



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

**AIRWORTHINESS
AC NO: GCAA AC/AIR-013**

SUBJECT: DOCUMENTS TO BE CARRIED ONBOARD AIRCRAFT
DATE REVISED: 17-11-2016
REVISED BY: Director Aviation Safety Regulation

1. PURPOSE

- a. This Advisory Circular (AC) provides information and guidance concerning an acceptable means of compliance with Regulation 66 of the Guyana Civil Aviation (Air Navigation) Regulations.

2. AUDIENCE

This AC affects owners and operators of aircraft whose aircraft operates into and out of Guyana. These include both local and foreign aircraft.

3. CANCELLATION

As of its effective date this, AC cancels Airworthiness AC #: 13 dated 5th July, 2007.

4. EFFECTIVE DATE

This AC is effective 18th November, 2016.

5. CHANGES

This is a re-issue of AC #: 13 dated 5th July, 2007. The reason for this re-issue is to delete all typographical errors and to include the current numbering system for GCAA ACs.

6. RELEVANT REFERENCES

- a. Guyana Civil Aviation (Air Navigation) Regulations [GCARs] – Regulation 66.
- b. Guyana Aviation Requirements [GARs] - Part 8, Sub-part 8.2.1.8.

7. Contact Information

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8. REQUIREMENTS AND CONCESSIONS

- a. Regulation 66 of the GCARs requires that an aircraft registered in Guyana shall, when in flight carry documents as specified in Schedule 3 of the GCARs. To enhance Schedule 3, GARs Part 8, Sub-part 8.2.1.8 list the documents required to be carried onboard an aircraft for flight.
- b. **Domestic Operations** – For domestic operations only, it is acceptable to the Authority to carry onboard a Guyana registered aircraft copies of each required document. However, for those documents that require the approval of the Authority, a copy of the approval sheet bearing the signature and stamp of the Authority must be attached to the foremost part of the document. The original documents must be kept at the operator's main base of operations and must be available to the Authority for inspection, if so requested.
- c. **Regional and International Operations** – For regional and international operations only original documents must be carried onboard an aircraft registered in Guyana.

9. DOCUMENTS TO BE CARRIED ONBOARD AIRCRAFT

- a. For aircraft issued with a Certificate of Airworthiness in the transport/passenger category documents listed under paragraph 10 "A, B, C, D, E, F, G, H, I, J and K" shall be carried onboard an aircraft for each flight operation.
- b. For aircraft issued with a Certificate of Airworthiness in the aerial work category documents listed under paragraph 10 "A, B, C, D, E, F, G, K and J" shall be carried onboard an aircraft for each flight operation.
- c. For aircraft issued with a Certificate of Airworthiness in the private category documents listed under paragraph 10 "A, B, C, G, I, J and K" shall be carried onboard an aircraft for each flight operation.
- d. For aircraft issued with a Certificate of Airworthiness in the special category documents listed under paragraph 10 "A, B, F, and G" shall be carried onboard an aircraft for each flight operation.

10. REQUIRED DOCUMENTS

Required documents are referred as follows:


- A - Radio Station Licence.
- B - Certificate of Airworthiness.
- C - Flight Crew Licences.
- C - Load sheet.
- D - Certificate of Maintenance Review and Certificate of Release to Service.
- E - Technical Logbook/Journey Logbook.
- F - Certificate of Registration.
- G - Operations Manual (required parts only).
- H - Procedures to be followed by the Pilot-in-command of an intercepted aircraft, and the notified visual signals for use by intercepting and intercepted aircraft.
- I - Minimum Equipment List.
- J - Noise Certificate.

11. OTHER DOCUMENTS THAT ARE ESSENTIAL FOR FLIGHT OPERATIONS

- a. List of passengers names and points of embarkation and destination (if applicable).
- b. A copy of the Air Operator's Certificate.
- c. Aircraft Flight Manual.
- d. Category II or III Manual (if applicable).
- e. Operational Flight Plan.
- f. Field ATC Flight Plan.
- g. NOTAMS Briefing Documents.
- h. Meteorological Information.
- i. Mass and Balance Documentation.
- j. Roster of Special Situation Passengers.
- k. Maps and Charts for routes of proposed flight or possibly diverted flights.
- l. Forms for complying with the reporting requirements of the Authority and the AOC Holder.
- m. For International Flights, a General Declaration for Customs.
- n. Any documentation which may be required by the Authority or States concerned with a proposed flight.

Note: "Special Situation Passengers" includes armed security personnel, deportees, persons in custody, and persons with special medical needs.

Approved by:



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Guyana Civil Aviation Authority

