



Public Authority for Civil Aviation

CAR-11

Civil Aviation Regulation Change Procedures

Effective 26th of February 2020

Approved by: HE Dr. Mohamed bin Nasser Al-Zaabi (CEO)

Intentionally Left Blank

List of Effective Pages

Page No.	Rev No.	Date of Issue
1	05	26-02-20
2	05	26-02-20
3	05	26-02-20
4	05	26-02-20
5	05	26-02-20
6	05	26-02-20
7	05	26-02-20
8	05	26-02-20
9	05	26-02-20
10	05	26-02-20
11	05	26-02-20
12	05	26-02-20
13	05	26-02-20
14	05	26-02-20
15	05	26-02-20
16	05	26-02-20
17	05	26-02-20
18	05	26-02-20
19	05	26-02-20
20	05	26-02-20
21	05	26-02-20
22	05	26-02-20
23	05	26-02-20
24	05	26-02-20
25	05	26-02-20
26	05	26-02-20
27	05	26-02-20
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

Page No.	Rev No.	Date of Issue
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		

Page No.	Rev No.	Date of Issue
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		
101		
102		
103		
104		
105		
106		
107		
108		
109		
110		
111		
112		
113		
114		
115		
116		
117		
118		
119		
120		

Intentionally Left Blank

Intentionally Left Blank

Table of Contents - CAR 11 – CIVIL AVIATION REGULATIONS CHANGE PROCEDURES

List of Effective Pages	3
Corrigendum of Amendments	5
Glossary of Terms or Abbreviations	9
SUBPART A – GENERAL	12
CAR 11.001 Applicability.....	12
CAR 11.005 Terminology	12
SUBPART B – PROCEDURES	14
CAR 11.025 General.....	14
CAR 11.030 Structure	14
CAR 11.035 Intentionally Left Blank	14
CAR 11.040 Foreword.....	14
CAR 11.045 Initiation of a new CAR or amendments to a CAR	14
CAR 11.050 Drafting of a new CAR or amendments to a CAR.....	15
CAR 11.055 Consultation for new CARs or amendments to a CAR	16
CAR 11.060 Drafting of Civil Aviation Notices, Directives and Instructions	16
CAR 11.065 Consultation for CANs.....	17
CAR 11.070 Approval of CANs.	17
CAR 11.075 Transitional Periods to become compliant with new requirements	17
CAR 11.080 Publication of new CARs and amendments to a CAR	18
CAR 11.085 Repeals or Revocation of Approved Regulations.....	18
CAR 11.090 Review of CARs and CANs	18
ACCEPTABLE MEANS OF COMPLIANCE & GUIDANCE MATERIAL	19
AMC to CAR 11.045 Initiation of a new CAR or amendments to a CAR	19
1. ICAO STATE LETTERS (ANNEX AMENDMENTS)	19
2. DETERMINATION AND FILING OF DIFFERENCES	19
2.1. Importance of Notifying Differences	19
2.2. Annex Components to Which the Notification of Differences Process Apply	19
3. CATEGORIES AND DESCRIPTIONS OF DIFFERENCES	20
3.1. Categories of Differences.....	20
3.2. Means of Notifications.....	21
3.3. Procedures to Apply	21
4. NOTIFICATION & PUBLICATION OF DIFFERENCES IN AERONAUTICAL INFORMATION PUBLICATIONS (AIP).....	22
4.1. Service Level Agreement (SLA) with AIM section.	22
4.2. Significate Differences.	22

4.3. Procedures to apply. 22

5. AMENDMENT TO CURRENT REGULATIONS 23

5.1. Amendment process and Timeline applicable..... 23

AMC to CAR 11.060 Drafting of a Civil Aviation Notice (CAN) 26

1. FORMAT OF CIVIL AVIATION NOTICES 26

2. CONTENT OF CAN 26

3. CANCELLATION OF A CAN 26

AMC to CAR 11.085 Repeals or Revocation of Approved Regulation 27

1. Changes to Approved Regulations 27

2. Repeal or Revocation of Approved Regulation 27

SUBPART C — FORMS 28

Glossary of Terms or Abbreviations

The following terms or acronyms may be used in any manual or document published by PACA. Reproduction in part or whole is not allowed without prior approval. The Document Control Office reserves the rights to include such a listing in any PACA manual or document prior to publishing.

AMC	Acceptable Means of Compliance
AltMOC	Alternative Acceptable Means of Compliance
CAR	Civil Aviation Regulation
CS	Certification Standards
DSR	Director of Safety Regulations
EFOD	Electronic Filing of Differences
GM	Guidance Material
NPA	Notice of Proposed Amendment
NPR	Notice of Proposed Regulation
PL	Policy Lead
Stds Doc	Standards Documents
TL	Technical Lead

FOREWORD

- (a) The Civil Aviation Requirements for Civil Aviation Regulation Change Procedures have been issued by the Public Authority for Civil Aviation of Oman (hereinafter referred as PACA) under the provisions of the Civil Aviation Law of the Sultanate of Oman.
- (b) CAR-11 prescribes the requirements for
- (1) The format and structure of Regulations, Notices and Directives issued in support of safety oversight and regulatory activities;
 - (2) The development of CARs and amendments to CARs until their publication;
 - (3) Establishing transitional periods for compliance with new or amended regulations;
 - (4) The AMC to CAR-11 states additional requirements applicable to the CAR-11.
 - i. State Letters Management
 - ii. Filing of Difference
 - iii. Timeline applicable to amendments process
 - iv. Promulgation and Publication Process
- (5) Publication of Notices and Directives as required to support aviation safety
- (c) Amendments to the text in CAR-11 are issued as a complete amendment of pages contained within. New, amended and corrected text will be enclosed within brackets until a subsequent 'Change' is issued
- (d) The editing practices used in this document are as follows:
- (1) 'Shall' is used to indicate a mandatory requirement and may appear in CARs.
 - (2) 'Should' is used to indicate a recommendation
 - (3) 'May' is used to indicate discretion by the Authority, or the industry as appropriate.
 - (4) 'Will' indicates a mandatory requirement and is used to advise of action incumbent on the Authority.

Note: The use of the male gender implies the female gender and vice versa.

Intentionally Left Blank

SUBPART A – GENERAL

CAR 11.001 Applicability

CAR-11 prescribes the requirements applicable to:

- (1) The format and structure of CARs;
- (2) The development of CARs and amendments to CARs until their publication;
- (3) Establishing transitional periods for existing permission-holders to become compliant with new or amended regulations
- (4) The publication of CANs, Directives and other publications as may be required to support aviation safety
- (5) The provision of Directives and Instructions

CAR 11.005 Terminology

NPR (Notice of Proposed Regulation): Means a document used to propose new CARs.

NPA (Notice of Proposed Amendment): Means a document used to propose amendments to existing CARs.

Safety Regulations Department: Means the department within PACA entrusted with drafting of a new CAR or amendments to a CAR.

Director General: Means the Director General of Civil Aviation Regulation

Transitional Period: Means the prescribed time-period during which a stakeholder currently holding an authorisation may retain such authorisation whilst becoming compliant with new provisions published in a new CAR or as amendments to a CAR.

For purposes of foreign source regulation:

Copied: means the foreign source regulation is textually copied with the exceptions of contextual references (such as the name of the state or the name of the authority). These changes place no different requirements on stakeholders than the foreign source regulation.

Adapted: means the foreign source regulation has been used as a basis for the rule, but there are substantial differences between the rule and the foreign source regulation. These changes place different requirements on stakeholders than the foreign source regulation.

Intentionally Left Blank

SUBPART B — PROCEDURES

CAR 11.025 General

This Subpart prescribes requirements for:

- (a) The Format and Structure of CARs; and
- (b) The development, adoption and publication of new CARs and amendment to a CAR; and
- (c) The Format and Structure of CANs
- (d) The provision of Directives and Instructions

CAR 11.030 Structure

Each CAR shall consist of:

- (a) A Foreword;
- (b) A section or sections containing requirements;

Acceptable Means of Compliance (AMC) and Guidance Material (GM), if appropriate, will be published as complementary to the CAR.

CAR 11.035 Intentionally Left Blank

Each SUBPART within the regulation commences on an odd page number and the wording “Intentionally Left Blank” is placed on the preceding blank page when applicable.

CAR 11.040 Foreword

The purpose of the Foreword is to present a summary of the purpose and contents of the CAR.

CAR 11.045 Initiation of a new CAR or amendments to a CAR

(See AMC to CAR-11.045)

(a) *Initiation*

- (1) **For a new CAR:** The decision to initiate the development of a new CAR will be made by the Director General based on input from the relevant Authority departments.
- (2) **For amendment to a CAR:** The decision to initiate the development of an amendment to a CAR will be made by the Director General based on input from the relevant Authority departments.

(b) *Rationale*

For a new CAR or amendments to a CAR: The decision of the Director General referred to in paragraph (a) (1) and (2), its rationale is as follows:

- (1) Any amendment of an Annex to the Chicago Convention or Documents and Manuals based thereon (ICAO Annexes, Documents and Manuals);
- (2) Any amendment to foreign source regulation which has been copied or adapted into an Omani Civil Aviation Regulation;

- (3) Identification of a new safety risk or an increase in an existing safety risk;
- (4) Evidence indicating that current Civil Aviation Regulation may be inadequate to appropriately address an identified safety risk;
- (5) Evidence indicating that a safety risk for which regulation was designed no longer exists; and
- (6) Any other reason to be specified by the Directorate General of Civil Aviation Regulation. These may include requests from the Royal Office or a government ministry, requests from industry stakeholders or petitions from any interested party.

(C) Safety Regulations Forms:

Reference to SUBPART (C).

- (1) The Forms used by Safety Regulation department are means of control on the progress of regulations development, amendments, consultation, approval and publication process. These forms are considered detailed and mandatory to be filled during the process.
- (2) Each form shall be referring to the procedures indicated in this regulation.

CAR 11.050 Drafting of a new CAR or amendments to a CAR

- (a) A new CAR or amendments to a CAR must be drafted in accordance with the terms of reference required by CAR 11.045 (b).
- (b) The process for conducting a review or drafting of a new CAR is as follows:
 - (1) The review shall be led and managed by a delegated member of the Safety Regulations Department (Policy Lead).
 - (2) The Policy Lead shall identify and collaborate with a Technical Lead from the department with primary responsibility for administering and implementing the provisions of the rule (Technical Lead). The Technical Lead shall be designated by the Head of the relevant department.
 - (3) The Policy Lead and Technical Lead shall conduct a gap analysis to identify the specific deficiency (if any) in the existing rule. If no deficiency exists, the review will conclude and a written explanation shall be provided to the Director General articulating the findings of the review and factual basis for the conclusion. If a deficiency is identified, the Policy Lead and Technical Lead will continue with the next steps of this process.
 - (4) Policy Lead and Technical Lead shall propose a revision of the text of the rule to appropriately address the deficiency. In doing so, the policy lead and the technical lead will take into consideration the following:
 - How other jurisdictions have addressed the deficiency. This is particularly relevant if the original rule under review was copied or adapted from foreign source regulation which has subsequently been amended.
 - Costs and burdens to industry stakeholders resulting from the proposed change. Do less costly or burdensome options exist which appropriately address the deficiency?
 - How effectively the proposed change will address the deficiency. Will gaps still exist, and if so, are they acceptable?
 - (5) Present proposed text and plan for implementation including timeframe to the Director General for preliminary approval.

CAR 11.055 Consultation for new CARs or amendments to a CAR

- (a) Consultation in order to elicit comments must be made through the Notice of Proposed Regulation (NPR) or Notice of Proposed Amendment (NPA) process.
- (b) The NPR or NPA must be sent by the Safety Regulations Department to the Director General and must contain the following elements:
 - (1) Explanatory note describing the development process, significant or contentious or interface issues, the situation with respect to ICAO Standards and Recommended Practices and relative to harmonisation with other Authorities or International Organisations.
 - (2) Proposed text of new CAR or amendments to existing CAR.
- (c) The NPR or NPA shall be circulated by the Safety Regulations Department to the interested parties and subscribers of the Civil Aviation Regulations.
- (d) *Consultation*
 - (1) Technical lead shall then identify other regulatory departments or government Ministries which would be substantially affected by any change in the existing rule. Policy lead and technical lead shall engage with technical personnel from these departments and/or ministries to review the proposed change and provide comments to be considered by the policy lead and the technical lead.
 - (2) Policy lead and technical lead shall revise text based on comments submitted in accordance with subsection (1) and submit revised text to the Director General for approval.
 - (3) Policy lead and technical lead shall identify relevant and affected industry stakeholders for consultation and invite comments from such stakeholders on the proposed change. Stakeholders shall be provided a reasonable time-period to submit comments, taking into account the complexity of the proposed change and the urgency associated with addressing the deficiency.
 - (4) Policy lead and technical lead shall incorporate as appropriate suggestions from relevant and affected stakeholders, providing detailed analysis regarding whether to incorporate or decline to incorporate suggestions for revision of the proposed change.

CAR 11.060 Drafting of Civil Aviation Notices, Directives and Instructions

- (a) A Civil Aviation Directives and Instructions are issued by the Public Authority for Civil Aviation (PACA). These Directives and Instructions are issued to address unsafe conditions which require immediate action in the interest of safety.
- (b) When the urgency of a situation precludes consultation, priority publication of mandatory information will be by means of a Directive or Instruction.
- (c) Except for Airworthiness Directives as described in CAR 39, Directives and Instructions shall be drafted in accordance with the terms of reference required by CAR 11.045 (b), and CAR 11.065 - Drafting of a Civil Aviation Notice (CAN)
- (d) A Civil Aviation Notice (CAN) shall be drafted in accordance with the terms of reference required by CAR 11.045 (b).

- (e) The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Public Authority for Civil Aviation (PACA). These Notices are a means of circulating safety critical requirements, or essential information of an administrative or technical nature to aviation participants, including foreign registered aircraft operating within Oman.
- (f) The Civil Aviation Notices provide an expanded and more specific explanation of the intent of the Civil Aviation Regulations and administrative procedures to be followed.
- (g) Civil Aviation Notices may also discuss issues not specifically mentioned in the Regulations, or new provisions which the Authority require to be introduced in the interest of safety.
- (h) Instructions contained in these Notices are to be observed by all concerned and where dates are given for compliance with such instructions the specified date must not be exceeded, except by written authorisation of the Authority.
- (i) The process for conducting the drafting of a CAN is as follows:
 - (1) The drafting shall be led and managed by a delegated member of the relevant Safety Department within DG-CAR (Policy Lead) where the need for the issue of a Notice is deemed necessary.
 - (2) The Policy Lead shall identify and collaborate with a Technical Lead from the department with primary responsibility for administering and implementing the provisions of the Notice (Technical Lead). The Technical Lead shall be designated by the Head of the relevant department.
 - (3) Policy Lead and Technical Lead shall propose a revision of the text of the rule to appropriately address identified deficiencies.

CAR 11.065 Consultation for CANs

The Policy lead shall endeavour to consult relevant industry role players prior to implementing any Notice in whatever means available, however where a Notice is issued to address requirements in the interest of safety, the Notice may be issued and published in the website without prior consultation.

CAR 11.070 Approval of CANs.

- (a) CANs shall be forwarded by the Safety Regulations Department to the Director General of Civil Aviation Regulations (DGCAR) for approval.
- (b) Civil Aviation Notices shall be incorporated into the relevant CARs after a period of time and upon inclusion into the CAR, the process prescribed in CAR11.050, CAR11.055 and CAR11.080 shall be followed.

CAR 11.075 Transitional Periods to become compliant with new requirements

- (a) Policy lead and technical lead may establish a prescribed time period for existing authorised permission-holders to become compliant with new requirements published in a new CAR or as amendments to a CAR. Such time period shall be known as a transitional period.
- (b) If policy lead and technical lead decide to establish a transitional period in accordance with subsection (a) above, they shall do so by publishing such time period within the new CAR or amendments to a CAR. Such transitional period shall be clearly referenced in the Foreword of the CAR and identified in the Table of Contents.
- (c) Any transitional period shall be established after consultation with affected stakeholders and must provide a reasonable period of time for all affected stakeholders to become compliant with the new provisions of the new or amended CAR.

- (d) Upon publication of new provisions within a new CAR or as amendments to a CAR, new applicants for an authorisation shall only be granted against the new provisions. New applicants will not use the transition period to meet those compliancy requirements.

CAR 11.080 Publication of new CARs and amendments to a CAR

- (a) Policy lead shall submit the final version of the proposed new CAR or amendments to a CAR to the Director General to begin the final approval process. Upon approval by the Director General, proposal shall be submitted to Executive President of Public Authority for Civil Aviation for final approval.
- (b) Approved CAR shall be submitted to the Document Control Office and forwarded to the focal point in IT Department and the Technical Library for Publication on the public website and the library internal portal.
- (c) If the published regulation differs from the relevant ICAO standard, ICAO shall be notified in accordance with the procedures set forth in ICAO Doc. 9734 Part A, 3.3.

CAR 11.085 Repeals or Revocation of Approved Regulations

- (a) In the event of approval of a specific subject matter in a new regulation previously addressed in an approved regulation, a Notice of Repeal shall be issued stating cancellation of the applicable subject matter within the affected regulation.
- (b) This Notice of Repeal shall state the following:
- (1) New Regulation number;
 - (2) Subject matter of the new regulation;
 - (3) Old Regulation number containing same subject matter;
 - (4) Effective date of the new regulation;
 - (5) Transition period applicable to current permission holder's approvals; and
 - (6) Cancellation date of Notice of Repeal (if required).
- (c) This Notice of Repeal shall be promulgated as a Civil Aviation Notice (CAN) and distributed to all aviation permission holders via the public notification process (www.paca.gov.om).

CAR 11.090 Review of CARs and CANs

Safety Regulation department shall establish a detailed matrix to track and analyse CARs and CANs. A policy lead from the Safety Regulation Department shall conduct periodic reviews on the published regulations and notices and identify any changes or updates required. Such requirements or findings shall be indicated in the established matrix.

ACCEPTABLE MEANS OF COMPLIANCE & GUIDANCE MATERIAL

The following shall be read in association with the applicable sub-regulation as stated in the heading.

AMC to CAR 11.045 Initiation of a new CAR or amendments to a CAR

The AMC for CAR-11.045 – Change Procedures, has been prepared to provide guidance for DGCAR technical personnel and inspectors when dealing with ICAO amendments. The processes outlined in the AMC include coordination of ICAO annex amendments, notification of differences to SARPs and maintenance of the Compliance Checklist.

1. ICAO STATE LETTERS (ANNEX AMENDMENTS)

The International Civil Aviation Organization (ICAO) adopts and amends from time to time, as may be necessary, international standards and recommended practices (SARPs) and procedures dealing with matters concerned with safety, regularity and efficiency of air navigation.

SARPs are adopted by the Council in accordance with Articles 37, 38 and 90 of the Chicago Convention and are designated, for convenience, as Annexes to the Convention.

Proposals to amend an ICAO Annex are notified by an ICAO State letter. Amendment to regulations is initiated as a result of amendments to ICAO Standards and Recommended Practices (SARPs) as described in CAR 11.045. The below flow chart will illustrate the procedures of ICAO State Letters (Amendments to ICAO Annex SARPs).

Article 38 of the Chicago Convention requires that when a State finds it impracticable to comply in all respects with any international standards or procedures, or if a State otherwise takes a decision to differ from any international standards, the State is required to notify that difference to ICAO. Differences are published by ICAO in Supplements to the Annexes to the Chicago Convention, and significant differences are published by Oman through the AIP.

While Article 38 sets out obligations for the notification of differences against standards only, it is recognized that knowledge of differences from Recommended Practices may also be important for the safety, regularity and efficiency of air navigation.

2. DETERMINATION AND FILING OF DIFFERENCES

2.1. Importance of Notifying Differences

The primary purpose of reporting differences is to promote safety, efficiency and regularity in air navigation by ensuring that governmental and other agencies, including operators, concerned with international civil aviation are aware of all national rules and practices in so far as they differ from those prescribed in SARPs.

2.2. Annex Components to Which the Notification of Differences Process Apply

(a) Standards and Recommended Practices (SARPs).

Knowledge of any differences between the national regulations or practices of Oman and those established by an international Standard is essential to the safety or regularity of international air navigation. In the event of non-compliance with an international Standard, Oman is obligated, under Article 38 of the Convention, to notify the Council of any differences.

(b) Definitions.

Definitions of terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have

independent status but are an essential part of each SARP in which the term is used, since a change in the meaning of the term would affect the specification. Therefore, differences against definitions should be notified. Once a difference against a definition has been notified, differences against the SARPs using that definition should be notified as well.

(c) **Appendices.**

Appendices comprise material grouped separately for convenience but forming part of the SARPs adopted by the Council. The notification of differences therefore applies to appendices.

(d) **Tables and figures.**

Tables and Figures, which add to or illustrate a SARP and which are referred to in an Annex, form part of the associated SARP and have the same status. The notification of differences therefore applies to such tables and figures.

3. CATEGORIES AND DESCRIPTIONS OF DIFFERENCES

3.1. Categories of Differences

The following categories of differences are provided as a guideline in determining whether a notifiable difference exists:

- (a) **PACA requirement is more exacting or exceeds SARP.** This category applies when the national regulation and practices are more demanding than the corresponding SARP, or impose an obligation within the scope of the Annex which is not covered by the SARP. This is of particular importance where PACA requires a higher standard, which affects the operation of aircraft of other Contracting States in and above its territory.
- (b) **A Contracting State's requirement is different in character or other means of compliance.** This category applies when national regulation and practices are different in character from the corresponding SARP, or when the national regulation and practices differ in principle, type or system from the corresponding SARP, without necessarily imposing an additional obligation. The expression "different in character or other means of compliance" in (2) would be applied to a national regulation and practice which achieves, by other means, the same objective as that of the corresponding ICAO SARPs and so cannot be classified under (1) or (3); and
- (c) **A Contracting State's requirement is less protective or partially implemented/ not implemented.**
- This category applies when the national regulation and practices are less protective than the corresponding SARP;
 - when no national regulation has been promulgated to address the corresponding SARP, in whole or in part; or
 - when the Contracting State has failed to bring its practices into full accord with the corresponding SARP.

3.2. Means of Notifications

- (1) Differences shall be notified to ICAO using the Form “*Notification of Compliance With or Differences*” (paper-based process); or through the Electronic Filing of Differences (EFOD) system at www.icao.int/usoap. The EFOD is a web-based tool that allows Member States to provide Compliance/Differences Information and facilitates the sharing of information by ICAO.
- (2) While the paper-based process employing the Form “*Notification of Compliance with or Differences*” is still the primary means, Member States are encouraged to transition to using the EFOD system in order to address issues associated with the timeliness of the notification and/or dissemination of differences, as provided in Article 38 of the Chicago Convention.

Note – More details on the EFOD can be found in the ICAO Procedures and Principles on the Use of the EFOD System.

3.3. Procedures to Apply

- (1) The following procedures shall be used for the establishment and notification of differences:
 - (a) DGCAR have officially assigned a focal point for every ICAO Annex. The Focal point is responsible to file any differences using the EFOD through the USOAP CMA Portal.

Note: The Director of Oman Transport Safety Department is responsible to file any difference between CAR-13 and ICAO Annex 13 using the same procedure.
 - (b) The OIC Section within PACA is the identified focal point for the processing of ICAO State Letters including related proposals for the amendment to ICAO Annexes or Documents.
 - (c) The Safety Regulation Department will access the ICAO Portal on a continuous basis to check for ICAO state Letters relating to ICAO Annex amendments and accordingly distribute it to the concerned Annex Focal point or Inspector within each Department or section responsible for having the competence for the corresponding ICAO provisions.
 - (d) The Director of Safety Regulations (DSR) or the Staff in Safety Regulation Department shall send an official email to the concerned focal point/ Inspector of the concerned Department or Section requesting a response or an action plan within the stated timeframe (2 weeks).
 - (e) If the proposed changes in the Annex requires any filing of Differences, then the Focal point shall ensure the implementation of the EFOD. Any Official Response to ICAO shall be approved by the DGCAR and sent by the concerned Focal Point or the Department/ Section to the OIC section for official forwarding to ICAO, with the Safety Regulation Department copied in on all correspondence.
 - (f) The Safety Regulation Department updates the State Letter Matrix to follow up with the concerned focal point, track the progress required and ensure responding to ICAO state letters.
 - (g) When notifying differences, the following information shall be provided:
 - i. the number of the paragraph or subparagraph as amended which contains the SARP to which the difference relates;
 - ii. a clear and concise description of difference; and
 - iii. the reasons for the difference, intentions for future compliance and any planned date by which PACA will have complied with the SARP for which the difference has been notified.

- (h) All approved and recorded differences will be reviewed annually (or as required when generated through further changes by ICAO) such that there is a complete and concise listing of all differences filed with ICAO.
- (i) All approved and recorded differences will be published in the Oman AIP (Part 1 – GEN). Further details are added in Section (4).

4. NOTIFICATION & PUBLICATION OF DIFFERENCES IN AERONAUTICAL INFORMATION PUBLICATIONS (AIP).

ICAO Annex 15 (Aeronautical Information Services), requires that a Contracting State record in its AIP any significant differences between its national regulations and practices and the related ICAO provisions.

It is intended that any such differences be included in Part 1 – General (GEN) of the AIP. This is to ensure that an AIP will provide up-to-date information on the status of implementation of Standards, Recommended Practices and Procedures (SARPs), particularly those concerned with aircraft operations and the provision of facilities and services.

4.1. Service Level Agreement (SLA) with AIM section.

A Service Level Agreement have been established and approved by both parties, being the AIM Section under the Air Navigation Service provider and the Directorate General for Civil Aviation Regulations (DGCAR) as means of coordination between the regulator and the AIM Provider.

4.2. Significate Differences.

All significant differences notified to ICAO must be included in the AIP in a format that will enable the user to differentiate easily between the national rules and practices of a State and the related ICAO provisions. They comprise differences from:

- Any of the International Standards;
- Recommended Practices that are important for the safety of air navigation or, in the case of facilitation, for the speedy handling and clearance through customs, immigration, etc. of aircraft and the loads they carry;
- Procedures for Air Navigation Services (PANS) that are important for the safety of air navigation; and
- Regional Supplementary Procedures (SUPPS) that are important for the safety of air navigation.

4.3. Procedures to apply.

- (a) The Safety Regulation Department shall send a request to all concerned Inspectors and Departments requesting all significate differences and prepare an official list.
- (b) The final list of differences shall be approved by DGCAR and sent to the Air Navigation Services – AIM Section for inclusion in Oman AIP. The list will include the following:
 - provision affected (stating Annex number, edition number and paragraph etc.); and
 - difference in full text.

Note: The guidelines provided in ICAO Doc 8126, Chapter 5, Section 5.8 may be referred to during the above process.

5. AMENDMENT TO CURRENT REGULATIONS

5.1. Amendment process and Timeline applicable.

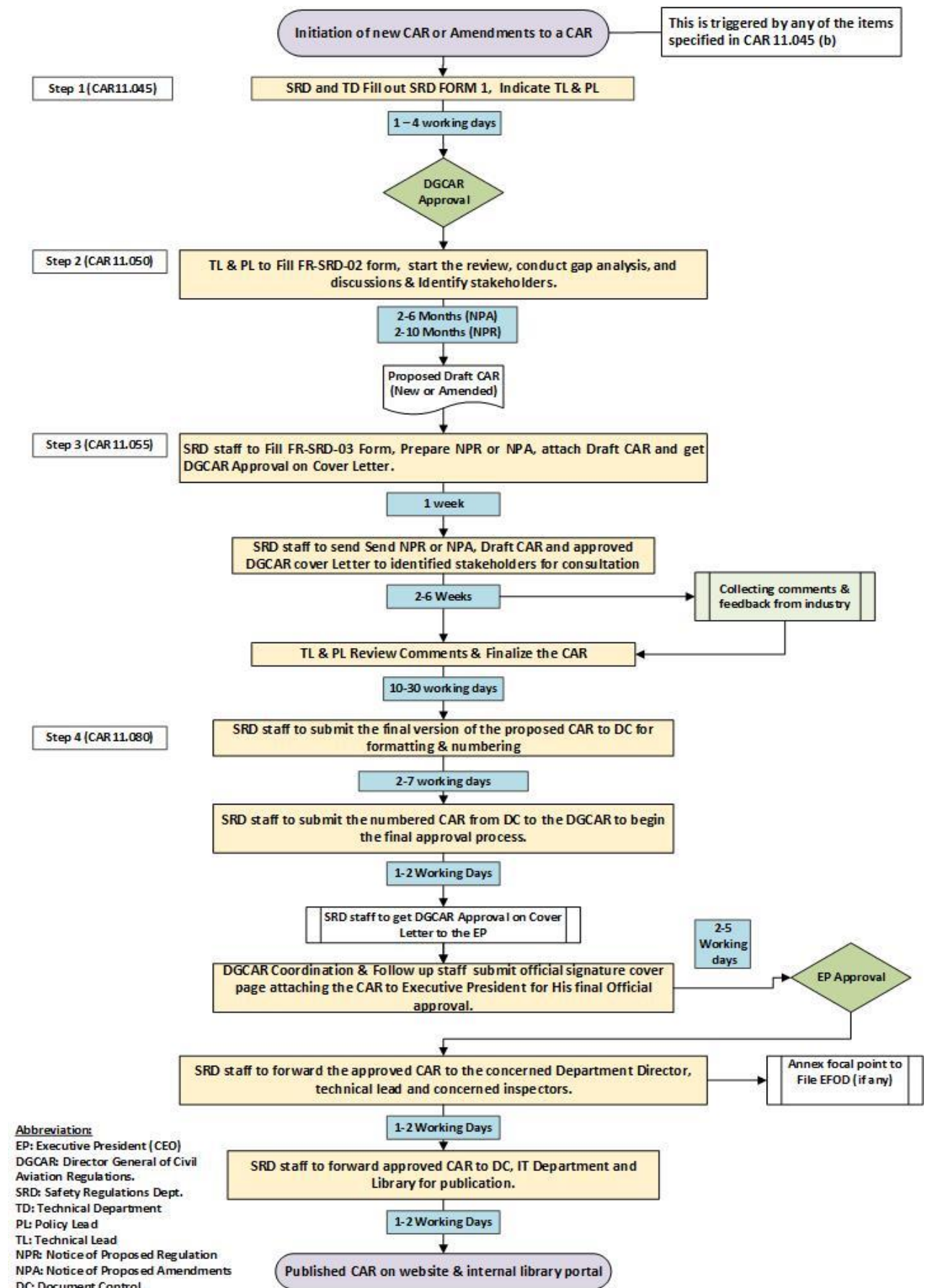
- i. The amendment process may be triggered by any circumstance or reason as stated in CAR-11.045 paragraphs (b) (1) to (6), whereby the amendment processes follow the sequential steps outlined in this Table of this AMC.

No.	Process	Who is responsible	Outcome of the process	Process Timeline
1	Initiation (CAR 11.045): <ul style="list-style-type: none"> - Fill FR-SRD-01 Form, - Indicate the technical lead from specific Technical Department in DGCAR and the policy lead from Safety Regulation Department in DGCAR. 	Safety Regulation Department staff and Technical Department.	DGCAR Approval to initiate the change.	1-4 Working Days
2	Drafting (CAR 11.050): <ul style="list-style-type: none"> - Fill FR-SRD-02 form, - Start the review, conduct gap analysis, and discussions. - Identify stakeholders. 	Technical Lead and Policy Lead	Propose a draft of the new CAR or amended CAR.	2 - 6 months for Amended CAR
				2-10 months for New CAR
3	Consultation process (CAR 11.055): <ul style="list-style-type: none"> - Fill FR-SRD-03 Form. - Prepare NPR or NPA, attach Draft CAR and DGCAR cover Letter to the industry. 	Safety Regulation Department Staff	DGCAR Approval on cover letter for every stakeholder	1 week
4	Consultation process (CAR 11.055): Send NPR or NPA, Draft CAR and approved DGCAR cover Letter officially through email to the identified stakeholders for consultation with a given timeline.	Safety Regulation Department Staff.	Receive comments and feedback from the industry.	2-6 Weeks If industry require further time, they may request
5	After receiving the comments, form a committee or a focused group (if required) or conduct a meeting to review comments and feedback received from the industry.	Policy Lead and Technical Lead	Incorporate the comments (if applicable) and finalize the CAR.	10-30 Working Days
6	(CAR 11.080): submit the final version of the proposed new CAR or amendments to a CAR to Document Control for editing, formatting & numbering.	Safety Regulation Staff & Document Control unit	–	2-7 Working Days
7	(CAR 11.080): Received the formatted and numbered CAR from Document Control and prepare the cover letter that will be sent from DGCAR to the Executive President.	Safety Regulation Department Staff	Approval of DGCAR on cover Letter	1-2 Working Days

8	(CAR 11.080): Prepare official signature cover page attaching the DGCAR Cover Letter and the CAR and Submit it to the Executive President of PACA for his approval.	DGCAR Coordination and follow up Staff	Executive President Approval	2-5 Working Days
9	(CAR 11.080): Forward the approved CAR to the concerned Department Director, technical lead and concerned inspectors.	Safety Regulation Dpt. Staff	File the difference using EFOD (if any) Refer to (ii) & (iii)	1-2 Working Days
10	(CAR 11.080): Forward approved CAR to Document Control, IT Department and Technical Library.	Safety Regulation Dpt. Staff	–	1-2 Days
11	(CAR 11.080): Publication of the Regulations in the Internal Library and Public Website. The industry has been notified officially to monitor PACA website continuously.	Librarian and IT Department focal point	–	1-2 Days

- ii. In the event of a filing of an EFOD with ICAO is deemed necessary, this action will be completed within sixty (60) days prior to the adoption of the amendment (Article 38 of the Chicago Convention) and published in the Oman AIP (Part 1 – GEN);
- iii. The Annex focal point as indicated in AMC CAR 11.045 section 3 (3.3), shall follow the steps indicated in the established Procedures Manual for the Notification and Publication of Significant Differences.

5.2. Amendment Process Flow Chart.



AMC to CAR 11.060 Drafting of a Civil Aviation Notice (CAN)

1. FORMAT OF CIVIL AVIATION NOTICES

The Civil Aviation Notices (CAN) will be issued in six (6) sections as follows:

- Administration,
- Flight Operations,
- Airworthiness,
- Air Navigation Services,
- Licensing and
- Forms.

(a) **Section 1 – Administration**

These subjects will be numbered No.1-01 and up, and will cover any subject which does not fit within Sections 2 through 6. These Notices are generally of an administrative content.

(b) **Section 2 – Flight Operations**

These subjects will be numbered No. 2-01 and up, and will cover any subject exclusively aimed at Flight Operations.

(c) **Section 3 – Airworthiness**

These subjects will be numbered No. 3-01 and up, and will cover any subject exclusively aimed at Airworthiness.

(d) **Section 4 – Licensing**

These subjects will be numbered No. 4-01 and up, and will cover any subject exclusively aimed at Licensing of personnel.

(e) **Section 5 – Air Navigation Services**

These subjects will be numbered No. 5-01 and up, and will cover any subject exclusively aimed at Air Navigation Services.

(f) **Section 6 – Forms**

These subjects will be numbered No. 6-01 and up, and will cover any subject exclusively aimed at application forms.

2. CONTENT OF CAN

A Notice may be used as a means of applying immediate compliance requirements applicable to a regulation but not already stated within, as Guidance material or as an Advisory Notice providing additional safety measures required by the Authority.

3. CANCELLATION OF A CAN

- (a) Any CAN issued as a supplement to a current regulation will be included within the review process of that regulation when conducted.
- (b) Upon approval of the amended regulation any Notices that have been incorporated within the amendment shall be cancelled.

AMC to CAR 11.085 Repeals or Revocation of Approved Regulation

1. Changes to Approved Regulations

Some approved regulations have included the grouping of similar aviation functions into the one regulation, which at the time of approval was decided upon due to the limited activities associated with those functions within the Sultanate of Oman.

Due to the changes in the complexities of the aviation industry there is now a necessity to separate those functions or activities into specific classes of operations and the subsequent granting of permissions applicable to those activities.

In the event of amendments to the requirements of a specific aviation activity which is better addressed by the promulgation of a specific regulation related to all aspects of operations and approvals relating to that activity, a new regulation shall be prepared in the following manner:

- (a) *Decision making Process:*
This will be conducted as per CAR-11.045 (a)(1) and (b)(4).
- (b) *Drafting of new Regulation:*
This will be conducted as per CAR-11.050.
- (c) *Consultation:*
This will be conducted as per CAR-11.055.
- (d) *Transition Period:*
This will be conducted as per CAR-11.075.

2. Repeal or Revocation of Approved Regulation

- (a) On completion and prior to the approval of the new regulation, a Civil Aviation Notice (CAN) shall be prepared within which the subject matter now being addressed as a separate aviation activity shall be clearly identified against the current regulation in force.
- (b) All references to that specific activity within the current regulation shall be repealed from the expected date of approval of the new specific regulation pertaining to that activity.
- (c) All new permissions granted for this specific aviation activity will be issued against the new regulation.
- (d) Any existing permissions held under the previous regulation shall be granted a specific transition period to allow for the implementation of any changes to compliancy requirements.
- (e) The content of the Notice of Repeal shall state the following:
 - (1) New Regulation number;
 - (2) Subject matter of the new regulation;
 - (3) Old Regulation number containing same subject matter;
 - (4) Effective date of the new regulation;
 - (5) Transition period applicable to current permission holder's approvals; and
 - (6) Cancellation date of Notice of Repeal (if required).
- (f) This Notice of Repeal (CAN) shall be distributed to all aviation permission holders via the public notification process (www.paca.gov.om).

SUBPART C — FORMS

The following Forms are reference to CAR 11.45, CAR 11.50, CAR 11.055, CAR 11.075, CAR 11.080, and are available in the Safety Regulations Department and the Internal Technical Library Portal.

- (1) FR-SRD-01 (Change Request Form)
- (2) FR-SRD-02 (Gap Analysis Form)
- (3) FR-SRD-03 (Consultation & Approval Checklist Form)