



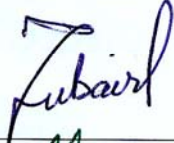
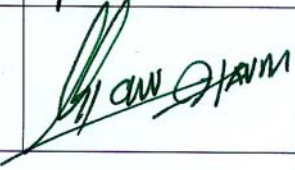




**POLICY AND PROCEDURES OF DAILY
ALLOWANCE FOR REGULATORY INSPECTORS OF
DIRECTORATE OF AIRSPACE & AERODROME
REGULATIONS (DAAR)**

AIR NAVIGATION ORDER

VERSION : 1.0
DATE OF IMPLEMENTATION : 31-10-2015
OFFICE OF PRIME INTEREST : Directorate of Airspace & Aerodrome Regulations (DAAR)

	NAME	DESIGNATION	SIGNATURE
PREPARED BY	NAIM RASHID KHAN	Corporate Manager Airstrip/Heliports Licensing	
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REVIEWED BY	MUHAMMAD SALEEM ATHAR	Director Airspace and Aerodrome Regulations	
	AIR CDRE. MUHAMMAD ZIA KHAN	Principal Director (Regulatory)	
VERIFIED BY	ZUBAIR HUSSAIN PARACHA	General Manager Legal (S&A)	
APPROVED BY	AIR VICE MARSHAL KHAWAR HUSSAIN	Director General Civil Aviation Authority	
TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO)		
STATUS OF DOCUMENT	CONTROLLED		



A. AUTHORITY:

A1. This Air Navigation Order (ANO) has been issued by the Director General of Civil Aviation Authority in pursuance of Rule 4 (3), 5, 60, 60A, 68, 360 and other enabling provision of the Civil Aviation Rule, 1994 (CARs, 94).

B. PURPOSE:

B1. To prescribe the policy and procedures for the admissibility and payment of Daily Service Allowance to the Regulatory Inspectors of Directorate of Airspace & Aerodrome Regulations and any other allowances applicable, whenever their services are rendered to Private aviation organizations Private aerodrome operators, Owners of Private airstrips & Heliports and their Service providers.

B2. To ensure uniform and rational policy of daily service allowance upon rendering the services of inspectors to Private aviation organizations, Private aerodrome operators, Owners of private airstrips & heliports and their Service providers of applicability among all the Regulatory elements of CAA.

C. SCOPE:

C1. This ANO shall be applicable to Private Aviation organizations, Private aerodrome operators, Owners of private airstrips & heliports and their Service providers seeking certification and licensing as per applicable National Aviation Legislation. It is also applicable to the oversight inspection/audit of these organizations.

C2. This ANO shall be applicable to the Regulatory Inspectors of Directorate of Airspace & Aerodrome Regulations (DAAR) while proceeding for certification / licensing duty duly approved by the competent authority. This certification /licensing duty pertains only to Private aviation organizations, Private aerodrome operators, Owners of private airstrips & heliports and their Service Providers. This function shall remain with the ambit of National Aviation Legislation, related ANOs, Manuals, Documents, applicable procedures and Directives of the Federal Government and DGCAA issued from time to time.

D. DESCRIPTION:

D1. GENERAL REQUIREMENTS:

D1.1 The services of Regulatory Inspectors shall be rendered to Private aviation organizations, Operators / Owners of Private aerodromes, airstrips, heliports and their Service providers to conduct on site regulatory inspections / visits related to issuance / renewal of Certificates and Licenses as appropriate upon request and oversight inspections/audits.

D1.2 The emoluments prescribed in this ANO will ensure the provision of facilities to Inspectors appropriate to their status while on duty – inland/abroad without any prejudice and personnel obligation of the operators / service providers.

D1.3 The applicable Daily Service Allowance shall be borne by the Private aviation organizations, Operators/Owners of Private aerodromes, airstrips, heliports and their Service providers seeking Certification, Licensing and/or its renewal including any other associated regulatory oversight function entrusted to CAA.

D1.4 The number of inspectors and duration required should be determined based on the scope, volume and quantum of work judiciously by DAAR.

D1.5 The number of days involved in the inspection / visit intimated to the Operator / Owner and/or Service Provider by DAAR shall be charged.

D1.6 Increase in the stay period of Inspection Team due inclement weather, cancellation of flights and/or other unforeseen situations shall also be borne by the Operator / Owner and/or Service Provider.

D1.7 Travel arrangements and its cost shall also be borne by the Operator / Owner and/or Service Provider.

D2. DAILY SERVICE ALLOWANCE (DSA):

D2.1 The rates of DSA for each Regulatory Inspectors of CAA shall be as under:

D2.1.1 Within Pakistan in equivalent Pak Rupees as per following rates;



D2.1.1.1 during official working days: 160 US Dollars per day; and

D2.1.1.2 during weekends and on National holidays: 200 US Dollars per day.

D2.1.2 Foreign / International (Outside Pakistan)

D2.1.2.1 during official working days: 250 US Dollars per day; and

D2.1.2.2 during weekends and on National holidays: 400 US Dollars per day.

D3. PROCEDURES:

D3.1 The Regulatory Inspectors shall travel in economy class while travelling by air, in case of travel arrangement by train under compelling circumstances, it shall be air-conditioned sleeper. Preferred mode of travel shall be by air due paucity of time.

D3.2 The DSA shall be applicable from the date of departure until arrival of Regulatory Inspectors at HQCAA or their respective station(s).

D3.3 Total amount of the daily allowance shall be paid to the deputed Regulatory Inspectors before commencement of the inspection / visit.

D3.3.1 After completion of the visit, respective inspector will submit TA/DA claim duly supported with the approval of competent authority for payment of DSA as per entitlement of the officer. Payment received by the inspectors is required to be deposited in CAA's Account at the time of settlement of their claim."

D3.4 Aviation Organizations, Operators/Owners of Private Aerodromes, Airstrips & Heliports and their Service Providers, for Regulatory Inspectors shall

D3.4.1 Provide at least a four-star accommodation or equivalent;

D3.4.2 Ensure provision of necessary and adequate logistic facilities like transportation, accommodation, meal, communication, medical insurance etc for the whole regulatory inspection and visits.

D3.4.3 In cases, wherein the schedule inspection/visit is not possible due to service exigencies and/or unforeseen circumstances, the Inspection Team Leader shall inform the concerned Private Aviation organizations, Operators/Owners of Private aerodromes/airstrips & heliports and their Service providers by the most expeditious means. Such deferred inspection/visit shall, subsequently be planned with mutually agreed dates.

D4. CORE RESPONSIBILITIES:

D4.1 Private aviation organizations, Operators/Owners of Private aerodrome / airstrips & heliports and their Service providers shall seek certification and licensing in a manner to provide ample time for processing their request;

D4.2 Director AAR will issue the Notice/instructions to Private aviation organizations, Operators/Owners of Private aerodromes / airstrips & heliports and their Service providers for submission of certification/licensing request well in advance.

D4.3 The concerned Branch of DAAR will process the cases of inspection/visits for certification, licensing their renewal and oversight of private organizations to seek the necessary approval of the Competent Authority in accordance with the procedures in vogue as early as practicable.

D4.4 Upon the receipt of the approval of the certification/licensing, its renewal and/or oversight inspection/audit/visit, the concerned Branch shall issue the formal letter to the concerned private organization. The latter shall contain all relevant information including the composition of inspection team, its team leader, and schedule of visit showing complete details etc. Provision of inspection checklist and major areas of concern shall also be provided in advance.

D4.5 Inspection/Audit/Visit report shall be submitted to Director AAR upon its completion at the earliest in accordance with the prescribed procedures. Draft report should be provided to the concerned private organization.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

AAR	Airspace and Aerodrome Regulations
ANO	Air Navigation Order
CAA	Civil Aviation Authority
DAAR	Directorate of Airspace and Aerodrome Regulations
DSA	Daily Service Allowance
PCAA	Pakistan Civil Aviation Authority

E2. RECORDS:

NIL

E3. REFERENCES:

- E3.1 ANO-003-DRAS-1.1
- E3.2 ANO-005-DRAS-2.0
- E3.3 ANO-002-DRAN-1.0
- E3.4 ANO-003-DRAN-1.1
- E3.5 ANO-005-DRAN-1.0
- E3.6 ANO-007-DRAN-1.1
- E3.7 ANO-008-DRAS-1.0
- E3.8 ANO-009-DRAS-2.0
- E3.9 ANO-001-DRTS-1.0

IMPLEMENTATION:

This ANO shall be implemented w.e.f. 30th October, 2013.



(KHAWAR HUSSAIN)

Air Vice Marshal
Director General
Pakistan Civil Aviation Authority

Dated: 08 October, 2013



(MUHAMMAD SALEEM ATHAR)

Director Airspace and Aerodrome Regulations

Dated: 8 October 2013

File No. HQCAA/1107/004/ARXX/I(P/C)