



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 2 - AIRWORTHINESS
SERIES 'F' PART XVI
20TH MARCH, 1992

EFFECTIVE: FORTHWITH

Subject : Approval of Flight Manuals and their amendments.

1. Introduction :

This Civil Airworthiness Requirement is issued outlining the basic procedural requirements governing the approval of Flight Manuals of aircraft, wherever such a document is provided.

2. Definitions :

2.1 Aircraft Flight Manual : A manual, associated with the Certificate of Airworthiness, containing limitations within which the aircraft is to be considered airworthy and instructions and information necessary to the flight crew members for the safe operation of the aircraft.

2.2 Certificate of Airworthiness : A Certificate issued in respect of an aircraft in pursuance of Aircraft Rules implying compliance with minimum standards of airworthiness as acceptable to the Director General of Civil Aviation.

3. Application :

3.1 Instructions contained in this Civil Aviation Requirement shall be applicable wherever the operation of aircraft is governed by the approved Flight Manual, by a specific mention in the Type Certificate and/or Certificate of Airworthiness.

3.2 The Certificate of Airworthiness in respect of an aircraft, operation of which is required to be governed by the Flight Manual, is endorsed with the remarks that the aircraft shall be operated in accordance with the approved Flight Manual. This would interalia imply that approved Flight Manual shall be available to the crew members in the flight deck at all time and shall constitute a part of the C of A of the particular aircraft.

4. Format of the Approved Flight Manual :

The manual should contain in general the following :

Section (1)	General	G
Section (2)	Limitations	L
Section (3)	Emergency Procedures	E
Section (4)	Normal Procedures	N
Section (5)	Performance Appendices	P

Each section of the manual should be prefaced by a table of contents. Each section should have a divider card and tab. The divider card and tab in the section dealing with emergency procedure should be red in colour. The pages should be numbered serially and the first page of each section will be numbered 1.

4.1 Amendment Procedure :

An amendment should be effected by means of insertion of new pages and where applicable by removal of existing pages.

4.2 Amendment Record :

There must be an amendment record indicating the revision number, date of receipt and date of insertion with the signature of the person carrying out the amendment. It should have a column for remarks. Detailed guidance for the preparation of manual is given in ICAO Airworthiness Technical Manual Part III, Section (9) Chapter-II (DOC No. 9051-AN/896)

5. Preparation of the Flight Manual (In respect of Aircraft Manufactured In India).

5.1 In the case of aircraft manufactured in India, the responsibility for the preparation of the Flight Manual shall rest with the manufacturer of the aircraft. It shall be submitted to the Director General of Civil Aviation for approval at the time of Type Certification of aircraft.

5.2 Subsequently, if an amendment to the approved Flight Manual is necessitated, on the basis of operational experience or on the basis of tests conducted by the manufacturer or as required by DGCA, the same shall be prepared by the manufacturer for submission to DGCA for seeking approval.

5.3 All amendments to the Flight Manual shall be distributed by the manufacturer to all the owners/operators of the type of aircraft and to DGCA.

6. Procedure for Approval of Flight Manual (In respect of aircraft manufactured abroad and imported into India).

6.1 For imported aircraft, the Flight Manual and amendments thereto issued by the country of manufacture, as approved by the Airworthiness Authority of that country, shall be deemed to have been approved by the Director General of Civil Aviation.

6.2 Any amendments, other than referred to above, which an operator of an aircraft may consider to be necessary, based on the operational experience or as a result of changes brought about by subsequent incorporation of modification shall require prior approval of the Director General of

Civil Aviation and should be forwarded to DGCA through the Regional/Sub-Regional Airworthiness Offices, under the jurisdiction of which the aircraft is based, for approval. On receipt of the operator's request for amendment, the Regional/Sub-Regional Airworthiness Office will scrutinise the same and after satisfying themselves that need exists for such an amendment, shall provisionally approve of the same and simultaneously approach Headquarters for ratification. Such amendments shall be kept in the Flight Manual, after approval, as appendices to the manual, and the list of appendices shall also be reflected in the "Contents" page of the Manual.

6.3 All amendments incorporated in the Flight Manual of an imported aircraft shall be intimated to Regional/Sub-Regional Airworthiness Offices promptly, who in turn shall intimate DGCA (attention Director of Airworthiness) without delay.

6.4 In case the operator has any genuine difficulty in following the requirements of an amendment, he shall notify the same to the concerned Regional/Sub-Regional Airworthiness Office and also to DGCA (attn: DAW) within a fortnight of the receipt of the amendment. And pending DGCA's decision, the amendments may not be incorporated.

7. Up-keep of the Flight Manual :

It shall be the responsibility of owner/operator to keep the flight manual up-to-date. He should make arrangements with manufacturers for supply of amendments. Flight Manual is part of Certificate of Airworthiness and in case it is not amended up-to-date, the C of A would cease to be valid. Operator must designate persons/section who would be responsible for its up-keep. A certificate must be submitted to Regional/Sub-Regional Airworthiness Office at the time of C of A renewal that flight manual is up-to-date indicating the latest revision incorporated in respect of particular aircraft Flight Manual.

8. The C of A in respect of aircraft, required to be operated in accordance with approved Flight Manual will be issued on Form CA 23 by DGCA.

Sd/-
(N. RAMESH)
**Dy. Director General of Civil Aviation
for Director General of Civil Aviation**