

INSPECTION AND SURVEILLANCE OF AIR OPERATORS

1.0 PURPOSE

- 1.1 This advisory circular is issued to provide information and guidance to air operators related to continuous surveillance and inspection of airline operations by the Authority to ensure their compliance with the Licensing of Air Services Regulations and the provisions of the respective Bilateral Air Services Agreements

2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 The Civil Aviation (Licensing of Air Services) Regulations
- 2.3 Aeronautical Information Circular – Delegation of duties and notification of authorised inspectors to include AIC number

3.0 GENERAL

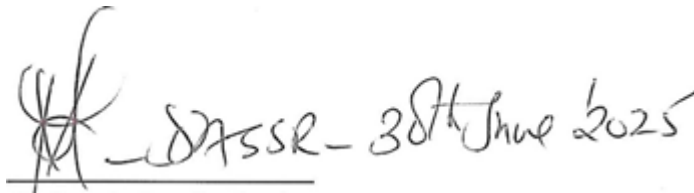
- 3.1 This Advisory Circular is issued by KCAA and contains information on surveillance and inspection of holders of Air Service Licences, Operating Authorizations and short term licences operating within Kenya. Air operators are required to comply with the terms and conditions of the authorizations issued by the Authority

4.0 GUIDANCE AND PROCEDURE

5.0

- 5.1 The operator will be notified of the date and time of inspection
- 5.2 There shall be an entry meeting with the operator before commencement of inspection
- 5.3 The operators shall be required at their operational offices to avail for inspection, the following documents as applicable
- 5.3.1 Air Service Licence
 - 5.3.2 Air Operator certificate including operations specifications
 - 5.3.3 Approved Training Organization certificate including training specifications
 - 5.3.4 Aircraft Registration Certificate (s)
 - 5.3.5 Aircraft Lease approval(s)
 - 5.3.6 Evidence of regular submission of Monthly statistics
 - 5.3.7 Evidence of regular submission of audited financial Statements.
 - 5.3.8 Aircraft Insurance Policy

- 5.3.9 Approved Flight timetable
 - 5.3.10 Code-share approval
 - 5.3.11 Sub-charter approval
 - 5.3.12 Interchange agreement approval
 - 5.3.13 Franchise agreement approval
 - ~~5.3.14~~ Operating authorization
 - 5.3.15 Any other document as may be appropriate
- 5.4 The air operator shall cooperate with the inspectors throughout the inspection exercise and shall provide the requested documents and information
- 5.5 The air operator will be informed during the exit brief, of any findings.
- 5.6 The air operator shall be required to sign a record of findings.
- 5.7 The air operator will be formally informed of the findings by the Authority

A handwritten signature in dark ink, followed by the text "DASSR - 30th June 2025". The signature is stylized and appears to be a cursive or shorthand form. The date is written in a clear, legible script.

Civil Aviation Authority