    - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
  - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by BCAA, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).
  - (4) BCAA shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when BCAA acting under the provisions of BCAR.ARO.GEN.300 (d) identifies any non-compliance with the applicable requirements of Rules and Regulations by an organisation certified by, or authorised by or declaring its activity to the authority of another State, it shall inform that authority and provide an indication of the level of finding.

**BCAR.ARO.GEN.355 Findings and enforcement measures — persons**

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- (a) If, during oversight or by any other means, evidence is found by the BCAA that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued in accordance with Civil Aviation Act of Bhutan 2016 and its Rules and Regulations, BCAA shall act in accordance with BCAR.ARO.GEN.355 (a) to (d) of BCAR-ARA to Civil Aviation Act of Bhutan 2016
- (b) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in the Civil Aviation Act of Bhutan 2016 and its Rules and Regulations and not holding a licence, certificate, rating or attestation issued in accordance with Civil Aviation Act of Bhutan 2016 and its Rules

and Regulations, the BCAA may take any enforcement measures necessary to prevent the continuation of that non-compliance.

**BCAR.ARO.GEN.360 Findings and enforcement measures — all operators**

If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by an operator subject to the requirements laid down in the Civil Aviation Act of Bhutan 2016 and its Rules and Regulations, BCAA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.



**SUBPART OPS: AIR OPERATIONS**

**SECTION I**

***Certification of commercial air transport operators***

**BCAR.ARO.OPS.100 Issue of the air operator certificate**

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- (a) BCAA shall issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in BCAR.ORO.AOC.100.
- (b) The certificate shall include the associated operations specifications.
- (c) BCAA may determine specific operational limitations. Such limitations shall be documented in the operations specifications.

**BCAR.ARO.OPS.105 Code-share arrangements**

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In considering the safety of a code-share agreement involving a third-country operator, BCAA shall:

- (1) satisfy itself, following the verification by the operator as set out in BCAR.ORO.AOC.115, that the third-country operator complies with the applicable ICAO standards;
- (2) liaise with the authority of the State of the third-country operator as necessary.

**BCAR.ARO.OPS.110 Lease agreements**

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- (a) BCAA shall approve a lease agreement when satisfied that the operator certified in accordance with BCAR-ORO complies with BCAR.ORO.AOC.110 and other associated Rules and Regulations:
- (b) Not applicable
- (c) Not applicable
- (d) Not applicable
- (e) Not applicable
- (f) Leasing of Aeroplanes

A Bhutan operator intends to take a foreign registered aircraft on lease, charter or any similar arrangement from a person holding AOC issued by another contracting State, must obtain prior approval for the operation from BCAA, it shall provide the following information to BCAA at least 30 days prior to the proposed date of operation with leased aircraft, namely:

- (i) Name and address of the Bhutan operator;
- (ii) Name and address of the lessor;
- (iii) Aircraft details;
- (iv) AOC details along with Ops. Specifications, if any, of the lessor;

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- (v) Name and contact information of State of Registry;
- (vi) A copy of the letter of intent and lease agreement.;
- (vii) Planned arrangements for operation and maintenance of aircraft during the period of lease; and
- (viii) Proposed date of import into Bhutan

#### **Dry lease-in**

- (i) A Bhutan operator shall not dry lease-in an aeroplane unless approved by BCAA. Any conditions which are part of this approval must be included in the lease agreement.
- (ii) A Bhutan operator shall ensure that, with regard to aeroplane that are dry leased-in, any differences from the requirements prescribed in BCAR-CAT Subpart D and applicable retroactive airworthiness requirements for aeroplanes operated for the purpose of commercial air transportation, are notified to and are acceptable to BCAA.
- (iii) All aircraft intended to be operated by Bhutan operator under dry lease agreement must be registered in Bhutan and entered in the operating permit of the operator. The aircraft must hold a valid certificate of registration and certificate of airworthiness issued by BCAA, Bhutan.
- (iv) The Bhutan registration of the aircraft shall be valid so long as the lease is in force and the aircraft is maintained and operated in accordance with the regulations of BCAA, Bhutan, the terms and conditions specified in the operator's permit and operator's maintenance control and operation manuals.
- (v) The Bhutan operator shall be responsible for complete airworthiness and operational control over the aircraft with all the attendant responsibilities.
- (vi) The leased aircraft shall be subjected to airworthiness certification, maintenance and inspection procedures prescribed by BCAA Bhutan as in the case of any other Bhutan registered aircraft.
- (vii) In order that Bhutan operator could exercise effective maintenance and airworthiness control of the aircraft, it is necessary to know the history of the aircraft. The lessor should, therefore, provide history cards of all components.
- (viii) The Bhutan operator wishing to operate the dry leased aircraft, shall provide complete maintenance programme of the aircraft to the BCAA Bhutan for approval including the issue of flight release, maintenance policy, MEL, storage lives of components and other items as stipulated in BCAR-M 504. The Bhutan operator shall adopt a maintenance programme based on the Maintenance Planning Document (MPD) suitably modified keeping in view the Bhutan operating environment experience and facilities available.
- (ix) The operator shall train his engineers and flight crew to the satisfaction of BCAA and shall obtain necessary approvals or endorsements before they are allowed to maintain or operate the aircraft. The training programme should be approved by BCAA prior to sending the engineers and crew for training.
- (x) The Bhutan operator importing aircraft on lease shall ensure that all Airworthiness Directives, modifications and inspections declared mandatory by BCAA, Bhutan are complied with even if their compliance is not mandatory in the country from where the aircraft is imported.
- (xi) The Bhutan operator should ensure that the ground equipment such as battery cart, trestle, tools, special tools specific to the aircraft/engines for carrying out the inspections and schedules within the country are available with him before the start of the operations.
- (xii) The operator should establish his own ancillary shops for investigation of failed components, repair and overhaul of the notables installed on the aircraft. In case the

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operator is unable to establish such allied shops, it may set up shops in collaboration with other operators or it may utilize the services of other approved shops. If the operator has plans to send defective components abroad, it should be ensured that complete defect investigation report is obtained from the overhaul/repair agency and submitted to BCAA.

- (xiii) All flight crew shall be in possession of current appropriate licenses with IR on type and valid proficiency checks. They shall also fully familiarise themselves with the routes they intend to fly. They shall operate under the operational control of the BCAA Bhutan.
- (xiv) The operator shall have an operations manual for the type of leased aircraft. All the flight crew shall be made thoroughly familiar by the operator with the contents of the manual before they start flying the aircraft type. The manual shall be updated from time to time incorporating the latest instructions and operating procedures, which shall also be brought to the notice of each crew member.
- (xv) All safety regulations promulgated by BCAA shall be complied with.
- (xvi) If the operator has to use foreign licensed crew or engineers for a limited period, it shall be done with the prior approval of the competent authority and only after grant of validation/approval of current foreign licenses held by the flight crew or engineers and necessary security clearance. Such foreign crew and engineers shall also comply with the conditions stipulated in subsequent para (6) for wet lease operations.
- (xvii) The cabin crew shall successfully undergo the BCAA approved training.
- (xviii) The flight dispatchers shall undergo the BCAA approved training course.
- (xix) The commercial staff shall be adequately trained for the preparation of load and trim sheet and proper loading of the aeroplane, as laid down in Operations Manual.
- (xx) Dry leasing of an aircraft type not presently in service with any Bhutan operator shall require training of BCAA personnel also so as to enable BCAA to exercise airworthiness and operational control on the new type of aircraft. The lessee shall, therefore, arrange training of at least two BCAA officers at the facilities of the aircraft manufacturer or any other approved agency with whom he has made arrangements to train its personnel.

#### **Wet lease-in**

- (i) A Bhutan operator shall not wet lease-in an aeroplane without the approval of BCAA.
- (ii) A Bhutan operator shall ensure that, with regard to aeroplanes that are wet leased-in:
  - (a) The safety standards of the lessor with respect to maintenance and operation are equivalent to those established by BCAR's;
  - (b) The lessor is an operator holding an AOC issued by a State which is a signatory to the Chicago Convention;
  - (c) The aeroplane has a standard Certificate of Airworthiness issued in accordance with ICAO Annex 8. Standard Certificates of Airworthiness issued by an EU Member State shall be accepted without further showing when issued in accordance with EASA Part-21; and
  - (d) Any other BCAA requirement made applicable is complied with.

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- (iii) Operation of foreign aircraft leased by Bhutan operators is normally permitted on dry lease basis. Import of aircraft for air transport operations on wet lease basis shall not be permitted except in emergency situations and circumstances mentioned below:
  - (a) Existing aircraft of an operator is grounded for maintenance/inspection checks or due to any other unforeseen reasons. In such cases, wet leasing shall be permitted only for the duration of the grounding of aircraft.
  - (b) Existing aircraft is involved in some accident/incident resulting in reduction in capacity of the operator.
  - (c) There is reduction of capacity due to expiry of lease and delay in finalisation of new lease agreement.
  - (d) For revival of sick operators who should have an agreement with the lessor initially for wet lease for a period not exceeding six months and thereafter automatic conversion to dry lease for the remaining period of lease.
  - (e) Short term induction of capacity required to meet an emergency situation such as natural calamity, industrial unrest or any other similar situation.
  - (f) For initial Air Service Establishment.

#### **Guidelines for import of aircraft on short term wet lease for a period not exceeding six months:**

- (iv) The Aeronautical Authority of the State of Registry of the aircraft proposed to be imported on wet lease by an Bhutan operator shall enter into an agreement with BCAA Bhutan to transfer all or part of the duties and functions pertaining to Articles 12, 30, 31, and 32(a) of the Chicago Convention to enhance surveillance and safety of operations keeping in view the guidelines and the model agreement prepared by the ICAO secretariat on the implementation of Article 83 and circulated to States vide ICAO letter EC 2182, LE 4/55-99/54 dated 14th May, 1999. The specific responsibilities to be transferred and the particular aircraft to which they shall apply shall be included in the agreement.
- (v) The State of Registry shall confirm that their legislation enables them to divest themselves of the functions and duties which are the object of the transfer agreement.
- (vi) There should be a well defined agreement between the lessee and lessor stipulating that the Bhutan operator and BCAA Bhutan shall have the authority to exercise airworthiness and operational control on the wet lease aircraft operations.
- (vii) The Bhutan operator intending to use wet leased foreign aircraft must hold a current operating permit issued by BCAA Bhutan for the type of operations.
- (viii) The operating conditions in Bhutan are more demanding because of severe weather conditions, hilly terrain around airports, limited runway length of some of the airports and non-availability of precision approach facilities at many airports. It is, therefore, necessary to adopt more stringent safety norms. The Bhutan operators using wet leased foreign aircraft should, therefore, comply with the following requirements:
  - (a) The foreign licensed Pilot-in-Command, shall have a minimum of 500 hours flying experience as PIC on the type in case of fixed wing aircraft.

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- (b) The flight crew should undergo a medical examination at the periodicity prescribed in the BCAR-MED.
- (c) The flight crew should undergo periodic refresher course at least once in a year.
- (d) The flight crew should comply with the flight and duty Time Limitations of the Bhutan operator and in no case exceed the FDTL laid down by BCAA, Bhutan.
- (e) The flight crew shall follow the weather minima of the Bhutan operator as approved by BCAA.
- (e) The flight crew and maintenance engineers shall operate and maintain the aircraft of Bhutan operator under the authorisation granted by BCAA.
- (f) The crew shall be subjected to pre-flight medical examination as per the requirements laid down by BCAA Bhutan and shall comply with the provisions of the BCAA rules and regulations.
- (g) It shall be the responsibility of the Bhutan operator to give thorough briefing to the foreign crew, about the BCAA rules and regulations, standard departure and arrival procedures at Bhutan airports, standard operating procedures, prohibited areas and precautions to be exercised while operating at various airports in Bhutan.
- (h) Before the foreign crew are scheduled to operate flights to airports in Bhutan they should undergo thorough briefing about the special operating procedures applicable to these airports and also undergo a minimum of one satisfactory route check to each such airport.
- (i) The flight crew and the maintenance personnel shall comply with the instructions issued by the Bhutan operator and the BCAA. In case of any violation, their validation or approval to operate or maintain the aircraft in Bhutan may be withdrawn.
- (j) The Flight Operations inspectors and other officers authorised by BCAA may carry out random inspection/check of the operations.
- (k) Operations of the leased aircraft shall be subjected to normal surveillance by the Bhutan operator and BCAA, and also monitoring of flight recorder data to detect exceedances of limits of operating flight parameters and take necessary preventive measures.
- (l) In case of any violation or accident/incident attributable to crew proficiency, the validation granted to foreign crew for operating aircraft of Bhutan operator may be withdrawn.
- (m) The foreign crew and maintenance engineers can be deployed by the Bhutan operators for operating and maintaining aircraft only after they are cleared by the security agencies and on the issue of validation or approval by BCAA
- (n) Pilots of more than 65 years of age shall not be deployed for commercial air transport operations.
- (o) The cabin crew shall undergo training in accordance with the requirements laid down in Bhutan Civil Aviation Requirement if the operator wishes to use some cabin crew of the foreign operators, they should undergo the differences training necessary to meet the requirements of BCAA. The cabin crew should be trained and approved on the aircraft type.
- (p) The commercial staff shall be adequately trained for the preparation of load and

## **Bhutan Civil Aviation Requirements**

### **Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

trim sheet and proper loading of the aircraft.

- (q) It shall be the responsibility of the Bhutan operator to provide pre-flight briefing and conducting pre-flight medical examination of the crew.
- (r) The flight crew shall ensure reporting of all incidents/accidents to BCAA in accordance with Bhutan Air Navigation Regulations.
- (s) The flight crew should be fully proficient to communicate in English language with the Air Traffic Control Units.

#### **Dry lease-out**

A Bhutan operator may dry lease-out an aeroplane for the purpose of commercial air transportation to any operator of a State which is signatory to the Chicago Convention provided that the following conditions are met:

- (a) The BCAA has exempted the Bhutan operator from the relevant provisions of BCAA rules and regulations, after the foreign regulatory authority has accepted responsibility in writing for surveillance of the maintenance and operation of the aeroplane(s), has removed the aeroplane from its AOC; and
- (b) The aeroplane is maintained according to an approved maintenance program.

#### **Wet lease-out**

A Bhutan operator providing an aeroplane and complete crew to another entity and retaining all the functions and responsibilities prescribed in BCAR - ORO Subpart AOC, shall remain the operator of the aeroplane.

***SECTION Ia***  
***Authorisation of specialized operations***

**BCAR.ARO.OPS.150 Authorisation of specialized operations**

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- (a) Upon receiving an application for the issue of commercial specialised operations authorisation, BCAA shall review the operator's risk assessment documentation and standard operating procedures (SOP), related to one or more planned operations and developed in accordance with the relevant requirements of BCAR-SPO.
- (b) When satisfied with the risk assessment and SOP, BCAA shall issue the authorisation, as established in Appendix VI. The authorisation shall not exceed 12 months. The conditions under which an operator is authorised to conduct commercial specialised operations shall be specified in the authorisation.
- (c) Upon receiving an application for a change to the authorisation, BCAA shall comply with (a) and (b). It shall prescribe the conditions under which the operator may operate during the change, unless BCAA determines that the authorisation needs to be suspended.
- (d) Upon receiving an application for the renewal of the authorisation, BCAA shall comply with (a) and (b) and may take into account the past authorisation process and oversight activities.
- (e) Without prejudice to any additional enforcement measures, when the operator implements changes without having submitted an amended risk assessment and SOP, BCAA shall suspend, limit or revoke the authorisation.
- (f) Upon receiving an application for the issue of an authorisation for a cross-border high risk commercial specialised operation, the competent authority of the operator shall review the operator's risk assessment documentation and standard operating procedures (SOP) in coordination with the competent authority of the place where the operation is planned to be conducted. When both authorities are satisfied with the risk assessment and SOP, the competent authority of the operator shall issue the authorisation.

**BCAR.ARO.OPS.155 Lease agreements**

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- (a) Reserved
- (b) Reserved

**SECTION II**

**Approvals**

**BCAR.ARO.OPS.200 Specific approval procedure**

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- (a) Upon receiving an application for the issue of a specific approval or changes thereof, BCAA shall assess the application in accordance with the relevant requirements of BCAR-SPA and conduct, where relevant, an appropriate inspection of the operator.
- (b) When satisfied that the operator has demonstrated compliance with the applicable requirements, BCAA shall issue or amend the approval. The approval shall be specified in:
  - (1) the operations specifications, as established in Appendix II, for commercial air transport operations; or
  - (2) the list of specific approvals, as established in Appendix V, for non-commercial specialised operations.

**BCAR.ARO.OPS.205 Minimum equipment list approval**

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- (a) When receiving an application for initial approval of a minimum equipment list (MEL) or an amendment thereof from an operator, BCAA shall assess each item affected, to verify compliance with the applicable requirements, before issuing the approval.
- (b) BCAA shall approve the operator's procedure for the extension of the applicable rectification intervals B, C and D, if the conditions specified in BCAR.ORO.MLR.105 (f) are demonstrated by the operator and verified by BCAA.
- (c) BCAA shall approve, on a case-by-case basis, the operation of an aircraft outside the constraints of the MEL but within the constraints of the master minimum equipment list (MMEL), if the conditions specified in BCAR.ORO.MLR.105 are demonstrated by the operator and verified by BCAA.

**BCAR.ARO.OPS.210 Determination of distance or local area**

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BCAA may determine a distance or local area for the purpose of operations.

**BCAR.ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area**

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Reserved

**BCAR.ARO.OPS.220 Approval of helicopter operations to or from a public interest site**

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Reserved

**BCAR.ARO.OPS.225 Approval of operations to an isolated aerodrome**

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Reserved



**BCAR.ARO.OPS.230 Determination of disruptive schedules**

For the purpose of flight time limitations, the BCAA shall determine, in accordance with the definitions of “early type” and “late type” of disruptive schedules in point BCAR.ORO.FTL.105 of BACR-ORO, which of those two types of disruptive schedules shall apply to all CAT operators under its oversight.

**BCAR.ARO.OPS.235 Approval of individual flight time specification schemes**

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Not applicable

**BCAR.ARO.OPS.240 Specific approval of RNP AR APCH**

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- (a) When compliance with the requirements in BCAR.SPA.PBN.105 has been demonstrated by the applicant, BCAA shall grant a generic specific approval or a procedure-specific approval for RNP AR APCH.
- (b) In the case of a procedure-specific approval, BCAA shall:
  - (1) list the approved instrument approach procedures at specific aerodromes in the PBN approval;
  - (2) establish coordination with the competent authorities for these aerodromes, if appropriate; and
  - (3) take into account possible credits stemming from RNP AR APCH specific approvals already issued to the applicant.

**BCAR.ARO.OPS.300 Introductory flights**

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Not applicable

***SUBPART RAMP:***

***RAMP INSPECTIONS OF AIRCRAFT OF OPERATORS UNDER THE REGULATORY OVERSIGHT OF ANOTHER STATE***

**BCAR.ARO.RAMP.005 Scope**

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This Subpart establishes the requirements to be followed by BCAA when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft used by all operators when landed at aerodromes located in the Kingdom of Bhutan.

**BCAR.ARO.RAMP.100 General**

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- (a) Aircraft, as well as their crew, shall be inspected against the applicable requirements.
- (b) In addition to conducting ramp inspections on foreign operator, BCAA shall perform a ramp inspection of the operators that are certified in accordance with this Part.
- (c) Within the development of the oversight programme established in accordance with BCAR.ARO.GEN.305, BCAA shall establish an annual ramp inspection programme.
- (d) Not applicable

**BCAR.ARO.RAMP.105 Prioritisation criteria**

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Not applicable

**BCAR.ARO.RAMP.110 Collection of information**

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The competent authority shall collect and process any information deemed useful for conducting ramp inspections.

**BCAR.ARO.RAMP.115 Qualification of ramp inspectors**

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- (a) BCAA shall have qualified inspectors to conduct ramp inspections.
- (b) Ramp inspectors shall:
  - (1) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection;
  - (2) have successfully completed:
    - (i) appropriate specific theoretical and practical training, in one or more of the following areas of inspection:
      - (A) flight deck;
      - (B) cabin safety;
      - (C) aircraft condition;
      - (D) cargo;
    - (ii) appropriate on-the-job training delivered by a senior ramp inspector appointed by the competent authority.

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- (3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 03 inspections in every 12-month period.
- (c) The training in (b)(2)(i) shall be delivered by the competent authority or by any training organisation approved in accordance with ARO.RAMP.120(a).
- (d) Not applicable
- (e) Not applicable

#### **BCAR.ARO.RAMP.120 Approval of training organisation**

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Reserved.

#### **BCAR.ARO.RAMP.125 Conduct of ramp inspections**

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- (a) Ramp inspections shall be performed in a standardised manner.
- (b) When performing a ramp inspection, the inspector(s) shall make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (c) On completion of the ramp inspection, the pilot-in-command or, in his/her absence, another member of the flight crew or a representative of the operator shall be informed of the ramp inspection's results.

#### **BCAR.ARO.RAMP.130 Categorization of findings**

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For each inspection item, three categories of possible non-compliance with the applicable requirements are defined as findings. Such findings shall be categorised as follows:

- (1) a category 3 finding is any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety;
- (2) a category 2 finding is any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety;
- (3) a category 1 finding is any detected non-compliance with the applicable requirements or the terms a certificate that has a minor influence on safety

#### **BCAR.ARO.RAMP.135 Follow-up actions on findings**

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- (a) For a category 2 or 3 finding, the BCAA shall;
  - (1) communicate the findings in writing to the operator, including a request for evidence of corrective actions taken; and
  - (2) inform the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered and where the licence of the flight crew was issued. Where appropriate, BCAA shall request confirmation of their acceptance of the corrective actions taken by the operator in accordance with BCAR.ARO.GEN.350 or BCAR.ARO.GEN.355.
- (b) In addition to (a), in the case of a level 1 finding, BCAA shall take immediate steps by:
  - (1) imposing a restriction on the aircraft flight operation;
  - (2) requesting immediate corrective actions;
  - (3) grounding the aircraft in accordance with BCAR.ARO.RAMP.140; or

## **Bhutan Civil Aviation Requirements**

### **Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

- (4) imposing an immediate operating ban in accordance with applicable regulations.
- (c) Not applicable

#### **BCAR.ARO.RAMP.140 Grounding of aircraft**

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- (a) In the case of a level 1 finding where it appears that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action, BCA shall:
  - (1) notify the pilot-in-command/commander or the operator that the aircraft is not permitted to commence the flight until further notice; and
  - (2) ground that aircraft.
- (b) BCA shall immediately inform the competent authority of the State of the operator and of the State in which the aircraft is registered.
- (c) BCA shall, in coordination with the State of the operator or the State of Registry, prescribe the necessary conditions under which the aircraft can be allowed to take-off.
- (d) If the non-compliance affects the validity of the certificate of airworthiness of the aircraft, the grounding shall only be lifted by BCA when the operator shows evidence that:
  - (1) compliance with the applicable requirements has been re-established;
  - (2) it has obtained a permit-to-fly in accordance with applicable airworthiness regulations; and
  - (3) Not applicable
  - (4) permission from third countries which shall be overflown, if applicable.

#### **BCAR.ARO.RAMP.145 Reporting**

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- (a) Not applicable
- (b) The BCA shall enter into a database any information useful for the application of BANRs-Air Operations and its BCARs and for the accomplishment by the BCA of the tasks assigned to it by BCAR-ARO, including the relevant information referred to in BCAR.ARO.RAMP.110.
- (c) Not applicable
- (d) Whenever information concerning aircraft deficiencies is given by a person to the competent authority, the information referred to in BCAR.ARO.RAMP.110 and BCAR.ARO.RAMP.125(a) shall be de-identified regarding the source of such information.

#### **BCAR.ARO.RAMP.150 Agency coordination tasks**

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Not applicable

#### **BCAR.ARO.RAMP.155 Annual report**

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Not applicable

Not applicable

**APPENDIX I**

<b>AIR OPERATOR CERTIFICATE</b> <b>(Approval schedule for air transport operators)</b>		
<b>Types of operation:</b> Commercial air transport (CAT) <input type="checkbox"/> Passengers; <input type="checkbox"/> Cargo; <input type="checkbox"/> Other <sup>1</sup> :.....		
5	State of the Operator <sup>3</sup> <hr/> Issuing Authority <sup>4</sup>	5
AOC # <sup>6</sup> :	Operator Name <sup>7</sup> Dba Trading Name <sup>8</sup> Operator address <sup>10</sup> : Telephone <sup>11</sup> : Fax: E-mail:	Operational Points of Contact: <sup>9</sup> Contact details, at which operational management can be contacted without undue delay, are listed in ..... <sup>12</sup> .
This certificate certifies that ..... <sup>13</sup> is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual, BCAR-CAT to BANRs and other relevant BCARs.		
Date of issue <sup>14</sup> :	Name and Signature <sup>15</sup> : Title:	

1. Other type of transportation to be specified.
3. Replaced by the name of the State of the Operator.
4. Replaced by the identification of the issuing competent authority.
5. For use of the competent authority.
6. Approval reference, as issued by the competent authority.
7. Replaced by the operator’s registered name.
8. Operator’s trading name, if different. Insert “Dba” (for “Doing business as”) before the trading name.
9. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.

**Bhutan Civil Aviation Requirements****Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

10. Operator's principal place of business address.
11. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
12. Insertion of the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference. E.g.: "Contact details ... are listed in the operations manual, gen/basic, chapter 1, 1.1"; or "... are listed in the operations specifications, page 1"; or "... are listed in an attachment to this document".
13. Operator's registered name.
14. Issue date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the BCA representative. In addition, an official stamp may be applied on the AOC.

BCAA FORM 138 Issue 1

**APPENDIX II**

<b>OPERATIONS SPECIFICATIONS</b> (subject to the approved conditions in the operations manual)				
Issuing Authority Contact Details Telephone <sup>(1)</sup> : _____; Fax: _____; E-mail: _____				
AOC <sup>(2)</sup> : _____ Operator Name <sup>(3)</sup> : _____ Date <sup>(4)</sup> : _____ Signature: _____ Db a Trading Name Operations Specifications #: _____				
Aircraft model <sup>(5)</sup> : _____ Registration marks <sup>(6)</sup> : _____				
Types of operations: Commercial operations <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Others <sup>(7)</sup> : _____				
Area of operation <sup>(8)</sup> : _____				
Special limitations <sup>(9)</sup> : _____				
Specific approvals:	Yes	No	Specification <sup>(10)</sup>	Remarks
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations Take-off Approach and landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT <sup>(11)</sup> .... RVR <sup>(12)</sup> : m DA/H: ft RVR: m	
RVSM <sup>(13)</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
ETOPS <sup>(14)</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum diversion time <sup>(15)</sup> : min.	
Complex navigation specifications for PBN operations <sup>(16)</sup>	<input type="checkbox"/>	<input type="checkbox"/>		(17)
Minimum navigation performance specification	<input type="checkbox"/>	<input type="checkbox"/>		
Operations of single-engined turbine aeroplane at night or in IMC (SET- IMC)	<input type="checkbox"/>	<input type="checkbox"/>	(18)	



**Bhutan Civil Aviation Requirements**

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Helicopter operations with the aid of night vision imaging systems	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter hoist operations	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter emergency medical service operations	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter offshore operations	<input type="checkbox"/>	<input type="checkbox"/>		
Cabin crew training <sup>(19)</sup>	<input type="checkbox"/>	<input type="checkbox"/>		
Issue of CC attestation <sup>(20)</sup>	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	(21)	
Others <sup>(22)</sup>				

- (1) Telephone and fax contact details of the competent authority, including the country code. E-mail to be provided if available.
- (2) Insertion of associated air operator certificate (AOC) number.
- (3) Insertion of the operator’s registered name and the operator’s trading name, if different. Insert ‘Db’a’ before the trading name (for ‘Doing business as’).
- (4) Issue date of the operations specifications (dd-mm-yyyy) and signature of the BCA representative.
- (5) Insertion of ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Airbus 319-500 or Airbus 320-500 or Boeing-737-3K2 or Boeing-777-232).
- (6) Either the registration marks are listed in the operations specifications or in the operations manual. In the latter case, the related operations specifications must make a reference to the related page in the operation manual. In case not all specific approvals apply to the aircraft model, the registration marks of the aircraft may be entered in the remark column to the related specific approval.
- (7) Other type of transportation to be specified (e.g. emergency medical service).
- (8) Listing of geographical area(s) of authorised operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
- (9) Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- (10) List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
- (11) Insertion of applicable precision approach level: LTS CAT I, CAT II, OTS CAT II, CAT IIIA, CAT IIIB or CAT IIIC. Insertion of minimum runway visual range (RVR) in meters and decision height (DH) in feet. One line is used per listed approach level.
- (12) Insertion of approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.

## **Bhutan Civil Aviation Requirements**

### **Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**


- (13) Not Applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.
- (14) Extended range operations (ETOPS) currently applies only to two-engined aircraft. Therefore, the not applicable (N/A) box may be checked if the aircraft model has more or less than two engines.
- (15) The threshold distance may also be listed (in NM), as well as the engine type.
- (16) Performance-based navigation (PBN): one line is used for each complex PBN specific approval (e.g. RNP AR APCH), with appropriate limitations listed in the 'Specifications' and/or 'Remarks' columns. Procedure-specific approvals of specific RNP AR APCH procedures may be listed in the operations specifications or in the operations manual. In the latter case, the related operations specifications must have a reference to the related page in the operations manual.
- (17) Specify if the specific approval is limited to certain runway ends and/or aerodromes.
- (18) Insertion of the particular airframe/engine combination.
- (19) Approval to conduct the training course and examination to be completed by applicants for a cabin crew attestation as specified in BCAR-SPA (Part-CC) to BANRs.
- (20) Approval to issue cabin crew attestations as specified in BCAR-SPA (Part-CC) as applicable .
- (21) The name of the person/organisation responsible for ensuring that the continuing airworthiness of the aircraft is maintained and a reference to the regulation that requires the work, i.e. Subpart G of BCAR-M
- (22) Other approvals or data may be entered here, using one line (or one multi-line block) per authorisation (e.g. short landing operations, steep approach operations, helicopter operations to/from a public interest site, helicopter operations over a hostile environment located outside a congested area, helicopter operations without a safe forced landing capability, operations with increased bank angles, maximum distance from an adequate aerodrome for two-engined aeroplanes without an ETOPS approval, aircraft used for non-commercial operations).

BCAA Form 139 Issue

**Bhutan Civil Aviation Requirements**  
**Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

**APPENDIX III**

Proof of Ramp Inspection					
Date:	Time:	Place:			
Operator:		State:	AOC no.:		
Route from:	Flight no:	Route to:	Flight no:		
Flight type:	Chartered by Operator:	Aircraft type:	Aircraft configuration:		
Charterer's State:		Registration mark:	Construction no:		
Flight crew State(s) of licensing:	Acknowledgement of Receipt <sup>(*)</sup>				
	Name: .....		Signature: .....		
	Function: .....				
Function: .....					



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 Fax: +97508271909  
 Email: bcaa@bcaa.gov.bt

		Check	Remark			Check	Remark			Check	Remark
<b>A</b>	<b>Flight deck</b>										
1	General condition										
2	Emergency exit										
3	Equipment										
	<b>Documentation</b>										
4	Manuals										
5	Checklists										
6	Navigation/instrument charts										
7	Minimum equipment list										
8	Certificate of registration										
9	Noise certificate (where applicable)										
10	AOC or equivalent										
11	Radio licence										
12	Certificate of Airworthiness										
	<b>Flight data</b>										
13	Flight preparation										
14	Mass and balance calculation										
	<b>Safety equipment</b>										
15	Hand fire extinguishers										
16	Life-jackets / flotation devices										
17	Harness										
	<b>Flight crew</b>										
20	Flight licence/composition										
	<b>Journey log book / Technical log or equivalent</b>										
21	Journey log book or equivalent										
22	Maintenance release										
23	Defect notification and rectification (incl. Tech log)										
24	Pre-flight inspection										
	<b>Cabin Safety</b>										
1	General internal condition										
2	Cabin crew station and crew rest area										
3	First-aid kit / Emergency medical kit										
4	Hand fire extinguishers										
5	Life-jackets / flotation devices										
6	Seat belt and seat condition										
7	Emergency exit, lighting and Independent Portable light										
8	Slides /Life-rafts (as required), ELT										
9	Oxygen Supply (Cabin Crew and Passengers)										
10	Safety Instructions										
11	Cabin crew members										
12	Access to emergency exits										
	<b>Aircraft condition</b>										
1	General external condition										
2	Doors and hatches										
3	Flight controls										
4	Wheels, tyres and brakes										
5	Undercarriage, skids/floats										
6	Wheel well										
7	Powerplant and pylon										
8	Fan blades, Propellers, Rotors (main/tail)										
9	Obvious repairs										
10	Obvious unrepai red damage										
11	Leakage										
	<b>Cargo</b>										
1	General condition of cargo compartment										
2	Dangerous goods										
3	Cargo stowage										
	<b>General</b>										
1	General										

**Bhutan Civil Aviation Requirements**

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18	Oxygen equipment				13	Stowage of passenger baggage			
19	Independent Portable light				14	Seat capacity			

**Bhutan Civil Aviation Requirements**

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Action Taken	Inspection Item	Level	Remarks
(3d) Immediate operating ban			
(3c) Aircraft grounded by inspecting NAA			
(3b) Corrective actions before flight			
(3a) Restrictions on the aircraft operation			
(2) Information to the authority and operator			
(1) Information to the pilot-in-command/			
(0) No remarks			
Inspector(s) sign or code			
Crew comments (if any):			
<p>(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.</p> <p>This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight. Data submitted in this report can be subject to changes upon entering into the centralised database.</p>			

**APPENDIX IV**

**Ramp inspection report**



Bhutan Civil Aviation Authority

*Bhutan*

Ramp Inspection Report

NR: .....-.....-.....

Source: RI

Date: ..-..-..

Place: .....

Local time: ..:..

Operator: .....

AOC Number: .....

State: .....

Type of Operation: .....

Route from: .....

Flight Number: .....

Route to: .....

Flight Number: .....

Chartered by Operator\*: .....

Charterer's State\*: .....

*\* (where applicable)*

Aircraft Type: .....

Registration Marks: .....

Aircraft Configuration: .....

Construction Number: .....

Flight crew: State of Licensing: .....

2<sup>nd</sup> State of Licensing\*: .....

*\* (where applicable)*

Findings:

Code / Std / Ref / Cat / Finding	Detailed Description
..-.. - ..-.. - ..-.. - ..-.. - ..-..	.....
..-.. - ..-.. - ..-.. - ..-.. - ..-..	.....
..-.. - ..-.. - ..-.. - ..-.. - ..-..	.....
..-.. - ..-.. - ..-.. - ..-.. - ..-..	.....
..-.. - ..-.. - ..-.. - ..-.. - ..-..	.....

Class of actions taken: Detailed Description

3d) Immediate operating ban

3c) Aircraft grounded by inspecting competent authority.....

3b) Corrective actions before flight.....

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☐3a) Restriction on aircraft flight operation.....

☐ 2) Information to the competent authority and Operator

☐ 1) Information to pilot-in-command

Additional information (if any)

Inspector's names or no: .....

- This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.

- Data submitted in this report can be subject to changes for correct wording upon entering into the centralised database.

Item Code	Checked	Remark
<b>A. Flight Deck</b>		
<b>General</b>		
1. General Condition .....	1. <input type="checkbox"/>	1. <input type="checkbox"/>
2. Emergency Exit .....	2. <input type="checkbox"/>	2. <input type="checkbox"/>
3. Equipment .....	3. <input type="checkbox"/>	3. <input type="checkbox"/>
<b>Documentation</b>		
4. Manuals .....	4. <input type="checkbox"/>	4. <input type="checkbox"/>
5. Checklists.....	5. <input type="checkbox"/>	5. <input type="checkbox"/>
6. Radio Navigation Charts	6. <input type="checkbox"/>	6. <input type="checkbox"/>
7. Minimum Equipment List	7. <input type="checkbox"/>	7. <input type="checkbox"/>
8. Certificate of registration	8. <input type="checkbox"/>	8. <input type="checkbox"/>
9. Noise certificate (where applicable)	9. <input type="checkbox"/>	9. <input type="checkbox"/>
10. AOC or equivalent .....	10. <input type="checkbox"/>	10. <input type="checkbox"/>
11. Radio licence .....	11. <input type="checkbox"/>	11. <input type="checkbox"/>
12. Certificate of Airworthiness (C of A)	12. <input type="checkbox"/>	12. <input type="checkbox"/>
<b>Flight data</b>		
13. Flight preparation	13. <input type="checkbox"/>	13. <input type="checkbox"/>
14. Mass and balance calculation	14. <input type="checkbox"/>	14. <input type="checkbox"/>
<b>Safety Equipment</b>		
15. Hand fire extinguishers	15. <input type="checkbox"/>	15. <input type="checkbox"/>
16. Life-jackets / flotation device	16. <input type="checkbox"/>	16. <input type="checkbox"/>

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17. Harness .....	17.	<input type="checkbox"/>	.	<input type="checkbox"/>
18. Oxygen equipment .....	18.	<input type="checkbox"/>	17	<input type="checkbox"/>
19. Independent Portable light	19.	<input type="checkbox"/>	.	<input type="checkbox"/>
<b>Flight Crew</b>				
20. Flight crew licence/composition	20.	<input type="checkbox"/>	18	<input type="checkbox"/>
<b>Journey logbook / Technical log or equivalent</b>			.	
21. Journey log book, or equivalent	21.	<input type="checkbox"/>	19	<input type="checkbox"/>
22. Maintenance release	22.	<input type="checkbox"/>	.	<input type="checkbox"/>
23. Defect notification and rectification (incl. Tech log)	23.	<input type="checkbox"/>	20	<input type="checkbox"/>
24. Pre-flight inspection .....	24.	<input type="checkbox"/>	.	<input type="checkbox"/>
<b>B. Cabin Safety</b>				
1. General Internal Condition	1.	<input type="checkbox"/>	21	<input type="checkbox"/>
2. Cabin crew stations and crew rest area	2.	<input type="checkbox"/>	.	<input type="checkbox"/>
3. First-aid kit/ Emergency medical kit	3.	<input type="checkbox"/>	22	<input type="checkbox"/>
4. Hand fire extinguishers	4.	<input type="checkbox"/>	.	<input type="checkbox"/>
5. Life-jackets / Flotation devices	5.	<input type="checkbox"/>	23	<input type="checkbox"/>
6. Seat belt and seat condition	6.	<input type="checkbox"/>	.	<input type="checkbox"/>
7. Emergency exit, lighting and Independent Portable light	7.	<input type="checkbox"/>	24	<input type="checkbox"/>
8. Slides /Life-rafts (as required), ELT	8.	<input type="checkbox"/>	.	<input type="checkbox"/>
9. Oxygen Supply (Cabin Crew and Passengers)	9.	<input type="checkbox"/>	17	<input type="checkbox"/>
10. Safety Instructions .....	10.	<input type="checkbox"/>	.	<input type="checkbox"/>
11. Cabin crew members	11.	<input type="checkbox"/>	18	<input type="checkbox"/>
12. Access to emergency exits	12.	<input type="checkbox"/>	.	<input type="checkbox"/>
13. Stowage of passenger baggage's	13.	<input type="checkbox"/>	19	<input type="checkbox"/>
14. Seat capacity.....	14.	<input type="checkbox"/>	.	<input type="checkbox"/>



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Item Code	Checked	Remark
<b>C. Aircraft Condition</b>		
1. General external condition 2. Doors and hatches ..... 3. Flight controls ..... 4. Wheels, tyres and brakes 5. Undercarriage skids/floats 6. Wheel well ..... 7. Powerplant and pylon 8. Fan blades, Propellers, Rotors (main & tail) 9. Obvious repairs ..... 10. Obvious unrepaired damage ..... 11. Leakage ..... .	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/> 10. <input type="checkbox"/> 11. <input type="checkbox"/> .	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/> 10. <input type="checkbox"/> 11. <input type="checkbox"/> .
<b>D. Cargo</b>		
1. General condition of cargo compartment 2. Dangerous Goods ..... 3. Stowage of cargo .....	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>
<b>E. General</b>		
1. General	1. <input type="checkbox"/>	1. <input type="checkbox"/>

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**APPENDIX V**

**List of specific approvals**

*Non-commercial operations*

*Specialised operations*

*(subject to the conditions specified in the approval and contained in the operations manual or pilot’s operating handbook)*

Issuing Authority <sup>(1)</sup> :		
List of Specific Approvals # <sup>(2)</sup> :		
Name of Operator:		
Date <sup>(3)</sup> :		
Signature:		
Aircraft Model and Registration Marks <sup>(4)</sup> :		
Types of specialised operation (SPO), if applicable: <input type="checkbox"/> <sup>(5)</sup> ...		
Specific Approvals <sup>(6)</sup> :	Specification <sup>(7)</sup>	Remarks
...		
...		
...		
...		

- (1) Insertion of name and contact details.
- (2) Insertion of the associated number.
- (3) Issue date of the specific approvals (dd-mm-yyyy) and signature of the BCA representative.
- (4) Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>  
  
The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.
- (5) Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
- (6) List in this column any approved operations, e.g., dangerous goods, LVO, RVSM, PBN, MNPS, HOFO.
- (7) List in this column the most permissive criteria for each approval, e.g. the decision height and RVR minima for CAT II.

**BhutanCivilAviationRequirements**

**Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

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**APPENDIX VI**

<b>AUTHORISATION OF SPECIALISED OPERATIONS</b>	
Issuing Authority: <sup>1</sup>	
Authorisation no: <sup>2</sup>	
Operator Name: <sup>3</sup> Operator address: <sup>4</sup> Telephone: <sup>5</sup> Fax: E-mail:	
Aircraft Model and Registration Marks: <sup>6</sup>	
Authorised specialised operation: <sup>7</sup>	
Authorised area or site of operation: <sup>8</sup>	
Special limitations: <sup>9</sup>	
This is to confirm that ..... is authorised to perform specialised operation(s) in accordance with this authorisation, operator's Standard Operating Procedures, and other applicable requirements.	
Date of issue <sup>10</sup> :	Name and Signature <sup>11</sup> :  Title:

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1. Name and contact details of the competent authority
2. Insertion of associated authorisation number.
3. Insertion of the operator's registered name and the operator's trading name, if different. Insert "Dba" before the trading name (for "Doing business as").
4. Operator's principal place of business address.
5. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
6. Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/H>.

## **Bhutan Civil Aviation Requirements**

### **Bhutan Civil Aviation Authority Authority Requirements for Air Operations (ARO)**

The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.

7. Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
8. Listing of geographical area(s) or site(s) of authorised operation (by geographical coordinates or flight information region or national or regional boundaries).
9. Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
10. Issue date of the authorisation (dd-mm-yyyy).
11. Title, name and signature of BCA representative. In addition, an official stamp may be applied on the authorisation.