

KEMENTERIAN PERHUBUNGAN  
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 159 TAHUN 2018

TENTANG

PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL  
BAGIAN 8900-6.13 (*STAFF INSTRUCTION PART 8900-6.13*) TENTANG  
INSPEKSI PENCATATAN OPERASI DAN PENERBANGAN (PERJALANAN)  
(*OPERATIONS AND FLIGHT (TRIP) RECORD INPECTIONS*)

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 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*) dan Peraturan Menteri Perhubungan Nomor PM 63 Tahun 2017 Tentang Perubahan Kesepuluh Atas Keputusan Menteri Perhubungan Nomor KM 18 Tahun 2002 Tentang Persyaratan-Persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara Niaga untuk Penerbangan Komuter dan Charter mengatur bahwa setiap operator pesawat udara wajib menyimpan catatan *load manifest, dispatch release* dan *flight plan*;

- b. bahwa dalam rangka memberikan pedoman bagi inspektur penerbangan dalam melaksanakan inspeksi terkait pencatatan Operasi dan penerbangan yang dilakukan oleh operator pesawat udara perlu disusun suatu petunjuk teknis;
- c. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada butir a dan b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 8900-6.13 (*Staff Instruction Part 8900-16.13*) Tentang Inspeksi Pencatatan Operasi dan Penerbangan (Perjalanan) (*Operation and Flight (Trip) Records Inspections*);

- 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 Kementrian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);
  - 4. Peraturan Menteri Perhubungan Nomor PM 61 Tahun 2017 Tentang Perubahan Keempat atas Peraturan Menteri Perhubungan Nomor 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*);

6. Peraturan Menteri Perhubungan Nomor PM 63 Tahun 2017 Tentang Perubahan Kesepuluh Atas Keputusan Menteri Perhubungan Nomor KM 18 Tahun 2002 Tentang Persyaratan-Persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara Niaga untuk Penerbangan Komuter dan Charter;
7. Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015 tentang Kriteria, Tugas dan Wewenang Inspektur Penerbangan sebagaimana diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 142 Tahun 2016;
8. Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan (Berita Negara Republik Indonesia Tahun 2015 Nomor 1844).

#### MEMUTUSKAN

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-6.13 (*STAFF INSTRUCTION PART 8900-6.13*) TENTANG INSPEKSI PENCATATAN OPERASI DAN PENERBANGAN (PERJALANAN) (*OPERATION AND FLIGHT (TRIP\O RECORD INSPECTIONS*).

#### Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 8900-6.13 (*Staff Instruction Part 8900-6.13*) Tentang Inspeksi Pencatatan Operasi dan Penerbangan (Perjalana) (*Operation and Flight (Trip) Record Inspection*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

Pasal 2

Pada saat Peraturan ini mulai berlaku, ketentuan dalam Volume 3 Bab 4 Lampiran Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/45/III/2010 Tentang Staff Instruction 8400 (SI 8400) Operations Inspector's Handbook, 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 : Jakarta

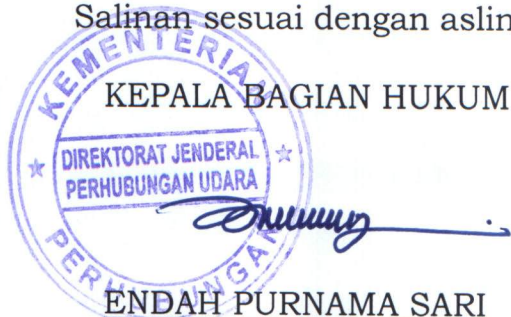
Pada tanggal : 23 MEI 2018

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M.Sc

Salinan sesuai dengan aslinya



KEPALA BAGIAN HUKUM

ENDAH PURNAMA SARI

Pembina / (IV/a)

NIP. 19680704 199503 2 001

LAMPIRAN PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA  
NOMOR : KP 159 TAHUN 2018  
TANGGAL : 23 MEI 2018

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# Staff Instruction

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## SI 8900-6.13 OPERATIONS AND FLIGHT (TRIP) RECORD INSPECTIONS

Amendment : 0  
Edition : 1  
Date : 23 May 2018

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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>Source/s</b>	<b>Subject/s</b>	<b>Approval</b>
0 (Edition 1)	ICAO Annex 6 CASR 121 CASR 135	Operation and Trip (Flight) Inspections	

**FOREWORD**

1. **PURPOSE** : This Staff Instruction has been prepared to guide and assist flight inspectors to conduct inspection toward Operation and Flight (Trip) records.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
3. **CANCELLATION** : Staff Instruction (SI) 8400 Volume 3 Chapter 4 are cancelled
4. **AMENDMENT** : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

**DIRECTOR GENERAL OF CIVIL AVIATION**

ttd

**Dr. Ir. AGUS SANTOSO, M.Sc.**

Salinan sesuai dengan aslinya

KEPALA BAGIAN HUKUM

ENDAH PURNAMA SARI

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## CHAPTER 1 – GENERAL

DGCA regulation requires that a flight shall not be commenced until flight preparation forms have been completed certifying that the PIC is satisfied that:

- The mass of the airplane is such that the flight can be conducted safely taking into account the flight conditions expected, and that the airplane load is properly distributed and safely secured.
- Operating limitations have been complied with and that instruments and equipment required for the particular type of operation to be undertaken are installed and sufficient for the flight.
- Operational flight planning has been conducted
- The airplane is airworthy and a maintenance release has been issued.

DGCA regulation requires that completed flight preparation forms be kept by the operator for a period of three months. Flight preparation forms meeting the above requirements and conforming to DGCA regulations commonly take the following forms: the load manifest, the dispatch or flight release, the flight plan, and the maintenance or airworthiness release. The primary objective of operations and flight records inspections is to ensure that operators meet established operator procedures and appropriate CASR for the proper preparation and retention of operational trip records. Inspectors can evaluate trip records to reconstruct a particular flight or a series of flights by examining flight plans, dispatch or flight releases, loading and weight documents, weather documents, and other related flight information retained by the operator. The inspector's evaluation provides the DGCA with the methods of information acquisition and dissemination used by the operator.

## CHAPTER 2 – INSPECTION PRACTICES AND PROCEDURES

Trip records inspections are normally conducted at the operator's principal base of operations. Operators should have established a system where transit stations forward all trip records information to one central location where the information is retained for the required time period. Some operators may have most of their trip records information stored in a computerized format.

- A. Inspectors should contact the operator's personnel responsible for maintaining trip record files and advise them that an inspection shall be conducted. Upon arriving at the record keeping location, the inspector should properly identify himself and request records for a specific series of trips. This ensures that the operator has an effective means of storing record information and is capable of retrieving specific trip information at the DGCA's request. Inspectors should also request space at the operator's facility to conduct the inspection. It is not recommended that inspectors to remove trip records from the operator's facility.
- B. Before conducting the actual inspection, inspectors should familiarize themselves with the operator's trip records procedures, formats, and means of disseminating information to flight crews. If the inspector has previously completed an operational control inspection of the airline or is seconded from that airline, he should already have a working knowledge of the operator's system. Inspectors should pre-plan the inspection by deciding which specific areas should be concentrated upon, such as listing alternates, accurate fuel loads, dispatch release time versus actual block out time, and accurate and timely weather information.
- C. During the conduct of the actual inspection, inspectors should examine all of the available documents for each flight and cross-check the information between the trip records. For example, the fuel load on a dispatch release should agree with the fuel load on the load manifest, the flight plan, and the fuel slip (if available).
- D. The Airline Operations and Flight Records Inspection Checklist/Report form which is included at the end of this chapter closely follows the information and requirements presented in paragraph 3 of this chapter.

## CHAPTER 3 – FLIGHT (TRIP) RECORD INSPECTION AREAS

### 1. Inspection Areas

Operations and flight (trip) records inspection are divided into five general areas as follows:

#### A. General Inspection Area.

This inspection area refers to those inspection elements that are common to all trip records. Inspectors should evaluate such items as record availability, practicality, legibility, currency, continuity, and conformity as they relate to regulatory record keeping requirements. Inspectors should ensure that each trip record package they examine contains all of the required information and that it pertains to the actual flight it represents. Each document should have a date, flight number or a trip number, and an aircraft registration number which clearly identifies the applicable flight.

#### B. Flight Plan Inspection Area. This inspection area refers to the flight planning requirements which may be applied to most scheduled airline operations. Inspectors should evaluate flight plan content. Many operators incorporate the flight plan and the dispatch/flight release into one document. This is acceptable and reduces the duplication of information that may be required by both documents. The flight plan should contain the following information:

- Aircraft registration number and type of aircraft
- Flight number
- Name of the PIC (usually found on the dispatch release)
- Point and proposed time of departure
- Proposed route, cruising altitude (or flight level), and true airspeed at the cruising altitude
- Minimum flight altitude and aerodrome operating minima
- Point of first-intended landing and the estimated elapsed time until over that point
- Amount of fuel on board (in hours)
- An alternate airport, as specified in appropriate CASR.
- Number of persons in the aircraft, except where that information is otherwise readily available to the DGCA
- Any other information the PIC or ATC believes is necessary for ATC purposes

#### C. Dispatch/Flight Release Inspection Area. A dispatch or flight release and a flight plan is normally executed and signed by both the PIC and the dispatcher (flight operations officer) for the following types of flights :

- All scheduled flights
- All extra section (unscheduled) flights
- All charter flights
- All ferry flights

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- All proving flights
- All flights undertaken to reposition an airplane after landing at an unscheduled airport

The dispatch or flight release should contain the following information:

- Aircraft identification number
- Trip number
- Departure airport, intermediate stops, destination airports, and alternate airports
- A statement of the type of operation (IFR or VFR)
- Minimum fuel required
- Weather reports and forecasts for the destination airport, each intermediate stop, and any alternate airport that is the latest information available at the time the release is signed.

With regard to minimum fuel required, DGCA regulation gives standards for required fuel based on type of airplane and operation. DGCA regulation requires operators to keep fuel and oil records for at least three months. Inspectors should examine records to ensure that they include an annotation of the minimum fuel required to conduct the flight, and that this fuel load is in accordance with applicable CASR. Many operators will provide a breakdown of fuel loads such as trip fuel, alternate fuel, reserve fuel, and holding fuel. When examining fuel figures, inspectors should cross-check the dispatch or flight release fuel quantity (or weight) with the load manifest fuel quantity (or weight) to ensure that the figures are the same. Additionally, inspectors must ensure that the operator's flight plan includes the amount of fuel on board (in hours), and that this figure agrees with the figures for the amount of fuel annotated on both the flight release and the load manifest. Inspectors may obtain hourly fuel burn information from the cruise control charts in the applicable Airplane Operating Manual (AFM). The operator must comply with CASR time limits for the validity of a dispatch or flight release. If flights are delayed beyond a prescribed time, they must be re-released prior to departure. To ensure the operator is re-releasing flights as required, inspectors should determine the actual departure times from company logs, ATC tower logs, or some other means, and then compare those times with the dispatch or flight release times (as applicable).

- D. Load Manifest Inspection Area. Each trip records package, regardless of the type of operation, should contain aircraft weight, balance (CG), and loading information. Passenger and cargo weight information must be accurately reflected on the load manifest. Inspectors should inspect and validate the operator's loading documents to ensure their accuracy and compliance with the CASR, manufacturer's data, and the aircraft load data sheet. The load manifest should contain the following information:
- The individual weights of the aircraft, fuel and oil, cargo and baggage, passengers, and crewmembers

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- Maximum allowable takeoff weight for the runway to be used (both runway-limited and climb-limited weights)
- Maximum allowable takeoff weight (considering anticipated fuel and oil consumption rates) that shall allow compliance with en route performance limitations, destination landing weight limitations, and destination or alternate landing distance limitations
- The total aircraft takeoff weight as computed under approved procedures
- Documentation that the aircraft is properly loaded with the center of gravity within approved limits Passenger names, unless such information is maintained elsewhere by the operator.

Operators may have systems which result in weight and balance "finals" being transmitted to the flight crew via ACARS or company radio frequencies after the aircraft has departed the gate or ramp area. This information, which normally consists of adjusted takeoff gross weight and trim settings, is critical to the crewmembers for accurately determining the takeoff data. Inspectors should ensure that the information contained on the load manifest accurately portrays the actual passenger and cargo weights.

E. Airworthiness Release Area. An airworthiness and/or maintenance release should be prepared in accordance with the procedures set forth in the operator's manual and should certify that the following conditions have been met:

- Any work performed on the aircraft was performed in accordance with the requirements of the operator's manual
- All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed
- No known condition exists that would make the aircraft un-airworthy.
- Concerning the work performed, the aircraft is in condition for safe operation

Note: The airworthiness release should be signed by an authorized certificated mechanic, repairman, or an authorized official of a repair station that is responsible for the completed work. A certificated repairman should sign the release or entry only for the work for which he is employed and certificated to accomplish. Additionally, the operator may state in the operator's manual that the signature of an authorized certificated mechanic or repairman constitutes certification that the preceding conditions have been met without the requirement of restating all the required conditions.

- F. Other Required Documents Inspection Area. This inspection area refers to such items as pertinent weather forecasts, NOTAM's, fuel slips, route certification requirements (if applicable), and other documents that are issued to flight crewmembers before each flight.

## **2. Report Procedures.**

The Air Operator Operations and Flight Records Inspection Checklist/Report form which is included at the end of this chapter will be used for recording the results of such inspection.

**APPENDIX APPLICABLE FORMS**

Applicable Forms

DGCA Form No. 8400-5, Operations And Flight (Trip) Record Inspections  
Checklist/Report