



Republic of the Philippines
Department of Transportation and Communications
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Director General

MEMORANDUM CIRCULAR NO. 13-12, Series of 2012

TO : FSIS INSPECTORS AND AUDITORS/ALL CONCERNED

FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

SUBJECT : RULES AND REGULATIONS ON STAFFING
REQUIREMENTS FOR FSIS' CERTIFICATION, AUDIT
AND INSPECTION ACTIVITIES

**STAFFING REQUIREMENTS AND GUIDELINES FOR
FLIGHT STANDARDS AND INSPECTORATE SERVICE (FSIS)
CERTIFICATION, AUDIT AND INSPECTION ACTIVITIES**

I. General

Staffing of the Flight Standards Inspectorate Service (FSIS) must be with a sufficient number of suitable Inspectors, experienced and qualified under existing, capable of accomplishing the wide range of activities covered by its obligations in the conduct of safety oversight functions.

Inspectors must not only have the knowledge, experience and qualifications to carry out their duties in a professionally sound manner, but also possess the personality to win the respect and confidence of the individuals and organization for which it oversee for the purpose of attaining safety of civil aviation operations in the country. This would require a reasonable level of tact, understanding, firmness, impartiality, integrity and an exemplary personal conduct both in the air and on the ground.

II. Authorized Strength of Inspectors

The number of Flight Operations Inspectors required will be determined by the level of and the growth of aviation in the country. A periodic review will take place from time as required to determine whether or not there needs to be a change in the number of Inspectors authorized.

III. Flight Operation Inspectors

The following guidelines are considered to be the minimum number that is reasonable for Flight Operations Inspectors to carry out their tasks:

- (a) One (1) Principal Operations Inspector (POI) each for air operators conducting operations of large type of aircraft;
- (b) One (1) Principal Operations Inspector (POI) each for two (2) air operators conducting operations of small type of aircraft;
- (c) In addition to the above as a rule of thumb, One (1) Flight Operations Inspector (FOI) each per approximately ten (10) aircraft of a particular type; and

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[Signature] 08-01-2012
AIDA S. ROMULO
Chief, Central Records
and Archives Division

- (d) For General Aviation, the ratio mentioned in (b) above could be increased to One (1) Flight Operations Inspector per approximately fifteen (15) aircraft. Due to diversity in aircraft operating in general aviation combination of two or more types can be considered.

IV. Airworthiness Inspectors

The following guidelines are considered to be the minimum number that is reasonable for Airworthiness Inspectors to carry out their tasks:

- (a) One (1) Principal Maintenance Inspector (PMI) each for air operators conducting operations of large type of aircraft and one (1) Principal Maintenance Inspector (PMI) each for two (2) air operations conducting operations of small type of aircraft;
- (b) In addition to the above as a rule of thumb, One (1) Airworthiness Inspector per approximately five (5) aircraft of a particular type. If a particular type of aircraft in operation is less than 5, the Airworthiness Inspector may be qualified on another type; and
- (c) For General Aviation, the ratio mentioned in (b) above could be increased to One (1) Airworthiness Inspectors per approximately ten (10) aircraft. Due to diversity in aircraft operating in general aviation combination of two or more types can be considered.

V. Decision Process

The Department Head concerned is under obligation to observe the minimum required number of inspectors and auditors. However, additional personnel compliment is authorized provided it is justified based on the complexity and volume of work to be done.

The decision of the Department Head may be reversed, modified or altered by the Assistant Director General II, FSIS, and the decision of the latter is executory pending appeal with the Office of the Director General.

VI. Rule for Cabin Safety, Flight Operations Control Safety Inspector and Dangerous Goods Inspector

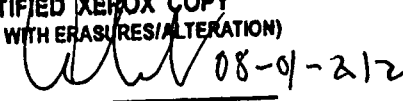
For other positions such as Cabin Safety Inspector, Flight Operations Control Safety Inspector and Dangerous Goods Inspector, the minimum number of inspector and auditor shall be observed by the Flight Operations Department Manager duly outlined in its Department Order (Flight Operations) subject to the preceding regulations.

EFFECTIVITY:

This Supplemental Regulation shall take effect immediately.

So Ordered. Signed this 15th day of May 2012, Pasay City, Philippines.


RAMON S. GUTIERREZ
 

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