

KEMENTERIAN PERHUBUNGAN  
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 058 TAHUN 2018

TENTANG

PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL  
BAGIAN 8900-3.18 (*STAFF INSTRUCTION 8900-3.18*) TENTANG SERTIFIKAT  
OPERATOR PESAWAT UDARA, SERTIFIKAT OPERASI, DAN SPESIFIKASI  
OPERASIONAL (*AIR OPERATOR CERTIFICATE, OPERATING CERTIFICATE, AND  
OPERATIONS SPECIFICATION*)

DENGAN RAHMAT TUHAN YANG MAHA ESA,

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa Peraturan Menteri Perhubungan Nomor PM 61 Tahun 2017 tentang Perubahan Keempat Atas Peraturan Menteri Perhubungan Nomor PM 28 Tahun 2013 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 121 (*Civil Aviation Safety Regulation Part 121*) tentang Persyaratan–Persyaratan Sertifikasi dan Operasi bagi Perusahaan Angkutan Udara yang Melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwal (*Certification And Operating Requirements: Domestic, Flag and Supplemental Air Carriers*) telah mengatur mengenai Sertifikat Operator Pesawat Udara, Sertifikat Operasi, dan Spesifikasi Operasional;
  - b. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 8900-3.18 (*Staff Instruction 8900-3.18*) Tentang Sertifikat Operator Pesawat Udara, Sertifikat Operasi, dan Spesifikasi Operasional (*Air Operator Certificate, Operating Certificate, and Operations Specification*);

- Mengingat :
1. Undang-Undang Republik Indonesia Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
  2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 5) ;
  3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75;
  4. Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015 tentang Kriteria, Tugas dan Wewenang Inspektur Penerbangan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 142 Tahun 2016;
  5. Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 117 Tahun 2017;
  6. Peraturan Menteri Perhubungan Nomor PM 61 Tahun 2017 tentang Perubahan Keempat Atas Peraturan Menteri Perhubungan Nomor PM 28 Tahun 2013 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 121 (*Civil Aviation Safety Regulation Part 121*) tentang Persyaratan Persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara yang Melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwal (*Certification And Operating Requirements : Domestic, Flag and Supplemental Air Carriers*);

MEMUTUSKAN:

Menetapkan : PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-3.18 (*STAFF INSTRUCTION 8900-3.18*) TENTANG SERTIFIKAT OPERATOR PESAWAT UDARA, SERTIFIKAT OPERASI, DAN SPESIFIKASI OPERASIONAL (*AIR OPERATOR CERTIFICATE, OPERATING CERTIFICATE, AND OPERATIONS SPECIFICATION*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipi Bagian 8900 – 3.18 (*Staff Instruction 8900-3.18*) Tentang Sertifikat Operator Pesawat Udara, Sertifikat Operasi, dan Spesifikasi Operational (*Air Operator Certificate, Operating Certificate, and Operations Specification*).

Pasal 2

Pada saat Peraturan ini mulai berlaku, Peraturan Direktur Jenderal Perhubungan Udara Nomor KP 362 Tahun 2012 tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipi Bagian 8900 – 3.18 (*Staff Instruction 8900-3.18*) Tentang Sertifikat Operator Pesawat Udara, Sertifikat Operasi, dan Spesifikasi Operational (*Air Operator Certificate, Operating Certificate, and Operations Specification*), dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara mengawasi Pelaksanaan Peraturan ini.

Pasal 4

Peraturan ini mulai berlaku sejak tanggal ditetapkan

Ditetapkan di : JAKARTA

Pada tanggal : 6 MARET 2018

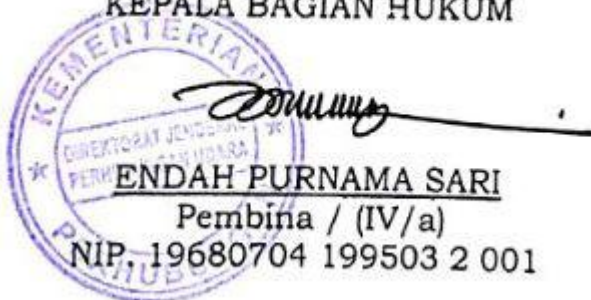
DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M. Sc

Salinan sesuai dengan aslinya

KEPALA BAGIAN HUKUM



# Staff Instruction

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SI 8900-3.18

Air Operator Certificate, Operating Certificate  
and Operations Specifications

Amendment : 1  
Date :

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REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION  
DIRECTORATE GENERAL OF CIVIL AVIATION  
JAKARTA - INDONESIA

# AMENDMENT RECORD LIST

<b>Amendment No.</b>	<b>Issue Date</b>	<b>Inserted By</b>	<b>Insertion Date</b>
Original issue	12 September 2012	DAAO	12 September 2012
1			

## SUMMARY OF AMENDMENTS

<b>Amendme nt No.</b>	<b>Source/s</b>	<b>Subject/s</b>	<b>Approved</b>
0	ICAO Annex 6	Air Operator Certificate and Operations Specification format	KP 362 Tahun 2012 12 Spetember 2012
1			

## FOREWORD

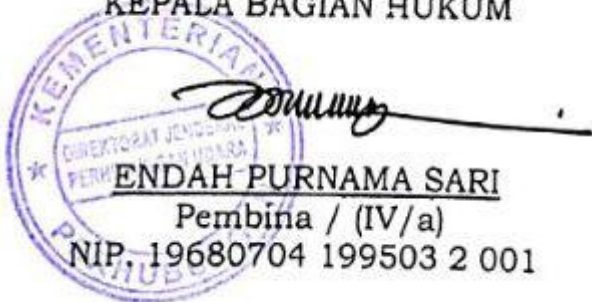
1. PURPOSE : This Staff Instruction is prepared for use and guidance of DGCA inspector and applicant dealing with DGCA for issuance Air Operator Certificate, Operating Certificate, and Operation Specifications.
2. REFERENCES : This Staff Instruction should be used in accordance with the Act on Aviation, the applicable Civil Aviation Safety Regulations (CASRs) and the equivalent ICAO Annexes.
3. CANCELLATION : SI 8900-3.18, Amdt. 0, dated 12 September 2012 has been canceled.
4. AMENDMENT : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION

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Dr. Ir. AGUS SANTOSO, M.Sc.

Salinan sesuai dengan aslinya  
KEPALA BAGIAN HUKUM



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## **CHAPTER I – GENERAL**

### **1. PURPOSE**

This chapter provides guidance for the preparation, processing, generation, and issuance of Civil Aviation Safety Regulation (CASR) Part 91/121/135/129/133/137 Air Operator Certificate, Operating Certificate (OC) and/or Operations Specifications (OpSpecs).

### **2. REGULATORY REFERENCE**

Minister of Transportation through the CASR empowers the DGCA to issue certificates to qualified air operators. CASR requires that each air carrier certificate to include the authorization, conditions, and limitations reasonably necessary to ensure safety in air transportation. Included in the DGCA certificate issued to an air operator conducting operations under Part 121/135 is a stipulation that those operations must be conducted in accordance with OpSpecs.

Meanwhile, for operator conducting operation under part 91/129/133/137 operations must be conducted in accordance with Operating Certificate and/or its associated Authorizations, Conditions and Limitations.

The regulations in CASR require that the OpSpecs issued to parts 121, and 135 certificate holders specify the authorizations, conditions, limitations, and certain procedures under which each type of operation must be conducted and under which each class and size of aircraft must be operated. The regulations also state that a person engaged in operations governed by OpSpecs issued under parts 121 and 135 may not conduct those operations either without OpSpecs or in violation of the appropriate OpSpecs. These regulations also stipulate that the DGCA may add to or amend the OpSpecs whenever necessary to address particular situations. In addition, the rule provides for the suspension or cancellation of OpSpecs for cause. For example, the OpSpecs may be suspended if the operator fails to recognize the DGCA's right of inspection. The DGCA may direct the surrender of the OpSpecs for certain activities by the operator, such as failing to be adequately equipped or terminating operations.

### **3. POLICY**

The assessment and inspection program outlined in the SI 8300 and 8400 will enable the DGCA Directorate of Airworthiness and Aircraft Operations (DAAO) to determine if the applicant has fulfilled all technical safety and regulatory

requirements for the issuance of an AOC or OC. The program will have provided specific information related to:

- A. the scope of the applicant's proposed operation;
- B. the adequacy of the organization and resources;
- C. the adequacy and effectiveness of company policies, directives, operating instructions and procedures prescribed by the applicant to be followed by the personnel in the conduct of the operation; and
- D. the applicant's willingness and ability to implement the State's operating regulations and rules applicable to the proposed operation.

It will also reveal any deficiencies related to the operation and provide opportunities during the assessment and inspection phases for the applicant to remedy any such deficiencies to the satisfaction of the DGCA.

Following the completion of the assessment and inspection program, the DGCA DAAO will be in a position to recommend to the Director General that the applicant is either:

- A. properly equipped and capable in all respects of conducting the proposed operation safely, efficiently and reliably in accordance with the AOC's OpSpecs or OC's Authorizations, Conditions, and Limitations (ACL); or
- B. Is not, or is not yet (pending correction of specified deficiencies), capable of conducting the proposed operation in an acceptable manner.

In those cases where the application is successful, the DGCA DAAO i.e. Sub Directorate of Standards will prepare an Air Operator Certificate, DGCA Form No. 120-05 or Operating Certificate DGCA Form No. 91-06. Operations Specifications which will be applicable to the certificate will also be prepared for the operator as described in Chapter III below.

Should the applicant be considered not yet capable of conducting the proposed operation in the required manner, an AOC/OC will not be issued and the applicant will be so advised by letter, indicating the reasons for the denial of approval.

**CHAPTER II - PROCEDURE FOR ISSUANCE OF THE AIR OPERATOR  
CERTIFICATE (AOC) OR OPERATING CERTIFICATE (OC)**

**1. GENERAL**

Provided that the Director General is satisfied with the reports of the DGCA DAAO and has determined that there is no economic or legal bar to the proposed operation, it should proceed with the issuance of an AOC or OC and the associated OpSpecs.

**2. AIR OPERATOR CERTIFICATE/OPERATING CERTIFICATE**

2.1 Completing AOC / OC

Air Operator Certificate, DGCA Form No. 120-5 or Operating Certificate DGCA Form No. 91-06 will contain or make reference to the following information:

1. Unique AOC/OC number as issued by the DGCA.
2. Date after which the AOC/OC ceases to be valid (day-month-year).
3. Operator's registered name.
4. Operator's trading name if different with registered name. Insert "dba" before the trading name (for "doing business as"). The trading name shall be based on legal document.<sup>(\*)</sup>
5. Operator's principal place of business address.
6. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
7. The contact detail include the telephone and fax number, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issue related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
8. Insert the controlled document, carried on board, in which the contact details are listed, with appropriate paragraph or page reference, e.g: "Contact details are listed in the Company Operations Manual, Chapter 1.1, page 1".
9. Operator's registered name.
10. First issuance date of the AOC/OC (day-month-year).
11. Issuance date of the AOC/OC (day-month-year).

When the AOC/OC is issued the operator should be provided at the same time with officially authenticated copies of the approved OpSpecs. The

operator should also be advised as to the procedure to prepare and process future requests for amendments of OpSpecs.

Once the operator has received the AOC/OC and the approved OpSpecs, the operator may inaugurate the flight operations authorized. Thereafter, the operator is responsible for conducting all operations in full compliance with these OpSpecs and the applicable provisions of the Aviation Law No. 1 year 2009. From that moment, the DGCA will establish a continued surveillance on the operator to ensure that the required standards of operation are maintained.

2.2 Air Operator Certificate, DGCA Form No. 120-05

<b>SERTIFIKAT OPERATOR PESAWAT UDARA</b> <i>AIR OPERATOR CERTIFICATE</i>		
	<b>REPUBLIK INDONESIA</b> <i>Republic of Indonesia</i>	
	<b>KEMENTERIAN PERHUBUNGAN</b> DIREKTORAT JENDERAL PERHUBUNGAN UDARA <i>Ministry of Transportation</i> <i>Directorate General of Civil Aviation</i>	
AOC Number <sup>1</sup> :  Expiry date <sup>2</sup> :	(Name of Operator) <sup>3</sup>  Dba trading name <sup>4</sup> : Operator address <sup>5</sup> : Telephone <sup>6</sup> : Fax. : E-mail :	<b>OPERATIONAL POINTS OF CONTACT<sup>7</sup></b>  Contact details of operational management that can be contacted without undue delay, are listed in company operation manual <sup>8</sup> ,
Pursuant to the Aviation Law Number 01 Year 2009 of the Republic of Indonesia, this certificate certifies that ..... <sup>9</sup> is authorized to perform commercial air transportation, as defined in the attached operations specifications, in accordance with the operations manual and the applicable Civil Aviation Safety Regulations.		
Date of first issue <sup>10</sup> :  Date of issue <sup>11</sup> :	<b>DIRECTOR GENERAL OF CIVIL AVIATION</b>  (Signature)  (Name)	

DGCA Form No. 120-05 (Oct 2017)

2.3 Operating Certificate, DGCA Form No. 91-06

# SERTIFIKAT PENGOPERASIAN PESAWAT UDARA *OPERATING CERTIFICATE*



**REPUBLIK  
INDONESIA**

*Republic of Indonesia*

**KEMENTERIAN PERHUBUNGAN  
DIREKTORAT JENDERAL PERHUBUNGAN  
UDARA**

*Ministry of Transportation  
Directorate General of Civil Aviation*

OC Number<sup>1</sup>:

Expiry date<sup>2</sup> :

*(Name of Operator)<sup>3</sup>*

Operator address<sup>5</sup> :  
Telephone<sup>6</sup> :  
Fax :  
E-mail :

**OPERATIONAL POINTS OF  
CONTACT<sup>7</sup>**

Contact details of operational management that can be contacted without undue delay<sup>8</sup>,

Pursuant to the Aviation Law Number 01 Year 2009 of the Republic of Indonesia, this certificate certifies that .....<sup>9</sup> is authorized to perform non commercial air transportation, as defined in the attached Authorizations, Conditions, and Limitations, in accordance with the manuals required for operations and the applicable Civil Aviation Safety Regulations.

Date of first issue<sup>10</sup>:

Date of issue<sup>11</sup> :

**DIRECTOR GENERAL OF CIVIL AVIATION**

*(Signature)*

*(Name)*

## **CHAPTER III - PROCEDURE FOR ISSUANCE OPERATIONS SPECIFICATIONS (OPSPECS)**

### **1. GENERAL**

Operations Specification applicable to an AOC will be issued for each aircraft model in the operator's fleet, identified by aircraft make, model and series. These OpSpecs are utilized to supplement the general provisions of the AOC and are as legally binding as the regulations themselves. The combined issuance of the AOC and the OpSpecs constitute DGCA approval of the operation.

Operations Specification shall be supported by appropriate detailed document, which contain authorization, conditions, limitations, and certain procedures. These supporting documents shall be a part of Company Operations Manuals.

### **2. DGCA RESPONSIBILITIES**

When working with a certificate holder in developing OpSpecs, coordination among all of the involved Inspectors is crucial. Coordination ensures the following:

- (1) That all Inspectors are aware of pending changes to an existing certificate holder's operation
- (2) That the certificate holder/applicant is not needlessly bothered by repetitious questions

### **3. OPERATIONS SPECIFICATIONS**

#### 3.1 Completing Operations Specifications

Operations Specifications, DGCA Form No. 120-6 contains or makes reference to the following information:

1. Telephone, Fax and E-mail contact details of the DGCA.
2. AOC number.
3. Insert the operator registered name and the operator trading name, if different. Insert "dba" before the trading name (for "doing business as"). The trading name shall be based on legal document.
4. Issuance date of the OpSpecs (day-month-year) and signature of the Director of DAAO on behalf of Director General.

5. Insert the aircraft make, model and series, or master series (in accordance with Commercial Aviation Safety Team (CAST)/ICAO designation, taxonomy is available at: <http://www.intlaviationstandards.org/>).

6. Type of transportation

- Passenger: for passenger carrying operation
- Cargo: for cargo carrying operation
- Other: other type of transportation to be specified
  - External loads;
  - Towing objects;
  - Dispersal of products;
  - Aerial survey;
  - Air ambulance or emergency medical service.

Note:

1. Both 'passenger' and 'cargo' boxes will be marked for typical passenger carrying operation with cargo carried in cargo compartment or cargo hold. This will include aircraft with 'Combi or Quick Change' capability.
2. Only 'cargo' box will be marked for freighter or cargo only operation.

7. List of geographical area(s) of authorized operations divided by continent or, if necessary, sub-continent or quasi-continent:

- Asia (South East Asia, North Asia, South Asia, Middle East);
- America (North America, South America, Central America);
- Africa (North Africa, West Africa, Central Africa);
- Europe (Continental Europe, Northern Europe, Eastern Europe, Great Britain);
- Australia (Oceania, Tasmania, New Zealand).

For domestic operations remarks "Republic of Indonesia" will be inserted.

8. List the applicable special limitation (e.g. VFR only, day only).

9. Special authorization for dangerous goods will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL).

10. Special authorization for Low Visibility Operations will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL). Insert the applicable precision approach category (CAT I, II, IIIA, IIIB or IIIC). Insert the minimum RVR in meters and



decision height in feet. One line is used per listed approach category. Insert the approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.

Note: Ability to conduct CAT I operations will be marked as “NO”, with “CAT I”, DH of 200 ft and RVR 550m will be stated in the “Specific Approvals” column.

11. Special authorization for Reduced Vertical Separation Minima (RVSM) will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL). “Not Applicable (N/A)” box may be checked only if the aircraft maximum ceiling is below FL 290.
12. Special authorization for Extended range operations (ETOPS) will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL). Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the “Not Applicable (N/A)” box may be checked if the aircraft model has more than two engines.
13. Special authorization for Performance Based Navigation (PBN) will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with appropriate limitation or condition listed in the “Specific Approvals” and/or “Remark” columns. Limitation, conditions and regulatory basis for operational approval associated with the performance-based navigation specification (e.g. GNSS, DME/DME/IRU).
14. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or specific approval.
15. Special authorization for Minimum Equipment List (MEL) will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL).
16. Special authorization for Wet Lease Agreement will be granted subject to issuance of the Authorizations, Conditions, and Limitations (ACL). Insert the aircraft register number at “remark column” Operations Specifications.

Note: Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization.



Minimum Equipment List (MEL) authorization <sup>15</sup>	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft wet lease arrangements <sup>16</sup>	<input type="checkbox"/>	<input type="checkbox"/>		
Other <sup>17</sup>	<input type="checkbox"/>	<input type="checkbox"/>		

DGCA Form No. 120-06 (Oct 2017)

DIREKTUR JENDERAL PERHUBUNGAN UDARA

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Dr. Ir. AGUS SANTOSO, M. Sc

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