INFORMATION ON THE DEVELOPMENT OF CIVIL AVIATION FLIGHT SAFETY
TECHNICAL GUIDANCE MATERIAL

1.0 PURPOSE

This Order is issued to provide information on the development of the required technical guidance material for the implementation of the Civil Aviation Regulations as related to the licensing, certification, approval, surveillance and audit obligations of the Civil Aviation Authority.

2.0 GUIDANCE MATERIAL

2.1 The material developed includes Advisory Circulars and Orders for civil aviation operations, airworthiness and personnel licensing specialties.

2.2 Advisory Circulars (ACs) contain information and guidance material to guide the operators in the implementation and continued compliance with the Regulations.

2.3 Orders (O) provide mandatory directions, information and procedures to the Authority’s inspectors and officers in the certification, surveillance, audit and regulation enforcement duties.

2.4 For ease of use the Orders and ACs are grouped in four areas general and those relating to each specialty (i.e. Personnel Licensing, Operations and Airworthiness). The general circulars or orders are those cutting across specialties and provides information of a general nature relating to all.

3.0 FORMATTING OF THE ADVISORY CIRCULARS & ORDERS

3.1 In as far as possible an Advisory Circular or Order will be developed in a common standard format that reflects the following 8 parts:

3.1.1 The Logo which will reflect the Authority placed on the left hand side of the front page.

3.1.2 The reference number of CAA Advisory Circular or Order will be in the following format – Prefixed by CAA- ‘AC’ or ‘O’ as applicable and followed by three digits to identify the particular AC or Order:

a) -GEN000 for General topics (all disciplines)
b) -PEL000 for Personnel Licensing.
c) -OPS000 for Operations
d) -AIW000 for Airworthiness.

3.1.3 Date signifies the date of issue.

3.1.4 Purpose covers the intent and the objectives of the Advisory Circular or Order.

3.1.5 Reference is given to the relevant regulations and requirements and applicable forms to be used.

3.1.6 Guidance and procedures provide the necessary requirements and information to help the operator comply effectively with the regulations.

3.1.7 Signature signifies the approval of the issuing Authority.

3.1.8 Each AC or Order page will have a footer indicating the reference on the left, date in the middle and page number on the right hand side.

3.1.9 Appendices could be any other information considered necessary to assist completing the task satisfactorily.

4.0 FORMS AND CHECKLISTS

4.1 The Forms and the Checklists (CL) developed shall be identified by the number relating to the Order or Advisory Circular to which it relates from 1 (one) in ascending order in the following format

4.1.1 Form: AIW 1 for Airworthiness;
4.1.2 Form: OPS 1 for Operations;
4.1.3 Form: PEL 1 for Personnel Licensing; and
4.1.4 Form: GEN 1 for General Information.

4.2 Except for the title the guidance materials uses new times roman font type size 11. The title i.e. Advisory Circular or Order uses bolded aerial black font type and size 28 and 36 respectively.

4.3 Each Advisory Circular or Order is a stand alone document that has been harmonized by the respective team members of the EAC Partner States and presented to State Authorities for approval.

5.0 IDENTIFICATION OF AMENDMENTS AND REVISIONS TO THE CIRCULARS AND ORDERS

5.1 Each Advisory Circular or Order will be amended or revised when a need arises. The procedures for the development and amendment are indicated in Order Number CAA-O-GEN002.
5.2 When an amendment to the guidance material or need has been evaluated or identified as the case may be, a new document will be issued and will supersede the previous AC or Order. Such amended or revised document will be denoted as follows, i.e. GEN001 will become GEN001A, where ‘A’ reflects revision 1 and ‘B’ will reflect a second revision etc.

Civil Aviation Authority