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Statutory Instrument No. 20 of 2012

CIVIL AVIATION ACT
(Act No. 11 of 2011)

**CIVIL AVIATION (APPROVED MAINTENANCE ORGANISATIONS)
REGULATIONS, 2012**
(Published on 23rd March, 2012)

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IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Act and with the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

PART I — *Preliminary*

Citation	1. These Regulations may be cited as the Civil Aviation (Approved Maintenance Organisations) Regulations, 2012.
Application of Regulations	2. Unless the context otherwise requires, the provisions of these Regulations — (a) in so far as they apply to aircraft registered in Botswana, shall apply to such aircraft wherever they may be; (b) in so far as they apply to other aircraft, shall apply to such aircraft when they are within Botswana; and (c) in so far as they prohibit, require or regulate, the doing of anything — (i) by any person in or by any of the crew of, any aircraft registered in Botswana, shall apply to such persons and crew, wherever they may be, and (ii) in relation to any aircraft registered in Botswana by other persons shall, where such persons are citizens of Botswana, apply to them wherever they may be.
Interpretation	3. In these Regulations, unless the context otherwise requires — “accountable manager” means the manager who has corporate authority for ensuring that all maintenance activities required by the owner or operator of an aircraft are financed and carried out to the standard required by the Authority; “aeronautical product” means an aircraft, engine, propeller or sub-assembly, appliance, material, part or component to be installed thereon; “aircraft component” means any assembly, item component, part of an aircraft up to and including a complete power plant or any operational or emergency equipment; “aircraft type” means all aircraft of the same basic design; “airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of a power plant) and landing gear of an aircraft and their accessories and controls; “airworthiness data” means any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft or serviceability of operational and emergency equipment, as appropriate, is assured; “appliance” means an instrument, mechanism, equipment, part, apparatus, appurtenance or accessory, including communication equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft and is not part of an airframe, power plant or propeller; “approved continuous maintenance program” means a maintenance program approved by the state of registry; “approved data” means technical information approved by the Authority; “approved maintenance organisation” means an organisation approved by the Authority to perform specific aircraft maintenance activities;

- “approved standard” means a manufacturing, design, maintenance, or quality standard approved by the Authority;
- “article” means an item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product or part;
- “calibration” means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard or component tested;
- “certifying staff” means personnel authorised by the approved maintenance organisation in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service;
- “composite” means structural materials made of substances, including, but not limited to, wood, metal, ceramic, graphite, boron, epoxy, plastic, fibre-reinforced built-in strengthening agents that may be in the form of filaments, foils, powders or flakes, of a different material;
- “composite structure” means a type of aircraft structure made of plastic resins reinforced with strong light weight filaments;
- “computer system” means any electronic or automated system capable of receiving, storing and processing external data and transmitting and presenting such data in a usable form for the accomplishment of a specific function;
- “facility” means a physical plant, including land, buildings and equipment, which provides the means for the performance of maintenance, preventive maintenance or modifications of any article;
- “housing” means buildings, hangars and other structures to accommodate the necessary equipment and materials of a maintenance organisation that —
- (a) provide working space for the performance of maintenance, preventive maintenance or modifications for which the maintenance organisation is certificated and rated; and
 - (b) provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts and sub-assemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly and testing; and
 - (c) provide for the proper storage, segregation and protection of materials, parts and supplies;
- “inspection” means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;
- “large aircraft” means aeroplane of a maximum certificated take-off mass of more than 5700 kg;
- “line maintenance” means any unscheduled maintenance resulting from unforeseen elements, or scheduled checks that contain servicing or inspections that do not require specialised training, equipment, or facilities;
- “maintenance” means tasks required to ensure the continued airworthiness of an aircraft or aircraft component including any one or combination of overhaul, repair, inspection, replacement, modification and defect rectification;

- “maintenance procedures manual” means a document signed by the accountable manager which contains the approved maintenance organisation’s structure and management responsibilities, scope of work, safety management system, description of facilities, maintenance facilities, maintenance procedure and quality assurance and inspection systems;
- “maintenance release certificate” means a document containing a certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority;
- “major repair” means a repair of an aeronautical product that might appreciably affect the structural strength, performance, power plant operation flight characteristics or other qualities affecting airworthiness or environmental characteristics or that will be embodied in the product using non-standard practices;
- “modification” means a change to the type design of an aircraft or aeronautical product which is not a repair;
- “overhaul” means the restoration of an aircraft or aircraft component using methods, techniques and practices acceptable to the Authority, including disassembly, cleaning and inspection as permitted, repair as necessary and reassembly and testing in accordance with approved standards and technical data or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the state of design, holder of the type certificate, supplemental type certificate or a material, part, process or appliance approval under parts manufacturing authorisation (PMA) or technical standard order (TSO);
- “powerplant” means an engine that is used or intended to be used for propelling aircraft and it includes turbo, superchargers, appurtenances, and accessories necessary for its functioning, but does not include propellers;
- “preventive maintenance” means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations;
- “quality system” means an organized structure with procedures, processes and resources needed to implement quality management;
- “rating” means an authorisation entered on, or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence or certificate;
- “specific operating provisions” means a document describing the ratings in detail and containing or referencing material and process specifications used in performing repair work, along with any limitations applied to the maintenance organisation;
- “small aircraft” means an aeroplane of a maximum certificated take-off mass of 5700 kg or less; and
- “technical standard order (TSO)” means a minimum performance standard issued by the Administrator (US FAA) for specified materials, parts, processes and appliances used on civil aircrafts.

PART II – *Certification*

- 4.** (1) A person shall not operate a maintenance facility without an approved maintenance organisation certificate issued under these Regulations.
- (2) A person who contravenes sub-regulation (1) commits an offence and is liable to a fine not exceeding P50 000, or to imprisonment for a term not exceeding 10 years, or to both.
- 5.** (1) A person shall not advertise as an approved maintenance organisation unless an approval for a maintenance organisation certificate is issued in accordance with these Regulations.
- (2) A maintenance organisation shall not make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- (3) Where an advertisement of an approved maintenance organisation indicates that the approved maintenance organisation is certificated, the advertisement shall clearly stipulate the approved maintenance organisation's certificate number.
- (4) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P50 000, or to imprisonment for a term not exceeding 10 years, or to both.
- 6.** (1) A person who wishes to apply to operate an approved maintenance organisation certificate shall do so in the manner specified by the Authority under this Regulation.
- (2) The certification process shall follow a five phase approach as follows –
- (a) pre-application phase;
 - (b) formal application phase;
 - (c) document evaluation phase;
 - (d) demonstration and inspection phase; and
 - (e) certification phase.
- (3) The formal application phase shall be made in accordance with Form A set out in Schedule 1.
- (4) An applicant for an approved maintenance organisation certificate shall submit the following, together with the application, to the Authority –
- (a) maintenance procedures manual in duplicate;
 - (b) a list of the maintenance functions to be performed for it, under contract;
 - (c) a list of all approved maintenance organisation certificates and rating pertinent to those certificates issued by any contracting state other than Botswana;
 - (d) a non-refundable fee of P5 000; and
 - (e) any additional information the Authority may require the applicant to submit.
- (5) An application for an initial issue of an approved maintenance organisation certificate shall be made to the Authority at least 90 days before the date of intended operation.
- 7.** (1) The Authority may issue to an applicant, an approved maintenance organisation certificate in Form B set out in Schedule 1 if, after inspection, and upon the payment of a fee of P600, the Authority is satisfied that the applicant –
- (a) meets the requirements to be issued an approved maintenance organisation certificate; and
 - (b) is properly and adequately equipped for the performance of maintenance of aircraft or aircraft component for which the applicant seeks approval.

Prohibition
from operating
without
certificate

Prohibition
from
advertising
without
certificate

Application for
an approved
maintenance
organisation
certificate

Issuance of
an approved
maintenance
organisation
certificate

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Validity of certificate	<p>(2) An approved maintenance organisation certificate shall consist of —</p> <ul style="list-style-type: none">(a) a certificate for public display; and(b) specific operating provisions. <p>(3) An approved maintenance organisation certificate shall be signed by the Authority and shall contain —</p> <ul style="list-style-type: none">(a) a certificate number specifically assigned to the approved maintenance organisation;(b) the name and location of the main place of business of the approved maintenance organisation;(c) the date of issue and period of validity; and(d) the ratings issued to the approved maintenance organisation. <p>(4) The specific operating provisions of the certificate shall be signed by the Authority and shall consist of —</p> <ul style="list-style-type: none">(a) a certificate number specifically assigned to the approved maintenance organisation;(b) the class or limited ratings issued in detail, including special approvals and limitations issued;(c) the date issued, amended or renewed; and(d) the signatures of the accountable manager and the Authority. <p>(5) The certificate issued to an approved maintenance organisation under this regulation shall be conspicuously displayed in the premises for inspection.</p> <p>8. An approved maintenance certificate issued in accordance with these Regulations shall be valid for 24 months from the date of issue or renewal, unless a shorter period is specified by the Authority or —</p> <ul style="list-style-type: none">(a) the Authority amends, suspends, revokes or otherwise terminates the certificate;(b) the approved maintenance organisation surrenders it to the Authority; or(c) the approved maintenance organisation suspends operations for more than 180 continuous days.
Renewal of certificate	<p>9. (1) An application for renewal of an approved maintenance organisation certificate shall be made in Form A set out in Schedule 1, at least 60 days before the certificate expires and shall be accompanied by a fee of P5 000.</p> <p>(2) Where an application for renewal is made after the period specified under sub-regulation (1), the application shall be deemed to be an initial application and regulation 6 shall apply.</p>
Suspension or revocation of certificate	<p>10. (1) The Authority may suspend or revoke an approved maintenance organisation certificate where the Authority determines that the certificate holder has not met or no longer meets the requirements of these Regulations.</p> <p>(2) The Authority shall, prior to acting in accordance with Sub-regulation (1), give a 14 days written notice to the certificate holder to rectify the non-compliance.</p> <p>(3) A person issued with an approved maintenance organisation certificate shall return the certificate to the Authority within 14 days of the suspension or revocation of the certificate.</p>
Changes to the approved maintenance organisation certificate and amendments	<p>11. (1) An approved maintenance organisation shall provide 14 days prior written notice to the Authority of any proposal to carry out any changes to enable the Authority to determine compliance with these Regulations and to amend if necessary, the approved maintenance organisation certificate.</p>

(2) An approved maintenance organisation shall not effect the following changes without prior approval of the Authority —

- (a) the name of the approved maintenance organisation;
- (b) the location of the approved maintenance organisation;
- (c) additional locations of the approved maintenance organisation;
- (d) the accountable manager;
- (e) any of the management personnel specified in the approved maintenance organisation's maintenance procedures manual;
- (f) the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval;
- (g) ratings held by the approved maintenance organisation; and
- (h) ownership.

(3) The Authority may, upon payment of a fee of P600 amend the approved maintenance organisation certificate where the approved maintenance organisation notifies the Authority of any of the changes listed in subregulation (2).

(4) The Authority may, on amending the approved maintenance organisation certificate, prescribe new conditions under which the approved maintenance organisation may operate.

(5) The Authority may suspend or revoke an approved maintenance organisation's certificate if the approved maintenance organisation changes any of the items listed under subregulation (2) without notifying the Authority.

12. The Authority may issue the following ratings to an approved maintenance organisation certificated under these Regulations —

Ratings

- (a) airframe ratings —
 - (i) class 1: composite construction of small aircraft,
 - (ii) class 2: composite construction of large aircraft,
 - (iii) class 3: all-metal construction of small aircraft, or
 - (iv) class 4: all-metal construction of large aircraft;
- (b) power plant ratings —
 - (i) class 1: reciprocating engines of 400 horsepower or less,
 - (ii) class 2: reciprocating engines of more than 400 horsepower, or
 - (iii) class 3: turbine engines;
- (c) propeller ratings —
 - (i) class 1: all fixed pitch and ground adjustable propellers of wood, metal or composite construction, or
 - (ii) class 2: all other propellers, by make;
- (d) radio ratings —
 - (i) class 1: communication equipment: any radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications in flight, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signaling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment,

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- (ii) class 2: navigational equipment: any radio system used in aircraft for enroute or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on radar or pulsed radio frequency principles, and
- (iii) class 3: radar equipment: any aircraft electronic system operated on radar or pulsed radio frequency principles;
- (e) instrument ratings –
 - (i) class 1: mechanical: any diaphragm, bourdon tube, aneroid, optical or mechanically driven centrifugal instrument that is used on aircraft or used to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments,
 - (ii) class 2: electrical: any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments cylinder head temperature gauges, or similar electrical instruments,
 - (iii) class 3: gyroscopic: any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses, and
 - (iv) class 4: electronic: any instruments whose operation depends on electron tubes, transistors, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analyzers;
- (f) computer systems rating –
 - (i) class 1: aircraft computer systems,
 - (ii) class 2: power plant computer systems, or
 - (iii) class 3: avionics computer systems; and
- (g) accessory ratings –
 - (i) class 1: mechanical accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft wheel brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units,
 - (ii) class 2: electrical accessories that depend on electrical energy for their operation and, generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps, magnetos, or similar electrical accessories,
 - (iii) class 3: electronic accessories that depend on the use of an electron tube transistor, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls, and
 - (iv) class 4: auxilliary power unit (APU) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic, or electrical power.

13. (1) The Authority may issue a limited rating to an approved maintenance organisation that maintains or alters only a particular type of airframe, power plant, propeller, radio, instrument, computer or accessory or parts or performs only specialised maintenance requiring equipment and skills not ordinarily found in an approved maintenance organisation with ratings as specified in regulation 11. Limited rating

(2) A rating issued under Sub-regulation (1) may be limited to —

- (a) a specific model of aircraft, engine, or constituent part or to any number of parts made by a particular manufacturer;
- (b) airframes of a particular make and model;
- (c) engines of a particular make and model;
- (d) propellers of a particular make and model;
- (e) instruments of a particular make and model;
- (f) computers of a particular make and model;
- (g) radio equipment of a particular make and model;
- (h) accessories of a particular make and model;
- (i) landing gear components;
- (j) floats, by make;
- (k) non-destructive inspection, testing, and processing;
- (l) emergency equipment;
- (m) rotor blades, by make and model;
- (n) aircraft fabric work; and
- (o) any other purpose for which the Authority finds the applicant's request to be appropriate.

(3) An approved maintenance organisation may be issued a specialised service rating to perform specific maintenance or processes and the specific operating provisions of the approved maintenance organisation shall identify the specification used in performing specialised services which may be —

- (a) a civil or military specification that is currently used by the industry and approved by the Authority; or
- (b) a specification developed by the approved maintenance organisation and approved by the Authority.

14. (1) An approved maintenance organisation shall establish an independent quality system and designate a quality manager to monitor compliance with, and adequacy of procedures required to ensure safe maintenance practices and airworthiness of the aircraft. Quality system

(2) Compliance monitoring under this regulation shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(3) Subject to subregulation (1), the quality system, and the quality manager, shall be acceptable to the Authority.

(4) An approved maintenance organisation shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.

(5) The quality system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the approved maintenance organisation.

(6) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure that proper and timely corrective action is taken in response to reports resulting from the independent audits.

(7) An approved maintenance organisation's quality system shall be sufficient to review all maintenance procedures, as described in the maintenance control manual and the maintenance procedures manual, in accordance with an approved program once a year.

(8) An approved maintenance organisation's quality system shall indicate when audits are due, when audits are completed, and establish a system of audit reports, which can be seen by the visiting Authority staff on request.

(9) The approved maintenance organisation's audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

(10) Where the approved maintenance organisation is a small organisation, the independent audit part of the quality system may be contracted to another organisation approved under this part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.

(11) Where the approved maintenance organisation is part of an air operator certificate holder, the air operator certificate holder's quality management system may be combined with the requirements of an approved maintenance organisation and submitted for acceptance to the Authority.

(12) An approved maintenance organisation shall describe the quality system in relevant documentation as outlined by the Authority.

Safety
management
system

15. (1) An approved maintenance organisation shall establish a safety management system that is acceptable to the Authority in order to achieve acceptable level of safety.

(2) The approved maintenance organisation shall implement a safety management system acceptable to the Authority that, as a minimum requirement —

- (a) identifies safety hazards;
- (b) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;
- (c) provides for continuous monitoring and regular assessment of the safety level achieved; and
- (d) aims to make continuous improvement to the overall level of safety.

(3) The approved maintenance organisations shall, in the safety management system, clearly define lines of safety and accountability throughout the maintenance organisation, including a direct accountability for safety on the part of senior management.

(4) The safety management system shall form part of the maintenance procedures manual or may, in the case of an already existing approved maintenance organisation, be made an independent document.

PART III — *Housing, Facilities, Equipment and Materials*

16. An approved maintenance organisation shall have housing, facilities, equipment, materials and data in quantity and quality that meet the standards specified under these Regulations.

General

17. (1) An approved maintenance organisation shall provide —

Housing
and facility
requirements

- (a) appropriate housing for the facilities, equipment, materials and personnel for all planned work to ensure, in particular, protection from weather;
- (b) a comfortable work environment for the task to be carried out to enable the effectiveness of personnel;
- (c) appropriate office accommodation for the management of planned work including, in particular, the management of quality, planning and technical records;
- (d) specialised workshops and bays, segregated, as appropriate, to ensure that environmental and work area contamination is unlikely to occur;
- (e) storage facilities for parts, equipment, tools and materials; and
- (f) storage conditions with security for serviceable parts, segregation of serviceable parts from unserviceable parts and for prevention of deterioration of and damage to stored items.

(2) An approved maintenance organisation with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.

(3) An approved maintenance organisation may perform maintenance, preventive maintenance, or alterations on articles outside its housing if it provides suitable facilities that are acceptable to the Authority.

(4) Where the hangar is not owned by the approved maintenance organisation, the approved maintenance organisation shall —

- (a) provide evidence to the Authority that the approved maintenance organisation is authorised to use the hangar;
- (b) demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;
- (c) update the aircraft hangar visit plan on a regular basis;
- (d) ensure that aircraft component maintenance workshops are large enough to accommodate the components on planned maintenance;
- (e) ensure that aircraft hangar and aircraft component workshop structures can prevent the ingress of rain, hail, ice, snow, wind and dust;
- (f) ensure that workshop floors are sealed to minimise dust generation; and
- (g) demonstrate access to hangar accommodation for usage during adverse weather for minor scheduled work or lengthy defect rectification.

(5) An approved maintenance organisation shall provide aircraft maintenance staff with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

(6) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and comfortable working environment by ensuring that —

- (a) temperatures are maintained at a comfortable level;

- (b) dust and any other airborne contamination are kept to a minimum and not permitted to reach a level in the task area where visible aircraft or component surface contamination is evident;
- (c) lighting is such as to ensure that each inspection and maintenance task can be carried out; and
- (d) noise levels are not permitted to rise to the point of distracting personnel from carrying out inspection and where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection.

(7) Where a particular maintenance task requires the application of specific environmental conditions different from those specified in subregulation (6), such conditions shall be observed.

(8) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust or other airborne contamination, the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.

(9) All susceptible systems shall be sealed until acceptable conditions are re-established for both base and line maintenance where dust or other airborne contamination results in visible surface contamination.

(10) Storage facilities for serviceable aircraft components shall be clean, well-ventilated and maintained at an even dry temperature to minimise the effects of condensation.

(11) An approved maintenance organisation shall follow the manufacturer's standards recommendations for specific aircraft components.

(12) Storage racks shall have sufficient support for large aircraft components so that the components are not distorted.

(13) All aircraft components, wherever practicable, shall be packaged in protective material to minimise damage and corrosion during storage.

Equipment,
tools and
materials

18. (1) An approved maintenance organisation shall have the necessary equipment, tools and material to perform the approved scope of work and the items shall be under its full control.

(2) An approved maintenance organisation shall provide equipment and tools at all times except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.

(3) The Authority may exempt an approved maintenance organisation from possessing specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in the approved maintenance organisation's certificate, if the tools and equipment can be acquired temporarily, by prior arrangement and be under the full control of the approved maintenance organisation when needed to perform required maintenance or repairs.

(4) An approved maintenance organisation shall control all applicable tools, equipment, and test equipment used for product acceptance or for making a finding of airworthiness.

(5) An approved maintenance organisation shall ensure that all applicable tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness are calibrated to a standard acceptable to the Authority and traceable to national or international standards and shall keep all records of calibrations and the standards used for calibration.

(6) An approved maintenance organisation shall use, where the manufacturer specifies a particular tool, equipment or test equipment, that tool, equipment or test equipment unless the manufacturer has identified the use of an equivalent.

(7) Except as provided in subregulation (9), tools, equipment or test equipment other than those recommended by the manufacturer, shall be acceptable based on at least the following —

- (a) that the approved maintenance organisation has a procedure in the maintenance procedure manual if it intends to use equivalent tools, equipment, or test equipment other than those recommended by the manufacturer;
- (b) that the approved maintenance organisation has a programme —
 - (i) to include a description of the procedures used to establish the competence of personnel that make the determination of equivalency of tools, equipment or test equipment,
 - (ii) for conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment or test equipment proposed,
 - (iii) for ensuring that the limitations, parameters and reliability of the proposed tool, equipment or test equipment are equivalent to the manufacturer's recommended tools, equipment or test equipment, and
 - (iv) for ensuring that the equivalent tool, equipment or test equipment is capable of performing the appropriate maintenance function, all normal tests or calibrations, and checking all parameters of the aircraft or aircraft component undergoing maintenance or calibration; and
- (c) that the approved maintenance organisation shall have full control of the equivalent tool, equipment or test equipment through an ownership, lease or other legal arrangement.

(8) An approved maintenance organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms or docking such that the aircraft may be properly inspected.

(9) An approved maintenance organisation shall have a procedure to —

- (a) inspect or service and where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any time limit for inspection, service or calibration; and
- (b) ensure that if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard cannot be used to perform maintenance.

(10) An approved maintenance organisation shall have a clear system of labelling all tooling, equipment and test equipment to give information on when —

- (a) the next inspection or service or calibration is due, and where the item is unserviceable for a reason that is not obvious; and
- (b) such tooling, equipment and test equipment is not used for product acceptance or for making a finding of airworthiness.

(11) An approved maintenance organisation shall maintain a register for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.

(12) An approved maintenance organisation shall conduct inspection, service or calibration on a regular basis in accordance with the equipment manufacturers' instructions except where the approved maintenance organisation can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

PART IV — *Administration*

Personnel
requirements
and training

19. (1) An approved maintenance organisation shall appoint a management person or group of persons acceptable to the Authority, whose responsibilities shall include ensuring that the approved maintenance organisation is in compliance with these Regulations.

(2) A person appointed as a manager shall represent the maintenance management structure of the approved maintenance organisation and shall be responsible for all functions specified in these Regulations.

(3) A manager shall be directly responsible to an accountable manager who shall be acceptable to the Authority.

(4) An approved maintenance organisation shall employ sufficient personnel to perform maintenance functions in accordance with the approved maintenance organisation certificate.

(5) An approved maintenance organisation shall establish the competence of personnel involved in maintenance in accordance with a procedure and to a standard acceptable to the Authority.

(6) A person signing a maintenance release certificate shall be qualified as appropriate to the work performed and as acceptable to the Authority.

(7) An approved maintenance organisation shall establish a training programme for personnel which includes training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

(8) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent and continuation training to their assigned tasks and responsibilities in accordance with a programme acceptable to the Authority.

Management
personnel

20. (1) An approved maintenance organisation shall have an accountable manager acceptable to the Authority, with corporate authority for ensuring that all the necessary resources are available to support the approved maintenance organisation's approval.

(2) The approved maintenance organisation shall have qualified personnel with proven competence in civil aviation available and serving in the following positions or their equivalent —

- (a) base maintenance manager;
- (b) line maintenance manager;
- (c) workshop manager;
- (d) quality manager; and
- (e) safety manager.

(3) For the purpose of subregulation (2) "competence in civil aviation" means that an individual has a technical qualification and management experience acceptable to the Authority for the position served.

(4) The safety manager of an approved maintenance organisation shall, depending on the size of an approved maintenance organisation —

- (a) be responsible for promoting safety awareness; and
- (b) ensure that safety management is given the same level of priority in the approved maintenance organisation as other processes of the approved maintenance organisation.

(5) The Authority may approve positions, other than those listed in subregulation (2) if the approved maintenance organisation is able to show that it can perform the approved functions safely under the direction of fewer or different categories of management personnel due to the size and complexity of the approved maintenance organisation.

(6) The approved maintenance organisation shall ensure supervision of its maintenance functions at all times.

(7) A person serving in a management position in an approved maintenance organisation shall not serve in a similar position in any other approved maintenance organisation unless exemption is issued by the Authority.

21. (1) An approved maintenance organisation shall have an employee training program approved by the Authority that consists of indoctrination, initial, recurrent, specialised and remedial training.

Indoctrination,
initial,
recurrent,
specialised and
remedial
training

(2) An approved maintenance organisation shall carry out an assessment of the training needs of its personnel, including certifying personnel, and develop and update its training program based on the tasks associated with its scope of operating authority and capabilities.

(3) The training program shall ensure that each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.

(4) An approved maintenance organisation shall submit revisions of its training program to the Authority for approval.

(5) An approved maintenance organisation shall document, in a form and manner acceptable to the Authority, the individual employee training required under this regulation and shall retain such records for a minimum of two years.

(6) An approved maintenance organisation's training program shall provide indoctrination training for employees that includes at least 40 hours of instruction in at least the following subjects —

- (a) regulations, particularly those associated with approved maintenance organisation's maintenance functions and authority as reflected on the certificate and operations specifications;
- (b) company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and established alteration procedures;
- (c) dangerous goods training and other local and international training required for different categories of employees;
- (d) maintenance human factors with the elements focusing on aviation maintenance, and safety related issues;
- (e) computer systems and software as applicable to the repair station's maintenance (including inspection, preventive maintenance and alteration systems and procedures); and
- (f) facility security, which shall include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

(7) An approved maintenance organisation shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job activities —

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- (a) general review;
- (b) specific job or task training;
- (c) shop safety;
- (d) records and record keeping;
- (e) materials and parts;
- (f) test equipment, including ground support equipment;
- (g) tools;
- (h) maintenance human factors; and
- (i) any other items as required by the Authority.

(8) An approved maintenance organisation shall provide recurrent training for employees that include at least eight hours of instruction in the following subjects —

- (a) refresher of subjects covered in initial training;
- (b) new items introduced in the approved maintenance organisation since completion of initial training; and
- (c) any other items required by the Authority.

(9) An approved maintenance organisation shall provide specialised training, including initial and recurrent, for employees whose duties require a specific skill.

(10) An approved maintenance organisation shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible.

(11) An approved maintenance organisation, in developing training for employees, shall take into account the various training, experience, and skill levels of its employees as follows —

- (a) employees that hold an aircraft maintenance engineers licence;
- (b) employees with experience performing similar tasks at another approved maintenance organisation;
- (c) employees with applicable military aviation maintenance experience; and
- (d) employees with no prior skills, experience, or knowledge.

(12) An approved maintenance organisation shall have procedures to determine the frequency of recurrent training and the need for specialised and remedial training.

(13) An approved maintenance organisation shall assess the competency of each employee for performing his or her assigned duties after completion of initial, recurrent, specialised and remedial training, and, the assessment of competency shall be appropriately documented in the employee's training records by any of the following methods, depending upon the size of the approved maintenance organisation, its capabilities and experience of its employees —

- (a) written test;
- (b) completion of a training course;
- (c) skill test;
- (d) group exercise;
- (e) on the job assessment; and
- (f) oral examination in the working environment.

22. (1) An approved maintenance organisation shall have a dangerous goods training programme for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities —

Dangerous goods training programme

- (a) loading, unloading or handling of dangerous goods;
- (b) design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;
- (c) preparation of hazardous materials for transport;
- (d) responsibility for the safety of transportation of dangerous goods;
- (e) operation of a vehicle used to transport dangerous goods; or
- (f) supervision of any of the above listed items.

(2) An approved maintenance organisation employee shall not perform or directly supervise an activity under subregulation (1) unless he or she has received the approved dangerous goods training.

(3) The approved maintenance organisation training programme shall ensure that its dangerous goods training —

- (a) ensures that each employee performing or directly supervising any of the activities specified in subregulation (1) is trained to comply with all applicable procedures; and
- (b) enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under these Regulations.

(4) An approved maintenance organisation shall document, in a form and manner acceptable to the Authority, the individual employee training required and shall retain these records for a minimum of two years.

23. (1) A person shall not —

- (a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of eight hours; or
- (b) perform maintenance functions for aircraft unless that person has had a minimum rest period of eight hours prior to the beginning of duty.

Rest and duty limitations for persons performing maintenance functions

(2) A person shall not —

- (a) schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours ; or
- (b) perform maintenance functions for aircraft for more than 12 consecutive hours.

(3) A person performing maintenance functions for aircraft may, in situations involving unscheduled aircraft unserviceability, be continued on duty for —

- (a) up to 16 consecutive hours; or
- (b) 20 hours in 24 consecutive hours.

(4) A person performing maintenance functions for aircraft shall, following unscheduled duty periods, have a mandatory rest period of 10 hours.

(5) An approved maintenance organisation shall relieve a person performing maintenance functions from all duties for 24 consecutive hours during any seven consecutive day period.

(6) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P50 000 or to imprisonment for a term not exceeding 10 years, or to both.

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Record of management, supervisory, inspection and certifying staff

24. (1) An approved maintenance organisation shall maintain a record of all management, supervisory, inspection and certifying personnel, which record shall include written details of the scope of their authorisation.

(2) The approved maintenance organisation shall keep the following minimum information on record in respect of each person mentioned in subregulation (1) —

- (a) name;
- (b) date of birth;
- (c) basic training;
- (d) type of training;
- (e) continuation training;
- (f) experience;
- (g) qualifications relevant to the approval;
- (h) scope of the authorisation;
- (i) date of first issue of the authorisation;
- (j) expiration date of the authorisation, where appropriate; and
- (k) identification number of the authorisation.

(3) The approved maintenance organisation shall have a system of controlling records of all management, supervisory, inspection and certifying personnel and the system shall allow reasonable access to the records.

(4) The approved maintenance organisation shall limit the number of persons authorised to access the records system to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from becoming accessible to unauthorised persons.

(5) The Authority may investigate the records system for initial and continued approval or when the Authority has cause to doubt the competence of a particular certifying person.

(6) An approved maintenance organisation shall keep the record of a certifying person for at least two years following a date on which that person ceased employment with the organisation or upon withdrawal of that person's authorisation.

(7) The personnel shall, upon request be furnished with a copy of their record on leaving the approved maintenance organisation.

(8) The authorisation document issued to the personnel under this regulation shall be in a style that makes its scope clear to the personnel and the Authority and where codes are used to define scope, an interpretation document shall be readily available.

(9) The personnel shall carry the authorisation document at all times and shall produce it on request by the Authority.

(10) A person who contravenes subregulation (9) commits an offence and is liable to a fine not exceeding P50 000 or to a revocation of his or her certificate, or to both.

PART V – *Approved Maintenance Organisations Operating Rules*

25. (1) An approved maintenance organisation shall provide a maintenance procedures manual in accordance with the format set out in Schedule 2, for use by the approved maintenance organisation's personnel.

Maintenance
procedures
manual

(2) An approved maintenance organisation shall not use its maintenance procedures manual and any subsequent amendments unless they have been approved by the Authority prior to use.

(3) An approved maintenance organisation maintenance procedures manual shall specify the scope of work required of the approved maintenance organisation in order to satisfy the relevant requirements for approval of an aircraft or aircraft component for return to service.

(4) An approved maintenance organisation maintenance procedures manual and any other manual the approved maintenance organisation identifies shall –

- (a) include instructions and information necessary to allow the personnel to perform their duties and responsibilities with a high degree of safety;
- (b) be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
- (c) have the date of the last revision printed on each page containing the revision;
- (d) not be contrary to any laws of Botswana or the approved maintenance organisation's operations specifications; and
- (e) include a reference to appropriate civil aviation regulations.

(5) Without prejudice to the provisions of this regulation, an approved maintenance organisation maintenance procedures manual shall contain the following information –

- (a) a statement signed by the accountable manager confirming that the approved maintenance organisation maintenance procedures manual and any associated manuals define the approved maintenance organisation's compliance with this regulation and shall be complied with at all times;
- (b) a list of duties and responsibilities of the management personnel and the matters on which they may deal directly with the Authority on behalf of the approved maintenance organisation;
- (c) a procedure to establish and maintain a current list of the titles and names of the approved maintenance organisation's management personnel accepted by the Authority;
- (d) an organisation chart showing associated chains of responsibility of the management personnel;
- (e) a procedure to establish and maintain a current record of certifying staff authorised to sign the maintenance release and the scope of their authorisation;
- (f) a description of the procedures used to establish the competence of maintenance personnel;
- (g) a procedure to establish and maintain an independent quality system that monitors compliance with procedures to ensure good quality maintenance practices and airworthy aircrafts and components;
- (h) a general description of manpower resources;
- (i) description of the method used for the completion and retention of the maintenance records;

- (j) a description of the procedure for preparing the maintenance release certificate and the circumstances under which the maintenance release certificate is to be signed;
- (k) a description, when applicable, of additional procedures for complying with an air operators certificate holder's maintenance procedures and requirements;
- (l) a description of the procedure for complying with the service information reporting requirement;
- (m) a description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation;
- (n) general description of the facilities located at each physical address specified in the approved maintenance organisation's certificate;
- (o) a general description of the approved maintenance organisation's scope of work relevant to the extent of approval;
- (p) the notification procedure for the approved maintenance organisation to use when requesting the approval of changes to the organisation of the approved maintenance organisation from the Authority;
- (q) the amendment procedure for the approved maintenance organisation maintenance procedures manual, including the submission to the Authority;
- (r) the approved maintenance organisation's procedures, acceptable to the Authority, to ensure manual good maintenance practices and compliance with the requirements in these Regulations; and
- (s) the personnel authorised to sign the maintenance release and the scope of their authorisation.

(6) An approved maintenance organisation shall ensure that its personnel is familiar with those parts of the manuals that are relevant to the maintenance work they perform.

(7) An approved maintenance organisation shall specify in the approved maintenance organisation maintenance procedures manual who should amend the manual, particularly in the case where the manual consists of several parts.

(8) The quality manager of an approved maintenance organisation shall be responsible for —

- (a) monitoring the amendment of the approved maintenance organisation maintenance procedures manual, including associated procedures manuals; and
- (b) submitting proposed amendments to the Authority, unless the Authority has agreed, by a procedure stated in the amendment section of the procedures manual, that some defined class of amendments may be incorporated without approval by the Authority.

(9) The approved maintenance organisation maintenance procedures manual shall address the following main areas —

- (a) the management personnel;
- (b) the maintenance procedures;
- (c) the quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel;
- (d) contracted air operator certificate holder procedures and paperwork;

- (e) duties and responsibilities of the management personnel and the matters on which they may deal directly with the Authority on behalf of the approved maintenance organisation;
- (f) safety management;
- (g) documentation; and
- (h) examples of standard documents and list of operators to which the approved maintenance organisation provides service.

(10) An approved maintenance organisation maintenance procedures manual shall be in accordance with the format in set out in Schedule 2 to these Regulations.

26. (1) An approved maintenance organisation shall establish maintenance procedures acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in these Regulations, such that aircraft and aircraft components may be properly released to service.

Maintenance procedures

(2) The maintenance procedure established under subregulation (1) shall —

- (a) cover all aspects of maintenance activity and describe standards to which the approved maintenance organisation intends to work;
- (b) take into account the aircraft and aircraft component design and approved maintenance organisation standards; and
- (c) address the provisions and limitations of these Regulations.

(3) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P50 000 or to a revocation of his or her certificate, or to both.

27. (1) An approved maintenance organisation shall prepare and retain a current capability list approved by the Authority.

Capability list

(2) An approved maintenance organisation shall not perform maintenance, preventive maintenance or modifications on an article until the article has been listed on the capability list in accordance with these Regulations.

(3) A capability list referred to under subregulation (1) shall identify each article by —

- (a) make and model;
- (b) part number; or
- (c) other nomenclature designated by the article's manufacturer.

(4) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organisation's certificate and only after the approved maintenance organisation has performed a self-evaluation in accordance with these Regulations.

(5) An approved maintenance organisation shall perform the self-evaluation to determine that the maintenance organisation has all the facilities, equipment, material, technical data, processes, housing and trained personnel in place to perform the work on the article as required.

(6) If an approved maintenance organisation makes a determination under subregulation (5), it may list the article on the capability list.

(7) The document of the evaluation described in subregulation (4) shall be signed by the accountable manager and shall be retained on file by the approved maintenance organisation.

(8) An approved maintenance organisation shall, upon listing an additional article on its capability list, send a copy of the list to the Authority for approval.

(9) An approved maintenance organisation shall make the capability list available in the premises for inspection by the public and the Authority.

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Sub-contracted
maintenance
functions

(10) An approved maintenance organisation shall make the self-evaluation available in the premises for inspection by the Authority.

(11) An approved maintenance organisation shall retain a capability list and self-evaluation for two years from the date accepted by the accountable manager.

28. (1) An approved maintenance organisation may sub-contract its maintenance functions to another organisation.

(2) An approved maintenance organisation may sub-contract its maintenance functions to an organisation which is not approved by the Authority provided that the organisation meets the following conditions —

- (a) the approved maintenance organisation shall be approved for work which is to be sub-contracted and have the capability to assess the competence of the sub-contractor;
- (b) the approved maintenance organisation shall retain responsibility for quality control and release of the sub-contracted activities, including the appropriate airworthiness requirements; and
- (c) the approved maintenance organisation shall have necessary procedures for the control of the sub-contracted activities, together with the terms for the personnel responsible for the management.

Approved
maintenance
organisation
privileges

29. (1) An approved maintenance organisation privileges shall only carry out the following tasks as permitted by and in accordance with the approved maintenance organisation maintenance procedures manual —

- (a) maintaining an aircraft or aircraft components for which it is rated at the locations identified in the approval certificate;
- (b) maintaining any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
- (c) performing the activities in support of a specific air operator certificate holder where that holder has requested the service of the approved maintenance organisation at locations other than the location identified on the approved maintenance organisation certificate and the approved maintenance organisation has been rated to maintain the aircraft of that specific air operator certificate holder at the requested location in the approved maintenance organisation operation provisions approved by the Authority; and
- (d) issuing a maintenance release certificate in respect of paragraphs (a), (b) or (c) upon completion of maintenance in accordance with limitations applicable to the approved maintenance organisation.

(2) The approved maintenance organisation may maintain or alter any article for which it is rated at a place other than the approved maintenance organisation location if —

- (a) the function would be performed in the same manner as when performed at the approved maintenance organisation and in accordance with this Part;
- (b) all necessary personnel, equipment, material and technical or approved standards are available at the place where the work is to be done; and
- (c) the maintenance procedure manual of the station specified approved procedures governing work to be performed at that place other than the location of the approved maintenance organisation.

Maintenance
release
certificate

30. (1) The certifying staff may issue a maintenance release certificate to an approved maintenance organisation if satisfied that, all required maintenance of the aircraft or aircraft component have been properly carried out in accordance with the maintenance procedures specified in the maintenance procedures manual.

(2) An aircraft component, which has been maintained off the aircraft, requires the issue of a certificate of release to service for such maintenance and another maintenance release certificate for being installed properly on the aircraft.

(3) A maintenance release certificate shall contain —

- (a) basic details of the maintenance carried out;
- (b) the date such maintenance was completed; and
- (c) the identity, including the authorisation reference, of the approved maintenance certificate and certifying staff issuing the certificate.

(4) A maintenance release certificate is required —

- (a) before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance program on the aircraft, whether such maintenance took place as base or line maintenance;
- (b) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance; and
- (c) at the completion of any maintenance on an aircraft component when off the aircraft.

(5) A maintenance release certificate shall contain the following statement: “Certifies that the work specified was carried out in accordance with current regulations and in respect of that work the aircraft or aircraft component is considered ready for release to service”.

(6) A maintenance release certificate shall reference the data specified in the manufacturer’s or operator’s instructions or the aircraft maintenance program which itself may cross-reference to a manufacturer’s instruction in a maintenance manual, service bulletin, or other maintenance related document.

(7) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO or NO GO gauges and, it shall not be sufficient to state that the dimension or the test figure is within tolerance.

(8) Where extensive maintenance has been carried out, it is acceptable for the maintenance release certificate to summarise the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out including dimensional information.

(9) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, landings or some other relevant value as appropriate.

(10) The person issuing the maintenance release certificate shall use a full signature and preferably a certification stamp.

(11) Where a computer maintenance release system is used, the Authority will need to be satisfied that only the particular person referred to in subregulation (10) can electronically issue the maintenance release certificate.

(12) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine of not exceeding P50 000, or to imprisonment to a term not exceeding 10 years, or to both.

31. (1) An approved maintenance organisation shall record, in a form acceptable to the Authority, all details of work carried out.

(2) An approved maintenance organisation shall provide a copy of each maintenance release certificate to the aircraft operator, together with a copy of any specific maintenance data used for repairs or modifications carried out.

(3) An approved maintenance organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for two years from the date the aircraft or aircraft component to which the work relates was released by the approved maintenance organisation.

(4) A person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft or aircraft component shall —

- (a) make an entry in the maintenance record of that equipment showing —
 - (i) a description and reference to data acceptable to the Authority of work carried out,
 - (ii) the date of completion of the work carried out,
 - (iii) the name of the person performing the work if other than the person specified in this regulation,
 - (iv) the signature, type of certificate and certificate of the person approving the work, if the work on the aircraft or aircraft component has been performed satisfactorily, and
 - (v) the authorised signature, which constitutes the approval for return to service, the approved maintenance organisation certificate number and kind of certificate held by the person approving or disapproving for maintenance release the aircraft, airframe, aircraft engine, propeller, appliance, component part or portions thereof; and
- (b) enter on a form major repairs and the form executed by the person performing the work, in the manner prescribed by the Authority.

(5) A person shall not describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless —

- (a) using methods, techniques and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary and reassembled; and
- (b) it has been tested in accordance with approved standards and technical data or in accordance with current standards and technical data acceptable to the Authority which have been developed and documented by the holder of the type certificate, supplemental type certificate or a material, part, process or appliance approval under a technical standard order (TSO).

(6) A person shall not describe in any required maintenance entry or form, an aircraft or other aircraft components as being rebuilt unless it has been —

- (a) disassembled, cleaned, inspected as permitted;
- (b) repaired as necessary; and
- (c) reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits or to approved oversized or undersized dimensions.

(7) A person shall not issue maintenance release certificate to any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding, or modification unless —

- (a) the appropriate maintenance record entry specified in subregulation (4) (a) has been made; and
- (b) the major repair and major modification form specified in subregulation (4) (b) authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority.

(8) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, the operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.

(9) A person approving a maintenance release certificate to an aircraft or aircraft component, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information —

- (a) the type of inspection and a brief description of the extent of the inspection;
- (b) the date of the inspection and aircraft total time in service;
- (c) the authorised signature, an approved maintenance organisation certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or portions thereof;
- (d) if the aircraft is found to be airworthy and approved for maintenance release “I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and was determined to be in airworthy condition” or similarly worded statement;
- (e) if the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives or other approved data, that, “I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and a list of discrepancies and unairworthy items dated (insert date) has been provided for the aircraft owner or operator” or similarly worded statement; and
- (f) if an inspection is conducted under an inspection programme provided for by the Authority, the entry shall identify the inspection program accomplished and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

(10) If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives or other approved data upon which that aircraft airworthiness depends, that person shall give the owner or lessee a signed and dated list of the discrepancies.

(11) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P50 000 or to imprisonment to a term not exceeding 10 years, or to both.

32. (1) An approved maintenance organisation shall have airworthiness data appropriate to support the maintenance work performed on the aircraft or aircraft component from the Authority, the design organisation or any other approved design organisation in the state of manufacture or state of design, as appropriate.

Airworthiness
data

(2) The airworthiness data shall include, but not limited to —

- (a) these Regulations;
- (b) associated advisory material;
- (c) airworthiness directives;
- (d) manufacturers’ maintenance manuals;
- (e) repair manuals;
- (f) supplementary structural inspection documents;
- (g) service bulletins;
- (h) service letters;

- (i) service instructions;
- (j) modification leaflets;
- (k) aircraft maintenance programme;
- (l) non destructive test manual; and
- (m) airworthiness notices issued by the Authority.

(3) The Authority may classify data from another authority or organisation as mandatory and may require the approved maintenance organisation to hold such data.

(4) Where the approved maintenance organisation modifies airworthiness data specified in subregulation (1) or (2) to a format or presentation more useful for its maintenance activities, the approved maintenance organisation shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.

(5) The approved maintenance organisation shall keep all airworthiness data current and available to all personnel who require access to that data to perform their duties.

(6) An approved maintenance organisation shall establish a procedure to monitor the revision status of all data and maintain a check that all revisions are being received by being a subscriber to any document revision scheme.

(7) An approved maintenance organisation airworthiness data shall be made available in the work area in close proximity to the aircraft or aircraft components being maintained and for supervisors, mechanics, and certifying staff to refer to.

(8) Where the approved maintenance organisation uses computer systems to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies.

(9) Where the approved maintenance organisation uses microfilm or microfiche readers-printers, a similar requirement as specified in subregulation (8) shall be applicable.

(10) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P15 000 or to imprisonment to a term not exceeding three years, or to both.

Reporting of
unairworthy
conditions

33. (1) An approved maintenance organisation shall report to the Authority, the state of registry and the organisation responsible for the design of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition of the aircraft or pose a serious risk to flight safety.

(2) Reports shall be made on a form prescribed by the Authority and contain all pertinent information about the condition known to the approved maintenance organisation.

(3) Where the approved maintenance organisation is contracted by an air operator certificate holder to carry out maintenance, that approved maintenance organisation shall report to the air operator certificate holder any condition affecting the aircraft or aircraft component.

(4) The approved maintenance organisation shall make the report as soon as practicable, but in any case, within three days of the approved maintenance organisation identifying the condition to which the report relates.

(5) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P50 000 or to imprisonment to a term not exceeding 10 years, or to both.

34. (1) An approved maintenance organisation shall allow the Authority unlimited access to inspect the approved maintenance organisation and any of its contracted organisations at any time to determine compliance with these Regulations. Inspections

(2) The approved maintenance organisation shall in its arrangements with a contractor for maintenance, preventive maintenance or modifications, include provisions for inspections of the contractor by the Authority.

(3) The Authority shall inspect an approved maintenance organisation at least once annually.

(4) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P50 000 or to imprisonment to a term not exceeding 10 years, or to both.

35. (1) An approved maintenance organisation that performs any maintenance work for an air operator having an approved maintenance programme or an approved continuous maintenance programme shall perform that work in accordance with the air operator's manuals. Performance standards

(2) Notwithstanding subregulation (1), each approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable airworthiness standards.

(3) An approved maintenance organisation shall maintain in current condition, all manufacturer's service manuals, instructions and service bulletins and any other airworthiness instructions that relate to the articles that it maintains or modifies.

(4) An approved maintenance organisation with an avionics rating shall comply with the requirements of these Regulations that apply to electronic systems and shall use materials that conform to approved specifications for equipment appropriate to its rating and test apparatus, shop equipment, performance standards, test methods, modifications and calibrations that conform to the manufacturer's specifications or instructions, approved specification and if not otherwise specified, in accordance with good practices of the aircraft avionics industry.

PART VI – *General*

36. A holder of an approved maintenance organisation certificate issued by the Authority under these Regulations shall have the certificate in his or her physical possession or at the work site when exercising the privileges of that certificate. Possession of certificate

37. (1) A person who performs any function requiring testing and Authority's approval may be tested for drug or alcohol usage. Drug and alcohol testing and reporting

(2) Where the Authority or any person authorised by the Authority wishes to test a person referred to in subregulation (1) for the percentage by level of alcohol in the blood or for the presence of drugs and that person —

- (a) refuses to submit to the test; or
- (b) having submitted to the test, refuses to authorise the release of the test results, the Authority may suspend or revoke the certificate of the approved maintenance organisation that employs that person.

(3) In determining whether to suspend or revoke the certificate of the approved maintenance organisation, the Authority shall consider all relevant factors, including —

- (a) whether the approved maintenance organisation had knowledge of the drug or alcohol use;
- (b) whether the approved maintenance organisation encouraged the person to refuse the drug or alcohol test;
- (c) whether the approved maintenance organisation suspended or dismissed the person who failed or refused the drug tests; or
- (d) the position that person held in the approved maintenance organisation.

(4) The Authority shall require the approved maintenance organisation to show cause why that person should not be dismissed from the employment of the approved maintenance organisation.

(5) A person who is convicted, whether in or outside Botswana, for any offence relating to the processing, manufacture, sale, disposition, possession, transportation or importation of drugs or, shall be dismissed from the employment of the approved maintenance organisation.

(6) The Authority may suspend or revoke the certificate of an approved maintenance organisation that refuses to dismiss from its employment a person referred to under subregulation (5).

Replacement
of documents

38. A person may apply to the Authority in the prescribed form for replacement of documents issued under these Regulations if such documents are lost or destroyed.

Suspension
or revocation
for public
interest

39. (1) The Authority may, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, exemption or other document issued, granted or which has effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, vary, suspend or revoke any certificate, approval, permission, exemption or other document issued or granted under these Regulations.

(3) A holder or any person who has possession or custody of any certificate, exemption or other documents which has been revoked, suspended or varied under these Regulations shall surrender the certificate, exemption or such other documents to the Authority within 14 days from the date of variation, suspension or revocation.

(4) The breach of any condition subject to which any certificate, approval, permission, exemption or any other document has been granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

Use and
retention of
certificates
and records

40. (1) A person shall not —

- (a) use any certificate, approval, permission, exemption or other document issued or required by or under these Regulations which has been forged, altered, revoked or suspended or to which he or she is not entitled;
- (b) forge or alter any certificate, approval, permission, exemption or other document issued or required by or under these Regulations;
- (c) lend any certificate, approval, permission, exemption or other document issued or required by or under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself or herself or any other person the grant, issue, renewal or variation of any such certificate, approval, permission or exemption or other document.

(2) A person shall not, during the period for which the records are required under these Regulations to be preserved, mutilate, alter, render illegible or destroy any records or any entry made therein, required by or under these Regulations to be maintained or knowingly make or procure or assist in the making of, any false entry in any such records or willfully omit to make a material entry in such records.

(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(4) A person shall not issue any certificate of the kind referred to in subregulation (4) unless he or she is satisfied that all statements in the certificate are correct and that the applicant is qualified to hold that certificate.

41. (1) A person who knows of a violation of these Regulations shall report such violation to the Authority.

Reports of violation

(2) The Authority shall determine the nature and type of any additional investigation or enforcement action that needs to be taken.

(3) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine of not exceeding P20 000 or to imprisonment for a term not exceeding three months, or to both.

42. A person who fails to comply with any direction given to him or her by the Authority or by any authorised person under any provision of these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision and therefore liable to a fine not exceeding P10 000 or to imprisonment for a term not exceeding two months, or to both.

Enforcement of directions

PART VII — Exemptions

43. (1) A person may, in not less than 60 days before the proposed effective date, apply in writing to the Authority for an exemption from these Regulations.

Requirements for application

(2) A request for an exemption shall contain the applicant's —

- (a) name;
- (b) physical address and mailing address;
- (c) telephone number;
- (d) fax number;
- (e) email address; and
- (f) reasons for requesting exemption.

(3) The application shall be accompanied by a non-refundable fee of P5 000.

44. (1) An application for an exemption shall contain the following —

Substance of the request for exemption

- (a) a citation of the specific requirement from which the applicant seeks exemption;
- (b) an explanation of why the exemption is needed;
- (c) a description of the type of operations to be conducted under the proposed exemption;
- (d) the proposed duration of the exemption;
- (e) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (f) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question; and
- (g) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware.

(2) Where the applicant seeks emergency processing of the exemption application, the application shall contain supporting facts and reasons for the late filing of the application and reasons necessitating urgent processing of application.

(3) The Authority may deny an application if the Authority is not satisfied that the applicant has justifiable reasons for his or her application for exemption to be processed in the normal time.

Initial review
by the
Authority

45. (1) The Authority shall review the application for accuracy and compliance with the requirements of these Regulations.

(2) Where the requirements under these Regulations have not been met, the Authority shall notify the applicant and take no further action until and unless the applicant corrects the application and re-files it in accordance with these Regulations.

(3) If the request is for emergency relief, the Authority shall publish the application or the Authority's decision as soon as possible in either the *Gazette*, aeronautical information circular or at least one local daily newspaper after processing the application.

Evaluation of
the exemption
request

46. (1) After initial review of the exemption request, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to determine —

- (a) whether an exemption would be in the public interest;
- (b) whether the applicant's proposal would provide a level of safety equivalent to that established by these Regulations, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) whether a grant of the exemption would contravene the applicable ICAO Standards and Recommended Practices; and
- (d) whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish in either the *Gazette* or at least one local daily newspaper with wide circulation, a detailed summary of its evaluation and decision to grant or deny the exemption request.

(3) The summary referred to in subregulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) If the exemption affects a significant population of the aviation community of Botswana the Authority shall publish the summary in aeronautical information circular.

PART IX – *Miscellaneous*

47. A person who contravenes any provision of these Regulations may have his or her certificate, exemption or other document suspended or revoked. Contravention
of Regulations

48. (1) If any of the Regulations is contravened in relation to an aircraft, the operator of that aircraft and the pilot in command, if the operator or the pilot in command is not the person who contravened that provision he or she shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed to have contravened that provision unless he or she proves that the contravention occurred without his or her consent or connivance and that he or she exercised all due diligence to prevent the contravention. Offences and
Penalties

(2) Subregulation (1) shall not apply if the person proves that the contravention occurred without his or her consent or connivance and that he or she exercised all due diligence to prevent the contravention.

(3) Any person who contravenes any provision to these Regulations for which no penalty is provided, commits an offence and is liable to a fine not exceeding P50 000 or to imprisonment for a term not exceeding 10 years, or to both.

49. (1) A valid licence, certificate, permit or authorisation issued or granted by the Director of Civil Aviation or the Authority or any authorised organisation before the commencement of these Regulations shall remain operational until it expires or is revoked, annulled or replaced. Transition and
savings

(2) Notwithstanding any other provisions of these Regulations, a person who, at the commencement of these Regulations, is carrying out any acts, duties or operations, affected by these Regulations, shall within six months from the date of commencement, or within such longer period as the Minister may, by notice in the *Gazette* prescribe, comply with the requirements of these Regulations or cease to carry out such acts, duties or operations.

SCHEDULE 1

FORM A
(reg. 6 (3) and 9 (1))

REPUBLIC OF BOTSWANA Civil Aviation Authority of Botswana		Application for Approved Maintenance Organisation Certificate and/or Ratings	
Approved Maintenance Organisation Name, Number, Location and Address		2. Reasons for Submission	
a. Official Name of Maintenance Organisation:	Number:	<input type="checkbox"/>	Original Application for Certificate and Rating
b. Location where business is conducted:		<input type="checkbox"/>	Change in Rating
c. Official Mailing Address of Approved Maintenance Organisation (Number, Street, City, State, & Zip (if applicable))		<input type="checkbox"/>	Change in Location or Housing and Facilities
d. Doing business As:		<input type="checkbox"/>	Change in Ownership
		<input type="checkbox"/>	Other (Specify) _____ _____ _____ _____ _____
3. Ratings Applied for:			
<input type="checkbox"/> Airframe	<input type="checkbox"/> Power plant	<input type="checkbox"/> Propeller	<input type="checkbox"/> Avionics
<input type="checkbox"/> Computer	<input type="checkbox"/> Instrument		
<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 5	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1
<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 6	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2
<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 7	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3
<input type="checkbox"/> Class 4			<input type="checkbox"/> Class 4
<input type="checkbox"/> Accessories	<input type="checkbox"/> Limited	<input type="checkbox"/> Specialized Service (List Process Specification(s))	
<input type="checkbox"/> Class 1	<input type="checkbox"/> Airframe	<input type="checkbox"/> Accessories	<input type="checkbox"/> Computer
<input type="checkbox"/> Class 2	<input type="checkbox"/> Power plant	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Rotor Blades
<input type="checkbox"/> Class 3	<input type="checkbox"/> Propeller	<input type="checkbox"/> Floats	<input type="checkbox"/> Fabric
<input type="checkbox"/> Class 4	<input type="checkbox"/> Instruments	<input type="checkbox"/> Avionics	<input type="checkbox"/> Emergency Equip.
Non-Dest. Test			
4. List of Maintenance Functions Contracted to an Outside Organisation:			

5. Applicants Certification			
Name of Owner (Include name(s)) of individual owner, all partners, or corporation name given the State, province, or country and date of incorporation			
I hereby certify that I have been authorised by the approved maintenance organisation identified in item 1 above to make this application and that statements attached thereto are true and correct to the best of my knowledge.			
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:
For CAAB Use Only	Record of Action Approved Maintenance Organisation Inspection		For CAAB Use Only
6. Remarks (Identify by item number. Include deficiencies found ratings denied)			
7. Findings - Recommendations		8. Date of Inspection	
A	Station was found to comply with requirements of Civil Aviation (Approved Maintenance Organisation) Regulations.		
B	Station was found to comply with requirements of Civil Aviation (Approved Maintenance Organisation), except for deficiencies listed in item 6.		
C.	Recommend Certificate with rating applied for on application be issued.		
D.	Recommend Certificate with rating applied for on application (EXCEPT those listed in item) be issued.		
9. CAAB Office		Signature(s) of Inspector(s)	
Printed Names of Inspectors			
10. Supervising or Assigned Inspector			
ACTION TAKEN		CERTIFICATE ISSUED	
<input type="checkbox"/> APPROVED As shown on certificate		Inspector's Signature	
		Number	
Issued on date shown <input type="checkbox"/> DISAPPROVED		Date	<input type="text"/>
		Inspector's Printed Name	Title

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FORM B
(reg.7 (1))

Approved Maintenance Organisation Certificate

REPUBLIC OF BOTSWANA

Approved Maintenance Organisation Certificate

Number

This certificate is issued to

Whose business address is

Upon finding that its organisation complies in all respects with the requirements of the Civil Aviation (Approved Maintenance Organisation) Regulations, relating to the establishment of an Approved Maintenance Organisation and is empowered to operate an Approved Maintenance Organisation.

With the following ratings:

This certificate shall continue in effect until [DATE] unless suspended, or revoked.

Date issued

By Direction of the Authority

.....

.....

CAA Office:

SCHEDULE 2

(reg. 25 (1) and (10))

MAINTENANCE PROCEDURES MANUAL FORMAT

PART 1 — MANAGEMENT

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organisation Chart
- 1.5 List of certifying staff
Note: A separate document may be referenced
- 1.6 Manpower resources
- 1.7 General description of the facilities at each address intended to be approved
- 1.8 Organisation's intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the organisation's activities, approval or location of personnel
- 1.10 Manual amendment procedures

PART 2 — MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance or inspection of aircraft components and material from outside contractors
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Aircraft maintenance program compliance
- 2.11 Airworthiness Directives procedure

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- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the air carrier
- 2.18 Reporting of defects to the Authority, Operator or Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
 - (i) Engine running procedures,
 - (ii) Aircraft pressure run procedures,
 - (iii) Aircraft towing procedures, and
 - (iv) Aircraft taxiing procedures.

PART L2 — ADDITIONAL LINE MAINTENANCE PROCEDURES

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/ de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft

PART 3 — QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics

- 3.9 Exemption process control
- 3.10 Concession control for deviation from organisations' procedures
- 3.11 Qualification procedure for specialised activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

PART 4 — DOCUMENTATION

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork
- 4.3 Air operator record completion

PART 5 — APPENDICES

- 5.1 Sample of documents
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations

MADE this 21st day of February, 2012.

HON. NONOFO E. MOLEFHI,
*Minister for Transport and
Communications.*

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Statutory Instrument No. 21 of 2012

CIVIL AVIATION ACT
(Act No. 11 of 2011)

**CIVIL AVIATION (AIRCRAFT NATIONALITY AND
REGISTRATION MARKS) REGULATIONS, 2012**
(Published on 23rd March, 2012)

ARRANGEMENT OF REGULATIONS

REGULATION

PART I – *Preliminary*

1. Citation
2. Interpretation

PART II – *Aircraft Registration*

3. Aircraft to be registered
4. Requirements for registration of aircraft
5. Application for registration of aircraft
6. Registration of aircraft
7. Conditions of registration
8. Variation of certificate of registration
9. Issue of duplicate certificate of registration
10. De-registration
11. Suspension of certificate of registration
12. Revocation of certificate of registration
13. Register to be kept
14. Inspection of certificate of registration

PART III – *Nationality and Registration Marks*

15. Nationality and registration marks
16. Marking and manner of affixation
17. Identification plate required
18. Removal of marks

PART IV – *General*

19. Documents to be carried
 20. Production of documents
 21. Power to inspect and copy records
 22. Offences
 23. General penalty
 24. Savings
- SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Act and on the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

PART I — *Preliminary*

1. These Regulations may be cited as the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2012. Citation
2. In these Regulations, unless the context otherwise requires — Interpretation
- “airship” means a power-driven lighter-than-air aircraft”;
- “balloon” means a non power-driven lighter-than-air aircraft;
- “certificate of de-registration” means a certificate issued under regulation 11 (3);
- “certificate of registration” means a certificate issued under regulation 6;
- “fireproof material” means any material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose;
- “glider” means a non power-driven heavier-than-air aircraft which derives lift in flight mainly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
- “gyroplane” means a heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axis”
- “heavier-than-air aircraft” means any aircraft which derives its lift in flight mainly from aerodynamic forces;
- “kite” means a tethered aircraft;
- “lighter-than-air aircraft” means any aircraft supported mainly by its buoyancy in the air;
- “nationality mark” means a mark assigned to an aircraft under regulation 14;
- “non type certificated aircraft” means an aircraft that has not been issued with a type certificate;
- “power-chute” means a powered parachute; and
- “registration mark” means a mark assigned to an aircraft under regulation 14.

PART II — *Aircraft Registration*

3. (1) Subject to subregulations (2) and (3), an aircraft shall not fly in or over Botswana unless — Aircraft to be registered
- (a) it is registered in Botswana under regulation 4;
- (b) it is registered in a contracting State to the Chicago Convention; or
- (c) it is registered in some other State in relation to which there is in force an agreement between the Government of Botswana and the Government of that State which makes provision for the flight over Botswana of aircraft registered in that State.
- (2) A prototype aircraft may fly unregistered for purposes of conducting experimental flight trials —
- (a) within designated flying space in Botswana without passing over any other State; and
- (b) in accordance with the conditions of a permit to fly issued by the Authority.

(3) Subregulation (1) shall not apply to any kite, captive balloon or a power-chute.

(4) If an aircraft flies over Botswana in contravention of subregulation (1) in such manner or circumstances that if the aircraft had been registered in Botswana an offence against these Regulations would have been committed, a similar offence shall be deemed to have been committed in respect of that aircraft.

Requirements
for registration
of aircraft

4. (1) Subject to this regulation, an aircraft shall not be registered or continue to be registered in Botswana if it appears to the Authority that —

- (a) the aircraft is registered outside Botswana and that such registration does not cease by operation of law upon the aircraft being registered in Botswana;
- (b) an unqualified person holds any legal or beneficial interest by way of ownership or to any share in the aircraft;
- (c) the aircraft could more suitably be registered in some other State;
- (d) it would be inexpedient in the public interest for the aircraft to be or to continue to be registered in Botswana; or
- (e) the applicant or any person who holds any legal or beneficial interest by way of ownership or to any share in the aircraft has previously been convicted of an offence under regulation 21 within five years prior to the submission of the application.

(2) An aircraft is eligible for registration if it is owned by a citizen of Botswana, a citizen of a foreign State who is lawfully resident in Botswana, a corporation lawfully incorporated and doing business under the laws of Botswana or a government entity of Botswana;

(3) The following persons are qualified to hold a legal or beneficial interest by way of ownership or to any share in an aircraft registered in Botswana —

- (a) the Government;
- (b) Botswana citizens or persons lawfully resident in Botswana; and
- (c) a company incorporated in Botswana under the Companies Act and having its principal place of business in Botswana.

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(4) If an unqualified person —

- (a) residing or having a place of business in Botswana holds a legal or beneficial interest by way of ownership or to a share in an aircraft, the Authority, upon being satisfied that the aircraft may otherwise be properly so registered, may register the aircraft in Botswana; or
- (b) has registered an aircraft under this subregulation, he or she shall not cause or permit the aircraft, while it is so registered, to be used for the purpose of commercial air transport or aerial work.

(5) If an aircraft is chartered by demise, leased or the subject of a lease or hire purchase agreement to a qualified person under subregulation (3), the Authority may, whether or not an unqualified person is entitled as owner to a legal or beneficial interest in the aircraft, register the aircraft in Botswana in the names of the parties to the charter or hire purchase agreement, upon being satisfied that the aircraft may otherwise remain so registered during the continuation of the charter, lease or hire purchase agreement.

- 5.** (1) An application for the registration of an aircraft shall be made to the Authority in Form A set out in the First Schedule to these Regulations and shall —
- Application
for registration
of aircraft
- (a) include or be accompanied by such particulars so as to certify the eligibility of the applicant in terms of regulation 4;
 - (b) include any evidence relating to the aircraft's ownership;
 - (c) include the designation, model and serial number of the aircraft;
 - (d) include the proper description of the aircraft according to the "Classification of Aircraft" set out in the Second Schedule;
 - (e) include the category of the aircraft to be registered as set out in Form A in the First Schedule; and
 - (f) include such other information as the Authority may request.
- (2) An application for registration shall be accompanied by a non refundable application fee set out in the Third Schedule.
- 6.** (1) The Authority shall, where it is satisfied that an aircraft meets the requirements for registration, register the aircraft and issue a certificate of registration in Form B set out in the First Schedule to the person in whose name the aircraft is registered, in these Regulations referred to as "the registered owner", and include on the certificate —
- Registration of
aircraft
- (a) the number of the certificate;
 - (b) the date of issue of the certificate;
 - (c) the registration mark assigned to it by the Authority under regulation 14;
 - (d) the nationality marks to be painted or affixed on the Aircraft under regulation 14;
 - (e) the serial number of the aircraft;
 - (f) the name and address of every person who is the owner or charterer of the aircraft, or in the case of more than one owner, the person acting on behalf of the other owner; and
 - (g) conditions attached to the registration of the aircraft.
- (2) The Authority shall, where an aircraft is equipped with a Mode S transponder, assign to the registered aircraft a 24-bit Mode S transponder address code.
- (3) The Authority shall issue a certificate of registration subject to the payment of the fee set out in the Third Schedule.
- 7.** (1) A registered owner shall operate the aircraft in accordance with the terms and conditions stipulated in the certificate of registration issued under regulation 6.
- Conditions of
registration
- (2) Any person who is the registered owner of an aircraft registered in Botswana shall immediately inform the Authority in writing of —
- (a) any change in the particulars which were furnished to the Authority at the time of making the application for registration under regulation 5;
 - (b) the destruction of the aircraft, or its permanent withdrawal from use; and
 - (c) the termination of a charter, lease or hire purchase agreement in the case of an aircraft that is chartered, leased or subject to a hire purchase agreement.
- (3) A certificate of registration shall be carried on-board the aircraft for which it is issued at all times.
- (4) Any person who becomes the owner of an aircraft registered in Botswana shall, within 28 days of his or her becoming an owner of that aircraft, inform the Authority in writing to that effect.

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Variation of certificate of registration

8. (1) The Authority may vary or modify a certificate of registration upon application by the registered owner where there are changes to the conditions of registration under regulation 7.

(2) An application for variation of a certificate of registration shall be made to the Authority in writing and shall be accompanied by such documents as may be specified by the Authority.

(3) The Authority shall not accept an application for variation of a certificate of registration where the application is not accompanied by such documents as the Authority may specify and the fee set out in the Third Schedule.

(4) The Authority may, where the applicant meets all the requirements, vary or modify a certificate of registration as it may deem appropriate based on the information given by the registered owner.

Issue of duplicate certificate of registration

9. A registered owner whose certificate of registration is lost, destroyed or mutilated may, by application to the Authority, and on payment of the fee set out in the Third Schedule, obtain a duplicate certificate of registration.

De-registration

10. (1) The registered owner may apply for de-registration for purposes of registering the aircraft in another State or for any other purpose.

(2) An application for de-registration under subregulation (1) shall be made in Form C set out in the First Schedule and where the Authority is satisfied that all the requirements have been met, issue a confirmation of de-registration.

(3) An application for de-registration under subregulation (2) shall be subject to the fees set out in the Third Schedule.

Suspension of certificate of registration

11. (1) The Authority may suspend a certificate of registration where —

- (a) there exists any information which is subject to verification as to the ownership of the aircraft or the eligibility of the registered owner;
- (b) the registered owner fails to comply with any conditions imposed by the Authority under regulation 7; or
- (c) it deems it appropriate to do so.

(2) The Authority may re-instate any certificate suspended under this regulation where the owner has complied with any of the conditions specified under regulation 7 or the owner has verified his or her ownership or eligibility as the owner of the aircraft.

(3) The owner shall pay the fee set out in the Third Schedule for the re-instatement of his certificate of registration.

Revocation of certificate of registration

12. (1) A certificate of registration shall be revoked by the Authority where —

- (a) after any time an aircraft has been registered in Botswana, an unqualified person becomes entitled as owner to a legal or beneficial interest in the aircraft or has a share to the aircraft;
- (b) the aircraft is destroyed or it is permanently withdrawn from use;
- (c) there is termination of a charter, lease or hire purchase agreement;
- (d) the registered owner has been convicted of an offence under the Act; or
- (e) the registered owner contravenes any of these Regulations.

(2) The Authority shall, before revoking a certificate of registration, require the registered owner to —

- (a) return to the Authority, the certificate of registration;
- (b) remove all registration and nationality marks assigned to the aircraft, where the aircraft is de-registered for export purposes;
- (c) remove the 24-bit Mode S transponder address code assigned upon the aircraft under regulation 6, where applicable; and
- (d) comply with other conditions that the Authority may specify.

13. (1) The Authority shall maintain a register and record in it all particulars specified in regulation 6, including the date when a certificate of registration is issued, varied, suspended or revoked.

Register to be kept

(2) The Authority may, where it is necessary after receiving any information under regulation 7, update the register as appropriate.

(3) The Authority shall provide such information to another contracting State as to aircraft registration as may be requested by the contracting State.

(4) Any person who wishes to search and make a copy of any certificate or any other document shall pay the fee set out in the Third schedule.

14. A registered owner shall present a certificate of registration for inspection upon the request from the Authority or any person authorised by the Authority.

Inspection of certificate of registration

PART III – *Nationality and Registration Marks*

15. (1) An aircraft, other than an aircraft permitted under these Regulations to fly without being registered, shall not fly unless it bears painted on it or affixed to it, in the manner required by the law of the State in which it is registered, the nationality and registration marks required by that law.

Nationality and registration marks

(2) An aircraft shall not bear any marks which purport to indicate —

- (a) that the aircraft is registered in a State in which it is not in fact registered; or
- (b) that the aircraft is a State aircraft of a particular State where it is not in fact such an aircraft, unless the appropriate authority of that State has permitted the bearing of such marks.

16. (1) A person shall not operate an aircraft registered in Botswana unless the aircraft displays nationality and registration marks in accordance with the requirements of these Regulations.

Marking and manner of affixation

(2) The marks to be borne by aircraft registered in Botswana shall be —

- (a) A2 for the nationality mark, followed by a hyphen; and
- (b) a group of three capital letters in Roman characters for the registration marks of an aircraft.

(3) The registration mark for an aircraft shall be a group of three capital letters in Roman characters and shall —

- (a) start with the letter “U” for a non type certificated aircraft;
- (b) start with the letter “U” for a type certificated balloon;
- (c) start with the letters “EX” for an experimental aircraft; and
- (d) start with the letter “H” for a helicopter.

(4) The nationality marks and the registration marks under this regulation shall comply with such requirements as may be specified by the Authority.

(5) An owner who wishes to have his aircraft assigned with any special registration marks shall apply in writing to the Authority and pay the fee set out in the Third Schedule.

(6) Marks approved by the Authority for use by a non type certificated aircraft shall be deemed not to purport to indicate that the non type certificated aircraft is registered in a State in which it is not registered.

C.276

- Identification plate required
- 17.** (1) The owner shall affix to each aircraft registered in Botswana an identification plate which shall be —
- (a) engraved or stamped with the nationality and registration marks and name and address of the registered owner;
 - (b) made of stainless steel or other fireproof material of suitable physical properties; and
 - (c) secured to the aircraft in a prominent position, near the main entrance, or, in the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload.
- (2) Where an aircraft changes details provided for under subregulation (1) (a), the identification plate shall also be changed.
- Removal of marks
- 18.** (1) When an aircraft that is registered in Botswana is sold, the registered owner shall, before delivery to the purchaser, remove the nationality and registration marks and the 24-bit Mode S transponder address code, where necessary, unless the purchaser is a citizen of Botswana or other legal entity specified under regulation 4.
- (2) Any person who wishes to have the registration marks of his aircraft re-assigned to him shall apply in writing to the Authority and pay the fee set out in the Third Schedule.

PART IV — General

- Documents to be carried
- 19.** (1) An aircraft shall not fly unless it carries the documents that it is required to carry under the law of the State in which it is registered.
- (2) An aircraft registered in Botswana shall, when in flight, carry documents in accordance with the instructions given or requirements specified by the Authority.
- Production of documents
- 20.** The pilot-in-command of an aircraft shall, within a reasonable time after being requested to do so by any person authorised by the Authority, cause to be produced to that person —
- (a) the certificate of registration in force in respect of the aircraft; and
 - (b) such other documents as the aircraft is required to carry when in flight.
- Power to inspect and copy records
- 21.** The Authority may authorise, in writing, any person to inspect and copy any certificate, document or record which is required to be carried under regulation 19.
- Offences
- 22.** (1) A person shall not, with intent to deceive —
- (a) use any certificate, mark, exemption or other document issued or required under these Regulations which has been forged, altered, revoked or suspended, or to which he or she is not entitled;
 - (b) lend any certificate, exemption or other document issued or having effect under these Regulations to, or allow it to be used by, any other person; or
 - (c) make any false representation for the purpose of procuring for himself or herself or any other person the grant, issue, renewal or variation of any such certificate, mark, exemption or other document.

(2) In this regulation a reference to a certificate or other document includes a copy or purported copy of the certificate or other document.

(3) A person shall not —

- (a) intentionally damage, alter or render illegible any certificate, entry, code or other record required to be maintained under these Regulations;
- (b) knowingly make, or procure or assist in the making of any false entry in or material omission from any certificate, code or record; or
- (c) destroy any certificate, entry, code or record during the period for which it is required under these Regulations to be preserved.

(4) A person shall not purport to issue any certificate, mark or code for the purposes of these Regulations unless he or she is authorised to do so by the Authority in writing.

23. Any person who contravenes any of the provisions of these Regulations commits an offence and is liable to a fine not exceeding P50 000, or to imprisonment for a term not exceeding 10 years, or to both.

General
penalty

24. (1) Any certificate of registration issued prior to the commencement of these Regulations shall remain valid until the expiry, or, where the expiry period is not specified, for a period of six months from the commencement of these Regulations, unless otherwise revoked.

Savings

(2) Any nationality marks or registration marks assigned to an aircraft before the commencement of these Regulations shall continue to be valid as if the assignment was done under these Regulations.

FIRST SCHEDULE

FORM A
(regulation 3(1))

APPLICATION FOR REGISTRATION OF AIRCRAFT

A. APPLICATION	
This application is in respect of: (Tick applicable box)	<input type="checkbox"/> Initial Issue of Certificate of Registration <input type="checkbox"/> Duplicate Certificate of Registration
B. REGISTRATION MARK	
If there is a mark reserved or existing for this aircraft, fill that mark, otherwise leave blank and CAAB will allocate the next available mark.	A 2 - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
C. AIRCRAFT DETAILS	
1. Aircraft Classification <input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotocraft <input type="checkbox"/> Other (specify) <input style="width: 100px;" type="text"/>	
2. Does the aircraft have a Type Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Aircraft manufacturer <input style="width: 150px;" type="text"/>	Country of Manufacture <input style="width: 150px;" type="text"/>
Model and series <input style="width: 150px;" type="text"/>	Year of Manufacture <input style="width: 150px;" type="text"/>
Serial number <input style="width: 150px;" type="text"/>	Type Certificate No. <input style="width: 150px;" type="text"/>
Maximum Certified Take-off Mass <input style="width: 100px;" type="text"/> Kg	No. of seats (including crew) <input style="width: 100px;" type="text"/>
3. Engine	
Engine Manufacturer <input style="width: 150px;" type="text"/>	Engine model <input style="width: 150px;" type="text"/>
Engine type <input type="checkbox"/> Piston <input type="checkbox"/> Turbo-prop <input type="checkbox"/> Jet turbine <input type="checkbox"/> Not Applicable	No. of engines <input style="width: 100px;" type="text"/>
4. Propeller	
Propeller manufacturer <input style="width: 150px;" type="text"/>	Propeller model <input style="width: 150px;" type="text"/>
D. ELIGIBILITY TO REGISTER AIRCRAFT	
State if the Registered Owner is: <input type="checkbox"/> (1) A citizen of Botswana <input type="checkbox"/> (2) Person born and resident of Botswana <input type="checkbox"/> (3) A corporation lawfully incorporated and doing business under the laws of Botswana <input type="checkbox"/> (4) A government entity of Botswana <input type="checkbox"/> (5) An applicant other than the above [explain below]	
NOTE: If (5) applies, provide full details of ownership and reasons for registration, and attach supporting documentation.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

E. PREVIOUS REGISTRATION DETAILS	
Previous State of Registry	<input type="text"/>
Previous registration marks	<input type="text"/>
Name and address of previous aircraft owner/operator	<input type="text"/>
Has this aircraft ever been registered in Botswana before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, enter previous Botswana registration marks	<input type="text"/>

F. OWNERSHIP INFORMATION	
F.1 Registered Owner [Details of the person in whose name the aircraft will be registered]	
Name (in full) of Registered Owner	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
F.2 Other Interests [Details of other person having legal, beneficial or other interest in the aircraft]	
Name (in full)	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
F.3 Other Interests [Details of other person having legal, beneficial or other interest in the aircraft]	
Name (in full)	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
NOTE: Relevant information on additional interests must be attached to this application	

F.4 Is the aircraft the subject of a charter, lease or hire purchase agreement? Yes No

If Yes, state period of charter, lease or hire purchase agreement

NOTE: Attach certified copy (ies) of agreement(s) signed and dated by all interested parties.

G. CUSTOMS IMPORT FORMALITIES (Imported Aircraft Only)

Evidence of compliance with Customs Import Formalities (SURS Form C. MISC-48) must be attached to this application

H. USE

1. State purpose for which aircraft will be used [Tick applicable box]

A – Transport (Passenger)
 B – Transport (Cargo)
 C – Aerial Work
 D – Private
 E – Other [Select this option if you answered NO in G.2]

2. Will this aircraft be operated for compensation or hire and reward? YES NO

NOTE: If you answered YES to above question, you must provide information required in items H.3 to H.6 below.

3. Air Transport License (ATL) No. Air Operator's Certificate (AOC) No.

4. AOC Holder's name and Address

5. Contact telephone Fax

6. AOC valid until [day-month-year]

I. FEES

1. Fees payable in respect of this application are as follows:

(a) Application Fee
 (b) Reservation of special registration letters (if applicable)
 (c) Issuance of Certificate of Registration or Duplicate [Payable when collecting certificate or duplicate]

2. Select method of payment: Cash [Please do not enclose cash in the application]
 Cheque
 Direct deposit / Electronic Funds Transfer

J. APPLICANT'S DECLARATION		
I, the undersigned, hereby certify that the particulars in this application are true in		
_____	_____	_____
<i>Name (in full)</i>	<i>Signature</i>	<i>Date (day - month - year)</i>

K. SUBMISSION INSTRUCTIONS
1. The completed form must be forwarded to the following address:
Postal Address
CIVIL AVIATION AUTHORITY OF BOTSWANA
P. O. BOX 250
GABORONE
BOTSWANA

FORM B
(regulation 6(1))

CERTIFICATE OF REGISTRATION

1. Nationality and Registration Marks	2. Manufacturer and Manufacturer's Designation of Aircraft	3. Aircraft Serial no.
A8-		

4. Name of Owner:

5. Address of Owner:

It is hereby certified that the above described aircraft has been duly entered on the Register of the Republic of Botswana in accordance with the Chicago Convention and the Civil Aviation Authority Act.

Date of issue

Certificate Serial No.

Max. All Up Weight: kg

.....
For Civil Aviation Authority of Botswana

Note: The Person or Company in whose name an aircraft is registered may or may not be its legal owner. Prospective purchasers are warned, therefore, that this Certificate of Registration is not proof of Ownership.

On change of Registration or sale of the aircraft, this Certificate of Registration must be duly completed by the previous and new owners and returned to the Civil Aviation Authority of Botswana, P. O. Box 258, Gaborone, Botswana.

NB: The aircraft is not permitted to fly unless there is on board a valid Certificate of Registration.

Address:

Signature of Previous Owner:

Date of Change of Ownership:

Name of New Owner:

Address of New Owner:

Signature of New Owner:

No entries or corrections may be made on this Certificate of Registration except by an Authorized Officer of the Civil Aviation Authority of Botswana, Gaborone.

If this Certificate is lost the Civil Aviation Authority of Botswana, Gaborone should be informed immediately.
If this Certificate is found, it should be returned to the Civil Aviation Authority of Botswana, P.O. Box 258, Gaborone, Botswana.

FORM C
(regulation 11(3))

APPLICATION FOR DE-REGISTRATION

A. APPLICABILITY	
Use this form to apply for cancellation of aircraft registration and removal/deletion of the aircraft from the Botswana Civil Aircraft Register.	
B. AIRCRAFT DETAILS	
Nationality and Registration Mark (as noted on the certificate of registration)	A2 - <input type="text"/> <input type="text"/> <input type="text"/>
Classification of Aircraft <input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotocraft <input type="checkbox"/> Other (specify) <input type="text"/>	
Aircraft manufacturer <input type="text"/>	Model and series <input type="text"/>
Serial number <input type="text"/>	
Engine Manufacturer <input type="text"/>	Model <input type="text"/>
Engine type <input type="checkbox"/> Piston <input type="checkbox"/> Turboprop <input type="checkbox"/> Jet turbine <input type="checkbox"/> Not Applicable	No. of engines <input type="text"/>
Propeller manufacturer <input type="text"/>	Model <input type="text"/>
C. REQUEST FOR DEREGISTRATION	
State reason(s) for deregistration	
<input type="text"/>	
<p>NOTE: The aircraft will be deleted from Botswana Civil Aircraft Register as soon as possible; therefore, applicants are advised not to submit this form until they are ready for the deregistration to take place, and are sure that the aircraft is not and will no longer be operating under Botswana registration.</p>	
D. State the Country where the aircraft will be registered	<input type="text"/>
E. REGISTERED OWNER	
Provide full details of the person in whose name the aircraft is currently registered.	
Name in full <input type="text"/>	Signature <input type="text"/> Date <input type="text"/> <input type="text"/>
Address <input type="text"/>	
Telephone <input type="text"/>	Fax <input type="text"/> E-mail <input type="text"/>

F. OTHER HOLDERS OF LIENS AGAINST AIRCRAFT	
1. Are the liens on this aircraft discharged?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. If you answered NO above, provide details of persons holding lien on aircraft below:	
Name (in full)	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Telephone	<input type="text"/> Mobile <input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
3. Additional information on other lien holders (if any) must be attached to this form.	

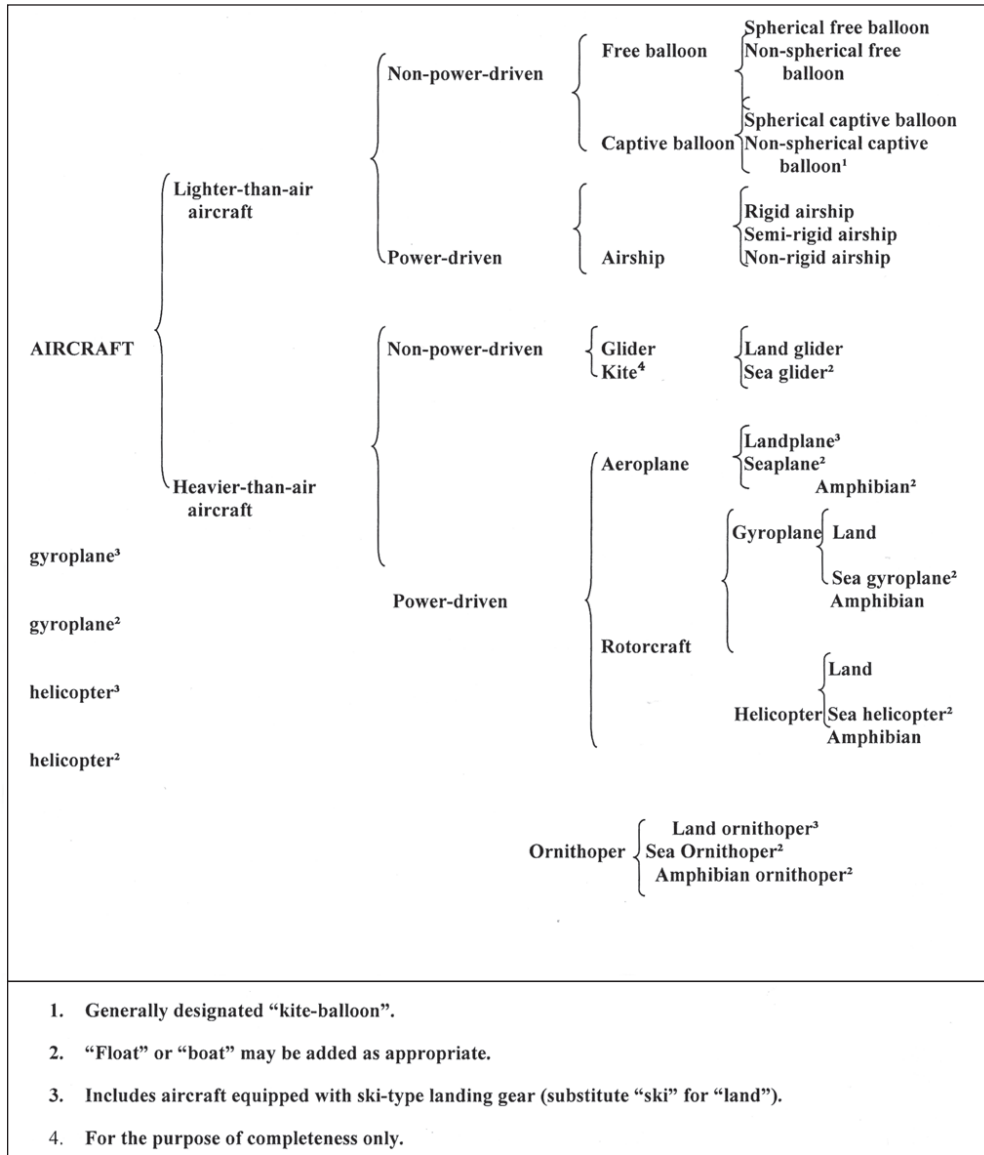
G. FEES	
1. Fees payable in respect of this application are as follows:	
(f) Application Fee	
(g) Issuance of Certificate of De-registration [Payable when collecting certificate]	
2. Select payment method:	<input type="checkbox"/> Cash [Please do not enclose cash in the application] <input type="checkbox"/> Cheque <input type="checkbox"/> Direct deposit / Electronic Funds Transfer

H. APPLICANT'S DECLARATION		
I, the undersigned, hereby certify that the particulars in this application are true in		
_____	_____	_____
Name (in full)	Signature	Date (day—month—year)

I. SUBMISSION INSTRUCTIONS	
1. The completed form must be sent to the following address:	
Postal Address	
CIVIL AVIATION AUTHORITY OF BOTSWANA P. O. BOX 250 GABORONE BOTSWANA	

SECOND SCHEDULE
(regulation 5 (1) (d))

CLASSIFICATION OF AIRCRAFT



1. Generally designated "kite-balloon".
2. "Float" or "boat" may be added as appropriate.
3. Includes aircraft equipped with ski-type landing gear (substitute "ski" for "land").
4. For the purpose of completeness only.

C.286**THIRD SCHEDULE
FEES**

Regulation 5(2)	Application for a certificate of registration	P
	Not exceeding 5700kg	
	private	220
	commercial	700
	other	600
	Exceeding 5700kg	
	private	440
	commercial	1400
	other	1200
Regulation 6(3)	Issue of a certificate of registration	
	Not exceeding 5700kg	410
	Exceeding 5700kg	570
Regulation 8(3)	Application for variation of certificate of Registration	
	Not exceeding 5700kg	400
	Exceeding 5700kg	800
Regulation 9	Issue of duplicate certificate of registration	
	Not exceeding 5700kg	200
	Exceeding 5700kg	300
Regulation 10(2)	Application for de-registration	
	Not exceeding 5700kg	
	private	220
	commercial	700
	other	600
	Exceeding 5700kg	
	private	440
	commercial	1400
	other	1200
Regulation 11(3)	Application for re-instatement of certificate	570
Regulation 13(4)	Searches and copies of documents/certificate	100
Regulation 16(5)	Application for assignment of special registration marks	
	Not exceeding 5700kg	2 000
	Exceeding 5700kg	3 000
Regulation 18(2)	Re-assignment of aircraft registration marks	
	Not exceeding 5700kg	2 000
	Exceeding 5700kg	3 000

MADE this 21st day of February, 2012.

HON. NONOFO E. MOLEFHI,
*Minister for Transport and
Communications.*

Statutory Instrument No. 22 of 2012

CIVIL AVIATION ACT
(Act No. 11 of 2011)

CIVIL AVIATION (AERIAL WORK) REGULATIONS, 2012
(Published on 23rd March, 2012)

ARRANGEMENT OF REGULATIONS

REGULATION

PART I – *Preliminary*

1. Citation
2. Interpretation

PART II – *Certificates*

3. Aerial work operator certificate
4. Authorisation for foreign registered aircraft
5. Application for certificate
6. Issuance of certificate
7. Duration and renewal of certificate
8. Amendment of certificate
9. Replacement of certificate
10. Possession of certificate or authorisation
11. Inspection of certificate, etc.
12. Suspension and revocation of certificate

PART III – *Agricultural Operations*

13. Agricultural operations
14. Private agricultural operations
15. Dispensing of agrochemical
16. Operations in controlled airspace
17. Operations over congested areas – pilots and aircraft
18. Exemption
19. Agricultural commercial operations register

PART IV – *Rotorcraft External Load Operations*

20. Rotorcraft external load operations
21. Rotorcraft operations rules
22. Pilot and crew requirements
23. Carriage of persons
24. Structure and design of rotorcraft
25. Markings and placards

PART V — *Glider Towing Operations*

- 26. Glider towing operations
- 27. Glider towing operations rules
- 28. Glider towing pilot requirements
- 29. Towing articles, etc.
- 30. Dropping of articles
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PART VI — *Banner Towing Operations*

- 32. Banner towing operations
- 33. Banner towing pilot requirements
- 34. Banner towing operations rules

PART VII — *Media Operations etc.*

- 35. Television operations
- 36. Television operations rules

PART VIII — *Sightseeing Flights*

- 37. Sightseeing operations
- 38. Sightseeing operations rules

PART IX — *General Provisions*

- 39. Clearance requirements
 - 40. Emergency operations
 - 41. Safety management system
 - 42. Drug and alcohol testing
 - 43. Change of name
 - 44. Offences and penalties
 - 45. Savings
 - 46. Transitional provisions
- SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Authority Act, and on the recommendation of the Authority, the following Regulations are hereby made —

PART I — *Preliminary*

- | | |
|----------------|--|
| Citation | 1. These Regulations may be cited as the Civil Aviation (Aerial Work) Regulations, 2012. |
| Interpretation | 2. In these Regulations, unless the context otherwise requires —
“acrobatic flight” means manoeuvres intentionally performed by an aircraft involving an abrupt change in attitude, abnormal attitude or abnormal variation in speed;
“acrobatic manoeuvre” includes a loop, spin, roll, bunt, stall turn, inverted flying and any other similar manoeuvre; |

- “aerial work” means an aircraft operation in which an aircraft is used for specialised services such as agriculture, photography, sports, surveying, observation, patrol, advertising, construction, search and rescue, salvage, fire-fighting, wildlife operations and any other related activity;
- “agrochemical” means any substance intended for —
- (a) the prevention, destruction, repulsion, attraction of any undesirable life forms injurious to plant and animal growth; or
 - (b) the promotion or inhibition of plant growth;
- “authorised officer” means any person authorised by the Authority, in writing either generally or in relation to a particular case;
- “certificate” means a certificate for an aerial work operation issued under regulation 6;
- “congested area” means an area that is used for residential, industrial, commercial or recreational purposes;
- “controlled airspace” means airspace that has been notified as class A, or class C airspace;
- “fish spotting” means the location, tracking and the reporting of the location of fish and fish schools;
- “game spotting” means the location, tracking and the reporting of the location of game;
- “glider” means a non power driven heavier than air aircraft deriving its lift in flight from aerodynamic reaction on surfaces which remain fixed under given conditions of flight;
- “motor vehicle competition” means competitive vehicle tracking and the reporting of the location of motor vehicles during a competition; and
- “night” means the time between half an hour after sunset and half an hour before sunrise, sunset and sunrise being determined at surface level.

PART II – *Certificates*

3. A person shall not conduct any aerial work unless he or she is issued an aerial work operator certificate in accordance with these Regulations.

Aerial work
operator
certificate

4. (1) A person operating a foreign registered aircraft shall not conduct any aerial work unless he or she is authorised to do so by the Authority.

Authorisation
for foreign
registered
aircraft

(2) A person who wishes to obtain an authorisation to conduct any aerial work under subregulation (1) shall make an application in writing, to the Authority at least one month before the commencement of the operation that it is applied for.

(3) Notwithstanding the provisions of subregulation (2), a person may, in case of emergency and with the consent of the Authority, apply in writing, to the Authority, within a period shorter than one month.

(4) An application under this regulation shall be accompanied by —

- (a) a tax clearance certificate;
- (b) such fees as may be prescribed under Schedule 2;
- (c) certificate of airworthiness;
- (d) certificate of registration;
- (e) crew licence(s);
- (f) authorisation from State of operator to conduct aerial work; and
- (g) any other document as may be required by the Authority.

C.290

Application for certificate	<p>(5) An authorisation issued under subregulation (1) shall be in Form A set out in Schedule 1 and shall be valid for a period prescribed by the Authority at the time of issuance.</p> <p>5. (1) A person who wishes to apply for an aerial work operator certificate shall make an application to the Authority in Form B set out in Schedule 1 to these Regulations.</p> <p>(2) Subject to the provisions of these Regulations, a person who makes an application for an aerial work operator certificate shall —</p> <ul style="list-style-type: none">(a) hold at least a valid private pilot licence or, have available the services of at least one person who holds a valid private pilot licence, commercial pilot licence or an airline transport pilot licence and be rated on the aircraft type of operation that the application relates to;(b) attach a copy of the aerial work manual containing instructions and information as may be necessary for the safe operation of the aircraft;(c) attach a copy of a certificate of airworthiness or permit to fly issued by the Authority or a certificate of airworthiness issued in another State; and(d) where necessary, an authorisation or permit from a competent authority. <p>(3) An application under subregulation (1) shall be accompanied by a fee specified in Schedule 2 to these Regulations.</p> <p>(4) A person who makes an application for a certificate shall have available a main operations base acceptable to the Authority.</p>
Issuance of certificate	<p>6. (1) The Authority may issue an aerial work operator certificate subject to such conditions as may be contained in the certificate where an applicant meets the requirements set out in these Regulations and upon payment of a fee specified in Schedule 2 to these Regulations.</p> <p>(2) An aerial work operator certificate issued under this regulation shall be in Form C set out in Schedule 1 to these Regulations.</p> <p>(3) The Authority may refuse to issue an aerial work operator certificate where an application under regulation 5 does not meet the requirements of these Regulations in which case, the Authority shall inform the applicant in writing, of the reasons for such refusal.</p>
Duration and renewal of certificate	<p>7. (1) A certificate issued under these Regulations shall be valid for 12 months from the date of issue and may be subject to renewal at the end of such period.</p> <p>(2) A holder of aerial work operator certificate who wishes to renew, may within six months before the expiry of the certificate, apply in writing to the Authority for the renewal of that certificate.</p> <p>(3) The application for renewal under subregulation (2) shall be accompanied by a fee specified in Schedule 2 to these Regulations.</p> <p>(4) The Authority may, upon receipt of the application for renewal, being satisfied that the applicant qualifies to continue holding the certificate, and upon payment of a fee specified in Schedule 2 to these Regulations, renew the certificate for a further period of 12 months.</p>
Amendment of certificate	<p>8. (1) An application to amend a certificate shall be made to the Authority in Form B set out in Schedule 1 to these Regulations and shall be accompanied by a fee specified in Schedule 2 to these Regulations and whilst the application is being considered the applicant shall continue operating in accordance with the terms and conditions of the existing certificate.</p>

(2) The Authority may refuse to amend a certificate where the proposed amendment does not meet the requirements of these Regulations, in which case the Authority shall inform the applicant in writing, of the reasons for such refusal.

(3) The applicant may, after receiving the refusal to amend the certificate and having complied with the requirements stipulated by the Authority resubmit the application to amend the certificate.

9. (1) A person may apply to the Authority for a replacement of a certificate or authorisation issued under these Regulations if the certificate or authorisation is lost or destroyed.

Replacement
of certificate

(2) An application under subregulation (1) shall be accompanied by a fee specified in Schedule 2 to these Regulations.

(3) The Authority shall, where it is satisfied that an application meets the requirements under this regulation, replace a certificate.

10. (1) A person issued with a certificate or authorisation by the Authority under these Regulations shall have the certificate or authorisation in his or her physical possession when conducting aerial work.

Possession of
certificate or
authorisation

11. (1) A person who holds a certificate or authorisation required under these Regulations shall present it for inspection upon a request by the Authority or any person authorised by the Authority.

Inspection of
certificate, etc.

(2) The Authority may request the holder of a certificate or authorisation, to produce the certificate or authorisation for examination at such time and place as the authorised officer making the request may specify.

(3) A person who, without reasonable excuse fails to comply with the requirements of this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding ten years, or to both.

12. (1) The Authority may suspend provisionally, pending further investigation, any certificate or authorisation issued under these Regulations.

Suspension
and revocation
of certificate

(2) The Authority may, on the completion of an investigation, suspend any certificate or authorisation issued under these Regulations for a period specified in the suspension notice.

(3) The Authority may revoke a certificate or authorisation issued under these Regulations where —

- (a) on completion of an investigation under subregulation (1) it is satisfied that there is sufficient grounds to warrant that the certificate or authorisation be revoked; or
- (b) a holder of a certificate contravenes the provisions of regulation 11 (1) (c) and (d).

(4) A holder or any person having possession or custody of any certificate or authorisation which has been revoked or suspended under these Regulations shall surrender it to the Authority within two days from the date of revocation or suspension.

PART III — *Agricultural Operations*Agricultural
operations

13. (1) Where an application under regulation 5 relates to agricultural operations, the person who makes the application shall prove to the satisfaction of the Authority that he or she possesses —

- (a) knowledge of —
- (i) the steps to be taken before starting operations, including a survey of the area to be worked on,
 - (ii) the safe handling, storage and disposal of agrochemicals and the proper disposal of used containers of the agrochemicals,
 - (iii) the general effects of agrochemicals on plants, animals and persons,
 - (iv) the primary symptoms of persons poisoned by agrochemicals, the appropriate emergency measures to be taken and the location of the nearest appropriate health facility,
 - (v) the performance capabilities and operating limitations of the aircraft to be used, and
 - (vi) safe flight and application procedures; and
- (b) skills in the following manoeuvres demonstrated at the aircraft's maximum certified take off mass or the maximum weight established for the special purpose load whichever is greater, during —
- (i) approaches to the working area,
 - (ii) short field and soft field take-offs where the application relates to the use of aeroplanes and gyroplanes,
 - (iii) flare outs,
 - (iv) swath runs,
 - (v) pull-ups and turnarounds, and
 - (vi) rapid decelerations where the application relates to the use of a helicopter.

(2) A person who makes an application in accordance with subregulation (1) and does not intend to dispense agrochemicals shall not be required to demonstrate knowledge relating to agrochemicals.

Private
agricultural
operations

14. A person who is issued an aerial work operator certificate for private agricultural operations shall not conduct an agricultural operation —

- (a) for compensation or hire;
- (b) over a congested area; or
- (c) over any property unless the person is the owner or lessee of the property, or has ownership or other property interest in the crop located on that property.

Dispensing of
agrochemical

15. (1) A person shall not dispense, or cause to be dispensed from an aircraft, any agrochemical in a manner that creates a hazard to persons or property on the surface.

(2) A person shall not dispense, or cause to be dispensed from an aircraft any agrochemical —

- (a) provided for under the Agrochemicals Act —
- (i) for use other than that for which it is registered for, and
 - (ii) contrary to any safety instructions or limitations on its label; or
 - (iii) that is prohibited under any laws of Botswana.

Cap. 35:09

(3) Subregulation (2) shall not apply to any person dispensing agrochemicals for experimental purposes or research purposes under the supervision of an agency authorised by law to conduct research in the field of agrochemical.

16. Except for flights to or from a dispensing area, a person shall not operate an aircraft within the lateral boundaries of the surface area of class D airspace designated for an airport unless he or she is authorised to do so by the control tower having jurisdiction over that area.

Operations in controlled airspace

17. (1) A person shall not operate an aircraft over a congested area at altitudes required for the proper accomplishment of an agricultural aircraft operation unless —

Operations over congested areas — pilots and aircraft

- (a) that operation is conducted with the maximum safety to persons and property on the surface; and
- (b) he or she has obtained prior written approval from the Authority and other relevant authorities having jurisdiction over that area.

(2) A plan for each proposed operation shall be submitted to, and approved by the Authority and it shall include —

- (a) consideration of obstructions to flight;
- (b) the emergency landing capabilities of the aircraft to be used; and
- (c) any necessary coordination with air traffic control.

(3) A person operating a loaded single engine aircraft other than a helicopter shall not take off or perform turnaround manouvres with such aircraft over a congested area.

(4) A person shall not operate an aircraft over a congested area below the altitudes prescribed by the Authority except during the actual dispensing operation, and the approaches and departures necessary for that operation.

(5) Subregulation (4) shall not apply where the aircraft is operated in a pattern and at such an altitude that the aircraft can land, in an emergency, without endangering persons or property on the surface.

(6) A person operating a multi-engine aircraft shall not take-off a multi-engine aircraft over a congested area except under conditions that will allow the aircraft to be brought to a safe stop within the length of the runway from any point on take-off up to the time attaining, with all engines operating at normal take-off power, 105 percent of the minimum control speed with the critical engine inoperative in the take-off configuration or 115 percent of the power-off stall speed in the take-off configuration, whichever is greater, as shown by the accelerate stop distance data.

(7) Subregulation (6) shall not apply where the take-off data is based on still-air conditions, and no correction is made for any uphill gradient of one percent or less when the percentage is measured as the difference between elevation at the end points of the runway divided by the total length and for uphill gradients greater than one percent, the effective take-off length of the runway is reduced 20 percent for each one-percent grade.

(8) A person shall not operate a multi-engine aircraft at a weight greater than the weight that, with the critical engine inoperative, would permit a rate of climb of at least 50 feet per minute at an altitude of at least 1,000 feet above the elevation of the highest ground or obstruction with the area to be worked on or at an altitude of 5,000 feet, whichever is higher, provided that —

- (a) the propeller of the inoperative engine is in the minimum drag position;
- (b) the wing flaps and landing gear are in the most favorable positions;
- (c) the remaining engine or engines are operating at the maximum continuous power available.

(9) (a) A person shall not act as a pilot in command for agricultural operations unless the person has at least —

- (i) 25 hours of pilot in command flight time in the make and basic model of the aircraft to be used during agricultural air operations including at least 10 hours within the preceding 12 months; and
- (ii) 100 hours of flight experience as pilot in command in dispensing agricultural agrochemicals.

(b) Except for a helicopter, an aircraft used in agricultural operations shall be capable of jettisoning at least one half of the aircraft's maximum authorised load of agricultural material within 45 seconds and where the aircraft is equipped to release the tank or hopper as a unit, there shall be a means to prevent inadvertent release by the pilot or crew.

Exemption

18. A person who complies with this Part and is issued an aerial work operator certificate for agricultural operations shall be exempt from holding a rotorcraft external load operator certificate when conducting an agricultural operation with a rotorcraft with external dispensing equipment.

Commercial agricultural operations register

19. (1) A person who is issued an aerial work operator certificate for commercial agricultural operations shall maintain and keep a register, at the home base offices.

(2) The register shall contain the following particulars relating to each operation, the —

- (a) name and address of each person to whom agricultural air operation was provided;
- (b) date of the operation;
- (c) name and quantity of the agrochemical dispensed for each operation conducted; and
- (d) name, address and certificate number of each pilot who conducted the agricultural operations.

PART IV — *Rotorcraft External Load Operations*

Rotorcraft external load operations

20. (1) This Part shall not apply to —

- (a) a rotorcraft manufacturer when developing external load attaching means; or
- (b) a rotorcraft load operations conducted by a person demonstrating compliance for the issuance of a certificate.

(2) For purposes of this Part, configurations for external loads carried by rotorcraft in relation to —

“class A” means an external load fixed to the rotorcraft, which cannot be jettisoned, and does not extend below the landing gear, used to transport cargo;

“class B” means load suspended from the rotorcraft, which can be jettisoned, and is transported free of land or water during rotorcraft operations;

“class C” means external load suspended from the rotorcraft, which can be jettisoned, but remains in contact with land or water during rotorcraft operations; and

“class D” means external load suspended from the rotorcraft for the carriage of persons.

(3) Where an application under regulation 5 relates to rotorcraft external load operations, a person who makes the application shall have the exclusive use of at least one rotorcraft which complies with the certificate provisions that apply to external load combinations.

(4) A person who makes an application for rotorcraft external load operations shall prove to the satisfaction of the Authority that he or she possesses —

- (a) the knowledge, where the application is for a class A rotorcraft load combination, of the —
 - (i) take off and landing procedures,
 - (ii) proper directional control while hovering,
 - (iii) horizontal flight at airspeed up to the maximum airspeed for which authorisation is requested,
 - (iv) appropriate rotorcraft load combination flight manual, and
 - (v) safe flight and application procedures; and
- (b) knowledge, where the application is for a class B and D rotorcraft load combination, of the —
 - (i) method of pick up of the external load,
 - (ii) proper directional control while hovering,
 - (iii) acceleration procedure from a hover,
 - (iv) horizontal flight procedure at operational airspeed, and
 - (v) appropriate lifting device operation where it is installed to hoist the external load.

(5) Where the operational flight check relates to a class C rotorcraft load combination used in wire stringing, cable laying, or similar operations, the operational flight checks shall be in accordance with subregulation (3) (b).

(6) The manual for a rotorcraft external load operations shall specify —

- (a) operating limitations;
- (b) normal and emergency procedures, performance, and other information required under this Part;
- (c) the class of rotorcraft load combinations for which the airworthiness of the rotorcraft has been demonstrated in accordance with this Part; and
- (d) in the information section of the rotorcraft load combination operating manual, —
 - (i) information on any peculiarities discovered when operating particular rotorcraft-load combinations,
 - (ii) precautionary advice regarding static electricity discharges for class B, class C and class D rotorcraft-load combinations, and
 - (iii) any other information essential for safe operation of external-loads.

21. (1) Where a person operates a rotorcraft with an external load configuration that differs substantially from any rotorcraft that a person that has previously carried that type of rotorcraft, whether or not the rotorcraft load combination is of the same class, that person shall conduct the rotorcraft in a manner that will not endanger persons or property on the surface, the following flight operational checks as the Authority considers appropriate to —

- (a) determine whether the weight of the rotorcraft or load combination and the location of its centre of gravity are within approved limits;
- (b) determine whether the external load is securely fastened;
- (c) determine whether the external load does not interfere with devices provided for its emergency release;
- (d) enable initial lift off and verify that controllability is satisfactory;

Rotorcraft
operation
rules

- (e) verify that directional control is adequate while hovering;
- (f) verify that no attitude whether of the rotorcraft or of the external load is encountered in which the rotorcraft is uncontrollable or hazardous while accelerating into forward flight;
- (g) increase the forward airspeed and determine an operational airspeed at which no hazardous oscillation or hazardous aerodynamic turbulence is encountered; and
- (h) in forward flight, check for hazardous oscillation of the external load, but if the external load is not visible to the
- (i) pilot, other crew members or ground personnel may make the check and signal the pilot.

(2) A person issued an aerial work operator certificate for rotorcraft external load operations may conduct operations over a congested area if those operations are conducted without hazard to persons or property on the surface.

(3) An operator shall develop a plan for each complete operation which, where necessary, shall contain a detailed chart depicting the flight routes and altitudes.

(4) A rotorcraft flight shall be conducted at an altitude and on a route which will allow a jettison-able external load to be released and the rotorcraft landed in an emergency without hazard to persons and property on the surface.

(5) A person issued an aerial work operator certificate for rotorcraft external load operations may conduct external load operations including approaches, departures, and load positioning manoeuvres necessary for the operation below 500 feet above the surface and closer than 500 feet to persons, vessels, vehicles, and structures if the operations are conducted without creating a hazard to persons or property on the surface.

(6) A person issued an aerial work operations certificate for rotorcraft external-load operations shall not conduct rotorcraft external load operations under instrumental flight rules unless he or she is authorised to do so, in writing by the Authority.

Pilot and crew requirements

22. (1) A person issued an aerial work operations certificate for rotorcraft external load operations shall not allow any person to serve as a pilot in rotorcraft external load operations unless such person —

- (a) has successfully demonstrated to the Authority the knowledge and skill required with respect to the rotorcraft-load combination in accordance with this Part; and
- (b) has in his or her possession, a certificate of competency issued by the Authority or an appropriate logbook entry indicating compliance with subregulation (1) (a).

(2) A person issued an aerial work operator certificate for rotorcraft external load operations shall not allow any person to serve as a crew member unless the crew member has within the preceding 12 months successfully completed an approved initial or recurrent training program.

(3) Notwithstanding the provisions of subregulation (2), a person who has performed a rotorcraft external load operation of the same class in an aircraft of the same type within the preceding 12 months shall not undergo recurrent training.

23. (1) A person issued an aerial work operator certificate for rotorcraft external load operations shall not allow a person to be carried in an aircraft while it is performing rotorcraft external load operations unless such a person —

Carriage of persons

- (a) is a crew member;
- (b) is a crew trainee who has completed within the preceding 12 months an approved initial or recurrent training program;
- (c) performs an essential function in connection with the rotorcraft external load operations or performs an activity that is associated with that operations.

(2) Notwithstanding the provisions of subsection (1), a pilot in command shall ensure that all persons aboard a rotorcraft are briefed before take-off on all procedure to be followed and equipment to be used during the rotorcraft external load operation.

24. (1) A person issued an aerial work operator certificate for rotorcraft external load operations shall not use an external load attaching means and a quick release device unless he or she is authorised to do so by the Authority.

Structure and design of rotorcraft

(2) The total weight of the rotorcraft load combination shall not exceed the total weight approved for the rotorcraft during its type certification.

(3) The location of the centre of gravity shall for all loading conditions, be within the range established for the rotorcraft during its type certification.

(4) Where the rotorcraft is a class C rotorcraft load combination, the magnitude and direction of the loading force shall be established at those values for which the effective location of the centre of gravity remains within its established range.

25. A rotorcraft external load operator shall display markings and placards which shall not be easily erased, disfigured or obscured —

Markings and placards

- (a) in the cockpit or cabin, stating the class of a rotorcraft load combination and the occupancy limitation for which the rotorcraft has been approved; and
- (b) next to the external load attaching means stating the maximum external load approved.

PART V — *Glider Towing Operations*

26. (1) Where an application under regulation 5 relates to glider towing operations, a person who makes the application shall —

Glider towing operations

- (a) have an aircraft that is equipped with a tow hook and release control system that meets the applicable standards of airworthiness; and
- (b) ensure that the length of the combination of tow rope and glider in flight shall not exceed 150 metres.

(2) A person operating an aircraft in flight shall not tow a glider except in accordance with such conditions and requirements as the Authority has authorised.

27. (1) The pilot in command of an aircraft which is about to tow a glider shall satisfy himself or herself, before the towing aircraft takes off that —

Glider towing operations rules

- (a) the towline is in good condition and meets the requirements specified under this Part;
- (b) the combination of the towing aircraft and glider is capable of safely taking off, reaching and maintaining a safe height and making a safe landing at the place of intended destination;

- (c) signals have been agreed upon and communication established with persons suitably stationed so as to enable the glider to take off safely; and
 - (d) emergency signals have been agreed upon between the pilot in command of the towing aircraft and the pilot in command of the glider to be used, to indicate when the tow should immediately be released by the glider and to indicate when tow cannot be released by the pilot in command of the glider.
- (2) The glider shall be attached to the towing aircraft by means of the tow rope before the aircraft takes off.
- (3) A pilot in command shall satisfy himself or herself that —
- (a) the towing aircraft is equipped with a tow hook and a release control system of a kind and installed in a manner that is approved by the Authority;
 - (b) the towline used has a breaking strength of not less than 80 percent of the maximum certificated operating weight of the glider, except that the towline may have breaking strength of more than twice the maximum certificated operating weight of the glider if -
 - (i) a safety link is installed at the point of attachment of the towline to the glider with a breaking strength not less than 80 percent of the maximum certificated operating weight of the glider and not greater than twice this operating weight, or
 - (ii) a safety link is installed at the point of attachment of the towline to the towing aircraft with a breaking strength greater, but not more than 25 percent greater than that of the safety link at the towed glider end of the towline and not greater than twice the maximum certificated operating weight of the glider.
- (4) A pilot in command shall notify the control tower before conducting any towing operation within the lateral boundaries of the surface areas of class A, C or G airspace designated for an airport or before making each towing operation within such controlled airspace if required by air traffic control.
- (5) Where a control tower does not exist, the pilot in command shall notify the Authority before conducting any towing operations and the pilot of the towing aircraft and the pilot of the glider shall agree upon a general course of action, including take-off and release signals, airspeeds and emergency procedures for each pilot.
- (6) A pilot of an aircraft shall not intentionally release a towline, after the release of a glider, in a manner that endangers the life or property of other persons.

Glider towing
pilot
requirements

- 28.** (1) A person shall not act as a pilot in command for towing a glider unless that person —
- (a) has a logbook endorsement from an authorised instructor who certifies that the person received ground and flight training in towing a glider and is proficient in —
 - (b) the techniques and procedures essential to the safe towing of a glider, including airspeed limitations,
 - (ii) emergency procedures,
 - (iii) signals used, and
 - (iv) maximum angles of bank;

- (b) has logged at least three flights as the sole manipulator of the controls of an aircraft towing a glider while accompanied by a pilot who meets the requirements of this regulation or while simulating glider towing flight procedures;
 - (c) has received a logbook endorsement from the pilot described in subregulation (2) certifying that the person has accomplished at least three flights in an aircraft while towing a glider or while simulating glider-towing flight procedures; and
 - (d) within the preceding 12 months has —
 - (i) made at least three actual or simulated glider tows while accompanied by a qualified pilot who meets the requirements of this Part, or
 - (ii) made at least three flights as pilot in command of a glider towed by an aircraft.
- (2) The pilot described in subregulation (1) (c) who endorses the logbook of a person seeking glider towing privileges shall —
- (a) meet the requirements of this regulation prior to endorsing the logbook of the person seeking glider towing privileges; and
 - (b) log at least 10 flights as pilot in command of an aircraft while towing a glider.
- 29.** (1) A person operating an aircraft in flight shall not, by means external to the aircraft, tow any article other than a glider or banner, tow or raise any person, animal or article, unless the certificate of airworthiness of the aircraft is valid and includes an express provision that it shall be used for that purpose.
- (2) A person shall not use an aircraft to launch or pick up tow lines, banners of similar articles other than at an aerodrome.
- (3) A person shall not operate an aircraft in flight to tow any article, other than a glider, at night or when flight visibility is less than one mile.
- (4) The length of the combination of a towing aircraft, towline and an article in a tow shall not exceed 150 meters.
- (5) Nothing in this regulation shall —
- (a) prohibit the towing in a reasonable manner by an aircraft in flight of a radio aerial or any instrument which is being used for experimental purposes;
 - (b) prohibit the picking or raising of any person, animal or article in an emergency or for the purpose of saving life;
 - (c) apply to any aircraft while it is flying in accordance with the provisions of the special flight permit issued by the Authority; or
 - (d) be taken to permit the towing or picking up of a glider otherwise than in accordance with this Part.
- 30.** (1) A person shall not drop or permit to drop an article or animal, whether or not attached to a parachute, from an aircraft in flight so as to endanger persons or property.
- (2) Subregulation (1) shall not apply to the dropping of an article by or with the authority of the pilot in command of the aircraft where the dropping —
- (a) is for the purpose of saving life;
 - (b) in case of emergency, is of fuel or other articles from the aircraft;
 - (c) is of ballast in the form of fine sand or water;
 - (d) is of articles solely for the purpose of navigating the aircraft in accordance with ordinary practice or in accordance with the provisions of these Regulations;

Towing
articles, etc.

Dropping
of articles

C.300

- (e) is at an aerodrome, in accordance with prescribed regulations of tow-ropes, banners or similar article towed by aircraft;
- (f) is for the purpose of agriculture, horticulture, forestry or public health or as a measure against weather conditions, surface icing or oil pollution or for training for the dropping of articles for any such purposes, if the articles are dropped with the permission of the Authority and in accordance with any condition subject to which that permission may have been given; and
- (g) is of wind drift indicators for the purpose of enabling parachute descents to be made if the wind indicators are dropped with the permission of the Authority and in accordance with any conditions subject to which that permission may have been given,

provided that the pilot seeks to avoid endangering persons or property.

(3) For purposes of this regulation, “dropping” includes projecting and lowering.

(4) Nothing in this regulation shall prohibit the lowering of any animal or article from a helicopter to the surface, if the certificate of airworthiness of the helicopter is valid and includes an express provision that it may be used for that purpose.

Dropping
of persons

31. (1) A person shall not drop, be dropped or be permitted to drop to the surface or jump from an aircraft flying over Botswana except in accordance with the terms of a parachuting permission granted by the Authority.

(2) Notwithstanding the provisions of subregulation (1), a person shall not drop, be dropped or be permitted to drop from an aircraft in flight so as to endanger persons or property on the surface.

(3) A person shall not use an aircraft for the purpose of dropping persons unless the aircraft has a certificate of airworthiness and a licence granted for that purpose.

(4) Nothing in this regulation shall —

- (a) apply to the descent of persons by parachute from an aircraft in an emergency;
- (b) prohibit the lowering of any person in an emergency or for the purpose of saving life; or
- (c) prohibit the lowering of any person from a helicopter to the surface if the certificate of airworthiness of the helicopter is valid and includes an express provision that it may be used for that purpose.

PART VI — *Banner Towing Operations*

Banner towing
operations

32. (1) Where an application under regulation 5 relates to banner towing operations the person who makes the application shall have an aircraft that is equipped with a tow hook and release control system that meet the applicable standards of airworthiness.

(2) A person shall not operate a helicopter that is towing a banner unless the helicopter has a means to prevent the banner from becoming entangled in the helicopter’s tail rotor during all phases of flight, including auto rotations.

(3) A helicopter operating under the provisions of rotorcraft external load operations may tow a banner using an external load attaching means without authorisation from the Authority where the operator has a class B authorisation on the operating certificate.

- 33.** A pilot engaged in banner towing operations shall —
- (a) demonstrate competence to the Authority by performing at least one pickup and drop of the maximum numbers of letters to be used by a certificate holder, which shall be observed from the ground to allow an inspector from the Authority to evaluate the competence of any essential ground personnel and the flight operations;
 - (b) in case of a non-commercial operation, hold at least a valid private pilot licence and have a minimum of 200 hours pilot in command time; and
 - (c) in case of a commercial operation, hold at least a commercial pilot licence and at least a valid second class medical certificate.
- 34.** (1) A banner towing operation shall be conducted —
- (a) in visual flight rules weather conditions; and
 - (b) between the hours of official sunrise and official sunset.
- (2) A person shall not conduct banner towing operations —
- (a) over a congested area or an open air assembly of persons at a height below 2,000 feet above the highest fixed object and within 600 metres of the aircraft; or
 - (b) below the minimum safe altitude requirements.
- (3) Where the banner towing operation takes place at an airport, the operator shall be required to obtain the written approval of the airport management to conduct such operations.
- (4) Where the banner towing operation takes place at an airport with air traffic control, the operator shall inform the air traffic control of the time of the operations and obtain clearance for such operation.
- (5) Where the banner towing operation is to be held in close proximity to an unmanned airport, the operator shall notify the appropriate airport officials in advance.
- (6) An aircraft shall not carry any person other than essential crew when conducting a banner tow operation.
- (7) Where a banner towing operation is conducted around a congested area, the pilot shall exercise due care such that, in the event of emergency the release of the banner or tow-rope, shall not endanger life or property on the surface.
- (8) A pilot conducting a banner tow operation shall drop the tow-rope in a pre-designated area at least 500 feet from persons and property.
- (9) Where a towing aircraft lands with a tow-rope attached, due care shall be exercised by the pilot to avoid trailing the tow rope and endangering other aircraft in the air, or persons and property.
- (10) A pilot conducting a banner towing operation shall ensure that the operation is coordinated with other aviation operations at all times.
- (11) The coordination referred to under subregulation (10) shall include —
- (a) communications relating to —
 - (i) air to air,
 - (ii) air to ground, and
 - (iii) coordination with air traffic control; and
 - (b) the identification and depiction of air traffic flow for the pilots concerned.
- (12) Where a banner towing operation is to be held, the operator shall, prior to the operations ensure that the aircraft conducting banner towing operations undergoes an airworthiness safety inspection.

Banner
towing pilot
requirements

Banner
towing
operations
rules

PART VII — *Media, Operations etc.*Television
operations

35. (1) This Part shall apply to operations involving movie filming, appearance in flight movies, aerial photography, aerial survey, airborne direction or production of such filming, when those operations are conducted as part of a business enterprise.

(2) For purposes of this Part, “movie” includes film, video and live broadcast in any format, and the preparation and rehearsal for such operations.

Television
operations
rules

36. (1) Where an application under regulation 5 relates to television operations, the applicant shall request for a waiver from the Authority when filming sequences which require an aircraft to be flown —

- (a) in acrobatic flight below 1,500 feet above ground level;
- (b) over a congested area; or
- (c) in a controlled airspace.

(2) A person who is issued with a waiver in terms of subregulation (1) shall provide a schedule that provides for the —

- (a) identification of the aircraft;
- (b) names of the performers in the sequence of their appearance; and
- (c) date and times when such operations will be undertaken.

(3) When conducting a filming operation requiring a waiver, the certificate holder shall ensure that all reasonable efforts are made to confine spectators to designated areas and if an unauthorised person or vehicle enters the airspace where manoeuvres are being performed during the filming operation efforts shall be made to remove such person or vehicle.

(4) A person shall not conduct television, movie, aerial photography or aerial survey operations unless the pilot has —

- (a) at least 500 hours as pilot in command;
- (b) a minimum of 100 hours in the category and class of the aircraft to be used; or
- (c) a minimum of five hours flying time in the make and model of the aircraft to be used.

(5) Where a pilot in a television, movie, aerial photography or aerial survey operations intends to perform acrobatic flights below 1,500 feet above ground level, he or she shall, prior to the operation furnish the Authority with proof of competence to perform the acrobatic manoeuvres in the aircraft to be used.

(6) An application for television operations shall include aerial photography and survey flight operations manual which shall contain —

- (a) the business name, address, facsimile number, email address and telephone number of the applicant;
- (b) the list of pilots to be used during the filming, aerial photography and survey including their pilot licence numbers, type of licence and date of medical certificate;
- (c) the list of aircraft to be used during the flight operations by make and model;
- (d) the procedures for revising the manual to ensure that such manual is kept up to date;
- (e) the procedures to ensure that a person shall not, except those persons consenting to be involved and necessary for the filming or aerial photography and survey be allowed within 500 feet of the filming production area;
- (f) the area that will be used during the duration of the certificate;
- (g) the procedures for the submission, within three days of scheduled filming or aerial photography and survey, of a written plan of activities to the Authority containing at least the following —

- (i) dates and times of all flights,
- (ii) name and contact details of the person responsible for the filming or aerial photography and survey,
- (iii) make and model of aircraft to be used and type of airworthiness certificate issued,
- (iv) names of pilots involved in the filming or aerial photography and survey,
- (v) a statement that permission has been obtained from property owners or any other person to conduct the filming or aerial photography and survey,
- (vi) a general outline, or summary, of the production schedule, including maps or diagrams of the specific filming or aerial photography and survey location;
- (h) the requirements that are needed to obtain permission from property owners or police and fire departments as appropriate for the conduct of all filming or aerial photography and survey;
- (i) the method of security that will be used to exclude all persons not directly involved with the operations;
- (j) the procedure to brief personnel of the risks involved;
- (k) the procedure to be followed during an emergency and safeguards to be followed during filming so as to avoid accidents;
- (l) the procedure to ensure that the required inspections are conducted;
- (m) the procedure to provide communications capabilities with all participants during the operation; and
- (n) the procedure for notification and reporting of accidents.

PART VIII — *Sightseeing Flight Operations*

- 37.** (1) A person shall not conduct any sightseeing operations unless he or she has been issued a certificate in accordance with regulation 5. Sightseeing operations
- (2) This Part applies to any flight that —
- (a) is advertised as a sightseeing flight;
 - (b) is conducted within a 25 nautical mile radius of the departure airport unless the Authority approves a longer route;
 - (c) has a certified passenger capacity of not exceeding 9 passengers; and
 - (d) takes off and returns to the same airport.
- 38.** (1) A sightseeing operation shall be conducted — Sightseeing operations rules
- (a) in visual flight rules weather conditions; and
 - (b) between the hours of official sunrise and official sunset.
- (2) A person shall not conduct sightseeing operations over congested areas or open air assemblies of persons at a height below 1,000 feet above the highest fixed object within 2,000 feet of the aircraft.

PART IX — *General Provisions*

Clearance requirements	<p>39. The prescribed minimum cloud clearance and minimum altitude requirements shall not apply to operations in relation to fish spotting, game spotting and motor vehicle competition.</p>
Emergency operations	<p>40. (1) A person who is issued with an agricultural air operator certificate or a rotorcraft air operator certificate shall be exempt from complying with the provisions of these Regulations when conducting an emergency operation involving the safety of persons or property or any other welfare activities approved by the Authority.</p> <p>(2) A person who is exempt from the provisions of subregulation (1) shall within 10 days after such operation, send a complete report to the Authority with details of the aircraft involved, the description of the operations and the reasons for such an operation.</p>
Safety management system	<p>41. A person issued a certificate by the Authority under these Regulations shall establish and maintain a safety management system which shall provide for —</p> <ul style="list-style-type: none"> (a) safety hazards procedures; (b) any remedial action necessary to maintain acceptable levels of safety; (c) the procedure for the continuous monitoring and improving the overall level of safety; (d) safety accountability throughout the operator's business enterprise.
Drug and alcohol testing	<p>42. (1) A person who performs any function prescribed by these Regulations directly or by contract, may be tested by the Authority for drug or alcohol use.</p> <p>(2) The Authority or any person authorised by the Authority may suspend or revoke a certificate or authorisation issued under these Regulations if the Authority or the person authorised by the Authority wishes to test a person referred to in subregulation (1) for the percentage by weight of alcohol in the blood or for the presence of narcotic drugs, or stimulant drugs or substances in the body, and that person —</p> <ul style="list-style-type: none"> (a) refuses to submit to the test; or (b) having submitted to the test, refuses to authorise the release of the test results. <p>(3) In determining whether or not to suspend or revoke the certificate, or authorisation, the Authority shall consider all relevant factors, including —</p> <ul style="list-style-type: none"> (a) whether the certificate holder had knowledge of the drug or alcohol use; (b) whether the certificate holder encouraged the person to refuse the drug or alcohol test; (c) whether the certificate holder dismissed the person who failed or refused the drug tests; (d) the position that person held within the operations of the certificate holder; and (e) whether the certificate holder encouraged the person to refuse to authorise the release of the test results. <p>(4) The Authority shall require a certificate holder to provide reasons why a person who has tested positive for alcohol or drug use should not be dismissed from the employment of the operations of the certificate holder.</p>

(5) A person who is convicted, whether in or outside Botswana, for any offence relating to the growing, processing, manufacture, sale, possession, use, transportation or importation of narcotic drugs, or stimulant drugs or substances, shall be dismissed from the employment of the certificate holder.

(6) The Authority may suspend or revoke the certificate of an operator who refuses to dismiss from its employment a person convicted under subregulation (5).

43. (1) A holder of a certificate issued under these Regulations may apply, in writing, to the Authority, to change the name on a certificate.

Change of
name

(2) The applicant under subregulation (1) shall include with any such application —

- (a) the current certificate sought to be amended; and
- (b) the court order or any legal document verifying the name change.

44. (1) A person shall not —

Offences and
penalties

- (a) forge or alter any certificate issued under these Regulations;
- (b) use any certificate issued under these Regulations which has been forged, altered, revoked or suspended or to which he or she is not entitled;
- (c) lend or transfer any certificate issued under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring a certificate or authorisation.

(2) A person who fails to comply with the provisions of subregulation (1) commits an offence and is liable to a fine not exceeding P50 000, or to imprisonment for a term not exceeding ten years, or to both.

(3) A person who contravenes the provisions of any regulation for which no penalty is prescribed commits an offence and is liable to a fine not exceeding P50 000, or to imprisonment for a term not exceeding 10 years or to both.

45. A certificate issued under the Air Navigation Regulations shall remain valid until its expiry date whereupon the person issued with the certificate shall apply under these Regulations for a new certificate unless, such certificate is revoked before its expiry.

Savings

46. Notwithstanding any other provision of these Regulations, a person who at the commencement of these Regulations, is carrying out any acts, duties or operations, affected by these Regulations, shall within 3 months from the date of commencement, or within such longer period as the Minister may, by notice in the Gazette prescribe, comply with the requirements of these Regulations or cease to carry out such acts, duties or operations.

Transitional
provisions

SCHEDULE 1

FORM A
(Regulation 4 (5))

Authorisation to Fly a Foreign Registered Aircraft

PART I: To be completed by all applicants

<p>1. Company registered name: Address:..... Telephone:..... Fax:..... E-mail:.....</p>	<p>2. Address of the principal place of business:..... Address:..... Telephone:..... Fax:..... E-mail:.....</p>
<p>3. Proposed start date of operations.....</p>	
<p>4. Operational management personnel</p>	
<p>Name and title:</p>	<p>Telephone:..... Fax:..... Email:.....</p>
<p>PART II: Type of approval requested</p> <p>5. Type — (a) Air operator intends to conduct aerial work operations to and from aerodrome in Botswana; (b) Air operator intends to only over flights and technical stops in Botswana.</p>	

<p>6. Aerial work proposed type of operation —</p> <p>(a) agricultural air operation;</p> <p>(b) glider towing operation;</p> <p>(c) banner towing operation;</p> <p>(d) television air operation;</p> <p>(e) sightseeing flight operation;</p> <p>(f) fish spotting operation;</p> <p>(g) game spotting;</p> <p>(h) motor vehicle competition;</p> <p>(i) any other aerial work operations.</p>	<p>7. Geographical area of intended operations and proposed route structured —</p>
<p>PART III: To be completed by the Civil Aviation Authority of Botswana</p>	
<p>Evaluated by:.....</p>	<p>CAAB decision:</p> <p>Approval granted:.....</p> <p>Approval not granted:.....</p>
<p>Remarks:</p>	
<p>Signature of CAAB representative:</p>	<p>Date:</p>

FORM B
(Regulation 5 (1))

Application for Aerial Work Certificate

PART I: To be completed by all applicants

Initial issue: Amendment: Renewal: (tick where applicable)

<p>1. Company registered name: Address:..... Telephone:..... Fax:..... E-mail:.....</p>	<p>2. Address of the principal place of business:..... Address:..... Telephone:..... Fax:..... E-mail:.....</p>
<p>3. Proposed start date of operations.....</p>	
<p>4. Operational management personnel</p>	
<p>Name and title:</p>	<p>Telephone:..... Fax:..... E-mail:.....</p>
<p>PART II: Type of approval requested</p>	
<p>5. Type — (a) Air operator intends to conduct aerial work operations to and from aerodrome in Botswana; (b) Air operator intends to only conduct flights and technical stops in Botswana.</p>	

<p>6. Aerial work proposed type of operation;</p> <p style="margin-left: 40px;">(a) agricultural air operation;</p> <p style="margin-left: 40px;">(b) glider towing operation;</p> <p style="margin-left: 40px;">(c) banner towing operation;</p> <p style="margin-left: 40px;">(d) television air operation;</p> <p style="margin-left: 40px;">(e) sightseeing flight operation;</p> <p style="margin-left: 40px;">(f) fish spotting operation;</p> <p style="margin-left: 40px;">(g) any other aerial work operations.</p>	<p>7. Geographical area of intended operations and proposed route structured —</p>
<p>PART III: To be completed by the Civil Aviation Authority of Botswana</p>	
<p>Evaluated by:..... CAAB decision:</p> <p style="text-align: right;">Approval granted:.....</p> <p style="text-align: right;">Approval not granted:.....</p>	
<p>Remarks:</p>	
<p>CAAB authorised signatory:</p> <p>Name:..... Date:.....</p> <p>Title:.....</p> <p>Signature:.....</p>	

Please note: *A copy of a valid private pilot licence, commercial pilot licence, airline transport pilot licence, were necessary, a copy of aerial work operations manual and a copy of a certificate of airworthiness shall be attached to this application.*

C.310

FORM C
(Regulation 6)

Aerial Work Certificate

The Republic of Botswana

Civil Aviation Authority Botswana

Aerial work certificate number:	Operator's name:..... Trading name:..... Operator's address:..... Telephone:..... Fax:..... Email:.....	Operational points of contact: Contact details, at which operational management can be contacted without undue delay are listed in
This Certificate certifies that..... is authorised to perform aerial work operations, as defined in the attached operations specifications in accordance with the operations manual and the.....		
Date of issue:	Name and signature: Title:	

Operations specifications
(subject to the approved conditions in the operations manual)

ISSUING AUTHORITY CONTACT DETAILS		
Telephone.....	Fax:.....	E-mail.....
Aerial work certificate number:.....		
Operator's name:.....		
Date:.....	Signature:.....	
Type of operation:.....		
Areas of operation:.....		

Special limitation:.....				
Special authorisation	Yes	No	Specific approval	Remarks
Dangerous goods				
Low visibility operations approach and landing			CAT: __RVR__m DH: __ft RVR __m	
Take - off				
RVSM				
ETOPS			Maximum diversion Time: _____minutes	
Navigation specifications for PBN operations				
Continuing airworthiness				
Other				

C.312

SCHEDULE 2
(regulation 4 (4) (b), 5 (3), 6 (1), 8 (1) and 9 (2))

FEES

ACTIVITY	COST (PULA)
Authorisation for foreign registered aircraft	500 per month, or part thereof, for an aircraft not exceeding 5700 kg (weight) 800.00 per month or part thereof, for an aircraft not exceeding 5700 kg (weight)
Application for Aerial Work Operator's Certificate	500
Issuance of an Aerial Work Operator Certificate	30 for every 100 kg or part thereof of the aggregate weight of all aircraft to be operated under the certificate for a period of one year
Renewal of Aerial Work Operator Certificate	500
Application to amend certificate	10 for every 100kg or part thereof
Replacement of Aerial Work Operator Certificate or authorisation	250

MADE this 14th day of March, 2012.

HON. NONOFO E. MOLEFHI,
*Minister for Transport and
Communications.*