

# Advisory Circular

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## GUIDANCE ON GENERAL REQUIREMENTS IN ANR-135

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### GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 3C of the Air Navigation Act (Cap. 6) (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

### PURPOSE

This AC provides guidance to demonstrate with, and information related to, requirements in Division 1 in Part 2 of the Air Navigation (135 - Commercial Air Transport by Helicopters and Small Aeroplanes) Regulations (ANR-135).

### APPLICABILITY

This AC is applicable for the AOC holder operating in accordance with ANR-135.

### RELATED REGULATIONS

This AC relates specifically to Division 1 in Part 2 of ANR-135.

### RELATED ADVISORY CIRCULARS

- AC 121-1-2 Use of Portable Electronic Devices Onboard Aircraft

**CANCELLATION**

This is the first AC issued on the subject.

**EFFECTIVE DATE**

This AC is effective from 1 October 2018.

**OTHER REFERENCES**

Nil.

**GUIDANCE 135REG4****GUIDANCE FOR REGULATION 4 OF ANR-135 – FERRY FLIGHT AUTHORISATION**

- 1 Other than obtaining a Permit to Fly under Regulation 5 of ANR-91, the AOC holder may seek an authorisation to fly its aircraft that may not meet applicable airworthiness requirements but is capable of safe flight, to a base where the necessary maintenance or repairs can be performed. Under this authorisation, the AOC holder will need to:
  - (a) assess if its aircraft is capable of safe flight even though it does not meet applicable airworthiness requirements; and
  - (b) set conditions and limits in relation to the flight operating under this authorisation so as to fly to base where the required repair and/or maintenance is to be performed.
- 2 Such an authorisation is subject to the conditions as set out in the attachments to the AOC holder's operations specifications.
- 3 A Ferry Flight Authorisation is issued to the operator only when the CAAS is satisfied that the operator is capable of evaluating the condition of the aircraft and of setting the appropriate operating limitations for each flight operating under such authorisation.

**GUIDANCE 135REG9****GUIDANCE FOR REGULATION 9 OF ANR-135 – STOWAGE OF BAGGAGE**

- 1 Stowage of Cabin Baggage
  - 1.1 Cabin baggage may only be stowed in designated locations. The AOC holder should provide clear and unequivocal advice on which areas are approved.
  - 1.2 Overhead lockers and other stowages must be clearly placarded with weight limitations and enclosed by latched doors or load bearing nets as appropriate. The crew should be made aware of the need to ensure that limitations are not exceeded.
  - 1.3 Underseat stowages may be used if the seat is equipped with a restraint bar and the baggage is of a size to fit completely under the seat.
  - 1.4 Baggage should not be stowed in undesignated areas compartments, or in such a manner that it will impede access to emergency equipment. Particular attention should be paid to maintaining the integrity of all evacuation routes.
- 2 Stowage of Catering Supplies and Crew Effects
  - 2.1 All catering supplies, blankets, pillows, newspapers, etc. should be securely stowed in designated areas for take-off and landing.
  - 2.2 Similarly, crew effects, including baggage and clothing, should be stowed in approved areas. Particular care should be taken to ensure that doors and exits, including operating handles, should not be obstructed. Access to emergency equipment should not be restricted.

**GUIDANCE 135REG10      GUIDANCE FOR REGULATION 10 OF ANR-135 –  
PORTABLE ELECTRONIC DEVICES**

- 1      The AOC holder may refer to AC 121-1-2, insofar as a PED may be used on board an aircraft, for guidance on the circumstances under which PED may be used.

**GUIDANCE 135REG14      GUIDANCE FOR REGULATION 14 OF ANR-135 –  
AUTHORISATION FOR CARRIAGE OF DANGEROUS  
GOODS**

- 1      As required in the Fourth Schedule of ANR-135, the AOC holder is to include in its Operations Manual information and instructions on the carriage of dangerous goods. The operations manual should indicate whether or not a general permission, or a Dangerous Goods block permit, for the carriage of dangerous goods is held and what conditions apply to that permission. For an AOC holder who does carry dangerous good should also include in his operations manual information regarding the means of identifying dangerous goods, the manner of loading and the responsibilities of crew members concerning such goods. An AOC holder who does not wish to, and therefore does not need to seek permission to, carry dangerous goods should clearly state in the operations manual the prohibition of their carriage, and give guidance to staff and agents concerning which goods may not be carried.
- 2      The AOC holder, regardless of whether he has any authorization to carry dangerous goods or whether he holds a Dangerous Goods permit, should provide guidance to its crew on what items constitute dangerous goods and what items can be carried onboard the aircraft in all circumstances.
- 3      The AOC holder should ensure that information on the carriage of dangerous goods is brought to the attention of passengers during check-in. As passengers may, either in ignorance or deliberately, try to take prohibited items onto the aircraft in either their checked or carry-on baggage, the AOC holder should train its agents and check-in staff accordingly and put in place procedures to address this issue.

**GUIDANCE 135REG15      GUIDANCE FOR REGULATION 15 OF ANR-135 –  
ELECTRONIC NAVIGATION DATA MANAGEMENT**

- 1      The AOC holder should refer to RTCA DO-200A / EUROCAE ED-76 and RTCA DO-201A / EUROCAE ED-77 for guidance on ensuring both the process and the products meet with the standards of integrity.

## 1 Seat Allocation

- 1.1 The following types of passengers should not be seated where they could obstruct floor level emergency exits, impede the crew in their duties, obstruct access to emergency equipment or hinder aircraft evacuation:
- (a) Passengers with restricted mobility (hereinafter referred to as “PRMs”), which includes persons with a physical or intellectual disability and persons who are impaired due to any other cause;
  - (b) elderly or frail person who appear to be not capable of operating or assisting with the operation of exit;
  - (c) accompanied and unaccompanied children and infant;
  - (d) deportees or prisoners in custody; and
  - (e) obese passengers.
- 1.2 PRMs should be allocated seats in pre-assigned locations designated by the AOC holder and agreed to by the CAAS.
- 1.3 Number of Passengers with Restricted Mobility (PRMs)
- (a) Where PRMs are carried on a flight, the number of PRMs should not exceed the number of able-bodied persons (ABPs) capable of assisting with an emergency evacuation.
  - (b) The maximum number of PRMs permitted to be carried on any particular flight will depend on the type and configuration of the aircraft as well as extent of the reduced mobility or disability of the PRMs seeking embarkation.

## 2 Drunken Passengers

- 2.1 The AOC holder should provide instructions, advice and training to all relevant staff on dealing with passengers who have been drinking excessively. Such advice should include when to deny boarding rights and reiterate the pilot-in-command's prerogative to exercise the powers, as conferred by the ANA, to protect the safety of the aircraft and passengers.
- 2.2 Drunken passengers constitute not only a possible source of annoyance to fellow passengers but also a hazard to flight safety. Potentially hazardous incidents should be reported in the incident occurrence report.

## 3 Pre-departure Procedures

- 3.1 The AOC holder should prepare for the above by establishing check-in and boarding gate procedures and, where applicable, training for their traffic staff and handling agents. Emphasis should be placed on the need for these personnel to identify and resolve potential difficulties in seat allocation, excess cabin baggage, the carriage of dangerous goods, drunken or unruly passengers, including boarding refusal, before passenger embarkation begins. This is of particular importance at overseas departure points.
- 3.2 Similar instructions and training should also be given to crew members to deal with cabin safety related problems which may have been missed at check-in.

- 4 Embarkation and Disembarkation
- 4.1 Safety during embarkation and disembarkation should also be taken into account by the AOC holder. The AOC holder should:
  - (a) establish procedures for the safe use of air bridges and other means of embarkation/disembarkation of passengers;
  - (b) allocate responsibilities between ground handling agent and crew for passenger safety during embarkation and disembarkation to ensure their individual emergency procedures is compatible and effective.
  - (c) ensure appropriate training is provided for all ground staff who are required to operate the aircraft door on the ramp;
  - (d) where there is no controlled passage for embarkation and disembarkation, supervise the process leading to the aircraft door and the terminal. (This is to pre-empt the passenger from wandering out of the safety or security zone).

**GUIDANCE 135REG18      GUIDANCE FOR REGULATION 18 OF ANR-135 – PASSENGER BRIEFING**

- 1 Regulation 18 of ANR-135, and the associated Regulation 20 of ANR-91, requires the AOC holder to ensure that all passengers are made familiar with the use of seat belts, life jackets and other on board emergency equipment for the use of passengers.
- 2 Briefings should be given in English, and may include other language as the AOC holder so determines to be appropriate for the passenger demography.
- 3 Attention should also be drawn to restrictions on smoking and the use of personal electronic devices, including mobile telephones.
- 4 Special personalised briefings for handicapped passengers (e.g. the blind, the hearing impaired) and to a passenger who is responsible for another person on board (e.g. infants) should also be carried out.