

PASO TASK IDENTIFIER



R2 - 2011

Contents		Page
Introduction		6
 PART 1 – SCHEDULED REGULATORY TASK		
 Section 1– AOC Holders		
1.1	Part 135 GAAOC Renewals	7
1.2	Part 125 AOC Renewals	7
1.3	Part 121 AOC Renewals	7
1.4	Part 129 FAOC Renewals	7
 Section 2 – Certificate of Airworthiness		
2.1	Part 135 GA aircraft	7
2.2	Part 125 Turbo prop aircraft	7
2.3	Part 121 Airline Transport Large aircraft	7
 Section 3 – Surveillance		
3.1	Unannounced surveillance of specific categories	8
 Section 4 – Approved Maintenance Organization		
4.1	Part 145 Domestic AMO	8
4.2	Part 145 – Outside PMS	8
4.3	Part 43 – Domestic MO	8
 Section 5 – Other Organizational Document Holders		
5.1	Aerodrome Part 139	8
5.2	Cargo Security Part 109	8
5.3	Avsec Part 140	8
5.4	Training Organization Part 141	8
5.5	Telecom Services Part 172	8
5.6	ATS Part 171	8

5.7	Aero Information Services	8
5.8	Regulated Fuel Supplier	8
Section 5A - SCHEDULED MISCELLANEOUS REGULATORY TASK SPECIFIC TO STATE REQUIREMENTS		8

PART 2 – UNSCHEDULED REGULATORY TASKS

Section 6 – Part 119 AOC Document Holders

6.1	Part 135 GAAOC new applicants or amendment	9
6.2	Part 125 AOC new applicant or amendment	9
6.3	Part 121 AOC new applicant or amendment	9
6.4	Part 129 FAOC new applicant or amendment	9
6.5	Part 61 Pilots Competency Checks	9
6.6	Part 61 Flight Examiners Test	9
6.7	Operators reliability PLAN Part 121/125	9

Section 7 – C of A Issue – issue of first of type or series

7.1	Part 135 GA aircraft; first of type or new series	10
7.2	Part 125 Turbo prop under 20 seats; first of type or series	10
7.3	Part 121 Airline transport aircraft – jets	10

Section 8 – Approved Maintenance Organization – new applicant or amendment

8.1	Part 145 Domestic-new applicant or amendment	10
8.2	Part 145 Outside PMS	10

Section 9 – Other Organizational Document Holders – New applicants or amendment

9.1	Part 139 Aerodrome	10
9.2	Part 109 regulated cargo agent	11

9.3	Part 140 AVSEC	11
9.4	Part 141 Training Organization	11
9.5	Part 171 Telecom Services	11
9.6	Part 172 Air Traffic Services	11
9.7	Aeronautical Information Services	11
9.8	Regulated Fuel Supplier	11

Section 10 – Individual Document Holders – New applicant, ratings, renewal

10.1	LAME Type Rating	11
10.2	Medical – TBA	11
10.3	PPL;CPL; ATPL – validation	11
10.4	ATS License	11
10.5	Maintenance Approval	11
10.6	TBA	
10.7	Senior Person Nomination FFP Test	11

Section 11 – Variation to Organization Expositions/Manuals – Part 119 AOC Holders

11.1	Flight Crew Training – assessment & approval	12
11.2	Cabin Crew Training Manual	12
11.3	Emergency Situation Action Plan	12
11.4	DG Training	12
11.5	Operator Security Manual	13

Section 12 – Variation to Part 119/145 AOC/AMO Company Manual/Exposition

Scheduled and Unscheduled Standard PASO TASKS Sheet

12.1	Maintenance PLAN variation	13
12.2	Major Modification & Repairs	13
12.3	Special Flight Permit	13
12.4	Maintenance Concession	13
12.5	Approval or variation to MEL	13
12.6	Approval of contractors/subcontractor 119/145	13
12.7	Reliability PLAN	14
12.8	ETOPS/EDTO	14
 PART 3 – UNSCHEDULED REGULATOR TASK – PMS/PASO WORKSHEET		 15 – 21
 Appendix A Technical Review Report 2010		 22-23

Introduction

These guidelines have been compiled by the Airworthiness Inspector and the Flight Operations Inspector of the Pacific Aviation Safety Office (PASO) to assist the Pacific Member States (PMS) develop the individual Paso Member State's 2010 SCHEDULED SAFETY AUDIT/SURVEILLANCE OVERSIGHT PLAN .

The PASO Task Identifier provide generic scheduled and unscheduled regulatory task descriptions and Task Summaries for the various disciplines of airworthiness and flight operations functions in terms of the granting of the numerous aviation documents granted under the State's legislation and the civil aviation rules adopted by the member states.

The PASO Task identifier has been divided into 3 Parts as follows:

Part 1 Scheduled Regulatory Tasks

Part 2 Unscheduled Regulatory Tasks

Part3 Unscheduled Regulatory Tasks – PASO/STATE worksheet

Part 1 used in conjunction with the current "States Technical Review Report for 2010" (see Appendix A; page 22) are used for the purpose of the compilation of the PASO Member State's 2010 scheduled safety audit/surveillance oversight plan. This proposed 2010 oversight audit/surveillance plan compiled by PASO for the Member State is purposely developed to satisfy the State's safety oversight obligation in accordance with Doc 9734 Part A and therefore introduces scheduled audits; unannounced scheduled surveillance inspections; mandatory resolutions of safety issues and scheduled educational seminars - in particular compulsory introduction of Human Factors and SMS for Pacific member States.

Part 2 tables the numerous unscheduled regulatory task that States normally encounter during the course of the year; such as a new operator applying for a Part 119 AOC or to a foreign Pilot or AME individual wishing to validate his license for use in the PMS. Amendments to existing exposition documents or changes to key senior persons are other examples of unscheduled regulatory tasks identified by the AWI and FOI from experience gained in the last two years of operation in the Pacific Member States. Part 2 is for consideration by each individual PMS and an agreement should be reached between PASO and the PMS on the level of PASO service involvement with Individual PMS. This data shall be used to develop each individual PMS's Audit and Surveillance Plan and also forms the basis of the State's CAA budget allocation for its regulatory oversight obligations.

Part 3 is PASO/PMS Worksheet is used for working out the level of required unscheduled or additional miscellaneous regulatory tasks the PMS and PASO agree to after a consultation process. This will be conducted during the October 09 Technical Review Council Meeting in Honiara.

PASO TASK IDENTIFIER 2010 –STANDARD TASK/SCOPE OF WORK/ESTIMATE OF TIME & CHARGES

PART 1: SCHEDULED REGULATORY TASK

AWI & FOI Work Plan – GENERIC FOR ALL PASO MEMBER STATES						
TASK IDENT No.	Aviation Document Reference		Description of Task	Summary of Scope of Work	Assign Resources (FOI;AWI; AVSEC)	Estimated Time/ days/Hourly rate
1.	SCHEDULED REGULATORY TASK - AOC Air Operator Certificate Part 119 Document Holders					
1.1	Part 135 GAAOC	Small	Renewal	Audit of operator and maintainer	FOI + AWI 90% - 10%	3-5 days
1.2	Part 125 Airline Transport AOC	Medium	Renewal	As per above scope	FOI + AWI 90% - 10%	5-10days
1.3	Part 121 Airline Transport AOC	Large	Renewal	As per above scope	FOI + AWI 90% - 10%	7-10 days
1.4	Foreign AOC Airline Transport FAOC	Part 129	Renewal	Review of AOC exposition, FAOC & Operations specs + ramp inspection	FOI; AWI & AVSEC I FOI/AWI - 90% AVSECI - 10%	1 day + ½ day ramp inspection
2.	SCHEDULED REGULATORY TASK - C of A Certificate of Airworthiness					
2.1	Part 135 GA Aircraft piston engine up to 9 seats		Renewal	Review of type certificate comprehensive review & inspection of aircraft records; Ads Mods etc; C of A report	AWI	1 day
2.2	Part 125 Turbo prop under 20 seats		Renewal	As per above	AWI	1-2 days
2.3	Part 121 Airline Transport aircraft jets and turbo props		Renewal	As per above	AWI	2-3 days
3	SURVEILLANCE					
3.1	Unannounced surveillance of specific categories of	To observe the end product or front end of a		Used in preparation for a special purpose audit or inspection or to accomplish a PASO Member State Authority directed	AWI FOI	Add 1 day extra to routine visits

	participant or specific activity, usually with no direct contact with the participant		process to assess the level of compliance or to assess indications of overall safety performance.	task.		
4.	SCHEDULED REGULATORY TASK - Approved Maintenance Organizations and Unapproved Maintenance Providers under Part 43					
4.1	Part 145 Domestic		Renewal	Audit of AMO for conformance to MOE	AWI	1-1/2 days
4.2	Part 145 – outside Pacific Member State (PMS)		Renewal	As per above + travel to the applicant’s foreign state	AWI	1-1 ½ days
4.3	Part 43 Maintenance Organization		Renewal of 119/135 AOC	Audit of MO for conformance to requirements of Part 43 and operator’s Part 119/135 OMM	AWI	1-1 ½ days
5	SCHEDULED REGULATORY TASK – Other Organizational Document Holders					
5.1	Aerodrome	Part 139	Renewal	Audit of Aerodrome certificate holder for conformance to approved exposition	AWI/FOI and AVSEC	1 ½ - 2 days
5.1 (a)	Aerodrome Security	Part 139	As above	Audit of Aerodrome certificate holder for conformance to approved exposition – security elements of Part 139	AVSEC	½ - 1 day
5.2	ATS (Cargo)	Part 109	Renewal	Audit of Part 109 certificate holder for conformance to approved exposition		1-1 ½ days
5.3	AVSEC	Part 140	Renewal	Refer to AVSEC work PLAN	AVSEC	2 - 5 days
5.4	Training Org	Part 141	Renewal	Audit of certificate holder for conformance to approved exposition	TBA	1-2 days
5.5	Telecom Ser	Part 171				
5.6	ATS	Part 172				
5.7	Meteorology	Part 175				
5.7	AIS	Part 175				
5.8	Fuel Supplier	Part 19F	Renewal	Audit of certificate holder for conformance to approved exposition	AWI	1 day
5A	SCHEDULED MISCELLANEOUS REGULATORY TASK SPECIFIC TO STATE REQUIREMENTS					

PART 2: UNSCHEDULED REGULATORY TASK

AWI & FOI Work Plan – GENERIC FOR ALL PASO MEMBER STATES						
TASK IDENT No.	Aviation Document Reference		Description of Task	Summary of Scope of Work	Assign Resources (FOI;AWI; AVSEC)	Estimated Time/ days/Hourly rate
6	UNSCHEDULED REGULATORY TASK - AOC Air Operator Certificate Part 119 Document Holders					
6.1	Part 135 GAAOC	Small	a) new application: b) amendment (minor) c) amendment (major) including recertification	a) Assessment of 119 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of AOC & Operations specifications; b) Assessment and review of changes to exposition and amendment of AOC & Operations specs. Note: approx 90% FOI and 10% AWI	FOI + AWI 90% - 10%	a) 10-30 days b) ½ - 1 day c) Hourly rate charges applies
6.2	Part 125 Airline Transport AOC	Medium	a) new application: b) amendment (minor) c) amendment (major) including recertification	As per above scope	FOI + AWI 90% - 10%	a) 15-60 days b) ½ - 1 day c) Hourly rate charges applies
6.3	Part 121 Airline Transport AOC	Large	a) new application: b) amendment (minor) c) amendment (major) including recertification	As per above scope	FOI + AWI 90% - 10%	a) 30-90 days b) 1-2 days c) Hourly rate charges applies
6.4	Foreign AOC Airline Transport FAOC	Part 129	a) New applicant b) Amendment (minor)	a) Assessment of Part 129 exposition for compliance to matrix; FPP of senior staff employed in State; Part 108 manual assessment; development of FAOC & Operations Specs; entry inspection as required b) Assessment & review of changes to exposition; exposition and FAOC and Ops Specs amendment Note: 90% FOI or AWI + 10% component to AVSEC Inspector	FOI; AWI & AVSEC I FOI/AWI - 90% AVSECI - 10%	a) 2-3 days b) 1 day
6.5	Pilots Competency Checks	Part 61	Pilot License renewals Part 135; 125; 121	Conduct flight test for: a) Instrument Rating b) Instructor Rating c) Agriculture Rating d) Aerobatic Rating e) Competency assessment	Authorized FOI	½ day per applicant/2 times per year for instrument renewals

6.6	Flight Examiner 135 125 121	Part 61	a) Application b) Re-currency c) Variation	Requires biennial flight competency assessment i.a.w. the NZ CAA Flight Test Standards Guide (FTSG). Authorized FOI by Member State Authority is mandatory requirement. Optional assistance of NZCAA or CASA or other approved FOIs from PMS Authorities may be contracted to conduct competency assessment exercise	Authorized FOI	a) 1-2 days b) Up to 1 day c) Up to 1 day Hourly rate charges apply
6.7	Reliability PLAN	Part 121	Quarterly Review with operator	Quarterly Review with operator	AWI	0.5 days/review
7.	UNSCHEDULED REGULATORY TASK - C of A Certificate of Airworthiness Issue					
7.1	Part 135 GA Aircraft piston engine up to 9 seats	a) First of type b) Series issue	a) Review & acceptance of type certificate and additional requirements against NZ Rule Parts; comprehensive review & inspection of aircraft records; Ads Mods etc; C of A report and preparation of certificate b) Comprehensive review & inspection of aircraft & records C of A report	AWI	a) 2-3 days b) 1 day	
7.2	Part 125 Turbo prop under 20 seats	a) First of type b) Series issue	As per above	AWI	a) 2-5 days b) 1-2 days c) ½ day	
7.3	Part 121 Airline Transport aircraft jets and turbo props	a) First of type b) Series issue	As per above	AWI	a) 5 to 7 days b) 2-3 days	
8.	UNSCHEDULED REGULATORY TASK - Approved Maintenance Organizations					
8.1	Part 145 Domestic	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 119 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of AMO cert & approval schedule ; b) Assessment and review of changes to exposition and amendment of MOE Cert & Approved Schedule.	AWI	a) 2-5 days b) ½ - 1 day c) Hourly rates apply	
8.2	Part 145 – outside Pacific Member State (PMS)	a) New applicant b) Amendment (minor) c) Amendment (major)	As per above + travel to the applicant's foreign state	AWI	a) 2-5 days b) ½ - 1 day c) Hourly rates apply	
9	UNSCHEDULED REGULATORY TASK – Other Organizational Document Holders					
9.1	Aerodrome	Part 139	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 139 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 139 cert & scope of approval ; b) Assessment and review of changes to exposition and	AWI/FOI and AVSEC	a) 2-5 days b) ½ - 1 day c) Hourly rates apply

Scheduled and Unscheduled Standard PASO TASKS Sheet

				amendment of Part 139 exposition & scope of approval		
9.1 (a)	Aerodrome security	Part 139	Part 139 security as for 9.1	Assessment of security elements of Part 139	AVSEC	½ - 1 day
9.2	ATS (Cargo)	Part 109	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 109 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 109 cert & scope of approval ; b) Assessment and review of changes to exposition and amendment of Part 109 exposition & scope of approval		a) 2-5 days b) ½ - 1 day c) Hourly rates apply
9.3	AVSEC	Part 140	a) New applicant b) Amendment (minor) c) Amendment (major)	Refer to AVSEC work PLAN	AVSEC	To be advised on application
9.4	Training Org	Part 141	a) New applicant	a) Assessment of exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 109 cert & scope of approval ; b) Assessment and review of changes to exposition and amendment of exposition & scope of approval	To be advised on application	To be advised on application
9.5	Telecom Ser	Part 171	b) Amendment (minor)			
9.6	ATS	Part 172	c) Amendment (major)			
9.7	Meteorology	Part 174				
9.7	AIS	Part 175				
9.8	Fuel Supplier	Part 19F				
10.	UNSCHEDULED REGULATORY TASK - Individual Document Holders					
10.1	LAME	Part 66	Type Rating Oral Exam	Services not currently available except for Solomon Islands & Kiribati (PNG & FIJI excluded)	AWI	Up to ½ day Hourly rate charges apply
10.2	Medical SC	Part 67	Not available	Member State CAA in house process – PASO not involved unless job requested or assistance required	Not available	
10.3	PPL,CPL ATPL	Part 61	Validation check	Renewal done by Member State CAA service	FOI	Up to ½ day Hourly rate charges apply
10.4	ATS License	Part 65	a) Issue b) Renewals c) Variation	As above – Member State CAA service Assistance may be provided by PASO Inspectors on request	FOI AWI	Up to ½ day Hourly rate charges apply
10.5	Maintenance Approval	Part 66	a) New Application b) Renewals	As above – assisted by PASO for technical assessment	AWI	PASO Hourly rate applies
10.7	Approvals of Senior Persons i.a.w. Part 119 appendix A	Part 119	a) New Application b) Re-assessment	Acceptance of senior person under Part 119 requires a FPP process and/ or test. PASO FOI and AWI are required to process the technical evaluation against prescribed standards and make recommendations to the Director of PMS	FOI or AWI as appropriate	Up to 1 day per application Hourly rate charges apply
11.0	UNSCHEDULED REGULATORY TASK - VARIATIONS TO A PART 119 AOC HOLDER – COMPANY MANUAL S/EXPOSITIONS					
11.1	Flight Crew	Part	Assessment and approval	Normally this document is a requirement of the Part 119	FOI	Hourly rate

Scheduled and Unscheduled Standard PASO TASKS Sheet

	Training Manual	119/135/1 125/121 & Part 141	of Induction; upgrade; type rating; re-currency; IFR renewals; emergency procedures; C & T pilot PLAN ; MEL Training PLAN ; SYNTHETIC trainers approvals Contracted training to Part 141 organization	AOC Charges will be depending on complexity of task involved Synthetic Trainers assessment and approval requires the FOI to visit overseas facility. Additional cost of travel and accommodation and per diem need to be considered. Contracted flight Crew training outsourced to Part 141 organization or to another Part 119 OAC Holder may incur similar visits and charges		charges apply. 1-2 days depending on complexity
11.2	Cabin Crew Training Manual	Part 125; 121 and 141	Assessment and approval of Training - initial; annual and requalification. Emergency procedures CRM; wet drills Cabin safety equipment training Contracted Training	Normally this document is a requirement of the Part 119 AOC Depending on complexity of task involved Contracted Cabin Crew training outsourced to Part 141 organization or to another Part 119 OAC Holder may incur similar visits and charges	FOI	Hourly rate charges apply. 1-2 days depending on complexity
11.3	Emergency Situation Action Plan	Part 135; 125 & 121	Assessment & approval of following elements: a) Policy b) Mobilization and agency notification procedures c) Pax and crew welfare d) Causality & next of kin co-ordination procedures e) Accident investigation f) Airline's response team action plan g) Preservation of evidence	Normally this document is a requirement of the Part 119 AOC manual suite; however the PASO Safety inspector FOI or AWI may be required to participate in "emergency" exercises that may be planned out of phase to the normal scheduled audit/surveillance visits. An annual or 2 yearly exercise is recommended and should be planned in the States Audit/surveillance schedule in cooperation with the airline	FOI	Hourly rate charges apply. 1-2 days depending on complexity
11.4	DG Training manuals	Part 119 and 92	a) Acceptance procedures b) Ground handling, storage and loading c) Passenger handling of DG including screening staff	Normally this document is a requirement of the Part 119 AOC manual suite; however the PASO Safety inspector FOI or AWI may be required to review or access and approve trainers /organization and for operators and handling agents or regular shippers	FOI	Hourly rate charges apply. 1-2 days depending on complexity cal charges

Scheduled and Unscheduled Standard PASO TASKS Sheet

			d) Flight & cabin crew training e) Packers f) Regular shippers and agents. g) Part 12 reporting			
11.5	Operator Security Manual	Part 108	Assessment & amendment	Assessment of security manual against Part 108	AVSEC	½ to 1 day per applicant
12.0	UNSCHEDULED REGULATORY TASK - VARIATIONS TO A PART 119/145 AOC/AMO HOLDER – COMPANY MANUAL S/EXPOSITIONS					
121.	maintenance PLAN Variation	Part 119/91	a) Variation (minor) b) Variation (major)	a) Changes not affecting manufacturer's PLAN or MRB report b) Changes affecting manufacturer's PLAN or MRB report	AWI	a) ½ - 1 day per application b) Hourly charges rate apply
12.2	Major modification and Repairs (Form 337 process)	Part 21	Research and assessment of acceptable data and approval of conformance to acceptable data plus amendment review of flight manual etc	Operator driven or requirement of Airworthiness Directive or SBs. Time charged based on complexity of application; may also incur approved design office input charges as applicable	AWI	Hourly charges rate apply (typical charge for minor task – 4 hours (1/2 day) per application)
12.3	Special Flight permit application	Part 21	Assessment of application request and possible inspection of aircraft for fitness for flight certification	Operator driven requirement – historically 1 or 2 application per operator per year	AWI	½ - 1 day per application
12.4	Maintenance Concession	Part 91	Assessment of application for maintenance concession for airworthiness considerations	Operator driven requirement – historically up to 5 application received per AOC holder per year based on a fleet of approx 5 Part 125 aircraft	AWI	½ - 1 day per application
12.5	Approval or variation to the MEL	Part 91	Assessment against MMEL and other requirements mandated by PMS	Operator driven requirement. historically up to 5 application received per AOC holder per year based on a fleet of approx 5 Part 125 aircraft	AWI; FOI	½ - 1 day per application.
12.6	Approval of sub contractor for AMO or	Part 145 or Part 119	Assessment of contact arrangement or contract documents for compliance against the	Operator driven requirement – historically 1 or 2 application received per AOC holder or Part 145 per year based on a fleet of approx 5 Part 125 aircraft	AWI	1 to 2 days per applicant; may require travel to contractor facility

Scheduled and Unscheduled Standard PASO TASKS Sheet

	Contractors for OMM		rules			
12.7	reliability PLAN	Part 119; 121; 125	Assessment of PLAN required under the rules	Mandatory requirements for certain maintenance PLAN s as ETOPS as an example ; May require visit to maintenance contractor	AWI	½ to 1 day per PLAN ; 4 times annually
12.8	ETOPS/EDTO	Part 119/121/125	Assessment of CMP; equipment and staff training and approval process	Operator requirement for certain type of international air transport operations	FOI and AWI	2-5 days per application

PART 3: UNSCHEDULED REGULATORY TASK - INDIVIDUAL STATE'S WORK SHEET

Name of State:

Date of work sheet exercise:

AWI & FOI Work Plan – GENERIC FOR ALL PASO MEMBER STATES							
TASK IDENT No.	Aviation Document Reference		Description of Task	Summary of Scope of Work	Assign Resources (FOI;AWI; AVSEC)	Estimated Time/ days/Hourly rate	State's Work column
6	UNSCHEDULED REGULATORY TASK - AOC Air Operator Certificate Part 119 Document Holders						
6.1	Part 135 GAAOC	Small	a) new application: b) amendment (minor) c) amendment (major) including recertification	a) Assessment of 119 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of AOC & Operations specifications; b) Assessment and review of changes to exposition and amendment of AOC & Operations specs. Note: approx 90% FOI and 10% AWI	FOI + AWI 90% - 10%	a) 10-30 days b) ½ - 1 day c) Hourly rate charges applies	
6.2	Part 125 Airline Transport AOC	Medium	a) new application: b) amendment (minor) c) amendment (major) including recertification	As per above scope	FOI + AWI 90% - 10%	a) 15-60 days b) ½ - 1 day c) Hourly rate charges applies	
6.3	Part 121 Airline Transport AOC	Large	a) new application: b) amendment (minor) c) amendment (major) including recertification	As per above scope	FOI + AWI 90% - 10%	a) 30-90 days b) 1-2 days c) Hourly rate charges applies	
6.4	Foreign AOC Airline Transport FAOC	Part 129	a) New applicant b) Amendment (minor)	a) Assessment of Part 129 exposition for compliance to matrix; FPP of senior staff employed in State; Part 108 manual assessment; development of FAOC & Operations Specs; entry inspection as required b) Assessment & review of changes to exposition; exposition and FAOC and Ops Specs amendment	FOI; AWI & AVSEC I FOI/AWI - 90% AVSECI - 10%	a) 2-3 days b) 1 day	

Scheduled and Unscheduled Standard PASO TASKS Sheet

				c) Note: 90% FOI or AWI + 10% component to AVSEC Inspector			
6.5	Pilots Competency Checks	Part 61	Pilot License renewals Part 135; 125; 121	Conduct flight test for: a) Instrument Rating b) Instructor Rating c) Agriculture Rating d) Aerobatic Rating e) Competency assessment	FOI	½ day per applicant/2 times per year for instrument renewals	
6.6	Flight Examiner 135 125 121	Part 61	a) Application b) Re-currency c) Variation	Requires biennial flight competency assessment i.a.w. the NZ CAA Flight Test Standards Guide (FTSG). Authorized FOI by Member State Authority is mandatory requirement. Optional assistance of NZCAA or CASA or other approved FOIs from PMS Authorities may be contracted to conduct competency assessment exercise	Authorized FOI	a) 1-2 days b) Up to 1 day c) Up to 1 day d) Hourly rate charges apply	
6.7	Reliability PLAN	Part 121	Quarterly Review with Operator	Review of reliability PLAN with operator	AWI	0.5 days/review	
7.	UNSCHEDULED REGULATORY TASK - C of A Certificate of Airworthiness Issue						
7.1	Part 135 GA Aircraft piston engine up to 9 seats		a) First of type b) Series issue	a) Review & acceptance of type certificate and additional requirements against NZ Rule Parts; comprehensive review & inspection of aircraft records; Ads Mods etc; C of A report and preparation of certificate b) Comprehensive review & inspection of aircraft & records C of A report	AWI	a) 2-3 days b) 1 day	
7.2	Part 125 Turbo prop under 20 seats		a) First of type b) Series issue	As per above	AWI	a) 2-5 days b) 1-2 days c) ½ day	
7.3	Part 121 Airline Transport aircraft jets and turbo props		a) First of type b) Series issue	As per above	AWI	a) 5 to 7 days b) 2-3 days	
8.	UNSCHEDULED REGULATORY TASK - Approved Maintenance Organizations						
8.1	Part 145 Domestic		a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 119 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of AMO cert & approval schedule ; b) Assessment and review of changes to exposition and amendment of MOE Cert &	AWI	a) 2-5 days b) ½ - 1 day c) Hourly rates apply	

				Approved Schedule.			
8.2	Part 145 – outside Pacific Member State (PMS)		a) New applicant b) Amendment (minor) c) Amendment (major)	As per above + travel to the applicant’s foreign state	AWI	a) 2-5 days b) ½ - 1 day c) Hourly rates apply	
9	UNSCHEDULED REGULATORY TASK - Organizational Document Holders						
9.1	Aerodrome	Part 139	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 139 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 139 cert & scope of approval ; b) Assessment and review of changes to exposition and amendment of Part 139 exposition & scope of approval	AWI/FOI and AVSEC	a) 2-5 days b) ½ - 1 day c) Hourly rates apply	
9.1 (a)	Aerodrome security	Part 139	d) Security elements of Part 139	c) Security elements of Part 139	AVSEC	d) ½ - 1 day	
9.2	ATS (Cargo)	Part 109	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of 109 exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 109 cert & scope of approval ; b) Assessment and review of changes to exposition and amendment of Part 109 exposition & scope of approval		a) 2-5 days b) ½ - 1 day c) Hourly rates apply	
9.3	AVSEC	Part 140	a) New applicant b) Amendment (minor) c) Amendment (major)	Refer to AVSEC work PLAN	AVSEC	TBA	
9.4	Training Org	Part 141	a) New applicant b) Amendment (minor) c) Amendment (major)	a) Assessment of exposition for compliance to matrix, FPP of senior person; entry inspection; Development of Part 109 cert & scope of approval ; b) Assessment and review of changes to exposition and amendment of exposition & scope of approval	TBA	TBA	
9.5	Telecom Ser	Part 171					
9.6	ATS	Part 172					
9.7	Meteorology	Part 175					
9.7	AIS	Part 175					
10.	UNSCHEDULED REGULATORY TASK - Individual Document Holders						
10.1	LAME	Part 66	Type Rating Oral Exam	Services not currently available except for Solomon Islands & Kiribati (PNG & FIJI excluded)	AWI	Up to ½ day Hourly rate	

Scheduled and Unscheduled Standard PASO TASKS Sheet

						charges apply	
10.2	Medical SC	Part 67	Not available	Member State CAA in house process – PASO not involved unless job requested or assistance required	Not available		
10.3	PPL,CPL ATPL	Part 61	Validation check	Renewal done by Member State CAA service	FOI	Up to ½ day Hourly rate charges apply	
10.4	ATS License	Part 65	a) Issue b) Renewals c) Variation	As above – Member State CAA service Assistance may be provided by PASO Inspectors on request	FOI AWI	Up to ½ day Hourly rate charges apply	
10.5	Maintenance Approval	Part 66	a) New Application b) Renewals	As above – assisted by PASO for technical assessment	AWI	PASO Hourly rate applies	
10.7	Approvals of Senior Persons i.a.w. Part 119 appendix A	Part 119	a) New Application b) Re-assessment	Acceptance of senior person under Part 119 requires a FPP process and/ or test. PASO FOI and AWI are required to process the technical evaluation against prescribed standards and make recommendations to the Director of PMS	FOI or AWI as appropriate	Up to 1 day per application Hourly rate charges apply	
11.0	UNSCHEDULED REGULATORY TASK - VARIATIONS TO A PART 119 AOC HOLDER – COMPANY MANUAL S/EXPOSITIONS						
11.1	Flight Crew Training Manual	Part 119/135 /125/121 & Part 141	Assessment and approval of Induction; upgrade; type rating; re-currency; IFR renewals; emergency procedures; C & T pilot PLAN ; MEL Training PLAN ; SYNTHETIC trainers approvals Contracted training to Part 141 organization	Normally this document is a requirement of the Part 119 AOC Charges will be depending on complexity of task involved Synthetic Trainers assessment and approval requires the FOI to visit overseas facility. Additional cost of travel and accommodation and per diem need to be considered. Contracted flight Crew training outsourced to Part 141 organization or to another Part 119 OAC Holder may incur similar visits and charges	FOI	Up to 1 day per application Hourly rate charges apply	
11.2	Cabin Crew Training Manual	Part 125; 121 and 141	Assessment and approval of Training - initial; annual and requalification. Emergency procedures CRM; wet drills Cabin safety equipment training	Normally this document is a requirement of the Part 119 AOC Depending on complexity of task involved Contracted Cabin Crew training outsourced to Part 141 organization or to another Part 119 OAC Holder may incur similar visits and charges	FOI	Up to 1 day per application Hourly rate charges apply	

Scheduled and Unscheduled Standard PASO TASKS Sheet

			Contracted Training				
11.3	Emergency Situation Action Plan	Part 135; 125 & 121	<p>Assessment & approval of following elements:</p> <ul style="list-style-type: none"> a) Policy b) Mobilization and agency notification procedures c) Pax and crew welfare d) Causality & next of kin co-ordination procedures e) Accident investigation f) Airline's response team action plan g) Preservation of evidence 	<p>Normally this document is a requirement of the Part 119 AOC manual suite; however the PASO Safety inspector FOI or AWI may be required to participate in "emergency" exercises that may be planned out of phase to the normal scheduled audit/surveillance visits.</p> <p>An annual or 2 yearly exercise is recommended and should be planned in the States Audit/surveillance schedule in cooperation with the airline</p>	FOI	<p>Up to 1 day per application</p> <p>Hourly rate charges apply</p>	
11.4	DG Training manuals	Part 119 and 92	<ul style="list-style-type: none"> a) Acceptance procedures b) Ground handling, storage and loading c) Passenger handling of DG including screening staff d) Flight & cabin crew training e) Packers f) Regular shippers and agents. g) Part 12 reporting 	<p>Normally this document is a requirement of the Part 119 AOC manual suite; however the PASO Safety inspector FOI or AWI may be required to review or access and approve trainers /organization and for operators and handling agents or regular shippers</p>	FOI	<p>Up to 1 day per application</p> <p>Hourly rate charges apply Typical charges ½ to 1 day per application</p>	
11.5	Operator Security Manual	Part 108	Assessment & amendment	Assessment of security manual against Part 108	AVSEC	½ to 1 day per applicant	
12.0	UNSCHEDULED REGULATORY TASK - VARIATIONS TO A PART 119/145 AOC/AMO HOLDER – COMPANY MANUAL S/EXPOSITIONS						
121.	maintenance PLAN	Part 119/91	<ul style="list-style-type: none"> a) Variation (minor) b) Variation (major) 	a) Changes not affecting manufacturer's PLAN or MRB report	AWI	a) ½ - 1 day per	c)

Scheduled and Unscheduled Standard PASO TASKS Sheet

	Variation			b) Changes affecting manufacturer's PLAN or MRB report		application b) Hourly charges rate apply	
12.2	Major modification and Repairs (Form 337 process)	Part 21	Research and assessment of acceptable data and approval of conformance to acceptable data plus amendment review of flight manual etc	Operator driven or requirement of Airworthiness Directive or SBs. Time charged based on complexity of application; may also incur approved design office input charges as applicable	AWI	Hourly charges rate apply (typical charge for minor task – 4 hours (1/2 day) per application)	
12.3	Special Flight permit application	Part 21	Assessment of application request and possible inspection of aircraft for fitness for flight certification	Operator driven requirement – historically 1 or 2 application per operator per year	AWI	½ - 1 day per application	
12.4	Maintenance Concession	Part 91	Assessment of application for maintenance concession for airworthiness considerations	Operator driven requirement – historically up to 5 application received per AOC holder per year based on a fleet of approx 5 Part 125 aircraft	AWI	½ - 1 day per application	
12.5	Approval or variation to the MEL	Part 91	Assessment against MMEL and other requirements mandated by PMS	Operator driven requirement. historically up to 5 application received per AOC holder per year based on a fleet of approx 5 Part 125 aircraft	AWI; FOI	½ - 1 day per application.	
12.6	Approval of sub contractor for AMO or Contractors for OMM	Part 145 or Part 119	Assessment of contact arrangement or contract documents for compliance against the rules	Operator driven requirement – historically 1 or 2 application received per AOC holder or Part 145 per year based on a fleet of approx 5 Part 125 aircraft	AWI	1 to 2 days per applicant; may require travel to contractor facility	
12.7	reliability PLAN	Part 119; 121; 125	Assessment of PLAN required under the rules	Mandatory requirements for certain maintenance PLAN s as ETOPS as an example ; May require visit to maintenance contractor	AWI	½ to 1 day per PLAN ; 4 times annually	
12.8	ETOPS/EDTO	Part 119/121 /125	Assessment of CMP; equipment and staff training and approval process	Operator requirement for certain type of international air transport operations	FOI & AWI	2-5 days per application	

Scheduled and Unscheduled Standard PASO TASKS Sheet

13	UNSCHEDULED REGULATORY TASK MISCELLANEOUS SPECIFIC TO STATE REQUIREMENTS						
						Total days	

Appendix A – Technical Review Report 2010 (to be reviewed yearly)

PASO STATE	INT AOC Wide body	REGIONAL Turbo prop & Piston	DOM AOC	**FOREIGN AOC -129 ops	145 AMO	TURBO JET	TURBO PROP	PISTON ENGINE	LICENCED PERSONNEL	LICENSE AERODROME 139	UNLICENSED AERODROME	Other Document holders
COOK ISLANDS		1 Air Roro	1 Air Raro	2 Air NZ	1 Air Raro	Nil	1 SAAB 340 3 EMB 110	Nil	Active pilots 14 – all NZ Lic	2 Rarotonga Atutaki	7	1 GA FE 171 ATS 172 ATS 175 AIS
KIRIBATI	NIL	Nil	2 Air Kiribati Coral Sun	3 Air Pacific Our airline Air Marshall	1 AKL	Nil	3 Casa 212 Harbin Y12 DHC-6	2 BN2a islander	Active pilots 9 LAMEs 4	2 Bonriki Cassidy	16	2 Check & Training 171 ATS 172 ATS 175 AIS
SAMOA	Nil	1 Polynesian	2 Polynesian SPEX	4 Air NZ Air Pacific Polynesian Blue Inter Island	2 Polynesian SPEX – Pago	Nil	3 Twin Otter 2 Shorts 360	1 BN2A Islander	Active pilots NIL LAMEs NIL ATC 9	2 Faleolo Fagalii	?	1 GA FE 171 ATS 172 ATS 175 AIS
SOLOMON ISLANDS	NIL	NIL	5 Solomon Air Heli support Heli Solomon Pacific Air express Coral Sea Solomon islands Seaplane Ltd	5 Air Pacific Solomon Air Air Van Our Airline Air Niugini Air Work NZ Heavy Lift	1 Solomon Air	Nil	3 Twin Otter	1 BN2A Islander	Active Pilots LAMEs ATC	1 Henderson	27	1 Check & Training
TONGA	Nil	1 Air Chatham	1 Air Chatham	2 Air NZ Air Pacific Air Chatham	Nil	Nil	2 Beech 18 Lake Bucaneer		Active pilots NIL LAMEs NIL	2 Fua'amotu Vava'u	4	1 GA FE 171 ATS 172 ATS 175 AIS
Vanuatu	1 Air Vanuatu	1 Air Vanuatu	5 Air Vanuatu Unity VHL VSL Air Safari	4 Air Pac Air cal Air NZ Pac Blue	1 Air Van	1 B737-800	6 ATR72 2 DHC-6 3 Harbin Y12	12 6 BN2A 2 Maule 2 U206 1 R44 Raven 1 C172 (P)	Active Pilots LAMEs	3 Bauerfield Santo Tanna	26	6 3 airline FE 1 GA FE 171 ATS 172 ATS 175 AIS
PNG	On request assistance; as and when required. – Established CAA Authority; minimum inspection staff numbers – occasional use of FOI. No request for AWI assistance since 2007											

Scheduled and Unscheduled Standard PASO TASKS Sheet

FIJI	On request assistance; as and when required - Established CAA Authority; minimum inspection staff numbers - occasional use of PASO FOI. No request for AWI assistance since 2007											
NAURU	Nil	Nil	Nil	1 Our airline	Nil	Nil	Nil	Nil	Nil	1 Nauru	Nil	Nil
NIUE	Nil	Nil	Nil	1 Air NZ	Nil	Nil	Nil	Nil	Nil	1 Niue	Nil	Nil
TUVALU	Nil	Nil	Nil	1 Air Pacific	Nil	Nil	Nil	Nil	Nil	1 Funafuti	Nil	Nil