



Republic of the Philippines
Department of Transportation and Communications
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Director General

MEMORANDUM CIRCULAR No.: 15-13

DATE : 18 FEBRUARY 2013
TO : ALL CONCERNED
FROM : **The DIRECTOR GENERAL,**
Civil Aviation Authority of the Philippines
SUBJECT : **The GENERAL AVIATION SURVEILLANCE PROGRAM**

CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES
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(NOT VALID WITH ERASURES/ALTERATION)

[Signature] 12-19-2013
AIDA S. ROMULO
Chief, Central Records
and Archives Division

I. AUTHORITY

1. **Republic Act 9497** published March of CY2008
 - a. Section 35. Powers and Functions of the Director General [Para.(a)]
 - b. Section 38. Right of Access for Inspection
 - c. Section 39. Authority to Prevent Flight
 - d. Section 55. General Powers and Functions [Para. I (a) & (b)]
 - e. Section 70. Authority to Inspect
 - f. Section 71. Amendment, Modification, Suspension & Revocation of Certificates [Para i. (a) Re-inspection and Re-examination]
2. Philippine Civil Aviation Regulations (PCAR)
3. International Civil Aviation Organization (ICAO) Annexes

II. SURVEILLANCE OBJECTIVE

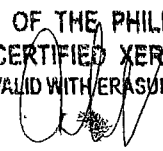
A **General Aviation Surveillance Program** was established by the Civil Aviation Authority of the Philippines as a proactive effort to maintain the safety standards for all concerned stakeholders to adhere to and comply, for the purpose of promoting aviation safety, aligning with international standards and recommendations, and monitoring compliance to applicable provisions of the Philippine laws and aviation regulations.

Note 1: (PCAR Part 1) **GENERAL AVIATION OPERATION.** *An aircraft operation other than a commercial air transport operation or an aerial work operation.*

Note 2: (PCAR Part 11) **AERIAL WORK.** *An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.*

Note 3: *For the purpose of this surveillance program, the definition of General Aviation Operation shall be redefined as a **NON-AIRLINE-RELATED OPERATION including aerial work operation** discussed in PCAR Part 11, such as but not limited to Aerobatic Flights, Banner Towing, Fish Spotting, Glider Towing, News Media and Traffic Reporting, Non-Type Certificated Aircraft Operation, Sight-seeing Flights, TV and Movie Operations, mountain operations, Flower-Drop, Aeromedical, Mountain operations and other Non-Airline-related operations for any category of aircraft.*

"Revolving Up, Soaring High"


AIDA S. ROMULO
Chief, Central Records
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III. OFFICE OF PRIMARY RESPONSIBILITY

The Licensing and Certification Department (LCD) of the FSIS.

IV. CAAP RESPONSIBLE PERSONNEL

The following personnel (from LCD, AWD and FOD) are responsible for the implementation of this surveillance program:

1. **Pilot Inspectors** – General Aviation (**GenAv**) Pilots including Flight Instructors and Student Pilots, Ground Instructors, Simulator Instructors, CAAP Air Traffic Controllers, Aeronautical Station Operators, Flight Dispatchers, and Parachute Riggers, Cabin Crews, when applicable, and other personnel connected to aircraft operation.
2. **Airworthiness Inspectors** – **GenAv** Aircraft Maintenance Technicians and Specialists, Avionics personnel, Cargo personnel, other aircraft maintenance-related personnel.
3. **Other Airman Inspectors** – Ground Instructors, CAAP Air Traffic controllers, Aeronautical Station Operators, Flight Dispatchers, and Parachute Riggers, and Cabin Crews, when applicable.

Note 4: Said inspectors are also authorized to conduct inspection of documents and records relating to personnel and the organization, their equipment and facilities.

4. **Team composing of Pilot, Airworthiness and or Other Airman Inspectors** who shall conduct audit on the Management and Staff of **GenAv** operators shall conduct the audit or surveillance with emphasis on organization, permits and licenses, proper documentation, recordkeeping, and consistency of records.

V. SURVEILLANCE FREQUENCY

1. **Scheduled Inspection** – ALL general aviation (**GenAvs**) organizations and satellite offices, including Approved Training Organizations (**ATOs**), their personnel, records, equipment and facilities, individual registered aircraft owners shall be subject to a *periodic semi-annual inspection*.
2. **Unscheduled Inspection** – ALL general aviation (**GenAvs**) organizations and satellite offices, including Approved Training Organizations (**ATOs**), their personnel, records, equipment and facilities, individual registered aircraft owners shall be subject to an *un-announced annual inspection* once to monitor the quality of their safety implementation.

Note 5: Inspection schedule of ATOs shall be centrally managed by LCD to properly allocate inspectors and to avoid conflict in inspector schedules.

VI. SURVEILLANCE VENUE

The surveillance shall be conducted at the facilities and/or at the area of operation of the operator.

VII. SURVEILLANCE IMPLEMENTATION

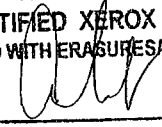
1. **ALL GenAv surveillances** shall be centrally managed by LCD.
2. The **Chief, LCD** shall publish a quarterly schedule for the surveillance of GenAvs operators.
3. A team of inspectors shall be detailed and covered with appropriate Service and Travel Orders.
4. The **LCD, ATO-CID, and Airworthiness Dept.** shall maintain separate records of inspections giving due emphasis to evidentiary documents by utilizing all means to safeguard the documents like the CASORT, use of a controlled logbook and duplicates.
5. For consistency, **ALL** inspectors shall use the standard CAAP FORMS normally used for auditing and inspecting aviation organizations, and or skill test grade slip for checking skills of personnel. LCD may develop new forms as required.
6. Reports shall be consolidated on a periodic manner and rendered to FSIS upon the completion of the activity. Reports shall include but not limited to the following items:
 - a. problems/concerns encountered on the conduct of inspection;
 - b. significant safety concerns noted;
 - c. recommended courses of action;
 - d. other possible potential safety concerns with the corresponding proposed corrective actions.
7. The major items considered critical to Philippine aviation shall be collated and shall be forwarded to the Regulatory Standards Department (RSD) for possible amendment to the Philippine Civil Aviation Regulations (PCARs).

EFFECTIVITY

This Memorandum Circular shall take effect upon publication.


LT GEN WILLIAM K. HOTCHKISS III AFP (Ret)
Director General

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