



Application for CAR Part 129 FAOC - Addendum

Explanatory Notes for Drafting an Exposition

Part 129.63(a) requires an operator to provide an exposition with the application for a Certificate. Attached is a sample layout of the exposition that the Mongolian Civil Aviation Authority requires. Most of the paragraphs are straightforward, but the following notes should clarify common questions.

After the 3 pages of explanatory notes, we offer applicants a template that can be used directly to draft their Exposition.

1. INTRODUCTION

1.4 Distribution of Exposition

We expect the airline's head office, CAA, and each person needing a copy of the exposition to be included in the distribution list.

1.5 Control of the Exposition 129.63(a)(11)

The rule requires that you give a procedure - in other words

(a) who is responsible for controlling it – authorising its contents or amendments etc;

(b) how will it be amended and distributed;

(c) when will it ever be reviewed to ensure its contents are current – e.g. changes to 'responsible persons' or contact persons, etc?

2. ADMINISTRATION

2.1 129.63(a)(1)&(2) Functions, titles and names of Senior Persons

2.1.1 Domiciled in Mongolia

Any person domiciled in Mongolia who is to have, or is likely to have, control over the exercise of privileges under a Foreign Air Operator Certificate must be accepted as a fit and proper person.

Biographical details:

The form CAA 24FPP must be completed for each Senior Person named in paragraph 2.1.1, or when any change is made to those senior persons. This applies only to a senior company executive domiciled in Mongolia or any other senior company person domiciled in Mongolia who is responsible for flight operations or engineering, and for that function may be required to hold a licence or rating.

Security programme:

The senior company executive domiciled in Mongolia, or another nominated Senior Person, shall be responsible for ensuring that all applicable security procedures required by the operator's security programme are carried out for air transport passenger services departing from any Mongolian aerodrome.

This applies even if the passenger handling and other services are contracted out to another company.

2.2 129.63(a)(5) Organisational chart

This chart, drawn appropriately for your organisation, must show the lines of responsibility between all the senior persons named in paragraphs 2.1 and 2.1.1 – within and outside Mongolia.

2.3 129.63(a)(3) Duties and responsibilities of senior persons

Give the duties and responsibilities of the senior people named in 2.1 and shown in 2.2. State which ones have responsibility for dealing directly with the Mongolian Civil Aviation Authority on behalf of the applicant's organisation.

2.4 129.63(a)(4) Summary of scope of activities in Mongolia

If your staff carry out any activities at locations in Mongolia, provide a summary of the nature of the tasks carried out at those locations. For example: engineering, flight dispatch, passenger and cargo handling, ramp services etc.

If any of these services are contracted out, then just name the contracting company/s.

2.5 129.63(a)(6) Staffing structure at Mongolia locations

If you use your own staff in Mongolia, for each location summarise your staffing structure – i.e. the number of staff, how they are employed, and who is responsible for their supervision and control.

2.6 129.63(a)(7) Bases in country of domicile

If your principal place of operation, your main maintenance base, and your main flight operations base are in different locations, give the addresses, phone, fax and e-mails of each.

2.7 129.63(a)(8) Civil Aviation Authority in country of domicile

2.7.1 Name and address of the national Civil Aviation Authority

Having principal oversight of your organisation.

3. OPERATIONS

3.1 129.55 Reporting accidents and incidents [Refer also Rule Part 12]

Your staff in Mongolia, and/or aircrew operating through Mongolia, or in Mongolian airspace, need to be informed of the reporting procedure in the event of an accident or 'serious incident'.

3.1.1 Procedure in the event of an accident

The rule requires that you give a procedure - (in other words who, when, how and what) is to be reported following an accident. The 'who', for an accident, is the pilot in command (not the company, unless the pilot in command is killed or incapacitated). [For accidents see Part 12.51(a) and (b).]

3.1.2 Procedure in the event of a serious incident

Again you need to give your procedure.

For incidents see Part 12.55(a)(1), (4), (5) and (8) and 12.55(c) in particular. [Definitions of accident and serious incident are found in Rule Part 1.]

The Mongolia Form for reporting accidents or incidents is CA005. It will be provided on request or can be obtained on the CAA's website www.mcaa.gov.mn.

3.2 129.57 Records – personnel

For any staff employed in Mongolia certain training, experience and qualification records have to be maintained and available for audit. The Rule requires a procedure to do this.

Who is responsible for maintaining the records?

Where will they be kept?

When will they be updated?

What form will the records take - preferably show a sample form which needs to include:

Name of staff member

Licences or ratings held: [129.57(1)(i)], including **scope, validity and currency** [129.57(2)(ii)]

Any CAA delegations held: [129.57(1)(ii) and 129.57(2)(iii)]

Nature of any authorisations held: [129.57(1)(iii) and 129.57(2)(iv)]

Experience: [129.57(2)(i)]

Qualifications: [129.57(2)(i)]

Training: [129.57(2)(i)] Including name of training course/s; date/s; name of the instructor; satisfactory completion; comments, etc.; an indication of when the next refresher training should be held (if applicable).

Delegations and/or authorisations held:

How long will the records be retained for? [129.57(3)]

3.3 129.59 Records – resources

Again procedures are required. „Safety critical“ resources are things like weighing scales; fire extinguishers; certain engineers tools, etc.

If all your handing is performed by contractors in Mongolia, they will have had to cover these items in their own certification. So this clause may say "Not applicable – all resources are the property of contractors to your company name."

Otherwise, give the who, what, when how etc. for your employees' procedure.

3.4 129.63(a)(10) Security programme

After the Security Programme is approved by CAA it may be held under separate cover or included here.

The nominated position – e.g. Traffic Manager or whoever – is the person responsible for:

- (a) Maintaining the security programme;*
- (b) Amending it and obtaining CAA approval for the amendments; and*
- (c) Ensuring its procedures are carried out, and in the manner described.*

4. CONTINUED COMPLIANCE

4.1 129.101(b)(3) Staff

All staff are to comply with the procedures detailed in this exposition.

4.2 129.103(b) Changes to company organisation

Prior to making any changes to:

- (a) Nominated Senior Persons;*
- (b) The location of any base in Mongolia;*
- (c) The scope of the certificate relative to operations to or from Mongolia; or*
- (d) The air operator security programme required by 129.61*

application and acceptance shall be sought from the Director of the Mongolian Civil Aviation Authority for the change.

If the changes require amendment of the Certificate, the Certificate will be forwarded to the Director as soon as practicable.

YOUR COMPANY NAME

CAA MGL RULE PART 129

FOREIGN AIR TRANSPORT OPERATOR CERTIFICATE

EXPOSITION

1. INTRODUCTION

1.1 Company address in country of domicile

...

Phone No:

Fax No:

E-mail:

1.2 Mailing address (if different)

...

1.3 Company address in Mongolia

...

Phone No:

Fax No:

E-mail:

1.4 Distribution of Exposition

	Holder's title and / or location	Date issued
Copy No. 1		
Copy No. 2	MGL CAA	
Copy No. 3 etc		

1.5 Control of the Exposition 129.63(a)(11)

- (a) The person responsible for the control of this exposition and for authorising its content and any amendment is
- (b) Amendments will be distributed to copy holders as soon as possible after any amendment is made. See paragraph 4.2 concerning the requirement for MGL DCA approval of certain amendments.
- (c) The exposition will be reviewed

2. ADMINISTRATION

2.1 129.63(a)(1)&(2) Functions, titles and names of Senior Persons

2.1.1 Domiciled outside Mongolia

Function	Company Title	Name	Business Phone No.
Chief Executive			
Responsible for flight operations			
Responsible for airworthiness			

2.1.2 Domiciled in Mongolia

Function	Company Title	Name	Business Phone No.

2.2 129.63(a)(5) Organisational chart

...

2.3 129.63(a)(3) Duties and responsibilities of senior persons

...

2.4 129.63(a)(4) Summary of scope of activities in Mongolia

...

2.5 129.63(a)(6) Staffing structure at Mongolia locations

...

2.6 129.63(a)(7) Bases in country of domicile

Address of principal place of operation:

Address of main maintenance base:

Address of main flight operations base:

2.7 129.63(a)(8) Civil Aviation Authority in country of domicile

2.7.1 Name and address of the national Civil Aviation Authority

...

2.7.2 Appropriate contacts within the national Civil Aviation Authority

Title	Name	Phone / Fax No.

3. OPERATIONS

3.1 129.55 Reporting accidents and incidents [Refer also Rule Part 12]

3.1.1 Procedure in the event of an accident

...

3.1.2 Procedure in the event of a serious incident

...

The Mongolia Form for reporting accidents or incidents is CA005.

3.2 129.57 Records – personnel

For any staff employed in Mongolia:

Staff records shall be maintained by

They are kept at

The records will take the following form:

Name of staff member:

Licences or ratings held, including scope, validity and currency: [129.57(1)(i) and 129.57(2)(ii)]

Any CAA delegations held: [129.57(1)(ii) and 129.57(2)(iii)]

Nature of any authorisations held: [129.57(1)(iii) and 129.57(2)(iii)]

Experience: [129.57(2)(i)]

Qualifications: [129.57(2)(i)]

Training, including:

Courses:

Dates and venues:

Instructors:

Completion standards:

Validity:

The records will be retained for: [129.57(3)]:

3.3 129.59 Records – resources

...

3.4 129.63(a)(10) Security programme

The [nominated position – e.g. Traffic Manager] is the person responsible for:

(a) Maintaining the security programme;

(b) Amending it and obtaining CAA approval for the amendments; and

(c) Ensuring its procedures are carried out and adhered to.

4. CONTINUED COMPLIANCE

4.1 129.101(b)(3) Staff

All staff are to comply with the procedures detailed in this exposition.

4.2 129.103(b) Changes to company organisation

Prior to making any changes to:

(e) Nominated Senior Persons;

(f) The location of any base in Mongolia;

(g) The scope of the certificate relative to operations to or from Mongolia; or

(h) The air operator security programme required by Rule 129.61

prior application and acceptance shall be sought from the Director of the Mongolian Civil Aviation Authority for the change.

If the changes require amendment of the Certificate, the Certificate will be forwarded to the Director as soon as practicable.