



PREPARATION OF ACCEPTABLE REGULATION COMPLIANCE CHECKLISTS

Purpose— This Advisory Circular (AC) provides guidance for acceptable completion of the regulation Compliance Checklists (RCCs) that are required for certification of organizations seeking approval as an—

- Air Operator Certificate (AOC)
- Aerial Work Operator Certificate
- Approved Training Organization Certificate
- Approved Maintenance Organization Certificate

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- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material,
- ACs should always be read in conjunction with the referenced regulations.

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SECTION 1 GENERAL

1.1 STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance [1]2017 of this AC.

1.2 BACKGROUND

- A. An organization seeking approval by the RCAA will be required to demonstrate conformance with Rwanda legislation and regulations during the certification. A proven method of demonstrating conformance is the submission of a RCC listing each Section and subparagraph and how the applicant will comply with those regulations.
- B. This AC has been developed to assist these organizations to demonstrate their conformance with Rwanda aviation regulations by referencing, using a standardized presentation, where the regulatory requirements are found as policy and procedure in the company manual system.
- C. The RCAA will use the RCCs submitted by the organization seeking approval as a *key reference document* to review the organization's manual system to confirm that all applicable regulatory requirements are included.
- D. Organizations that conform to the legislation and regulations will be in compliance with the international aviation standards.

1.3 APPLICABILITY

This AC is applicable to organizations that submit an application for certification as an aviation organization under RCAR—

- 1) Part 5 as an approved maintenance organization;
- 2) Part 9 as an approved training organization;
- 3) Part 11 as an aerial work certificate holder;
- 4) Part 12 as an air operator conducting commercial air transport; and

- 5) Part 18 as an operator approved for transportation of dangerous goods by air.

1.3.1 DEFINITIONS & ACRONYMS

- A. The following definitions are used in this advisory circular—
 - 1) **Regulation Compliance Checklists.** A checklist to prepared by an applicant to demonstrate awareness of and compliance with the applicable regulations for their proposed functions and operations in aviation.
 - ◆ Similar checklists used by mature aviation oversight organizations are referred to as “compliance statements,” “letter of compliance,” “conformance reports,” etc., but all of these documents perform the same function during the certification process.
 - 2) **Repository Paragraphs.** A term used to describe paragraphs that tend to have more than 10 lines and contain long unbroken discussions.
- B. The following acronyms are used in this advisory circular—
 - 1) **AC** – Advisory Circular
 - 2) **AOC** – Air Operator Certificate
 - 3) **CPC** – Certification Project Coordinator
 - 4) **FAC** – Formal Application Checklist
 - 5) **FSS** – Flight Safety Standards Department
 - 6) **PASI** – Pre-Application Statement of Intent
 - 7) **SRR** – Specific Regulatory Requirement
 - 8) **RCAR** – Rwanda Civil Aviation Regulation

1.4 RELATED REGULATIONS

The following regulations are directly applicable to this advisory circular—

- RCAR Part 5, AMO Certification and Administration
- RCAR Part 6, Instruments and Equipment
- RCAR Part 9, ATO Certification and Administration
- RCAR Part 10, Operations of Aircraft
- RCAR Part 12, AOC Certification
- RCAR Part 13, Passenger Carrying
- RCAR Part 14, AOC Personnel Qualification
- RCAR Part 15, AOC Flight, Duty and Rest Limitations
- RCAR Part 16, AOC Operational Control
- RCAR Part 17, Aircraft Mass and Balance and Performance
- RCAR Part 18, Transportation of Dangerous Goods

1.5 RELATED PUBLICATIONS

For further information on this topic, organizations are advised to review the following publications and regulatory requirements—

- 1) Rwanda Civil Aviation Authority
 - ◆ Rwanda Civil Aviation Regulations
 - ◆ 12-001, AOC Certification and Administration

Copies may be obtained from the RCAA web-site.

- 2) International Civil Aviation Organization (ICAO)
- ◆ Doc 8335. Manual on Operations Certification

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

- 3) Federal Aviation Administration (FAA)
- ◆ Order 8900.1, Flight Standards Information Management System (FSIMS)

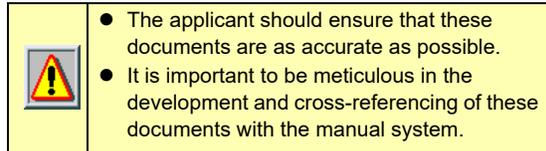
Copies may be obtained through the Internet address of www.fsims.faa.gov.

SECTION 2 GENERAL INFORMATION

2.1 PRIMARY METHOD

- A. The RCCs are the primary method used by the RCAA to ensuring that the applicant has—

- 1) Considered all safety regulations applicable to its operations; and
- 2) Established policy and procedures for conformance of its personnel with those requirements.



- A. These are the most critical documents in the certification process.

2.2 APPLICANT COMPLETION OF REGULATION COMPLIANCE CHECKLISTS

The applicant should complete the RCCs as its personnel are putting together its system of policies and procedures for operations and maintenance to ensure that the proper safety standards have been addressed.

The applicant should complete the RCCs at the beginning of the development of the manuals and formal application package.

- Past experience has found that most applicants will wait until they believe that they have a complete system developed and ready for submission.
- In the rush to complete the formal application, the applicant's personnel tend to view the completion of the RCCs as an inconvenience or a slight to their vast knowledge and experience.
- The result is that they will not usually take the time to fully consider the requirements and implications of specific regulations in the rush to complete the document for submission.

2.3 AVAILABLE REGULATION COMPLIANCE CHECKLISTS

- A. The following RCCs are available for applicants—

- Form 564-05: Part 5 RCC – Required for AMO
- Form 564-06: Part 6 RCC – Required for AOC
- Form 564-09: Part 12 RCC – Required for ATO
- Form 564-10: Part 10 RCC – Required for AOC
- Form 564-12: Part 12 RCC – Required for AOC
- Form 564-13 Part 13 RCC – Required for AOC
- Form 564-14: Part 14 RCC – Required for AOC
- Form 564-15: Part 15 RCC – Required for AOC
- Form 564-16: Part 16 RCC – Required for AOC
- Form 564-17: Part 17 RCC – Required for AOC

Digital MS Word (Read-Only) copies of these RCCs may be obtained from the RCAA-FSS.

- Form 564-18: Part 18 RCC – Required for carriage of Dangerous Goods

B. **Electronic Copies** – During the Pre-Application meeting, the RCAA-FSS will provide the applicants with a MS Word (Read-only) copy of the applicable blank RCCs.

Applicants must submit their completed RCCs in MS Word (read-only) format.

SECTION 3 INSTRUCTIONS FOR COMPLETION

The following guidance prescribes the general instructions for use and completion of the RCCs.

3.1 GENERAL CONCEPT

A. The applicant is required to submit the applicable RCCs as an official record with the formal application package.

- The RCC serves as a checklist for the applicant to ensure that their policies and procedures conform to all regulations applicable to their proposed operations.



The RCC also serves a primary checklist for the RCAA to ensure that the applicant is in conformance with the applicable regulation before issuance of related approvals.

B. Properly completed and accurate, the RCC serves as a primary record of the applicant's implementation of the applicable regulations.

- This document will be the primary record of applicant conformance and implementation of the applicable regulations. This document must be completely correct in order for the RCAA to issue the appropriate approval, authorization or certificate that is the goal of the specific certification process.

C. Full conformance with the applicable Sections of the RCAR is required before completion of the certification process.

- The applicant's RCC must address all requirements at a sub-paragraph level (see examples). No requirement of the applicable regulation may be deleted or left out of the document.

D. The RCC is submitted to the RCAA as a required attachment to the formal application package.

- Each RCC required for a particular certification must be submitted with the original formal application.



Failure to submit the applicable RCCs will result in the immediate return of the formal application.

E. This document, when audited by the RCAA, becomes one of the official records that the applicant was certificated in compliance with international safety standards. It provides the most efficient means of ensuring conformance with the required regulations both in the—

- Preparation of the applicant's manual system; and
- Subsequent conformance review by the RCAA.

3.2 PROVIDING REGULATION REFERENCES

A. The each RCC will have 6 columns.

SRR#	Regulation Requirement	Document Reference	Applicant (or RCAA) Comment	Status	RCAA
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- B. The two left columns contain the Specific Regulatory Reference (SRR) and the associated text of the regulation requirement to enable the applicant to orient to the each specific requirement.
- 1) From the left, the first column will contain the specific regulatory requirement (SRR) by separating each subpart, section, paragraph and sub-paragraph to ensure detailed map of compliance with the applicable regulations before certification. SRRx
 - 2) The second column will provide the specific text of the requirement.
 - ◆ The text of a regulation requirement may be separated into 2 or more rows when additional requirements are embedded in the text. This ensures that all requirements have been addressed. Regulation Requirement
 - ◆ Headers that appear in regulations, such as Subpart and regulation headers, are provided as they appear in the regulations.
- C. The two center columns *are used by the applicant* to indicate to the RCAA how they will comply with the specific regulatory requirement by either—
- 1) Entering a reference from the manuals and documents submitted in the “Document Reference” column; Document Reference
 - 2) Entering a explanation in the “Applicant Comments” regarding the compliance or why compliance is not required. Applicant (or RCAA) Comments
 - ◆ Where the RCAA finds the applicant reference unacceptable - they may insert an comment regarding the reason it is unacceptable in this column.
- D. The two right columns are reserved for the reviewing RCAA inspectors to indicate the status of the RCAA review.
- 1) The “Status” column is used by the RCAA to indicate YES (=Accepted) or NO (=Not Accepted).
 - 2) The “CAA” column is used by the RCAA to insert the initials of the accepting inspector and the date of acceptance.

SECTION 4 MANUAL REFERENCES ARE THE BEST

4.1 EXAMPLE OF MANUAL REFERENCES

- A. When possible, the applicant should provide a reference from his policy and procedure manuals.

SRR	Regulation Requirement	Document Reference
13.015	When Passenger-Carrying Requirements Not Applicable	
(a)	The passenger-carrying requirements of this Part do not apply when carrying—	
(a)(1)	A crew member not required for the flight;	FOM 11.5(a) CCM 5.6(b) DPM 4.5(a) SOM 6.5(b)

- B. In the example above, the applicant provides following references to demonstrate compliance with the SRR—
- Flight Operations Manual, Paragraph 11.5(a)
 - Cabin Crew Member Manual Paragraph 5.6(b)

- Dispatch Procedures Manual, Paragraph 4.5(a)
 - Station Operations Manual, Paragraph 6.5(b)
- C. This example also demonstrates that the applicant is probably has implemented the *Flight Safety Documents system* because the applicable regulatory policy appears in 4 different manuals.

The RCAA will check these RCC manual refer-ences for—

- the correct regulatory policy; and
- ensure that the applicant’s policies and procedures for this SRR do not conflict between manuals.

4.2 CORRESPONDING SRR CITES

- A. The applicant should ensure that it is possible for the reviewing RCAA inspector to find those references in the applicant’s manuals system.
- B. This is accomplished by inserting SRR citations in the manuals.

Including the SSR cites in the manuals simpli-fies the—

- Development of a RCC, and
- The RCAA review.

4.2.1 EXAMPLE REFERENCE AT THE BEGINNING OF PARAGRAPH

- A. The following is an example of a SRR cite in a manual at the beginning of the applicable paragraph.

6.5.1 EXCEEDING FLIGHT TIME

Reference: (RCAR 15.025) 

A flight crew may exceed the maximum flight time limitations in "unforeseen" operational circumstances that arise after takeoff that are beyond the Anywhere Airlines' control.

The flight crew member may exceed the maximum and cumulative flight time specified in paragraph 6.4 to the extent necessary to safely land the aircraft at the next destination airport or alternate, as appropriate.

- B. This method is recommended, but other methods (if accurate) will be acceptable.

4.2.2 EXAMPLE REFERENCE INSIDE OF THE PARAGRAPH

The following is an example of a SRR cite within the applicable paragraph.

Exceeding Flight Time

A flight crew may exceed the maximum flight time limitations in "unforeseen" operational circumstances that arise after takeoff that are beyond the Anywhere Airlines' control.

The flight crew member may exceed the maximum and cumulative flight time specified in paragraph 6.4 to the extent necessary to safely land the aircraft at the next destination airport or alternate, as appropriate. (RCAR 15.025(a)) 

4.2.3 EXAMPLE REFERENCE IN THE TITLE

- A. The following is an example of an SRR cite in the title—

6.5.1 EXCEEDING FLIGHT TIME (RCAR 15.025) 

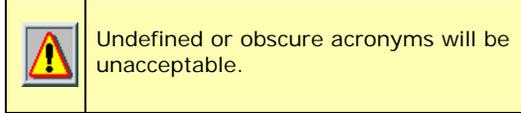
A flight crew may exceed the maximum flight time limitations in "unforeseen" operational circumstances that arise after takeoff that are beyond the Anywhere Airlines' control.

The flight crew member may exceed the maximum and cumulative flight time specified in paragraph 6.4 to the extent necessary to safely land the aircraft at the next destination airport or alternate, as appropriate.

- B. The regulation reference cite may be on the same line as the title or located directly below it.

4.3 SUGGESTED MANUAL ACRONYMS

- A. The use of acronyms in the “Manual Reference” column of the RCCs is recommended, provided those acronyms are defined and consistent.
- B. Specific acronyms may be developed by the applicant, but must be defined in the applicant’s application.



4.3.1 OPERATIONS ACRONYMS

Examples of possible operations acronyms include—

- FOM – Flight Operations Manual
- GOM – General Operations Manual
- OMA – Operations Manual, Part A
- CCM – Cabin Crew Member Manual
- DPH – Dispatch Procedures Manual
- CSM – Crew Scheduling Manual
- SOM – Station Operations Manual
- FOTM – Flight Operations Training Manual
- OMD – Operations Manual, Part D
- RTG – Route Guide
- OMC – Operations Manual, Part C
- TPM – Training & Procedures Manual
- DIM – Deicing Program Manual
- WOM — Winter Operations Manual

4.3.2 AIRWORTHINESS ACRONYMS

Examples of possible airworthiness acronyms include—

- MCM – Maintenance Control Manual
- MOPM – Maintenance Organization Procedures Manual
- MTM – Maintenance Training Manual

4.3.3 AIRCRAFT TYPE-SPECIFIC ACRONYMS

Examples of acronyms associated with aircraft type-specific manuals and documents—

- AFM – Aircraft Flight Manual
- OMB – Operations Manual, Part B
- SOP – Standard Operating Procedures
- CCC – Condensed Cockpit Checklists
- QRH – Quick Reference Handbook
- ACS – Aircraft Systems
- ACP – Aircraft Performance
- MEL – Minimum Equipment List
- MBM – Mass & Balance Manual
- MP – Maintenance Program
- JTC – Job Task Cards
- PBC – Passenger Briefing Card

4.4 PAGE VS PARAGRAPH NUMBERING

- A. Numbering of the chapters and paragraphs within a manual system is important. As much as practical, the manuals should be consistently numbering throughout the system.
- B. The applicant should carefully consider the use of consistent paragraph numbering in their manual system.
- C. Paragraph numbering—
- 1) Is important in a flight safety documents system; and
 - 2) Provides for user-friendly access to the contents.
- D. Having an inconsistent numbering system from manual to manual within a company manual system makes it difficult for the—
- 1) Users to access and use these aviation safety manuals; and
 - 2) RCAA to review and determine that the manual system is acceptable.

- A RCC is generally better referenced when the manual system has consistently numbering.
- As much as possible, the RCC should direct the user to the specific paragraph(s) where the SSR is embedded in the text.

4.4.1 TRIPLE HEADER PARAGRAPH NUMBERING

- A. Triple header paragraph numbering similar to that used in this advisory circular are the most acceptable numbering methodology.
- B. This type of header numbering provides a more specific accessing of the contents by the user.
- C. It also enables the applicant to be very specific in the RCC as to where the policy/procedures regarding an SSR is located in the company manual system.

4.4.2 SINGLE HEADER PARAGRAPH NUMBERING

- A. Having chapter numbers and single-level numbering within the manual system will be acceptable provided the—
- 1) Total number of paragraphs under a header number tend to be 4 or less; and
 - 2) Paragraphs tend to be short (not more than 7 lines per paragraph).
- B. The line and paragraph numbers cited here are goals, not absolute limitations.



Manuals that have “repository” paragraphs (long, unbroken paragraphs) will not be acceptable.

4.4.3 NO PARAGRAPH NUMBERING

- A. Some applicants may choose to use manuals that have only chapter numbers (no paragraph numbering).
- B. In these cases, the inclusion of SSR cites within the document will be very important to the RCAA review, because the only possible RCC entries will have to be page numbers.



- It is difficult to review manuals without paragraph numbering
- Such manuals will be rejected if they do not include the manual reference cites.

SECTION 5 ORGANIZATION COMMENT ENTRIES

- A. The applicant should include a comment in the “Applicant Comments” column when the SRR is—
- 1) Applicable, but no manual reference is provided, or
 - 2) Determined to be not applicable to the applicant.

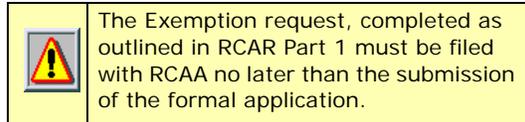
- B. For maximum clarity, a comment in the “Applicant Comments” when the SSR is applicable, but the organization is requesting an exemption, waiver or special approvals.

5.1 APPLYING FOR EXEMPTION, DEVIATION OR WAIVER?

Where an exemption, deviation or waiver to an SSR is being requested, the applicant should—

SRR	Regulation Text	Document Reference	Comments
(e)	The operator shall track the position of an aeroplane at least every 15 minutes for the portion(s) of the in-flight operation(s) that is planned in an oceanic area(s) or a remote area(s) under the following conditions:	<i>Exemption 17.003475 FOM 18.5(b) DPM 14.7(a)</i>	<i>Anywhere Airlines has filed for an exemption to this requirement until July 2018 pending obtaining the necessary equipment.</i>

- 1) Insert the manual references which outline the proposed alternative requirements to the SSR;
- 2) Insert an explanation in the Applicant Comments column advising that the alternative requirement is requested; and
- 3) Where the applicant desires, a different font or shading may be used to emphasize manual references or comment.



5.2 APPLYING FOR SPECIAL APPROVAL:

- A. Where the RCAA will be expected to conduct a special review, such as a requests for computer record keeping as the primary method of record keeping, the applicant should—

SRR	Regulation Text	Document Reference	Comments
(g)	The Authority will also consider approval of a computer-based method for keeping any portion of this information.	<i>FOM 11.4 CCM 12.4 FOTM 3.0</i>	<i>Anywhere Airlines is applying to use the Crew Track software as the primary method of recording and tracking crew qualifications.</i>

- 1) Insert the manual references which outline the proposed special methodology to meet the SSR;
- 2) Insert an explanation in the “Applicant Comments” column advising that the proposed is requested; and
- 3) Where the applicant desires, they may change the font or background color in those two cells to emphasize the request.

The alternative methodology must be clearly outline in the applicant’s policies and procedures.

5.3 DECISION REGARDING PERMISSIVE REQUIREMENT?

- A. There are “permissive” requirements included in the regulations. The applicant should their intentions regarding these types of regulations.

B. If the decision is not to take advantage of the permissive requirement, the applicant should—

SRR	Regulation Text	Document Reference	Applicant (and CAA) Comments
15.017	Mirroring of Flight Crew & Cabin Crew Schedules	X	X
(a)	An operator may elect to apply the flight crew member flight duty and rest requirements to the cabin crew members without seeking separate approval from the Authority.	NA	Anywhere Airlines is aware of this permissive requirement but does not plan to use this capability

- 1) Insert an “NA” in the “Manual Reference” column; and
- 2) Insert a statement in the “Applicant Comments” column indicating that this provision will not be requested by the applicant.

C. If the decision is made to take advantage of a permissive requirement, the applicant should complete the SSR in the RCC as outlined in paragraph 5.2 of this AC.

5.4 REGULATION NOT APPLICABLE?

Where an SSR is not applicable to the organization, that fact should be annotated in the RCC in the following manner—

SRR	Regulation Text	Document Reference	Comments
(a)	The operator of an aeroplane over 5 700 kg or a helicopter over 3, 175 kg maximum certificated take-off mass shall:	NA	Anywhere Airlines does not plan to operate helicopters.

- 1) Insert an “NA” in the “Manual Reference” column; and
- 2) Insert a statement in the “Applicant Comments” column explaining the reason that SSR is not applicable; and
- 3) Where the applicant desires, they may change the background color in the table row to gray.

The color change will allow the RCAA to quickly review the “not applicable” answers for accuracy.

5.5 A-1 = ACKNOWLEDGMENT OF APPLICABILITY REQUIRED

Where the SRR outlines the applicability of the requirement, the applicant is expected to acknowledge that applicability to their operations by—

- 1) Inserting “A-1” in the “Document Reference” column (this indicates to the RCAA that the applicant is aware of the applicability); and/or

SRR	Regulation Text	Document Reference	Comments
12.001	Applicability		
(a)	This Part applies to the carriage of passengers, cargo or mail for remuneration or hire by persons whose principal place of business or permanent residence is located in Rwanda.	A-1	This Part applies to all operations of Anywhere Airlines.

- 2) The applicant may also insert an acknowledgment statement in the Applicant Comment column, such as “...Anywhere Airlines and its personnel are subject to the requirements of Part 12....”

5.6 A-2 = ACKNOWLEDGMENT OF AN APPLICANT RESPONSIBILITY

Some SRRs provide specific information that is not necessary to include within the manual system, but should be acknowledged by the applicant. The following provides the method for that type of acknowledgment—

- 1) Insert “A-2” in the manual reference column; and/or

SRR	Regulation Text	Document Reference	Comments
12.045	Renewal of an Air Operator Certificate		
(a)	Each applicant shall make the application for renewal of an AOC at least 30 days prior to the date of expiration of their AOC.	A-2	Anywhere Airlines management understands they must make application for AOC renewal 30 days prior to expiration

- 2) The applicant may also insert an acknowledgment statement in the Applicant Comment column, such as “...Anywhere Airlines understands that they must propose an amendment to the AOC operations specifications at least 30 days prior to the intended date of any operation under the amendment..”

5.7 A-3 = ACKNOWLEDGMENT OF A REQUIRED RCAA ACTION

A. For those requirements which state that an action by the Authority is necessary, such as “approval” “acceptance” or “issue,” the applicant’s answer must show that this requirement is reserved as an action responsibility of the Authority.

- 1) Insert “A-3” in the manual reference column; and/or

SRR	Regulation Text	Document Reference	Applicant (and CAA) Comments
12.045	Renewal of an Air Operator Certificate		
(c)	Prior to renewal, the Authority shall conduct a risk assessment of the AOC holder’s continued compliance with the certification standards for an AOC applicable to the type and complexity of the operations and ensure that there are no outstanding safety concerns at the time of renewal.	A-3	Anywhere Airlines management understands the Authority will conduct a risk assessment prior our renewal.

- 2) The applicant may also insert an acknowledgment statement in the Applicant Comment column, such as “...Anywhere Airlines management understands that this is a requirement reserved for the action of the Authority.”

5.8 NR-PEL = REQUIRED FOR LICENSE KNOWLEDGE & SKILL TEST?

A. Some regulations require knowledge that is basic to the holder of a PEL license. If it is clear that the employees, as holders of PEL licenses, should be aware of the requirement, it may not be necessary for that information to be included in the organization’s manual system,

- B. In most cases, this will be obvious, such as a a basic airworthiness or operations requirement that applies to the PEL license holders involved, such as—

SRR	Regulation Text	Document Reference
10.345	Changes to Flight Plan	
(a)	When a change occurs to a flight plan submitted for an IFR flight or a VFR flight operated as a controlled flight, the pilot shall report that change as soon as practicable to the appropriate ATC facility	NR-PEL

- C. For these SRRs—

- 1) Insert an “NR-PEL” in the “Manual Reference” column; and
- 2) The applicant may also insert a statement in the “Applicant Comments” column explaining that the SRR is basic knowledge for the PEL license holder involved; and

Example above reads: "...This SRR is basic knowledge required for original qualification of the PEL license holders involved."

- D. In individual cases, however, the RCAA may determine that some requirements, designated by the applicant as basic knowledge that should be known by the PEL license holder, must be included in the manual system. This decision will necessitate revision of the document to conform.

The applicant should consider meeting with the CPM early in the process of developing the compliance checklists to discuss the SRRs that may to possible to treat as prescribed in this paragraph.

5.9 SPECIAL CITES: AIRCRAFT INSTRUMENTS & EQUIPMENT

- A. Normally manual references provided in Compliance Checklists are provided by paragraph number. (Page number will be acceptable where there is a bold header on the page which indicates the proper subject or the specific regulatory reference cites are properly located.)
- B. Part 6 (Instruments & Equipment) requires manual reference cites that can be taken from the—
- Minimum Equipment Lists ATA numbers – where these numbers show numbers installed (preferred method)
 - Aircraft Equipment List – by page and paragraph number
 - Operations manual – by page and/or paragraph number

5.10 REGULATION COMPLIANCE CHECKLIST EDITORIAL ISSUES

- A. When a RCC is started, immediately insert the official business name of the applicant.

PART 12 REGULATIONS COMPLIANCE CHECKLIST
 (Insert Applicant Organization Name)
 (Insert Revision #: Date)

SRR	Regulation Text	Document Reference	Applicant (and CAA) Comments	Status	CAA
12.001	Applicability				

B. Then insert the revision number (Original =00) and the date.

PART 12 REGULATIONS COMPLIANCE CHECKLIST
Anywhere Airlines
 (Revision 00: 07 July 2017)

SRR	Regulation Text	Document Reference	Applicant (and CAA) Comments	Status	CAA
12.001	Applicability				

C. When the RCAA returns the WORD copy of the RCC to applicant for corrections, they will have indicated the need for corrections and, in most situations, the reason the applicant's answer was not satisfactory.

- Status = NO indicates the need for revision.
- Comments = RCAA comments will use a font different from that used by the applicant to ensure that these comments are noted by the applicant's personnel.

D. The first action the applicant should take is to SAVE the WORD file as the next revision number,

E. Then change the revision number and date.

PART 12 REGULATIONS COMPLIANCE CHECKLIST
Anywhere Airlines
 (Revision 01: 30 July 2017)

SRR	Regulation Text	Document Reference	Applicant (and CAA) Comments	Status	CAA
12.001	Applicability				

F. Now the applicant should revise the new RCC file and the associated company manuals to complete the corrections recommended by the RCAA.

	<ul style="list-style-type: none"> ● The applicant should not change the RCAA "NO" status.column. ● The RCAA will review the SRR revisions related to the previous "NO" decision.
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G. Continue the same format for subsequent revisions requested by the RCAA.

SECTION 6 RCAA REVIEW

6.1 COMPLETELY ACCURATE CROSS-REFERENCES

A. The goal is to have a completely accurate cross-reference of the SRRs that provides the applicant's—

- 1) Manual system primary references for the applicable SRRs;
- 2) Acknowledgments of applicability;
- 3) Acknowledgment of responsibility;
- 4) Alternate proposals for exemptions and/or deviations; and
- 5) Special approval requirements.

B. These RCCs, when completely accurate, are included in a Completed Certification Report that is retained by the RCAA to demonstrate that the applicant was in compliance with the applicable SRRs when they were issued the certificate of approval.

6.2 REJECTED & REVISED REGULATION COMPLIANCE CHECKLISTS

A. The submitted RCCs will be audited for compliance with each SRR.

- B. Submitted RCCs that have inaccurate or insufficient references will be returned to the applicant and the conformance review will be terminated.
- C. When the revised RCCs, and supporting manual revisions are re-submitted, the conformance review will begin again.
- D. The RCCs will remain “In-Work” throughout the document evaluation phase.
- E. Throughout the certification process, with emphasis on the document evaluation phase, these checklists will ensure that, when the certification process is completed, the applicant and its manual system are in conformance with the applicable RCAR Parts.



The RCAA document conformance review will not be conducted in the absence of accurate RCC that correctly cross-references the applicant’s manual system.

6.3 GENERAL RCAA APPROACH

- A. Assuming the applicant submitted a complete package of RCCs and documents, the certification team will use the following methodology—
- 1) As early as possible in the document conformance phase, all of the regulatory RCCs will be evaluated in detail to ensure that the applicant’s manual references and comments are correct.
 - 2) If not, these documents will be rejected and returned to the applicant. At this point the document conformance phase (and entire certification process) will be suspended pending the necessary revisions by the applicant.
 - 3) The remainder of the document conformance phase cannot be accomplished in a timely manner until the manual system is determined to be in conformance with the applicable regulations.
 - 4) After the RCC references and comments are found to be acceptable, the RCAA will continue to be alert for potential changes to the references as addition revisions to the affected manuals are necessary.
- B. The RCCs are only considered to be acceptable as in-final for inclusion in the RCAA certification file after all manual revisions required in the document conformance phase have been finalized as acceptable.



The RCAA will not complete the document evaluation phase until the regulatory compliance checklists are not correct!!

6.4 FILING OF EACH SUBMITTED REGULATION COMPLIANCE CHECKLIST

- A. The RCAA will retain a digital file copy of each compliance checklist that is submitted by the applicant, including those which are returned for revision.
- B. The copy that is accepted by the RCAA as an accurate and final copy will be retained a special certification “book” as evidence to international aviation authorities that the applicant completed a complete certification under the applicable aviation regulations.

At all points in the certification process where the compliance checklists is rejected or found to be fully acceptable, a copy will be printed as a PDF file and retained in the certification records.

End of Advisory Circular

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