

## OTAR Part 125 – Private Flight Operations Approval

**CIAC** | 24-15

**Issue** | 01

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### GENERAL

Cayman Islands Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements

### RELATED REQUIREMENTS

This Circular relates to;  
OTAR Parts 125. Appendix A – Requirements for Approval  
OTAC No 125-1 Safety Management System  
OTAC No 125-9 Operations Manual  
AN(OT)O 2013 Article 132, 133 and 134  
ICAO Annex 6, Part II

### CHANGE INFORMATION

Initial Issue.

### ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Manager Flight Operations, [civil.aviation@caacayman.com](mailto:civil.aviation@caacayman.com)

# CAACI Circular

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## **CIAC: 24-15 OTAR 125 – Private Flight Operations Approval**

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## 1. Introduction

All Operators of aircraft registered in the Cayman Islands for the purpose of General Aviation, to which articles 132 and 133 of the AN(OT)O apply, must have an approval granted in accordance with article 134 of the AN(OT)O.

## 2. Applicability

All Complex General Aviation, including Corporate Operations that include the any of the following:

- Any aeroplane over 5700 kgs MTOW;
- Any aeroplane with one or more turbojet engines;
- Any aeroplane approved for more than nine (9) passenger seats;
- Any helicopter over 3180 kgs MTOW;
- Any aircraft operation involving the use of three (3) or more aircraft; or
- Any other General Aviation operation specified by the Governor to be in the public interest.

## 3. Background

The International Civil Aviation Organization (ICAO) has mandated requirements in Annex 6, Part II for non-commercial operations of turbo-jet aeroplanes, large aeroplanes and corporate operators. Included in these standards are the requirements for operators to have Safety Management Systems (SMS) and Company Operations Manuals.

Compliance with OTAR Part 125 will ensure conformance with ICAO Standards for non-commercial operations of turbo-jets and large aircraft and the requirements of AN(OT)O 2013 Article 134.

## 4. Means of Compliance with OTAR 125

There are two (2) methods of compliance, both detailed in OTAR Part 125. Appendix A, namely:

- i. IS-BAO Certification of Registration Method
  - a. Obtain and retain an IS-BAO Certificate of Registration granted by the International Business Aviation Council (IBAC) in accordance with OTAR Part 125.A.15 (a) and (b); and
  - b. Submit reports of audits carried out in accordance with IS-BAO Procedures at intervals not greater than twelve (12) months or as directed by the Governor.
- ii. Non IS-BAO Method: Review and Audit by the CAACI
  - a. Submitting for approval by the Governor, details of a Safety Management System (SMS) for the aircraft operation that complies with the requirements of OTAR Part 125.A.25;
  - b. Submitting their Operations Manual for approval by the Governor; and
  - c. Submitting reports of audits carried out at intervals of not greater than 12 months, or at such intervals the Governor may require

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- i. The audit referenced above may be conducted by an individual or Alternate Service Provider that has been preapproved by the CAACI. The Operator must obtain CAACI approval prior to commencing the audit. The operator and the nominated auditor will be advised of the CAACI decision to accept or reject the application within seven (7) days of application.
- ii. The audit may also be conducted by a CAACI Inspector

## **5. International Standards for Business Aircraft Operations (IS-BAO)**

The International Business Aviation Council (IBAC) recognized the need for the business aviation community to take a lead role in fostering harmonization of operating procedures and requirements. IBAC works closely with ICAO towards international standardization. The President of the ICAO Council has endorsed the efforts of the business aviation community in developing an industry “Code of Best Practice”.

The IS-BAO Code of Best Practice incorporate the International Standards and Recommended Practices for the Operation of Aircraft applicable to business aviation prescribed in ICAO Annex 6, Part II for International General Aviation – Aeroplanes.

The IBAC has produces detailed guidance material and tools to assist operators in developing Operating Manuals and Safety Management Systems which are required for IS-BAO registration. The process has been in place since 2002 and has undergone continuous improvement during this period. The high standards established by the IBAC support IS-BAO being recognized as a means of compliance for OTAR Part 125 approvals.

Operators must ensure that if they choose an IS-BAO Registration that they obtain the current program material. When selecting an IS-BAO Auditor operators should consider the auditor’s cost, geographic location, OTAR experience and familiarity with the operating environment. Some Operators may already be IS-BAO registered. However this does not negate the need to meet the OTAR requirements applicable to their operation.

Please see the IBAC website at [www.ibac.org/isbao.php](http://www.ibac.org/isbao.php) for more information on:

- Purchasing IS-BAO Manuals;
- Information on IS-BAO workshops;
- Implementation Support Providers;
- A listing of current IS-BAO registered companies; and
- A list of approved IS-BAO Auditors

## **6. Interim Compliance**

Under ideal circumstances, operators would obtain Private Flight Operations Approval prior to commencing operations with their Cayman registered aircraft. The CAACI recognizes that it may not be possible or practical for operators to meet all the compliance requirements.

Considering this possibility the CAACI will consider an exemption to the OTAR Part 125 during the initial start of operations. Complete OTAR 125 approval can vary

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from three (3) months to one year depending on the scope, complexity of the operation and the means of compliance chosen to obtain Part 125 Approval.

## 7. Exemption

In order to obtain an exemption the CAACI must be assured that an implementation plan is in place showing milestones for the operator's progress toward achieving the Private Flight Operations Approval.

To apply for an exemption, operators will be required to complete the "Private Flight Operations Exemptions" application through the CAACI VP-C Online system ([www.vp-online.com](http://www.vp-online.com)). This application can be used for operators that either commit to the IS-BAO Registration or non IS-BAO method of approval.

Operators not choosing IS-BAO should contact the CAACI prior to submitting the exemption application to discuss the details of your compliance method and expected time for submission. At this point the CAACI can estimate the costs associated with the approval.

## 8. Approval

Upon completion of the IS-BAO Registration or the non IS-BAO process the operator can now submit an application for a Private Flight Operations Approval through the VP-C Online system. The online submission provides guidance on what documents need to be uploaded.

Non IS-BAO applicants will have to submit the Operations Manual, SMS Manual and Fatigue Management plan as PDF files.

Approvals are issued to the aircraft Operator. If additional aircraft are added to an Operator's fleet, the existing approval will apply to the new aircraft. No further certification work is required but you will still have to apply for a Private Flight Operations Approval to be issued to the new aircraft.

In the case of an IS-BAO registration, the approval validity will be concurrent with the IS-BAO valid to date. For non IS-BAO applicants the approval is normally granted for 24 months.

## 9. Cost

Exact costs are difficult to determine, especially with regard to IS-BAO Registration. Both compliance methods are subject to contracts negotiated between the operator and the auditor(s) hired to assess their documentation and program.

Where an operator has obtained an IS-BAO Registration the CAACI will not review any manuals reviewed by that means of compliance.

Where the CAACI is engaged in the non IS-BAO process costs associated with the manual review and the on-site audit will be recovered by the authority. For the on-site portion of the audit including travel costs are approximately \$1000.00 per day for travel and \$250.00 per hour for on-site activities. Under normal circumstances an audit can usually be completed in two (2) days.

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Manual reviews will be conducted at a rate of \$1500.00 per day and may take up to four (4) days to complete depending on the complexity and scope of the operation.

When requested, an estimated cost for the CAACI to conduct the assessment will be provided.

## 10. Definitions

- AN(OT)O Air Navigation (Overseas Territory) Order
- ASP Alternate Service Provider (Individual/Organization other than IBAC)
- CAACI Civil Aviation Authority of the Cayman Islands
- IBAC International Business Aviation Council
- OTAR Overseas Territory Aviation Requirements ([www.airsafety.aero](http://www.airsafety.aero))
- SMS Safety Management System