澳門特別行政區
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU
民航局
AUTORIDADE DE AVIAÇÃO CIVIL
CIVIL AVIATION AUTHORITY

AC
No. : AC/OPS/027R02
Date : 27 May 2022

AERONAUTICAL CIRCULAR
CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT: ***OPERATIONAL CONTROL REQUIREMENTS***

EFFECTIVE DATE:

10 Jun 2022

CANCELLATION:

AC/OPS/027R01

GENERAL:

The President of Civil Aviation Authority – Macao, China, in exercise of his power under Paragraph 89 of the Air Navigation Regulation of Macao (ANRM) and Article 35 of the Statutes of Civil Aviation Authority, approved by the Decree-Law 10/91/M, established this Aeronautical Circular (AC).

1. Introduction

In accordance with paragraph 26(5) of the ANRM, the operator of a Macao registered aircraft for conducting commercial air transport operations has the responsibility for operational control. Air Operator Certificate (AOC) holders conduct operational control by making those decisions and performing those actions on a daily basis that are necessary to operate flights safely and in compliance with the regulations. Operational control functions include crew and aircraft scheduling, accepting charter flights, reviewing weather and notices to airmen (NOTAM), flight planning and supervision of flight operations. Another aspect consists of developing and publishing operational control policies, processes, standards and procedures for flight crews and other operations personnel to follow in the performance of their duties.

Operational control systems vary with the kind of operation the operator is authorized to conduct, the complexity of the operations, the means of communication, and with the persons who are involved in preparing for and conducting flights under the AOC holder's system.

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The purpose of this AC is to set forth the requirements to be followed by AOC holders when establishing the system for the operational control for all flights.

2. Applicability

This AC applies to all Macao AOC holders and any person applying for the grant of an AOC.

3 General requirements

3.1 The operators shall establish and maintain an organizational and management system for the operational control of all flights with the related policies, processes, standards and procedures.

3.2 Responsibility for operational control shall be delegated only to the pilot-in-command (PIC) and to a licensed flight operations officer/flight dispatcher if an operator's approved method of control and supervision of flight operations requires the use of flight operations officer/flight dispatcher personnel.

3.3 The operators are responsible for collecting and disseminating information that is needed to plan and conduct flights safely, including information about enroute and terminal weather conditions, navigation, and aerodrome facilities.

3.4 The operator's quality assurance responsibility includes ensuring that both its flight crew and operational control employees comply with published policies, processes, standards and procedures.

4 Operational Control Functions

Operational control includes, but is not limited to, the AOC holder's performance of the following functions:

(a) ensuring that only those operations authorized by the AOC are conducted;

(b) ensuring that only crewmembers trained and qualified in accordance with the applicable requirements are assigned to conduct a flight;

(c) ensuring that crewmembers are in compliance with the approved FTL Scheme when departing on a flight;

(d) designating a PIC for each flight;

(e) providing the PIC and other personnel who perform operational control functions with access to the necessary information for the safe conduct of the flight (such as weather, NOTAMs, aerodrome analysis, maps and charts, AIP, AIC, AIRAC, etc);

(f) specifying the conditions under which a flight may be released (such as weather minima, flight planning, airworthiness of aircraft, aircraft loading, and fuel requirements);

(g) ensuring that each flight has complied with the conditions specified for release before it is allowed to depart;

(h) ensuring that when the conditions specified for a flight's release cannot be met, the flight is either cancelled, delayed, re-routed, or diverted; and

(i) monitoring the progress of each flight and initiating timely actions when the flight cannot be completed as planned, including diverting or terminating a flight.

5 OPERATIONAL STRUCTURE

5.1 An operational control function may be centralized in one individual or diversified throughout an AOC holder's organization.

Note: In practice, it is not feasible for an individual to exercise operational control without assistance in any but the simplest of flight operations. Most AOC holders create specialized departments for crew scheduling, load control, and other functions.

5.2 When the operational control functions are delegated to specialized sections of the AOC holder's organization, the operator is responsible for the following:

(a) establishing a means to ensure that all functions have been accomplished before a flight can be authorised to depart;

(b) establishing effective internal communications and administrative controls for the implementation of operational control functions;

(c) ensuring that policies, processes, standards and procedures relating to operational control are published in the AOC holder's operations manual; and

(d) ensuring that all sub-contracted activities are carried out in adherence with its policies, processes, standards and procedures and that its sub-contractors provide timely notification to the operator of any irregularities that will affect the safety and operational status of an aircraft or a flight.

6 OPERATIONS MANUAL

The operator's operations manual shall contain:

(a) the description of organizational and management system for the operational control of all flights, which shall include authorities, duties and responsibilities of related personnel; and

(b) the policies, processes, standards and procedures for the implementation of operational control to ensure the safety of flight operations and the qualifications of personnel are supervised and these shall cover at least the following:

- license and qualification validity;
- competence of operations personnel;
- functions and responsibilities of flight crew and, where applicable, flight operations officer for the initiation, continuation, diversion and termination of flights;
- aircraft tracking for aeroplane operations and location of an aeroplane in distress;
- risk management with assessment and mitigations when intending to operate over or near conflict zones; and
- control, analysis and storage of records, flight documents, additional information and safety related data.

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