

AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT: *DOCUMENTS TO BE CARRIED BY AIRCRAFT*
REGISTERED IN MACAO

EFFECTIVE DATE:

09 January 2023

CANCELLATION:

AC/OPS/014R01

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

This AC is issued to update the requirements regarding documents to be carried by aircraft registered in Macao laid down in the Tenth Schedule to the ANRM, and to specify the journey log requirement for Macao operators to retain information for each flight in the form acceptable to the AACM.

2 Applicability

This AC is applicable to operators of Macao registered aircraft.

3 Amendment to the ANRM

The **Tenth Schedule** to the ANRM is amended as follows:

1. DOCUMENTS TO BE CARRIED BY AIRCRAFT REGISTERED IN MACAO

<i>Documents to be carried on board</i>	<i>Types of document</i>
1. On a flight for the purpose of commercial air transport.	A, B, C, D, E, F, H, J and O
2. On a flight for the purpose of commercial air transport, if the flight is international air navigation.	A, B, C, D, E, F, G, H, I, J, L, M, N and O
3. On a flight for the purpose of aerial work.	A, B, C, D, E, F, J and O
4. On a flight for the purpose of aerial work, if the flight is international air navigation.	A, B, C, D, E, F, G, H, I, J, M, N and O
5. On a flight, being international air navigation, for a purpose other than commercial air transport or aerial work.	A, B, C, G, H, I, J, M, N and O
6. On a flight made in accordance with the terms of an authorization granted to the operator pursuant to paragraph 14 (1) or (2) of the Regulation, whichever is applicable.	K and O

2. For the purposes of this Schedule:

Document A means the licence in force issued by competent authority of Macao, in respect of the aircraft radio station installed in the aircraft.

Document B means the *Certificate of airworthiness* in force in respect of the aircraft required by paragraph 6 (1) of this Regulation.

Document C means the licences of the members of the flight crew of the aircraft required by paragraph 19 (1) of this Regulation.

Document D means one copy of the load sheet, if any, required by paragraph 27 of this Regulation in respect of the flight;

Document E means one copy of each *Certificate of maintenance review*, required by paragraph 9 (2) of this Regulation, if any, in force in respect of the aircraft, and/or a *Certificate of release to service* required by paragraph 10 (1) of this Regulation.

Document F means the *Technical log* referred to in paragraph 9 (7) of this Regulation.

Document G means the *Certificate of registration* in force in respect of the aircraft required by paragraph 4 (9) of this Regulation.

Document H means the *Operations manual*, if any, required by paragraph 24 (2) (a) of this Regulation to be carried on the flight or the *Aircraft flight manual*, when the *Operations Manual* is not required to be carried under this Regulation.

Document I means a copy of the notified procedures to be followed by the commander of an intercepted aircraft, and the notified visual signals for use by intercepting and intercepted aircraft:

Document J means a copy of noise certificate prescribed in Part VI in this Regulation.

Document K means the authorisation, if any, granted in respect of the aircraft pursuant to paragraph 14 (1) or a *Minimum equipment list* approved by the Civil Aviation Authority, if any, granted in respect of the aircraft pursuant to paragraphs 14 (2) and 30 (b) (i) of this Regulation.

Document L means a certified true copy of the Air Operator Certificate (AOC) and a copy of the operations specifications, issued in conjunction with the certificate.

Document M means a list of passenger names and places of embarkation and destination, if the aircraft carries passengers.

Document N means a manifest and detailed declarations of the cargo, if the aircraft carries cargo.

Document O means a Journey Log.

Note. – **International air navigation** means any flight which includes passage over the territory of any State or Territory other than Macao.

Appendix 1 – Journey Log Requirements

1. The operator of a Macao registered aircraft shall retain, as a minimum, the following information for each flight in the form of a journey log acceptable to the AACM:
 - i. Aircraft nationality and registration.
 - ii. Date.
 - iii. Names of crew members.
 - iv. Duty assignments of crew members.
 - v. Place of departure.
 - vi. Place of arrival.
 - vii. Time of departure.
 - viii. Time of arrival.
 - ix. Hours of flight.
 - x. Nature of flight (private; aerial work; scheduled or non-scheduled air transport; training and checking; aircraft flight test).
 - xi. Incident, observations (if any).
 - xii. License number and signature of pilot-in-command.
2. The operator of a Macao registered aircraft shall document its journey log system in the operations manual.
3. The pilot-in-command is responsible for the completion of the journey log.
4. Entries in the journey log shall be made currently and in ink or indelible pencil.
5. The operator of a Macao registered aircraft shall ensure that completed journey logs are retained to provide a continuous record of the last six months' operations.