



AVIATION DIRECTIVE  
Contents of an Operations Manual – Additional Requirements

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## AVIATION DIRECTIVE

- 1.1 Pursuant to section 38 (6) of the Civil Aviation Act, "the Executive Director may issue an Aviation Directive ("AD") comprised of a permission, approval or procedure, or the imposition of a condition, restriction or prohibition which the Executive Director believes on reasonable grounds to be –
- a) consistent with the objectives of applicable regulatory requirements, procedures or documents; and
  - b) necessary and expedient to better achieve the objects of the Act".
- 1.2 This AD sets in place requirements for contents of an operations manuals – additional requirements.
- 1.3 This Directive entirely replaces Directive DCA-03/2014.

### Background

2. Regulations 121.04.3, 127.04.3, and 135.04.3 require that an air operator draw up an operations manual containing all information required under the applicable Parts and setting out the manner in which the operator will operate the commercial air transport operation to be authorized by the air operator certificate

The structure and contents of the operations manual are prescribed in Document NAM-CATS-OPS 121, NAM-CATS-OPS 127, and NAM-CATS-OPS 135.

### Purpose

3. This Directive is issued to include additional requirements to the contents of operations manual requirements under NAM-CATS-OPS 121.04.3, 127.04.3, and 135.04.3 so as to meet the requirements of ICAO Annex 6 Parts I and III standard (see [www.icao.int](http://www.icao.int)).

### Applicability and Duration

4. This directive applies to all holders of an air operating certificate issued under NAMCARs Part 121, 127, and/or 135.



### Action required by the Operator

5. a) An air services operator is required to ensure that the following items are included in the relevant parts of the operations manual
- (i) Requirements for pre-flight, takeoff, and approach flight crew briefings in all multi-crew flights;
  - (ii) Clarification of Air Traffic Control clearances particularly where terrain clearance is involved;
  - (iii) Instructions and training requirements on the avoidance of CFIT and policy on the use of GPWS;
  - (iv) Instructions and training requirements on the avoidance of collisions and the use of ACAS;
  - (v) Procedures for cabin crew to evaluate a traveler with a suspected communicable disease, based on the presence of a fever and certain other signs and symptoms and passing of the information to Air Traffic Control by the Pilot in Command.
- b) Large aircraft operators are required to develop a separate Ground Handling Manual. The manual shall describe the ground handling organizational structure and include responsibilities and procedures for the following:
- (i) Ramp operations;
  - (ii) Passenger services;
  - (iii) Baggage services;
  - (iv) Cabin services;
  - (v) Weight and balance control;
  - (vi) Ground support equipment;
  - (vii) Fuel Services.



Namibia Civil Aviation Authority -  
Safety Division

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Issued by the Interim Executive Director on the 9<sup>th</sup> July 2020

*[Handwritten Signature]* 14/07/2020

Signed

Reinhard Gärtner

