

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 477 TAHUN 2013

TENTANG
PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN
PENERBANGAN SIPIL BAGIAN 8900-2.20 (*STAFF INSTRUCTION*)
TENTANG PROSEDUR VALIDASI TERHADAP SERTIFIKAT OPERATOR
PESAWAT UDARA (*VALIDATION OF AIR OPERATOR CERTIFICATE*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. Bahwa dalam Keputusan Menteri Perhubungan Nomor PM 28 Tahun 2013 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 121 tentang Persyaratan Sertifikasi dan Operasi bagi Perusahaan Angkutan Udara Yang Melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwal (Certification and Operating Requirement: Domestic, Flag and Supplemental Air Carriers) telah diatur mengenai persyaratan sertifikasi dan operasi bagi perusahaan angkutan udara;
- b. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a, perlu ditetapkan Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-2.20 (*Staff Instruction*) tentang Prosedur Validasi Terhadap Sertiikat Operator Pesawat Udara (*Validation of Air Operator Certificate*) dengan Peraturan Direktur Jenderal Perhubungan Udara;
- Mengingat : 1. Undang-Undang Republik Indonesia Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Republik Indonesia Tahun 2001 Nomor 9,

Tambahan Lembaran Negara Republik Indonesia Nomor 4075);

3. Peraturan Presiden Nomor 47 Tahun 2009 tentang Kedudukan, Tugas, Fungsi, Kewenangan, Susunan Organisasi Dan Tata Kerja Kementerian Negara RI sebagaimana telah diubah dengan Peraturan Presiden Nomor 91 Tahun 2011;
4. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas, dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas, dan Fungsi Eselon I Kementerian Negara sebagaimana telah diubah dengan Peraturan Presiden Nomor 38 Tahun 2013;
5. Peraturan Menteri Perhubungan Nomor PM28 Tahun 2013 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 121 (Civil Aviation Safety Regulation 121) tentang Persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara yang Melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwal (*Certification and Operating Requirements: Domestic, Flag, and Supplemental Air Carriers*);
6. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan;

MEMUTUSKAN :

Menetapkan : PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-2.20 (*STAFF INSTRUCTION*) TENTANG PROSEDUR VALIDASI TERHADAP SERTIFIKAT OPERATOR PESAWAT UDARA (*VALIDATION OF AIR OPERATOR CERTIFICATE*)

Pasal 1

Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-2.20 tentang Prosedur Validasi Terhadap Sertifikat Operator Pesawat Udara (*Validation of Air Operator Certificate*) sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Direktur Kelaikan Udara dan Pengoperasian Pesawat Udara, mengawasi pelaksanaan peraturan ini.

Pasal 3

Peraturan ini mulai berlaku pada tanggal ditetapkan

Ditetapkan di : JAKARTA
pada tanggal : 17 Oktober 2013

DIREKTUR JENDERAL PERHUBUNGAN UDARA

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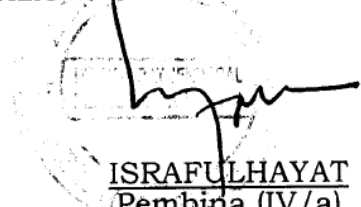
HERRY BAKTI

SALINAN Peraturan ini disampaikan kepada :

1. Sekretaris Jenderal, Kementerian Perhubungan;
2. Inspektur Jenderal, Kementerian Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di Lingkungan Ditjen Perhubungan Udara;

Salinan Sesuai Dengan Aslinya

KEPALA BAGIAN HUKUM DAN HUMAS



ISRAFULHAYAT
Pembina (IV/a)
NIP. 19680619 199403 1 002

Staff Instruction

SI 8900 - 2.20

Validation of Air Operator Certificate

Amendment : 0
Date : July 2013

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

AMENDMENT RECORD LIST

Amendment No.	Issue Date	Inserted By	Insertion Date
Original issue	SKEP/...../.../2013/.../2013		

SUMMARY OF AMENDMENTS

Amendment No.	Source/s	Subject/s	Approved
Original			SKEP/....../2013/2013

FOREWORD

1. **PURPOSE** : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate General of Civil Aviation (DGCA) for the validation of Indonesian air operators for operations that they are currently authorized. This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DGCA.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
3. **CANCELLATION** : None.
4. **AMENDMENT** : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

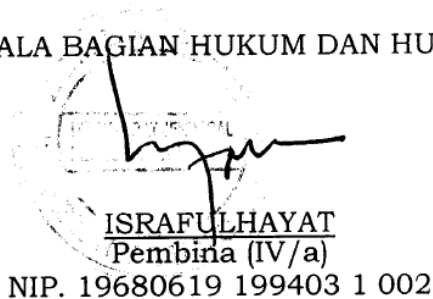
DIRECTOR GENERAL OF CIVIL AVIATION

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HERRY BAKTI

Salinan Sesuai Dengan Aslinya

KEPALA BAGIAN HUKUM DAN HUMAS



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CHAPTER 1. GENERAL

1. PURPOSE

This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate General of Civil Aviation (DGCA) for the validation of Indonesian air operators for operations that they are currently authorized. At the successful conclusion of this process, an AOC can be validated and, if desired, renewed.

2. BACKGROUND

It has been determined that there is a need to review existing valid air operator certificates in order to verify that the holders meet the current Indonesian requirements for air operations. This Staff Instruction is modelled on the five phase air operator certification process as set out in SI (O) 121-01 and related chapter of SI 8300 and SI 8400 for Air Operator Certification purposes.

The completion of this process will support a conclusion that affected air operator certificates comply with Indonesian requirements. If an AOC will be expiring soon after the conclusion of the validation process, successful validation may also be used as the basis for renewal of the AOC.

3. APPLICABILITY

This staff instruction will be applied to all valid air operator certificates which certification documents are inadequate.

CHAPTER 2. PRE-VALIDATION PROCESS

1. VALIDATION – 3 PHASE PROCESS

The validation of AOC holders will consist of 3 phases:

- a. Document Compliance Phase
- b. Demonstration and Inspection Phase
- c. Validation Phase

Phase 1 and phase 2, the objective of the validation process will be to confirm that the AOC holder meets all current requirements. The requirements for an AOC as set out in SI (O) 121-01 and related chapter of SI 8300 and SI 8400 for Document Compliance Phase, and Demonstration and Inspection Phase will be used in this validation process, including related checklists.

The validation of any requirement can be accomplished either by the evidence of existing current DGCA inspection records or by DGCA Inspectors completing the required compliance verification, demonstration or inspection as appropriate. In order to be considered as a “current inspection record”, the Inspection must comply with current DGCA requirements, and the inspections performed by qualified Inspectors trained to complete the inspection process

The validation will be completed by a validation team, leading to a recommendation to the Director General for validation, and renewal as appropriate.

2. VALIDATION TEAMS

The DGCA will use inspector assigned to each air operator as the core members of the validation teams. Each team will consist of a:

- a. Validation Project Manager (VPM)
- b. Principal Operations Inspector
- c. Principal Airworthiness Inspector
- d. Other Inspectors as needed

When technical evaluation of aircraft type-specific manuals and training is required, the team will be supported by qualified inspectors.

3. PREPARATION FOR VALIDATION

The validation team must review the DGCA files for:

- a. The AOC and associated operations specifications granted to this Organization
- b. A regulations compliance checklist from SI 121-01(O) for CASR requirements, which applicable to this type of operation.
- c. The approved Operations and Maintenance Manuals
- d. Any other manuals (e.g. Safety Management Manual) which may be in use by the organization;
- e. The DGCA surveillance records for the past 12 months.
- f. The resolution of any safety concerns identified by DGCA during surveillance or incident or complaint investigation; and
- g. The previous DGCA records, including certification and renewal record.

The operator's accountable manager should be advised by the VPM of the DGCA intent to conduct a formal validation process and, if appropriate, to consider renewal at the completion of the validation process.

The VPM should provide this notification by telephone contact, followed by a formal letter.

The VPM should be prepared to conduct a meeting with the operator's management to explain the validation process and goals before initiation of the first validation inspections.

The validation team should advise the organization of the timing of the initial validation inspections and the necessity to have all managers and records available.

In reviewing documentation the validation team will require:

- a. Regulatory compliance checklists must be fully completed by the AOC holder;
- b. Evidence of all current DGCA approvals must have a corresponding record of evaluation and/or inspection to support the decision.

c.

CHAPTER 3. VALIDATION PROCESS

1. DOCUMENT COMPLIANCE

The DGCA will establish that the AOC holder is in complete compliance with the applicable regulations as a first step.

Because the primary thrust of this validation is conformance to the existing regulations, this activity is the most critical step in the process. This portion will be conducted in accordance with SI (O) 121-01, and related chapter of SI 8300 and SI 8400.

a. Identified Issues

A record of any issues identified must be retained in DGCA records and the issue informed to the operator.

b. Compliance Required

- All required compliance checklists will be completed by the organization, with the specific manual and paragraph references cited for applicable regulations;
- The DGCA has audited the regulatory compliance checklists and manual references;
- Manuals comply to the regulations,
- The final version of each compliance checklist is correct and acceptable to the DGCA.

2. DEMONSTRATION AND INSPECTION PHASE

This phase will be addressed by the conduct of an audit in accordance with SI 120-02 plus the addition of two elements of certification requirements contained in SI (O) 121-

01, and related chapter of SI 8300 and SI 8400 which are not normally part of ongoing oversight audit; Evacuation demonstration and Proving flights.

The requirements for evacuation demonstration and proving flights can be established either through the evidence of existing current oversight activities, or by the conduct of the certification action required under SI (O) 121-01 and related chapter of SI 8300 and SI 8400.

a. Identified Issues

A record of any issues identified must be retained in DGCA records and the issue informed to the operator.

b. No Outstanding Issues

There must not be any outstanding issues at the conclusion of the demonstration and Inspection phase.

3. COMPLETION OF THE VALIDATION PROCESS

a. Documents Must Be Compliant

All technical documents must be in final form, with any identified issues resolved and must be compliant with applicable regulations.

The compliance checklists must be acceptable in final form.

b. No Outstanding Validation Issues

The validation process cannot be concluded until all issues identified during the Validation process have been resolved. This means that if a non-conformance was identified during a validation inspection, a follow-up inspection would have been required to verify the implementation of corrective action.

c. Validation Review Meeting

The VPM will conduct a meeting with the validation team to ensure that the validation project has been completed properly.

This meeting will include a review of the Validation Final Report, which includes a summary of safety issues identified and their resolution.

The meeting will also review a summary of issues arising separately from the validation process that affect the validation (e.g., ongoing investigation by the AOC holder of a dangerous goods event that is being addressed in accordance with DGCA requirements.)

The team will ensure that each inspector's participation in the project has been properly documented by recording on the meeting record.

CHAPTER 4. RECOMMENDATION

1. RECOMMENDATION VALIDATION / RENEWAL

At the conclusion of the review meeting the the VPM will prepare a record of the meeting that includes at least:

- a. Time / date / place / participants
- b. Individual Recommendation for Approval or disapproval signed by each team members regarding their technical area.
- c. Final recommendation for approval and renewal if required, or disapproval with signature of VPM

2. FINAL DETERMINATION OF VALIDATION

The Recommendation from the VPM will be provided to the Director General. The Director General will make the final determination of approval, and renewal if required, or disapproval.

3. COMMUNICATION OF DETERMINATION

The determination of the decision of the Director General will be communicated formally in writing to the AOC holder. If this decision is to disapprove, the communication will indicate the reason why and indicate required next steps to be taken.

4. ADMINISTRATION

If the Director General's decision is to renew the AOC, the administrative process for issuing the renewed AOC will be continued.

The VPM will be responsible to ensure that records of the validation are incorporated into IMSIS.

5. COMPLETED VALIDATION REPORT

The completed validation report will include:

- a. The Director General's determination and validation team recommendation(s)
- b. The original AOC, and the renewed AOC as appropriate and associated operations specifications.
- c. Validation Team assignment
- d. Plan of validation
- e. Notification to AOC holder of Validation and validation plan
- f. All approval documents reissued during the validation;
- g. An issues summary report demonstrating that there are no issues arising separately from the validation process that affect the validation (e.g., ongoing investigation by the AOC holder of a dangerous goods event that is being addressed in accordance with DGCA requirements.)
- h. A report of any issues identified and resolved during the validation project, demonstrating that there are no open issues related to the validation (renewal).
- i. Copy of final compliance checklists.