



**MEMORANDUM**

**TO :** ALL CONCERNED

**SUBJECT :** NOTICE OF PROPOSED RULE MAKING (NPRM) NO. 008-2026  
RE: GROUND HANDLING REGULATIONS

**FROM :** THE FLIGHT STANDARDS INSPECTORATE SERVICE

**DATE :** MAR 02 2026

The Flight Standards Inspectorate Service, Civil Aviation Authority of the Philippines (CAAP) proposes to amend the Philippine Civil Aviation Regulations (PCAR) Parts 1, 8, and 9.

The proposed amendments are intended to establish regulations governing ground handling operations in support of Air Operator Certificate (AOC) holders.

These amendments define ground handling operations and Ground Handling Service Providers (GHSPs), prescribe the responsibilities of AOC holders for both in-house and outsourced ground handling activities, and establish minimum requirements for management personnel, training, competency, manuals, and safety management integration. The proposal also reinforces the principle that outsourcing ground handling services does not relieve the AOC holder of operational control or safety accountability.

All concerned individuals and stakeholders are invited to review the proposed amendment and submit their comments, suggestions, or recommendations using the *NPRM Response Form* on or before 17 March 2026. Responses may be submitted through any of the following methods:

- **Email:** rsdd@caap.gov.ph or rsd@caap.gov.ph
- **Postal Mail:** Civil Aviation Authority of the Philippines, Flight Standards Inspectorate Service, MIA Road, Pasay City

All comments should reference: "**NPRM: 008-2026**" in the subject line. The complete text of the proposed amendments is available for download at the CAAP website: [www.caap.gov.ph](http://www.caap.gov.ph)

For information and guidance.

  
**CAPTAIN FLORENDO JOSE C. AQUINO III**  
Assistant Director General II





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Notice of Proposed Rulemaking (NPRM)

<b>Notice No.</b>	NPRM 008-2026	<b>Issuing Office:</b> Regulatory Standards Development Division, RSD-FSIS
<b>Issue Date.</b>	02 March 2026	
<b>Publication Date.</b>	31 March 2026	
<b>Expiry Date.</b>	17 March 2026	
<b>Related Reg.</b>	Philippine Civil Aviation Regulations Parts 1, 8, and 9	
<b>Status:</b>	Amendments	

**PROPOSED NEW/AMENDMENTS TO NATIONAL REGULATIONS/STANDARDS**

The text of the new/amendments is arranged to show deleted text with a line through it and new text highlighted with grey shading, as shown below:

<del>Text to be deleted is shown with a line through it.</del>	text to be deleted
New text to be inserted is highlighted with grey shading.	new text to be inserted
<del>Text to be deleted is shown with a line through it,</del> followed by the replacement text which is highlighted with grey shading.	new text to replace existing text

**EXPLANATORY NOTE:**

The proposed amendments to Philippine Civil Aviation Regulations (PCAR) Parts 1, 8, and 9 are intended to establish regulations governing ground handling operations in support of Air Operator Certificate (AOC) holders.

These amendments define ground handling operations and Ground Handling Service Providers (GHSPs), prescribe the responsibilities of AOC holders for both in-house and outsourced ground handling activities, and establish minimum requirements for management personnel, training, competency, manuals, and safety management integration. The proposal also reinforces the principle that outsourcing ground handling services does not relieve the AOC holder of operational control or safety accountability.

**PHILIPPINE CIVIL AVIATION REGULATIONS PART 1**

**Ground Handling Operations** refer to services provided to an aircraft on the ground, including but not limited to:



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- passenger handling;
- baggage handling;
- cargo and mail handling;
- aircraft loading and unloading;
- weight and balance;
- aircraft servicing and cleaning;
- ramp handling and marshalling;
- refuelling and defuelling;
- ground power and air conditioning;
- aircraft towing and pushback;
- de-icing and anti-icing operations.

**Ground Handling Service Provider (GHSP)** means an organization that provides ground handling services to an AOC holder under a contractual arrangement.

## PHILIPPINE CIVIL AVIATION REGULATIONS PART 8

### 8.10.1.39 CHECK PERSONNEL QUALIFICATIONS

#### (d) Check Personnel for Flight Operations Officers

(1) No AOC holder may designate nor may any person act as a check FOO in an established FOO training programme unless, with respect to the aircraft type or position involved, that person:

- (i) Holds the license required to serve as a FOO;
- (ii) Has satisfactorily completed the appropriate training phases for the aircraft and or position, including recurrent training and differences training, that are required to serve as a FOO;
- (iii) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to serve as a FOO;
- (iv) Has satisfactorily completed the applicable initial or transitional training requirements and the Authority-observed competency check for the check FOO duties involved;
- (v) Has been approved by the Authority for the check FOO duties involved.



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(d)(e) Completion of the requirements in paragraphs (a) (2), (3) and (4), or (b) (2), (3) and (4) of this section, as applicable, shall be entered in the individual's training record maintained by the certificate holder.

(e)(f) Check airmen who have reached their 65th birthday or who do not hold an appropriate medical certificate may function as check airmen, but may not serve as pilot flight crew members, in operations under Part 9.

(f)(g) The flight segments or line-observation program required in sub-paragraph (b)(6) of this Subpart are considered to be completed in the month required if completed in the calendar month before or in the calendar month after the month in which it is due.

**8.10.1.42 RESERVED-FLIGHT OPERATIONS OFFICER INSTRUCTOR TRAINING**

(a) No operator may designate nor may any person act as an FOO instructor in a training programme unless:

- (i) That person has satisfactorily completed initial or transition FOO instructor training; and
- (ii) Within the preceding 24 calendar months, that person satisfactorily conducts instruction under the observation of an inspector from the Authority or an AOC holder's check FOO.

(b) An AOC holder may accomplish the observation check for an FOO instructor, in part or in full, in a flight operations centre.

(c) Each AOC holder shall ensure that initial ground training for FOO instructors includes the following:

- (i) FOO instructor duties, functions, and responsibilities.
- (ii) Applicable regulations and the AOC holder's policies and procedures.
- (iii) Appropriate methods, procedures, and techniques for conducting the required checks.
- (iv) Proper evaluation of student performance including the detection of:
  - (A) Improper and insufficient training; and
  - (B) Personal characteristics of an applicant that could adversely affect safety.

(v) Appropriate corrective action in the case of unsatisfactory checks.



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(vi) Approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures for the aircraft or position involved.

(vii) Except for holders of existing FOO instructor licenses:

(A) The fundamental principles of the teaching-learning process;

(B) Teaching methods and procedures; and

(C) The instructor-student relationship.

(d) Each AOC holder shall ensure that the transition ground training for FOO instructors includes the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft or position involved to which the FOO instructor is in transition.

(1) Each AOC holder shall ensure that the initial and transition training for FOO instructors includes the following:

(i) The safety measures for emergency situations that are likely to develop during instruction in a flight operations centre.

(ii) The potential results of improper, untimely, or non-execution of safety measures during instruction in a flight operations centre.

## **PHILIPPINE CIVIL AVIATION REGULATIONS PART 9**

### **9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS**

(b) When conducting commercial air transport operations, the operator shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent:

xxx

(7) Ground Handling Manager

## **9.10 GROUND HANDLING OPERATIONS**

### **9.10.1 PURPOSE AND APPLICABILITY**



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(a) This Chapter prescribes the requirements governing ground handling operations conducted in support of air operators holding an Air Operator Certificate (AOC) issued by the Authority.

(b) The provisions of this Chapter apply to:

- (1) AOC holders that conduct ground handling activities directly; and
- (2) Third-party ground handling service providers engaged by AOC holders through contractual arrangements.

(c) For the purpose of safety oversight, ground handling activities, whether performed in-house or outsourced, shall remain the responsibility of the AOC holder.

**9.10.2 RESPONSIBILITY OF THE AIR OPERATOR CERTIFICATE HOLDER**

(a) The AOC holder shall retain full operational control and safety accountability for all ground handling activities conducted in support of its operations.

(b) The AOC holder shall ensure that:

- (1) ground handling services are conducted in accordance with applicable PCAR provisions and the operator's approved manuals;
- (2) adequate supervision and monitoring of ground handling activities are established and maintained; and
- (3) ground handling personnel are competent, trained, and qualified for their assigned duties.

(c) Contracting ground handling services shall not relieve the AOC holder of its safety responsibilities.

(d) The AOC holder shall establish aircraft ground handling training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations.

**9.10.3 GROUND HANDLING ARRANGEMENTS**

(a) Where ground handling services are outsourced, the AOC holder shall establish a formal written agreement with the GHSP, clearly defining:

- (1) scope of services;
- (2) roles and responsibilities;
- (3) safety and quality requirements;



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- (4) training and competency standards; and
- (5) reporting and corrective action mechanisms.

(b) The agreement shall be acceptable to CAAP and made available for inspection upon request.

**9.10.4 GROUND HANDLING MANUAL**

(a) The AOC holder shall establish and maintain a Ground Handling Manual (GHM) or its equivalent, which shall form part of their Operations Manual.

(b) The GHM shall include:

- (1) organizational structure and responsibilities;
- (2) training and competency requirements;
- (3) standard operating procedures for all ground handling functions;
- (4) aircraft-specific handling requirements;
- (5) ramp safety and apron procedures;
- (6) human factors and fatigue management;
- (7) emergency and abnormal situation procedures;
- (8) coordination with aerodrome operators and service providers; and
- (9) safety reporting and occurrence management.

(c) The GHM and its amendments shall be acceptable to the Authority.

**9.10.5 TRAINING AND COMPETENCY**

(a) The AOC holder shall ensure that all personnel involved in ground handling operations receive training and recurrent training appropriate to their functions.

(b) recurrent training to all personnel involved in ground handling operations shall be given at least every 24 months.

(c) Training programs shall cover, as applicable:

- (1) aircraft type configuration;
- (2) aircraft weight and balance, and loading procedures;
- (3) ramp safety and human factors;
- (4) dangerous goods awareness, where applicable;
- (5) emergency response procedures;
- (6) safety management principles;
- (7) passenger and baggage handling;



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- (8) cargo and mail handling;
- (9) aircraft servicing;
- (10) ramp handling and marshalling;
- (11) fueling and defueling;
- (12) ground power and air conditioning;
- (13) aircraft towing and pushback; and
- (14) de-icing and anti-icing.

(d) Training records shall be retained and made available to CAAP upon request.

#### **9.10.6 SAFETY MANAGEMENT AND OCCURRENCE REPORTING**

(a) Ground handling operations shall be integrated into the SMS of the AOC holder in accordance with applicable CAR-SM.

#### **IS 9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS**

xxx

(g) The minimum qualifications of Ground Handling Manager are as follows:

- (1) has not previously served as required management personnel of an Air Operator Certificate (AOC) holder whose certificate was revoked;
- (2) has experience as a manager or supervisor in an aviation organization;
- (3) has experience in one or more functions of ground handling;
- (4) is able to describe in detail the company policies and processes for ground handling and locate pertinent portions of these in the company manuals;
- (5) is able to describe the timing interaction of the ground handling functions during the departure and arrival of the aircraft; and
- (6) is able to describe the purpose of the ground handling audit processes and the resolution of identified issues.



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**FINAL TEXT:**

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(iv) Has satisfactorily completed the applicable initial or transitional training requirements and the Authority-observed competency check for the check FOO duties involved;

(v) Has been approved by the Authority for the check FOO duties involved.

(e) Completion of the requirements in paragraphs (a) (2), (3) and (4), or (b) (2), (3) and (4) of this section, as applicable, shall be entered in the individual's training record maintained by the certificate holder.

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- (A) Improper and insufficient training; and
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**Notice of Proposed Rulemaking Form**

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