

# Staff Instruction

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**SI 8900-1.1**

**STAFF INSTRUCTION ORGANIZATION, USE  
AND REVISION**

Amendment : 0

Date : 6 March 2018

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**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION  
DIRECTORATE GENERAL OF CIVIL AVIATION  
JAKARTA – INDONESIA**

### AMENDMENT RECORD LIST

<b>Amendment No.</b>	<b>Issue Date</b>	<b>Reference</b>
0	6 March 2018	KP 056 Year 2018, Date 6 March 2018

## FOREWORD

- 1. PURPOSE** : This Staff Instruction has been prepared to guide and assist all Directorate of Airworthiness and Aircraft Operation personnel, Directorate General of Civil Aviation, operators (AOC, AMO, ATO) or applicants dealing with DGCA, in properly discharging their responsibilities and efficiently accomplishing their assigned tasks..
- 2. REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
- 3. CANCELLATION** : Staff Instruction SI 8300 Volume 1 Chapter 1 and Staff Instruction SI 8400 Volume 1 Chapter 1 are cancelled
- 4. AMENDMENT** : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

## DIRECTOR GENERAL OF CIVIL AVIATION

Ttd.

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## CHAPTER 1 – GENERAL HANDBOOK INFORMATION

### 1. PURPOSE

This Staff Instruction directs the activities of DGCA inspectors responsible for the certification, technical administration, and surveillance of AOC, AMO, ATO (PSC 141, TCC 142, AMTO 147) and certain other air operators conducting operations in accordance with the appropriate part of CASR, certificated airmen, and other aviation activities. This Staff Instruction also provides direction for the AOC holder, AMO holder, approved training organization, and applicant dealing with DGCA related with certification, technical administration and surveillance AOC, AMO, ATO and certain other air operators.

### 2. STANDARDIZATION AND COORDINATION

A major objective of Staff Instruction is to standardize the functions of the DGCA Inspector position. For this reason, any change to Staff Instruction must be in accordance with the Director General Decree Number KP.10 Year 2015, Technical Guidance for Development of Regulation in the DGCA.

**a. Authority to Change Staff Instruction.** The Director General must approve all changes to Staff Instruction.

**b. Conflicts within Staff Instruction.** The guidance in a Staff Instruction may conflict with other Staff Instruction. This situation may arise inadvertently or because it is impractical to revise all Staff Instruction simultaneously. In such a case, use the Staff Instruction with the most recent date. If the guidance in Staff Instruction conflicts with CASR, CASR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors. Supervisors and managers may contact the Subdirectorate Standardization of DAAO to resolve such questions.

**c. Availability of Staff Instruction.** Staff Instruction is available to both DGCA personnel, AOC holder, AMO holder, ATO holder, and applicant dealing with DGCA. All Staff Instruction is available in DGCA website : [www.hubud.dephub.go.id](http://www.hubud.dephub.go.id) or [www.dkppu.id](http://www.dkppu.id).

### 3. STAFF INSTRUCTIONS REVISIONS. Individuals at all levels of the DGCA and in the aviation industry are encouraged to make suggestions for revisions to Staff Instructions.

**a. Policy Questions or Concerns.** Any questions or concerns regarding Staff Instructions content should be consulted with DAAO management for resolution or clarification of the issue before submitting a feedback inquiry.

#### **b. Staff Instructions Revision Process.**

- 1) Sub Directorate concern in DAAO submit proposal of draft of revision Staff Instructions to the Sub Directorate Standardization.

- 2) Sub Directorate Standardization review the proposal of draft of revision and will coordinate with the appropriate Sub Directorate.
- 3) After the proposed staff instruction has been discussed and evaluated with the relevant Sub Directorate and Sub Directorate Standardization, the final draft of Staff Instructions will be submitted to the Legal Division of DGCA.
- 4) The Legal Division of DGCA will conduct an evaluation and review with Sub Directorate Standardization of DAAO to determine the possibility of conflict or not with another Staff Instructions.
- 5) The final draft Staff Instructions approved by Legal Division of DGCA will be submitted to the Director General for approval.
- 6) If Director General agrees and Staff Instructions has been approved then revised Staff Instructions will be published to DGCA website.

#### **4. DIRECTIVE AND GUIDANCE INFORMATION.**

**a. Directive Information.** Directive information is information considered directive in nature, contains terms such as “shall,” “will,” or “must,” and means the actions are mandatory. “Shall not” prohibits the action. The use of these terms will leave no flexibility, and inspectors must follow their direction unless otherwise authorized by Director General.

**b. Guidance Information.** Guidance information is information considered guiding in nature and will contain terms such as “should” or “may.”

- 1) “Should” indicates actions that are expected. If the “should” expectation cannot be met, what was done to comply must be documented. Resulting mitigating actions must be taken and communicated as appropriate.
- 2) “May” indicates actions that are desirable, permissive, or not mandatory, and allow flexibility.

## **CHAPTER 2 – GROUPING OF STAFF INSTRUCTION**

### **1. Group 1. General Guidance and Information**

This group provide general information related with the staff instruction organization use revision, description of the organization's activities within DAAO, Human resources Development of DAAO Personnel and Inspector Training System of DAAO Personnel.

### **2. Group 2. Organization Certification**

This group provide guidance for certification process. The purpose of the certification process is to provide a means by which prospective Air Operator Certificate, Approve Maintenance Organization, Approve Training Organization or other organization are authorized to conduct business in a manner which complies with all applicable regulations and Aviation Act number 1 year 2009.

### **3. Group 3. General Technical Administration**

This group provides general process of approval or acceptance of certain operations, programs, documents, procedures, methods, or systems is an orderly method used by DGCA inspector to ensure that such items meet regulatory standards and provide for safe operating practices.

### **4. Group 4. Aircraft Equipment & Authorization**

This group provides an explanation of navigational concepts, direction, and guidance used by DGCA Inspector to evaluate requests for authorization to conduct en route operations. It also discusses methods and requirements necessary to approve or deny requests for proposed operations using aircraft and/or navigation systems new to that operator and proposed operations into new areas of en route operation using previously approved aircraft and navigational systems.

### **5. Group 5. Airman Certification**

This group contains direction, guidance, and procedures for certification of airmen. Applicable regulations include CASR Part 61, 63, 65, 67, 91, 121, 133, 135, 137, 141, 142, 145 Or 147.

**6. Group 6. Surveillance and Inspection**

This group contains direction, guidance, and procedures for surveillance and inspection. Applicable regulations include CASR part 60, 91, 121, 129, 133, 135, 137, 141, 142, 145 or 147.

**7. Group 7. Investigations**

This group contains direction, guidance, and procedures for investigations and reporting, related with aircraft accident, serious incident, incident and also conduct complaint and violation investigation.

**8. Group 8. DGCA Designees**

This group provides inspector guidance regarding designated examiners who work in air transportation. Applicable regulations for CASR part 183

**9. Group 9. Certification for Product and Parts.**

This group contains direction, guidance, and procedures for certification of product and parts. Applicable regulations include CASR part 21, 23, 25, 27, 29, 31, 33, 34, 35, 36, 39, 45 or 47.

**10. Group 10. Compliance & Enforcement**

This group contains direction, guidance and procedure for imposition of administrative sanctions against violation of the aviation law and regulations.

**11. Group 11. State Safety Program (SSP) and Safety Management System Policies and Procedure**

This group contains direction, guidance and procedure for State Safety Program (SSP) and Safety Management System (SMS) implementation.

**12. Group 12. Remotely Piloted Aircraft System (RPAS)**

This group contains direction, guidance and procedure Remotely Piloted Aircraft System (RPAS) operation.

## **APPENDIX 1 LIST OF STAFF INSTRUCTION**

### **Group 1. General Guidance and Information**

1. SI 8900-1.1 Staff Instruction Organization, Use and Revision
2. SI 8900-1.2 DGCA Inspectors Responsibilities, Administration, Ethics, and Conduct
3. SI 8900-1.3 Inspector Training System for DAAO Personnel
4. SI HRD-01.1 Human Resource Development of Directorate Airworthiness and Aircraft Operations Personnel
5. KP 10 Year 2015 Technical guidance for development procedures of regulation within DGCA.
6. KP 63 Year 2016 Description of the Organization's Activities within DAAO
7. KP 158 Year 2017 Technical Guidance on Distribution, Response and Monitoring of ICAO State Letter
8. SI LEG – 03 Guidance on the Implementation of Article 83 bis of the Convention on International Civil Aviation
9. SI Form 01 Form Manual for Airworthiness and Aircraft Operations
10. SI Form 02 Form Manual for Aviation Medical Center (AMC)
11. KP 071 Year 2018 Standar Operasional Prosedur (SOP) Rekrutmen Dan Evaluasi Calon Inspektur Perbantuan Di Lingkungan Direktorat Kelaikudaraan dan Pengoperasian Pesawat Udara

### **Group 2. Organization Certification**

1. SI 8900-2.1 Certification or Renewal or Amendment of a CASR Part 121 and Part 135 Air Operator Certificate (AOC)
2. SI 8900-2.2 Carry On Baggage Program and Cargo Operations
3. SI 8900-2.10 Certification, Operating Requirements and Continuing Surveillance for Training Center
4. SI 8900-2.11 Certification or Renewal or Amendment of a CASR Part 145 for Domestic AMO
5. SI 8900-2.13 Certification or Renewal or Amendment of a CASR Part 145 for Foreign AMO
6. SI 8900-2.20 Validation of Air Operator Certificate
7. SI 141-01 Certification, Operating Requirements and Continuing Surveillance for Pilot Schools
8. SI 147-01 Approval of Aircraft Maintenance Training Organizations

### **Group 3. General Technical Administration**

1. SI 8900-3.2 Exemptions, Deviations, Waivers, and Authorizations
2. SI 8900-3.4 Manual on Electronics Flight Bags (EFBs)
3. SI 8900-3.13 Lease Agreement
4. SI 8900-3.18 Air Operator Certificate, Operating Certificate and Operations Specifications
5. SI 8900-3.181 Authorization, Condition and Limitation
6. SI 8900-3.32 The General Process For Approval of Applicant Manuals
7. SI 8900-3.324 Approval and Inspection of Operation Manual
8. SI 8900-3.325 Evaluation and Acceptance of Ground Operations Manual
9. SI 8900-3.326 Review the Operator Mechanical Interruption Summary Report
10. SI 8900-3.327 Evaluation of Air Operator's Maintenance Program (MP)
11. SI 8900-3.328 Evaluate Company Maintenance Manual
12. SI 8900-3.329 Maintenance Records System Evaluations
13. SI 8900-3.552 Administration and Control of Aircraft Welding and Non Destructive Testing (NDT)
14. SI 43-01 Service Difficulty Reporting System

### **Group 4. Aircraft Equipment & Authorization**

1. SI 8900-4.1 Performance Based Navigation Operations Approval Manual
2. SI 8900-4.2 All Weather Operations
3. SI 8900-4.3 Approval Of Major Repairs and Alterations
4. SI 8900-4.4 Procedures for the Development Review and approval of a Minimum Equipment List (MEL) and Configuration Deviation List (CDL)
5. SI 8900-4.6 Issuance and Surveillance for Extended Operations (ETOPS) Authorizations
6. SI 8900-4.10 Issuance and Surveillance for Reduced Vertical Separation Minimums (RVSM) Authorizations

### **Group 5. Airman Certification**

1. SI 8900-5.1 Competency Standard for TCAS II Operation and Aeronautical Knowledge Syllabus Training
2. SI 8900-5.2 Personnel Licensing Procedures and Flight Operations

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|-----|----------------|---|
|     |                | Inspector Tasks and Responsibilities  |
| 3.  | SI 8900-5.14   | English Language Proficiency Testing  |
| 4.  | SI 65-01       | Aircraft Maintenance Engineer Licensing Procedures                                      |
| 5.  | SI 65-45       | Validation of a Foreign Aircraft Maintenance Engineer Licence                           |
| 6.  | SI 67-01       | Aviation Medical Examination Procedures   |
| 7.  | SI PTS 8081-5  | Practical Test Standard Airline Transport Pilot and Aircraft Type Rating For Airplane   |
| 8.  | SI PTS 8081-10 | Practical Test Standard Flight Operations Officer                                       |
| 9.  | SI PTS 8081-11 | Practical Test Standard Flight Attendant and Aircraft Type Rating                       |
| 10. | SI PTS 8081-12 | Practical Test Standard Commercial Pilot For Airplane                                   |
| 11. | SI PTS 8081-14 | Practical Test Standard Private Pilot For Airplane                                      |
| 12. | SI PTS 8081-15 | Practical Test Standard Private Pilot For Rotorcraft; Helicopter; Gyroplane             |
| 13. | SI PTS 8081-16 | Practical Test Standard Commercial Pilot For Rotorcraft, Helicopter, Gyroplane          |
| 14. | SI PTS 8081-20 | Practical Test Standard Airline Transport Pilot And Aircraft Type Rating For Helicopter |

## **Group 6. Surveillance and Inspection**

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|-----|---------------|---|
| 1.  | SI 8900-6.1   | Aircraft Inspection   |
| 2.  | SI 8900-6.2   | Ramp Inspection   |
| 3.  | SI 8900-6.3   | Auditing and Surveillance for Air Operator Certificate                                      |
| 4.  | SI 8900-6.4   | Training Program and Training Records Inspection For Flight Crew, FOO, and Flight Attendant |
| 5.  | SI 8900-6.5   | Training Program and Training Records Inspection For Maintenance Personnel                  |
| 6.  | SI 8900-6.6   | Evaluation of Air Operator's Continuing Analysis and Surveillance Program (CASP)            |
| 7.  | SI 8900-6.9   | Auditing and Surveillance Procedure For Approved Maintenance Organization (AMO) Holders     |
| 8.  | SI 8900-11.10 | Synthetic Training Devices Evaluations  |
| 9.  | SI 129-01     | Validation and Surveillance of Foreign Air Operators  |
| 10. | SI 8300       | Airworthiness Inspector's Handbook  |
| 11. | SI 8400       | Flight Operations Inspector's Handbook  |

### **Group 7. Investigations**

1. SI LEG - 01 Investigative And Enforcement Procedures
2. SI 8900-7.1 The General Process For Handling Aircraft Accident/Incident Investigations

### **Group 8. DGCA Designees**

1. SI 183 – 01 Designated Engineering Representative (DER) Guidance Handbook
2. SI 183 – 02 Designated Manufacturing Inspection Representatives (DMIRs)
3. SI 183 – 04 Administration of Designated Aircraft Maintenance Engineer Examiner Representatives (DAMEER)
4. SI 183 – 05 Administration of Designated Aviation Medical Examiner Representatives (DAMER)

### **Group 9. Certification for Product and Parts**

1. SI 21 – 01 Type Certification Procedures
2. SI 21 – 02 Airworthiness Certification of Aircraft And Related Product
3. SI 21 – 03 Validation Procedures Of Foreign Type Certificate (Aircraft, Engine And Propeller)
4. SI 21 – 04 Issuance of Issue Paper
5. SI 21 – 06 Production Approval and Surveillance
6. SI 21 – 07 Aircraft Certification System Evaluation Program
7. SI 21 – 08 Acceptance Of TSO And TSO Equivalent Appliances
8. SI 21 – 09 Procedure for Completion and Used of DGAC Form 21-18, "Airworthiness Approval Tag"
9. SI 21 – 10 Certification Procedures For Design Organization Approval (DOA)
10. SI 21 – 11 Notification of New Type of Aircraft Registered In Indonesia and Handling Such Notification From Other State of Registry
11. SI 21 – 31 Procedures For Approval of Data
12. SI 21 – 99 Approval of Service Bulletins
13. SI 36 – 01 Procedures for The Noise Certification Of Aircraft
14. SI 39 – 01 Issuance of Airworthiness Directives
15. SI 45 – 01 Procedures for Assignment Of Aircraft Registration Marks
16. SI 47 – 01 Aircraft Registration Procedure
17. SI 47 – 02 Irrevocable Deregistration And Export Request Authorisation (IDERA)

18. SI 47 – 03                      Prosedur Pengadaan Pesawat Udara

**Group 10. Compliance & Enforcement**

1. KP 623 / 2015                      Procedures And Mechanisms of Administrative Sanction  
For The Violation to The Aviation Regulations

**Group 11. State Safety Program (SSP) and Safety Management System Policies and Procedure**

1. SI 19 – 01                      Mandatory Occurrence Reporting System (MORS)  
2. SI 19 – 02                      Voluntary Reporting System (VRS)  
3. SI 19 – 03                      Flight Data Analysis Program  
4. SI 19 – 04                      Flight Safety Document System (FSDS)  
5. SI 19 – 05                      Safety Management Systems (SMS) Guidance for  
Inspector & Organizations

**Group 12. Remotely Piloted Aircraft System (RPAS)**

- 1      RESERVED