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# AIC

# MALAYSIA

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|-------------------------|
| PHONE : 6-03-7846 5233  |
| TELEX : PENAWA MA 30128 |
| FAX : 6-03-7847 2997    |
| AFTN : WMKKYAYS         |
| COMM : AIRCIVIL         |
| KUALA LUMPUR            |

AERONAUTICAL INFORMATION SERVICES  
DEPARTMENT OF CIVIL AVIATION  
BLOCK A  
AIR TRAFFIC CONTROL CENTRE COMPLEX  
SULTAN ABDUL AZIZ SHAH AIRPORT  
47200 SUBANG  
SELANGOR DARUL EHSAN  
MALAYSIA

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| <b>16 / 2005</b> |
| <b>21 JUL</b>    |

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## **ACCOUNTABLE MANAGER AND POST HOLDERS FOR AIR OPERATOR'S CERTIFICATE (AOC) HOLDERS**

### **1. INTRODUCTION**

- 1.1 This AIC is issued in the exercise of the powers conferred under Section 24O of the Civil Aviation Act 1969

### **2. Nominated Accountable Manager**

- 2.1 The operator must have a nominated Accountable Manager acceptable to the Department of Civil Aviation (DCA) who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the DCA and any additional requirements defined by the operator.
- 2.2 The Accountable Manager is an essential part of the AOC holder's management organisation. The term 'Accountable Manager' is intended to mean the Chief Executive / Executive Chairman / Managing Director / Director General / General Manager, etc. of the operator's organisation, who by virtue of his position has overall responsibility (including finance) for managing the organisation.
- 2.3 Delegation of authority. The Accountable Manager may delegate his authority especially in the scope of finance to senior member(s) of his management team in order to ensure effective and safe operation. The senior member(s) who hold the delegation are known as the Delegated Accountable Manager.

### **3. Nominated Post Holders**

- 3.1 The operator must have nominated post holders, acceptable to the DCA, who are responsible for the management and supervision of the following areas:
- (a) Flight Operations;
  - (b) The Engineering Maintenance System;
  - (c) Crew Training; and
  - (d) Others (as required).

3.2 Nominated Post Holders should possess the appropriate experience and qualification requirements which are listed in paragraphs 4 to 8 below. The DCA may accept a nomination which does not meet the requirements in full which the DCA will accept as being comparable and also the ability to perform effectively the functions associated with the post and with the scale of the operation.

**4. Nominated Post Holders should have:**

4.1 Practical experience and expertise in the application of aviation safety standards and safe operating practices;

4.2 Comprehensive knowledge of:

(a) Civil Aviation Act 1969;

(b) Civil Aviation Regulations 1996 and any associated requirements and procedures;

(c) The AOC holder's Operations Specifications;

(d) The AOC holder's Operations Manual or Maintenance Management Manual where applicable;

4.3 Appropriate management experience in a comparable organisation; and

4.4 Five (5) years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

**5. Flight Operations. The Nominated Post Holder or his deputy should hold a valid Flight Crew Licence appropriate to the type of operation conducted under the AOC in accordance with the following:**

5.1 If the AOC includes aircraft certificated for a minimum crew of two (2) pilots - An Airline Transport Pilot's Licence issued or validated by the DCA.

5.2 If the AOC is limited to aeroplanes certificated for a minimum crew of one (1) pilot - A Commercial Pilot's Licence, and if appropriate to the operation, an Instrument Rating issued or validated by the DCA.

**6. Engineering Maintenance System. The nominated post holder should possess the following:**

6.1 Aircraft Maintenance Engineer's Licence or relevant engineering degree in aviation/aerospace studies.

6.2 Familiar with the organisation's Maintenance Management Manual.

6.3 Knowledge of the relevant type(s) of aircraft operated by the AOC holder.

6.4 Quality experience in engineering maintenance of aircraft.

**7. Crew Training. The Nominated Post Holder or his deputy should hold a current Type Rating on a type operated under the AOC, and having experience as DCA Authorised Examiner or a qualified Training Captain.**

7.1 The Nominated Post Holder should have a thorough knowledge of the AOC holder's crew training concept for Flight Crew and Cabin Crew when relevant.

- 8. Other Post Holders (as required). The Nominated Post Holder should have a thorough knowledge and qualification relevant to their duties and responsibilities.**
- 9. Combination of Nominated Post Holder's Responsibilities**
- 9.1 The acceptability of a single person holding several posts, possibly in combination with being the Accountable Manager as well, will depend upon the nature and scale of the operation. The two main areas of concern are competency and an individual's capacity to meet his responsibilities.
- 9.2 With regards to competency in the different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.
- 9.3 The capacity of an individual to meet his responsibilities will primarily be dependent upon the scale of the operation. However the complexity of the organisation or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.
- 9.4 In most circumstances, the responsibilities of a Nominated Post Holder will rest with a single individual. However, in the area of ground operations, it may be acceptable for these responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.
- 9.5 The intent of this AIC is neither to prescribe any specific organisational hierarchy within the operator's organisation nor to prevent the DCA from requiring a certain hierarchy before it is satisfied that the management organisation is suitable.
- 10. The Accountable Manager and Post Holders should be a Malaysian citizen unless local expertise is not available for the safety of its operation. In cases where foreign expertise is required, approval shall be granted in accordance with the local employment terms and conditions and accepted by the DCA.**
- 11. APPENDIX**
- 11.1 Appendix 1 and appendix 11 is a sample of the AOC application forms for application for nominated Accountable Manager and Post Holder respectively, therein referred to and shall be taken, read and construed as an essential and integral part of this AIC

**DATO' IR KOK SOO CHON**  
**Director-General**  
**Department of Civil Aviation**  
**Malaysia**

**DEPARTMENT OF CIVIL AVIATION MALAYSIA**

**APPLICATION FOR NOMINATION OF AN ACCOUNTABLE MANAGER FOR THE  
PURPOSE OF AIR OPERATOR CERTIFICATION AND SUPERVISION**

**Note:** The operator must have nominated an Accountable Manager, acceptable to the DCA, who has corporate authority for ensuring that all operations activities can be financed and carried out to the standard required by the DCA.

|    |   |  |
|----|---|--|
| 1. | Name of Organisation:                                   |  |
| 2. | Address:  |  |
| 3. | Name of Executive<br>Chairman /<br>Accountable Manager: |  |
| 4. | Telephone No.:  |  |
| 5. | Facsimile No.:  |  |
| 6. | Email:  |  |

Names of Senior Member(s) delegated by Executive Chairman / Accountable Manager if any:

|    | Name of Senior Member | Designation |
|----|-----------------------|-------------|
| 1. |                       |             |
| 2. |                       |             |
| 3. |                       |             |

Date:

Signed:

(Executive Chairman / Accountable Manager)

Company Stamp:

**Note:** The Director of Flight Operations Division, Department of Civil Aviation must be given at least 10 days prior notice of a proposed change of an Accountable Manager.

**DEPARTMENT OF CIVIL AVIATION MALAYSIA**

**APPLICATION FOR NOMINATION OF POST HOLDERS FOR THE PURPOSE OF  
AIR OPERATOR CERTIFICATION AND SUPERVISION**

**Note:** The operator must have nominated Post Holders, acceptable to the Authority, who are responsible to the Accountable Manager for Flight Operations, Crew training and Flight Safety.

Nomination for the following posts is required:

- a. Flight Operations Director / Manager or equivalent.
- b. Fleet Manager / Chief Pilot
- c. Training Manager / Chief Pilot Training
- d. Accident Prevention Advisor
- e. Others (As Required)

**BIOGRAPHICAL DETAILS.** (This form must be completed in duplicate)

|    |                               |  |
|----|-------------------------------|--|
| 1. | Organisation                  |  |
| 2. | Address                       |  |
| 3. | Position nominated            |  |
| 4. | Full name of person nominated |  |
| 5. | Date of birth                 |  |

Please attach with this application giving details in date sequence the following:

- General education and technical qualifications.
- Full details of employment with positions held during the past ten years.

Date:

Signature:

(Executive Chairman / Accountable Manager)

Company Stamp:

FOR DCA USE ONLY:

Accepted for the position of \_\_\_\_\_  
and an approved signatory

Remarks: \_\_\_\_\_

Date:

Signature:

Stamp of DCA:

**Note: The Director of Flight Operations Division, Department of Civil Aviation must be given at least 10 days prior notice of a proposed change of a nominated post holder.**