
**DEVELOPMENT, AMENDMENT, APPROVAL, ISSUANCE, DISSEMINATION AND
PUBLISHING OF TECHNICAL GUIDANCE MATERIALS (TGMS), PUBLICATIONS AND
SAFETY CRITICAL INFORMATION.**

1.0 PURPOSE

- 1.1** Section 7 of the Civil Aviation Act outlines the functions of the Authority which include the issuance and dissemination of publications referred to in the Act as “includes information given in any of the following publications issued, whether before or after the commencement of this Act—
- 1.1.1** notices to airmen;
 - 1.1.2** aeronautical information publications;
 - 1.1.3** notices to licensed aircraft maintenance engineers and to owners of civil aircraft;
 - 1.1.4** civil aviation publications;
 - 1.1.5** aeronautical information circulars;
 - 1.1.6** manuals of procedures;
 - 1.1.7** advisory circulars and orders; and
 - 1.1.8** technical standards;
- 1.2** Further, Section 20 (3)(b)(i)(iii) of the Civil Aviation Act provides for the responsibilities of the Director General which includes the establishment of a safety oversight system which shall be implemented in accordance with: the provisions of this Act and Regulations made thereunder; technical guidance of qualified technical personnel, tools and provision of safety-critical information.
- 1.3** In order to ensure effective execution of the mandate provided for in the Civil Aviation Act, the Director General from time to time shall develop, amend, approve, issue, disseminate and publish up-to-date Technical Guidance Material (TGMS) and procedures, publications and safety critical information such as notice to airmen (NOTAM) and airworthiness directives including provision of tools, equipment, transportation means, as applicable to the Civil Aviation Safety Inspectors (CASI's) and other technical personnel to enable them to perform their safety oversight functions effectively in accordance with established procedures in a standardized manner.
- 1.4** The Authority shall provide up-to-date Technical Guidance Material (TGMS) and procedures, publications and safety critical information to the aviation industry, regulated entities and persons

on the implementation of the civil Aviation Act and relevant regulations made thereunder. Guidance may also include standard templates and standard format of documents, manuals, forms, checklists etc. to be developed by each regulated entity/persons concerned.

- 1.5** To ensure uniformity of application of regulatory provisions and as a rule, TGMs and publications do not introduce new requirements but amplify on the existing regulatory provisions. They provide guidance to CASI's and technical personnel on how to accomplish their specific functions, tasks and activities and to enable management to ensure that safety oversight functions, tasks and activities are carried out in an effective and standardized manner.
- 1.6** CASI's and Regulated entities are reminded that where (in exceptional circumstances) TGMs are at variance or conflict with either the Civil Aviation Act and/or the Regulations, the Civil Aviation Act and /or the Regulations take precedence. Further, such variances or conflicts should be immediately notified to the Director General in writing who will further review and amend as necessary.
- 1.7** This Advisory Circular is issued to provide information and guidance to Aviation Industry /regulated entities on the development, amendment, approval, issuance, dissemination and publishing of technical guidance material (TGMs), publications and safety critical information for implementation of the provisions of the Civil Aviation Act, Civil Aviation Regulations, Technical personnel & training, Technical guidance, tools and provision of safety-critical information, Licensing, certification, authorization and approval obligations, Surveillance obligations; and Resolution of safety issues.
- 1.8** All TGMs used by the Authority, regulated entities and personnel in the aviation industry shall only be valid if they are issued in accordance with applicable procedures and are approved in the manner provided for by this Guidance Material.
- 1.9** In general, all procedures in the TGMs and publications for a specific function. task or activity shall address the following question: Who does what, how, when and in coordination with whom.
- 1.10** This Advisory Circular applies to persons involved in implementation of the developed, amended, issued, disseminated, approved and published Technical Guidance Material (TGM), Publications and safety Critical Information.

2.0 DEFINITIONS

2.1 Advisory Circular (AC)

A Technical Guidance Material issued by the Authority to provide guidance, information and acceptable means of compliance to regulated entities, service providers, operators and other stakeholders on the implementation of the Civil Aviation Act and Civil Aviation Regulations. Advisory Circulars are generally advisory in nature unless specific provisions are made mandatory by legislation or referenced regulatory requirements.

2.2 Amendment

A formal modification made to an existing Technical Guidance Material to update, correct, clarify or improve its content while retaining the identity and purpose of the original document.

2.3 Dissemination

The process by which the Authority communicates and distributes approved Technical Guidance Materials, publications or safety-critical information to the intended users through appropriate means to ensure timely receipt and implementation.

2.4 Issuance

The formal authorization and release of an approved Technical Guidance Material, publication or safety-critical information by the Authority for implementation or use by the intended recipients.

2.5 Manual of Procedures (MOP)

A controlled document containing detailed policies, procedures, processes, responsibilities and work instructions that guide Authority personnel in the performance of specific regulatory, technical or administrative functions.

2.6 Order (O)

A Technical Guidance Material issued by the Authority to provide mandatory instructions, procedures, policies and standardized guidance to Civil Aviation Safety Inspectors and other authorized officers for the consistent implementation of safety oversight functions and regulatory activities.

2.7 Publication (Document)

Any official document, notice or information issued by the Authority for regulatory, operational, technical or informational purposes, including but not limited to Advisory Circulars, Orders, Manuals of Procedures, Technical Standards, Aeronautical Information Publications, Aeronautical Information Circulars, Notices to Airmen, forms, checklists and other approved guidance materials.

2.8 Publication (Process)

The official process of making approved Technical Guidance Materials, publications or safety-critical information available to their intended audience through print, electronic or other authorized media maintained by the Authority.

2.9 Revision

The incorporation of one or more amendments resulting in the issuance of an updated edition or version of a Technical Guidance Material, identified by an approved revision designation.

2.10 Safety-Critical Information

Information that is necessary to identify, communicate or mitigate conditions affecting the safety of civil aviation operations and which requires timely dissemination to ensure continued aviation safety. Such information includes Notices to Airmen (NOTAMs), Airworthiness Directives, safety alerts, mandatory instructions, operational restrictions and other urgent safety-related publications issued by the Authority.

2.11 Technical Guidance Material (TGM)

Documents issued by the Authority to provide information, guidance, procedures, methods, acceptable means of compliance, and standardized practices for the implementation of the Civil Aviation Act, Civil Aviation Regulations and related technical requirements. Technical Guidance Materials do not establish new regulatory requirements but clarify and facilitate compliance with existing legal and regulatory provisions.

2.12 Technical Standard

A formal document prescribing uniform technical specifications, criteria, methods, processes or practices for the design, manufacture, operation, maintenance or performance of aircraft, aeronautical products, systems, facilities or services in accordance with applicable legislation and international standards.

3.0 TECHNICAL GUIDANCE MATERIALS

3.1 To allow for effective and harmonized implementation of Kenya Civil Aviation Regulations and for purposes of this Advisory Circular, the following shall comprise the body of the Technical Guidance Material i.e.

3.2 Manuals of procedures

Manuals are issued to provide guidance on regulatory requirements and procedures and processes in the Authority and industry. For purposes of this Advisory circular, the Manuals are those that are issued in support of regulatory activities e.g. Manual of Procedures – Flight Operations.

3.3 Advisory Circulars (AC)

Technical Guidance Material issued to the industry to provide guidance on the manner to comply with regulatory provisions. ACs therefore contain information and guidance material to guide the operators in the implementation and continued compliance with the regulations.

3.4 Orders (O)

Technical Guidance Material issued to the Civil Aviation Safety Inspectors and officers of the Authority to facilitate the harmonization, uniform interpretation and application of regulations as well as guidance on oversight of regulated entities in respect of regulatory requirements. Orders therefore provide mandatory directions, information and procedures to the Authority's inspectors and officers in the execution of Aviation Safety oversight activities.

3.5 Civil Aviation Publications

Will take the form of policies and other publications specified from time to time by the Authority etc.

3.6 Technical standards

Formal documents providing uniform criteria, methods, processes, and practices for the design, manufacture, and performance of aircraft and aeronautical products, systems, or services.

3.7 Notices to licensed aircraft maintenance engineers and to owners of civil aircraft;

These notices may also be issued to Aircraft Operators, AMOs and ATOs

3.8 Forms

Forms are issued by the Authority to provide for a standardized format of provision of information by regulatory services seekers. Forms are aimed at ensuring all relevant information is provided by regulated entities and prospective applicants seeking for services from the Authority .

3.9 Checklists

Checklists are oversight tools designed to facilitate inspectors and officers of the Authority conduct an evaluation on the compliance status of regulated entities and prospective applicants. Checklists contain parameters for evaluation of compliance by regulated entities and their attendant assessment criteria and remarks as appropriate.

4.0 GENERAL INFORMATION FOR ALL TGMS

4.1 Technical Guidance Materials shall be developed or amended in accordance with the provisions of these procedures.

4.2 Development and amendment of Notices to Airmen (NOTAM), Aeronautical information circulars (AIC) and Aeronautical information publications

4.2.1 Notices to Airmen (NOTAMs), Aeronautical Information Circulars (AICs) and Aeronautical Information Publications (AIPs) shall be developed, approved, issued, disseminated and published in accordance with the provisions of the Civil Aviation (Aeronautical Information Services) Regulations and any associated Technical Guidance Materials issued by the Authority.

4.2.2 The preparation and management of NOTAMs, AICs and AIPs shall ensure that aeronautical information is accurate, timely, complete, consistent and readily available to users to support the safety, regularity and efficiency of air navigation.

4.2.3 Regulated entities shall ensure compliance with established procedures and ensure that such information ;reviewed, validated and promulgated are implemented without undue delay, and that any request for amendments, revisions, cancellations of information are communicated promptly to the Authority in writing.

4.3 Sections of Technical Guidance Materials

4.3.1 These sections apply to Manual of procedures, Orders, Advisory Circulars, Forms and Checklists.

4.3.2 Authority Logo

4.3.2.1 The official KCAA logo identifies the document as an official publication of the Kenya Civil Aviation Authority and shall be displayed in accordance with the Authority's corporate identity guidelines.

4.3.2.2 All Technical Guidance Materials (TGMs) issued by the Authority shall display the official Authority logo in the prescribed format on the cover or first page of the document.

4.3.2.3 The logo shall be reproduced clearly and at an appropriate resolution to ensure that it is legible, properly identifiable and maintains the professional appearance and integrity of the Authority's official publications.



4.3.3 Indication of the Type of Technical Guidance Material (TGM)

4.3.3.1 Every Technical Guidance Material (TGM) shall clearly identify its type on the first page or cover page of the document to enable users to immediately recognize the nature, purpose and intended application of the document.

4.3.3.2 The type of TGM shall be prominently displayed and shall indicate whether the document is an Advisory Circular, Order, Manual of Procedures, Technical Standards, Civil Aviation Publication, Form, Checklist or any other approved category of guidance material issued by the Authority.

4.3.3.3 Clear identification of the TGM type shall support effective document control, facilitate proper application by users, and ensure that Authority personnel, regulated entities and other stakeholders understand the status, scope and intended use of the document.

4.3.4 Reference Number:

4.3.4.1 Every Technical Guidance Material (TGM) shall be assigned a unique reference number to facilitate identification, traceability, document control and ease of reference throughout its lifecycle.

4.3.4.2 The reference number shall be assigned in accordance with the Authority's approved numbering system and shall indicate, where applicable, the type of TGM, the applicable aviation specialty or subject area, and the sequential identification number of the document.

4.3.4.3 The assigned reference number shall remain unique to the specific TGM and shall be maintained throughout its validity period, including during subsequent amendments or revisions, in accordance with the Authority's document control procedures.

4.3.4.4 The reference number shall be prominently displayed on the cover or first page of the TGM and shall be included in relevant records, amendment histories, distribution lists and electronic document management systems to ensure proper tracking and control.

4.3.5 Effective Date

4.3.5.1 The effective date is the date on which the provisions of a Technical Guidance Material (TGM), including any amendment or revision, become applicable and are required to be implemented by the Authority, service providers, operators or other regulated entities, as applicable.

4.3.5.2 To promote the uniform implementation of TGMs, every new or revised TGM shall clearly indicate its effective date.

4.3.5.3 Unless otherwise specified within the TGM or by the Authority, the effective date shall be the date indicated on the header or cover page of the TGM.

4.3.6 Title

4.3.6.1 Every Technical Guidance Material (TGM) shall have a clear and descriptive title that accurately identifies the subject matter, purpose and scope of the document.

4.3.6.2 The title shall enable users to readily understand the nature and applicability of the TGM and shall reflect the specific regulatory requirement, function, activity or area of aviation safety oversight to which it relates.

4.3.6.3 The title shall be prominently displayed on the cover or first page of the document and shall be consistent with the assigned reference number, document type and applicable subject area.

4.3.6.4 Where a TGM is amended or revised, the original title shall be retained unless the scope or purpose of the document has substantially changed, in which case a new title shall be assigned in accordance with the Authority's document control procedures.

4.3.7 Purpose

The Purpose section shall explain the specific regulatory requirement being addressed or implemented by the Technical Guidance Material (TGM), procedure, publication or safety-critical information. It shall also explain why the TGM has been developed and identify the actions required by service providers, operators or other regulated entities to facilitate compliance with the applicable provisions of the Civil Aviation Act and the Civil Aviation Regulations.

4.3.8 Applicability

4.3.8.1 Every TGM shall clearly identify its intended target audience.

4.3.8.2 The Applicability section shall describe the persons, organizations, activities or sectors of the aviation system to which the TGM applies. Applicability may be to the Authority as a whole, specific officers or departments within the Authority, the aviation industry generally, or specific categories of regulated entities.

4.3.8.3 The description of applicability shall normally be included in the preliminary section of the TGM. Where a TGM applies to multiple categories of persons or organizations, the applicable audience shall be clearly identified within each relevant section of the document, as appropriate.

4.3.8.4 For Forms and Checklists, the applicability may be indicated in the header of the first page of the document or in the associated Advisory Circular .

4.3.9 Cancellation

4.3.9.1 To ensure that only current and applicable Technical Guidance Materials remain in use, the Authority shall cancel or withdraw superseded TGMs whenever revised or replacement editions are issued.

4.3.9.2 Every revised TGM shall include a cancellation or supersession statement identifying the publication being replaced.

4.3.9.3 Where applicable, the following statement, or words to the same effect, shall be included:
"This Order/Advisory Circular supersedes **CAA-O-GENXXX** dated **Day, Month, Year.**"

4.3.9.4 For Forms and Checklists, the cancellation or supersession statement shall be included in the header of the first page of the document.

4.3.10 Footer

4.3.10.1 The Footer section provides essential document control information that appears on each page of the Technical Guidance Material (TGM). It enables users to quickly identify the document reference number, effective date, revision status and page numbering, thereby supporting proper document control, traceability and verification that the correct version of the document is being used.

4.3.10.2 It should be depicted in the manner indicated below for the Manual of Procedures, Advisory Circulars, Orders, Forms and Checklists.

CAA-O-GENXXX1

Day, Month, Year

Page x of x

4.3.11 Approval/Signature

4.3.11.1 The Approval/Signature section provides formal evidence that the Technical Guidance Material (TGM) has been reviewed and approved by the authorized approving authority before issuance. The approval confirms that the document has undergone the required review process and is authorized for official use.

4.3.11.2 This section contains handwritten signature as a form of approval of all publications listed in this order. The approver is normally the Director General or any other person specifically authorized in writing by the DG to approve such publications under delegation as provided for in the Civil Aviation Act.

4.3.11.3 The approval shall be evidenced by the signature, name, designation and date of the approving authority as indicated below:

Signature:

Approver's signature

Name:

Date:

Director General
Civil Aviation Authority

4.3.12 Appendices / Attachments/ Annexures

4.3.12.1 The Appendices/ Attachments/ Annexures section contains additional information, supporting material or supplementary guidance necessary to facilitate the effective understanding and implementation of the Technical Guidance Material (TGM).

4.3.12.2 These may include supporting documents such as forms, checklists, templates, examples, explanatory material, flowcharts or other information that supports the application of the provisions contained in the main body of the document.

4.3.12.3 Where appendices contain controlled documents such as forms and checklists, they shall be appropriately identified, numbered and managed.

4.3.12.4 The table below provides guidance on when to use Appendices, Attachments, and Annexes, together with the typical content and examples of documents that may be included under each.

Term	When to Use	Typical Content
Appendix (Appendices)	Used for supplementary information prepared by the author that supports the main document but is not essential to understanding the main text.	Additional explanations, calculations, sample forms, checklists, questionnaires, flowcharts, detailed procedures, or supporting tables.
Attachment (Attachments)	Used for separate documents that accompany the main document but are not part of it. These may be prepared by another organization or exist as standalone documents.	Letters, reports, certificates, maps, drawings, contracts, or external publications submitted together with the document.
Annex (Annexes) / Annexure(s)	Used for material that forms an integral part of the document and provides detailed technical or reference information that would interrupt the flow of the main text. "Annex" is the preferred term in most international standards (e.g., ICAO, ISO), while "Annexure" is more common in some Commonwealth jurisdictions.	Technical specifications, detailed requirements, compliance matrices, lists of approved organizations, templates, or regulatory text that is intended to be read as part of the document.

5.0 DEVELOPMENT OF TECHNICAL GUIDANCE MATERIALS

- 5.1.1** The Authority shall develop TGMs from International Civil Aviation Organization (ICAO), another contracting State or Regional Safety Oversight Organization (RSOO) as a base in the preparation of the guidance material, which shall be customized as needed, in particular to reflect the Civil Aviation Act, regulations, organization and practices. The TGMs shall be issued by the Authority using one or a combination of publications listed in section 1.1 above.
- 5.1.2** For ease of reference and administration, Aviation Safety Orders and Advisory Circulars shall be classified into the following eight (8) subject areas:
- 5.1.2.1 General (for cross-cutting subject areas) – GEN
 - 5.1.2.2 Personnel Licensing – PEL
 - 5.1.2.3 Flight Operations – OPS
 - 5.1.2.4 Airworthiness – AWS
 - 5.1.2.5 Safety Management – SMS
 - 5.1.2.6 Air Navigation Services and MET – ANS

5.1.2.7 Aerodrome and Ground Aids – AGA

5.1.2.8 Environmental protection – ENV

5.2 General TGMs contain information that require accomplishment of tasks that are cross cutting and thus need for coordination with other specialties and provides information of a general nature relating to all.

5.3 Development of Orders and Advisory Circulars

To ensure consistency, uniformity and harmonization, Advisory Circulars and Orders are simple to refer to and address specific aspects of the regulatory requirement(s) the standard described below shall be used in their development and they shall have the described parts:

5.3.1 KCAA LOGO:

The Authority's LOGO on the left-hand side of the front page as follows.



5.3.2 Reference Number:

A reference number of CAA Advisory Circular will be in the following format – Prefixed by CAA-AC or CAA-O as applicable and followed by three digits to identify the particular AC :

Order

CAA-O-GEN001

Day, Month, Year

5.3.2.1 CAA-O-GEN000 for General topics (all disciplines or crosscutting)

5.3.2.2 CAA-O-PEL000 for Personnel Licensing

5.3.2.3 CAA-O-OPS000 for Flight Operations

5.3.2.4 CAA-O-AWS000 for Airworthiness

5.3.2.5 CAA-O-SMS000 for Safety Management

5.3.2.6 CAA-O-AGA000 for Aerodromes and Ground Aids

5.3.2.7 CAA-O-ANS000 for Air Navigation Services and MET

5.3.2.8 CAA-O-ENV000 for Environmental Protection

Note:

Numbering of TGMs within the departments having other specialties may start with the department hyphenated to the specialty e.g., CAA-O-ANS-ATM001, CAA-O-OPS-DGR000, CAA-O-PEL-ATO001 etc.

5.3.3 Effective Date

5.3.3.1 An effective date shall be indicated on the top right corner of the Advisory Circular, just below the reference number as indicated in 4.3.5.3 above.

5.3.4 Title:

This is the title of the Advisory Circular and appears on the top immediately after the Logo and Reference. The date reflected in the title of the Advisory Circular shall be the effective date in line with 4.3.5.2 of this AC.

5.3.5 Purpose:

5.3.5.1 The Purpose section shall provide an introduction to the Advisory Circular by describing its objective, the reason for its issuance, and the applicable provisions of the Civil Aviation Act, Civil Aviation Regulations or other relevant legislation that provide the basis for its development.

5.3.5.2 This section shall specify the regulatory requirements that the Advisory Circular is intended to address, implement, interpret or provide guidance on.

5.3.5.3 It shall further describe the expected outcome of the guidance and, where applicable, specify the actions or measures to be undertaken by the Authority, service providers, operators or other regulated entities to support effective implementation and compliance with the applicable regulatory requirements.

5.3.6 Applicability of the Advisory Circular:

5.3.6.1 A statement relating to the applicability of the Advisory Circular in terms of whom or nature /target audience of activities the document applies to. This phrase is aimed at delineating the scope of the documents' applicability.

5.3.6.2 Every TGM shall clearly identify its intended target audience.

5.3.6.3 The Applicability section shall describe the persons, organizations, activities or sectors of the aviation system to which the TGM applies. Applicability may be to the Authority as a whole, specific officers or departments within the Authority, the aviation industry generally, or specific categories of regulated entities.

- 5.3.6.4 The description of applicability shall normally be included in the preliminary section of the TGM. Where a TGM applies to multiple categories of persons or organizations, the applicable audience shall be clearly identified within each relevant section of the document, as appropriate.

5.4 References:

- 5.4.1 This section shall identify all applicable legislative and regulatory references relevant to the Technical Guidance Material (TGM), including the specific provisions of the Civil Aviation Act, Civil Aviation Regulations, subsidiary legislation, regulations, sub-regulations, paragraphs, subparagraphs, schedules and any other referenced documents, as applicable. References shall be cited with sufficient detail to enable easy identification, for example: Civil Aviation (Aeronautical Information Services) Regulations, 2025, Regulation 47(1)(a).
- 5.4.2 This section contains a list of all documents that should be referenced to better appreciate the guidance contained in the Advisory Circular. These documents may include Laws, Regulations, Other TGMs etc.

5.5 Introduction:

- 5.5.1 This section contains information necessary to introduce the content of the Advisory Circular. This section is not mandatory for all Advisory Circulars, however, sufficient information is available to enable the readers understand the guidance provided.
- 5.5.2 Further, the introduction may be cited in various sections if the Advisory Circulars has multiple sections that require separate introductions.

5.6 Guidance (Procedure):

- 5.6.1 This is the section that contains detailed guidance that the Advisory Circulars intends to provide. Developers of Advisory Circulars are encouraged to ensure that the guidance developed is comprehensive and exhaustive to the greatest extent possible.
- 5.6.2 It is also important that the guidance and procedures provided in this section does not contradict regulatory provisions, policies or any other written procedure or guidance issued.

5.7 Signature:

- 5.7.1 The signature shall be placed at the end of the document, aligned with the left margin, immediately before any appendices, annexes, or attachments

5.8 Appendices:

- 5.8.1 These are additional information or guidance necessary for the better comprehension and application of publications e.g. Advisory Circular that may not appropriately be contained in the body of the document.

5.8.2 Such information may be in the form of Forms, Checklists etc. in which case the Forms and Checklists will be individually numbered in accordance with the guidance provided for such documents in this Order.

5.9 Footer:

5.9.1 The footer for Advisory Circulars shall be depicted in the manner indicated below:

CAA-O-GENXXX1

Day, Month, Year

Page x of x

5.10 Font Formatting of Advisory Circulars

To facilitate easy identification and ensure consistency, Advisory Circulars shall be formatted as specified by the Authority in CAA-O-GEN001 as amended

5.11 Development of Forms and Checklists

5.11.1 The Forms and the Checklists (CL) developed shall in as far as possible be identified by the number relating to the Advisory Circular to which it relates to from 1 (one) in ascending order in the following format.

5.11.2 The forms are prefixed with the word “Form” followed by letter “AC” for Advisory Circular, whereas the Checklists are prefixed by “CL”, followed by letter “O” f and the specialty code to which it belongs as follows:

5.11.2.1 AWS – Airworthiness

5.11.2.2 OPS – Flight Operations

5.11.2.3 PEL – Personnel Licensing

5.11.2.4 SMS – Safety Management

5.11.2.5 AGA – Aerodromes and Ground Aids

5.11.2.6 ANS – Air Navigation Services and MET

5.11.2.7 GEN – General

5.11.2.8 ENV – Environmental Protection

5.11.3 Where multiple Forms or Checklists relate to one Advisory Circular respectively the number assigned shall be followed by a hyphen and a letter starting with the first letter of the alphabet in ascending order. E.g. Form: AC-GENxxx1-1 or CL: O-GENxxx1-1

5.11.4 Both Forms and Checklists are suffixed with a number in case there are more than one form or checklist relating to the same Advisory Circular .

5.11.5 Example of form and checklist numbering are as follows:

5.11.5.1	Form: AC-GEN001	for General Information
5.11.5.2	CL: O-GEN001	for General Information;
5.11.5.3	Form: AC-PEL001	for Personnel Licensing
5.11.5.4	CL: O-PEL001	for Personnel Licensing;
5.11.5.5	Form: AC-OPS001	for Flight Operations
5.11.5.6	CL: O-OPS001	for Flight Operations;
5.11.5.7	Form: AC-AWS001	for Airworthiness
5.11.5.8	CL: O-AWS001	for Airworthiness;
5.11.5.9	Form: AC-SMS001	for Safety Management
5.11.5.10	CL: O-SMS001	for Safety Management;
5.11.5.11	Form: AC-ANS001	for Air Navigation Services
5.11.5.12	CL: O-ANS001	for Air Navigation Services;
5.11.5.13	Form: AC-AGA001	for Aerodromes
5.11.5.14	CL: O-AGA001	for Aerodromes;
5.11.5.15	Form: AC-ENV001	for Environmental Protection
5.11.5.16	CL: O-ENV001	for Environmental Protection

5.11.6 Font Formatting of Forms and Checklists

5.11.6.1 To facilitate easy identification and ensure consistency, Forms and Checklists shall be formatted in a manner specified by the Authority.

5.12 Development of Manuals of procedures

5.12.1 Manuals are issued to provide guidance on regulatory requirements and procedures and processes in the Authority. For purposes of this Order, the Manuals are those that are issued in support of regulatory activities e.g. Manual of Procedures – Flight Operations

5.12.2 Contents of the manual of procedures include;

5.12.2.1 On the Cover page:

- (a) **KCAA Logo**
- (b) **Title/Subject** – The title or subject shall clearly and accurately describe the purpose and scope of the document to enable users to readily identify its content.
- (c) **Manual Reference Number** – The manual reference number is the unique identifier assigned to the document for document control, traceability, and retrieval and shall be indicated on the cover page.
- (d) **Edition** – The edition identifies a major release of the document that incorporates significant changes or a complete revision.
- (e) **Revision Number** – The revision number identifies amendments made to the current edition and enables users to distinguish the latest version from previous revisions.
- (f) **Effective Date** – The effective date on the cover page and footer shall indicate the date from which the document becomes valid and shall be implemented.
- (g) **Relevant PIC** – Below the effective date, a photograph or illustration relevant to the subject matter of the Manual of Procedures may be included to enhance identification and visual presentation.

5.12.2.2 Foreword

The manual shall contain a foreword which provides introductory information, including the purpose of the document, its background, objectives, applicability, and any relevant contextual information. It does not contain regulatory or procedural requirements.

5.12.2.3 Record of Amendments

The Record of Amendments shall immediately follow and document all approved amendments made to the Manual of Procedures in chronological order, including the amendment number, date of amendment, and a brief description of the changes introduced.

5.12.2.4 Table of Contents

The table of contents lists the sections, headings, and corresponding page numbers to facilitate navigation through the document.

5.12.2.5 Definitions

The definitions section explains the meanings of terms, abbreviations, and acronyms used in the document to promote consistent interpretation and application.

5.12.2.6 Manual Maintenance

The manual maintenance section shall be included to specify the responsibilities and procedures for reviewing, revising, approving, distributing, and maintaining the document to ensure that it remains current and effective.

5.12.2.7 Guidance Procedures for the Regulated entities

- (a) This section shall provide step-by-step guidance to regulated entities on the consistent implementation of the procedures contained in the Manual. It shall clearly define the actions to be taken, responsibilities, required documentation, applicable forms and checklists, decision-making criteria, timelines, reporting requirements, and records to be maintained.
- (b) Where applicable, the guidance shall include references to the relevant Civil Aviation Act, Civil Aviation Regulations, Technical Guidance Materials (TGMs), ICAO Standards and Recommended Practices (SARPs), and other applicable guidance documents to ensure uniform application of regulatory requirements.
- (c) When developing the procedures, the guidelines specified in section 5.12 shall be followed to ensure consistency, clarity, and compliance with the Authority's document development requirements.

5.13 Font Formatting of Manual of procedures

5.14 To ensure ease of recognition of Manuals of Procedures, they shall be formatted as specified by the Authority.

5.15 Considerations When Developing A TGM

5.15.1 In general, procedures for a specific task or activity should address the following question:
Who does what, how, when and in coordination with whom?

5.16 Procedure for Development of TGMs

5.16.1 Internal or external stakeholders who identify the need for the development or amendment of a Technical Guidance Material (TGM) shall submit the request to the Authority using Form AC-GEN001 – Technical Guidance Material Trigger Form, provided in the Appendix.

5.16.2 Upon receipt of the proposal, the Authority will review the submission to confirm the need for the development or amendment of the TGM and, where satisfied, endorse and forward the proposal for approval and necessary action before publishing.

- 5.16.3** Upon completion of these activities, the approved TGM shall become effective on the date indicated on the TGM

6.0 AMENDMENT OF TECHNICAL GUIDANCE MATERIALS

- 6.1** Technical Guidance Materials (TGMs) shall be amended whenever necessary to ensure that they remain current, accurate, relevant and consistent with the Civil Aviation Act, Civil Aviation Regulations, applicable International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), State policies, technological developments and industry best practices. Amendments shall be undertaken in a controlled and systematic manner to maintain the integrity of the Authority's regulatory framework and to ensure the continued effectiveness and uniform application of safety oversight functions.
- 6.2** This procedures shall be applied for the identification, review, approval, issuance, dissemination and publication of amendments to TGMs. All amendments shall be appropriately documented, identified, approved and communicated to ensure that only the current version of a TGM is used by Authority personnel, regulated entities and other stakeholders. Superseded versions shall be withdrawn from use in accordance with the Authority's document control procedures.
- 6.3 Indication of Cancellation of previous Versions of TGMs**
- 6.3.1** To ensure that only current and applicable Technical Guidance Materials remain in use, the Authority shall cancel or withdraw superseded TGMs whenever revised or replacement editions are issued.
- 6.3.2** Every revised TGM shall include a cancellation or supersession statement identifying the publication being replaced.
- 6.3.3** Where applicable, the following statement, or words to the same effect, shall be included:
"This Advisory Circular supersedes **CAA-AC-GENXXX** dated **Day, Month, Year.**"
- 6.3.4** For Forms and Checklists, the cancellation or supersession statement shall be included in the header of the first page of the document as follows
"This Form supersedes **Form: AC-GENXXX** dated **Day, Month, Year.**"

7.0 APPROVAL OF TGMS

- 7.1** Unless otherwise delegated, the Director General shall be the approving authority for all TGMS.
- 7.2** All Technical Guidance Materials (TGMs) shall be reviewed and approved by the designated approving authority before they are issued, disseminated, published, or implemented.

7.3 Approval shall be evidenced by the signature Name, and date of the approving authority on the TGM. A TGM shall only be considered valid upon such approval.

7.4 Only approved TGMs shall be issued, disseminated, published and implemented.

8.0 ISSUANCE

8.1 Following approval, the active and superseded TGMs Catalogues shall be updated by the Technical librarian, before issuance.

8.2 Where a publication supersedes an existing version, the previous version shall be withdrawn from active collection and archive in accordance to Technical Library Procedures.

8.3 The TGM shall be uploaded onto internal depository for use by the Inspectors and onto the website, eAIP etc. for access by public in coordination with the ICT department and other relevant departments.

9.0 DISSEMINATION

9.1 Approved documents shall be disseminated to all affected personnel and regulated entity to ensure awareness and implementation.

9.2 Where necessary, users shall be sensitized or trained on the application of newly issued or substantially revised documents before implementation.

10.0 PUBLISHING

10.1 Following dissemination, documents intended for public use shall be published through the Authority's approved publication channels – website etc.

10.2 The published version shall be identical to the approved version and shall bear the approved document reference number, and effective date.

Approval of the Advisory Circular

Signature:



Name:

NICHOLAS BODO

Date:

28/7/2026

 Director General
Civil Aviation Authority



Form

Form: AC-GEN001

Effective date: 17 August 2026

TECHNICAL GUIDANCE MATERIALS' TRIGGER FORM

1. GENERAL APPLICANT'S INFORMATION	
Name of Applicant	
Designation:	
Name of Organisation:	
Type of Organisation:	
Physical Address:	
Postal Address:	
Email Address	
Date of Application:	
Department submitting to:	

2. TYPE OF REQUEST:	
Development of a New Technical Guidance Material	☐
Amendment of an Existing Technical Guidance Material	☐

3. Reasons for Request for triggering TGMs' development or amendment:		
Tick appropriately	Documents	References or brief explanation
☐	New Civil Aviation Regulations	
☐	Amendment to Civil Aviation Regulations	

☐	ICAO SARPs	
☐	ICAO Doc/Manual	
☐	ICAO USOAP Protocol Question	
☐	Safety Recommendation	
☐	Internal Audit Finding	
☐	External Audit Finding	
☐	Change in Organisational Processes	
☐	Industry Request	
☐	Standardisation of Inspector Guidance	
☐	Other (Specify)	
4. Justification:		
Provide a detailed explanation of why the TGM should be developed or amended.		
5. Technical Guidance Material Details		
Title of Proposed TGM or reviewed TGM		
Document Number (where applicable):		

Current Revision Number (if applicable):			
Proposed Effective Date:			
6. Scope of the Proposed TGM			
Describe the activities, personnel, certificates, approvals, operations, or technical areas that will be covered.			
7. Safety Impact			
Describe the expected impact of the proposed TGM below.			
Safety Impact		Brief Description	
☐ Improves regulatory compliance			
☐ Improves standardisation			
☐ Improves oversight			
☐ Improves aviation safety			
☐ Addresses identified safety risks			
☐ Supports implementation of new regulations			
☐ Other (Specify)			
8. Other Affected Documents			
List manuals, procedures, forms, or guidance material that will require amendment including Document Title			
Document Number Revision	Document Title	Current Provision	Proposed Provision

9. Supporting References		
10. Inspector's Declaration and Details:		
I certify that the information provided in this application is true and complete to the best of my knowledge.		
Name:	Signature:	Date:

FOR OFFICIAL USE ONLY

Head of Department's Remarks and Recommendations:		
Head of Department's Recommendations:		
I ☐ DO / ☐ DO NOT RECOMMEND the development or amendment of the requested TGM.		
Name:	Signature:	Date:
Compliance & Standards Office Remarks and Recommendations:		
I hereby: ☐ Recommend the development or amendment of the TGM ☐ Do Not recommend development or amendment of the TGM		
Name:	Signature:	Date:

Director Aviation Safety Remarks and Recommendations:		
I hereby: ☐ Recommend the development or amendment of the TGM ☐ Do Not recommend development or amendment of the TGM		
Name:	Signature:	Date:
Director General's Remarks and Recommendations:		
I hereby: ☐ Approve the development or amendment of the TGM ☐ Do Not Approve the development or amendment of the TGM		
Name:	Signature:	Date:

Guidance for Completing the Technical Guidance Materials' Trigger Form

Purpose

This guidance provides instructions for completing the **Technical Guidance Material (TGM) Trigger Form**. The purpose of the application is to enable the Authority to assess the need, scope, priority, and resource requirements for the development of a new TGM or the amendment of an existing one.

Applicants should ensure that all applicable sections of the form are completed accurately and that sufficient information is provided to facilitate the evaluation of the request.

Guidance for Completing Individual Sections

Item	Guidance
1. General Applicant Information	Provide the required details of the person submitting the application
2. Type Of Request:	Select the option that best describes the request. Choose Development of a New Technical Guidance Material where no guidance currently exists. Choose Amendment of an Existing Technical Guidance Material where an approved TGM requires revision. Only one option should normally be selected.
3. Reason for the Request	Select all applicable reasons supporting the request and give a brief explanation or references to the reviewed documents. Where "Other" is selected, provide a brief explanation of the reason.
4. Justification	Provide a detailed explanation of why the proposed TGM should be developed or amended. The justification should describe: ✓ the existing problem or gap; ✓ the regulatory or operational need; ✓ the expected benefits; and ✓ the consequences of not developing or revising the guidance. Supporting evidence should be referenced where available.
5. Technical Guidance Material Details	Provide sufficient information to identify the document. Where the request relates to an existing TGM, include: ✓ document title; ✓ document number; ✓ current revision number; and

Item	Guidance
	Where the request is for a new TGM, provide the proposed title and leave the document number blank if one has not yet been assigned.
6. Scope of the Proposed TGM	Describe the intended coverage of the document. The scope should identify: ✓ the aviation sector or activity; ✓ the personnel affected; ✓ certificates, approvals, or authorisations covered; ✓ operational activities; and ✓ limitations, where applicable. The scope should be sufficiently clear to avoid overlap with existing TGMs.
7. Safety Impact	Pick the relevant safety impact and describe the anticipated benefits of the proposed TGM. Consider whether the TGM will: ✓ improve aviation safety; ✓ enhance regulatory compliance; ✓ promote consistency among inspectors; ✓ improve oversight activities; ✓ address identified safety risks; or ✓ facilitate implementation of new regulations. Where applicable, explain how the proposal contributes to the Authority's safety objectives.
8. Other Affected Documents	Identify all manuals, forms, procedures, policies, checklists, advisory circulars, or other documents that may require amendment as a result of the proposed TGM. This information assists in assessing the overall impact of the proposed change.
9. Supporting References	Where applicable, attach relevant supporting information, such as: ✓ draft amendments; ✓ audit or inspection findings; ✓ occurrence investigation reports; ✓ safety recommendations; ✓ ICAO references; ✓ proposed document outline; ✓ risk assessments; or ✓ other documentation supporting the request.
10. Inspector's Declaration and Details:	This section shall be completed by the Civil Aviation Safety Inspector (CASI) who has made the application.

General Instructions

The applicant should:

- a) complete all applicable sections of the form;
- b) provide clear, accurate, and complete information;
- c) attach supporting documentation where necessary;
- d) ensure that the information submitted is consistent with the applicable Civil Aviation Regulations and other regulatory requirements; and
- e) submit the completed application to the appropriate department responsible for the subject matter associated with the proposed development or amendment of the Technical Guidance Material.

Where additional space is required, supplementary sheets may be attached and referenced in the relevant section of the form.