

 HELLENIC CAA	FLIGHT STANDARDS DIVISION OPERATIONS DIRECTIVE	FSD/OD No. 01/2003
	Recipients: ALL GREEK AOC HOLDERS, HCAA AVIATION SAFETY INSPECTORS	Issued:01/10/03

SUBJECT	- SAFETY ISSUES RELATED TO LEASE OF AIRCRAFT - - DESCRIPTION OF THE OPERATIONAL ARRANGEMENTS - ASSOCIATED PROCEDURES AND MANAGEMENT RESPONSIBILITIES
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1. PURPOSE

The scope of this Operational Directive (OD), is to procure the aviation industry with information having to do with current leasing practices, which must be taken into consideration in the construction of the "leasing" chapter of an Operations Manual of an AOC holder.

The content of this OD also aims to be a guidance for the operational arrangements and associated procedures needed as well as to describe the management responsibilities related to aircraft leasing.

2. LEASING

I. General

The following outlines the operational procedures and management responsibilities regarding aircraft leasing.

The conditions of leasing will be conducted in accordance with **JAR-OPS 1.165**

In all cases a lease agreement will be submitted and the responsibilities of the operators and Authorities involved will be made clear. All applicable documents such as **MEL** and maintenance programs, as applicable, will be submitted to the HCAA.

As a dry lease in requires the most amount of planning and analysis, compared to the other types of leasing arrangements, it has been outlined below in more detail. The crew considerations obviously also will be applied if the added aircraft is acquired by some other means e.g. purchased.

II. Dry Lease in

A. Flight Crew Considerations

If the added aircraft is of a different type the flight crew will follow the **HCAA** approved type rating course and the conversion course. The **Operations Manual Part D** will be amended to include the new type of aircraft. **AMC FCL 1.220** will be acknowledged for new type rating/Licence endorsement determination. If the flight crews are intended to operate more than one type their training and checking will conform to **JAR -OPS 1.980 "Operation on more than one type or variant"** and the relevant part of the Operations Manual will be amended..

If the added aircraft is of the same type and of a different variant **AMC FCL 1.220** will be applied to determine requirement for **Differences Training**. **Differences Training** will include acquisition of additional knowledge and will also include training on a flight training device, a flight simulator or the aircraft. An assessment will be conducted, against the comparison aircraft currently operated, to determine the extent of training required. The assessment will address the Aircraft in General, Systems, and Manoeuvres and determine the Procedures and Handling Characteristics effects, if any. **AMC OPS 1.980(b)** will be used as a guide to determine the extent of the training and type of training device used.

A proposal will then be submitted to address the "credit", if any, applied to the recurrent training, checking and recent experience of one variant as being valid for another variant.

If the added aircraft is of the same type and of the same variant or "**similar variant**" (see note) Differences Training, or as a minimum, Familiarization Training will be required. Familiarization Training includes the acquisition of additional knowledge without the use of a training device. The level of training required will then be categorized as **Differences Training or Familiarization Training** depending on the requirement of a training device.

Note:

As indicated by **JAR-OPS 1.950 (a)(ii)** Differences Training could be also required when changing equipment or procedures on variants currently operated. This evaluation must be made without regard for the segregation indicated between certain grouping of variants in **AMC FCL 1.220**, where it is indicated that no Differences Training is required. The term "similar variants" used above is used to define these groupings of variants.

B. Cabin Crew Considerations

The following will be assessed on the added aircraft

- Emergency exit operation
- Location and type of portable safety equipment
- Type/Variant specific emergency procedures

The factors for assessing the items above will be as follows:

1. Emergency exit operation must be similar in the following operations:

- a) Exit arming/disarming
- b) Direction of movement of the operating handle
- c) Direction of exit opening
- d) Power assist mechanism
- e) Evacuation assist means e.g. slides

Note: Self-help exits, such as Type III and Type IV exits, will not be included in the assessment.

2. Location and type of portable safety equipment must be similar

Type of portable safety equipment will be assessed and determined as similar if the equipment requires the same method of operation.

Location will be assessed as similar only if all the portable safety equipment is in the same location. In exceptional circumstances substantially the same location could be acceptable.

Portable safety Equipment includes:

- Fire fighting equipment
- Protective Breathing Equipment
- Oxygen Equipment
- Crew life jackets
- Torches
- Megaphones
- First aid equipment
- Survival and Signalling equipment
- Other safety equipment where applicable

3. Type/Variant specific emergency procedures must be similar for the following:

- a) Land and water evacuation
- b) In-flight fire
- c) Decompression
- d) Pilot incapacitation

If the assessment of the added aircraft is not found similar, per the above criteria, in all areas (*Emergency exit operation, Location and type of portable safety equipment, Type/Variant specific emergency procedures*) the aircraft will be considered a different Type. Cabin Crew members will then complete the **conversion course** for the added aircraft before being assigned duties on the aircraft. The cabin crew member recurrent training will also include the new type.

If the cabin crew members are already operating on the maximum number of types allowed, by **JAR-OPS 1.030** and the HCAA, or to reduce training costs the company will consider alternative options. These options could include relocating certain emergency equipment, if this is was factor in new type determination, or adjusting cabin crew assignments so only certain crew will be qualified and assigned to the new type.

C. Airworthiness Considerations

The equipment requirements of **JAR-OPS 1 Subparts K and L** will be addressed and any differences between the aircraft and the requirements will be made known to the HCAA for determination of acceptability. The length of the lease will be one factor in this determination.

III. Management Responsibilities

General

At the point of deciding to lease/acquire decision the Post Holders will assure that the Accountable Manager, and any other persons financially involved, understand the economic consequences of acquiring an aircraft with different cockpit/cabin configurations. It will be made clear that the more extensive these differences are the more costly it will be regarding training and or reconfiguration costs.

Director Flight Operations and Crew Training Manager

Once a candidate aircraft has been located the Director Flight Operations in conjunction with the Crew Training Manager will compare the differences in regards to cockpit, systems, equipment, procedures and cabin configuration as described above and their effect on crew scheduling. The cost of addressing these differences will be calculated and presented to the Accountable Manager and a decision will be made to proceed with acquiring the aircraft or to continue to search for a better candidate.

Maintenance Manager

The Maintenance Manager will become involved if consideration is given to relocating certain cabin equipment for the aircraft to be considered the same type for the cabin crews. Also, he will decide if any additional training for maintenance personnel will be required depending on the aircraft's systems differences. This information will also be passed to the Accountable Manager in the decision process.

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