

KEMENTERIAN PERHUBUNGAN

DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 158 TAHUN 2018

TENTANG

PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL  
BAGIAN 8900-6.12 (*STAFF INSTRUCTION PART 8900-6.12*)  
TENTANG INSPEKSI PENGENDALIAN OPERASI PESAWAT UDARA  
(*OPERATIONAL CONTROL INSPECTION*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. bahwa 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*) sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 61 Tahun 2017 mengatur ketentuan bahwa terhadap pemegang sertifikat operator pesawat udara wajib dilakukan inspeksi oleh Direktur Jenderal Perhubungan Udara;
- b. bahwa dalam rangka memberikan pedoman bagi inspektur penerbangan dalam melaksanakan inspeksi kepada Pemegang Sertifikat Operatora Pesawat Udara khususnya dalam hal pengendalian terhadap operasi 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 8600-6.12 (*Staff Instruction Part 8600-6.12*) tentang Inspeksi Pengendalian Operasi Pesawat Udara (*Operational Control 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. Keputusan Menteri Perhubungan Nomor KM 18 Tahun 2002 tentang Persyaratan – Persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara Niaga Untuk Penerbangan Komuter dan Charter sebagaimana telah beberapa kali diubah, terakhir dengan Peraturan Menteri Perhubungan Nomor PM 63 Tahun 2017;
  5. 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*) sebagaimana telah diubah beberapa kali, terakhir dengan Peraturan Menteri Perhubungan Nomor PM 61 Tahun 2017;

6. 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;
7. 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;

#### MEMUTUSKAN

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-6.12 (*STAFF INSTRUCTION PART 8900-6.12*) TENTANG INSPEKSI PENGENDALIAN OPERASIONAL (*OPERATIONAL CONTROL INSPECTION*).

#### Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 8900-6.12 (*Staff Instruction Part 8900-6.12*) Tentang Inspeksi Pengendalian Operasional (*Operational Control Inspection*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

#### Pasal 2

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara mengawasi Pelaksanaan Peraturan ini.

#### Pasal 3

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 4

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

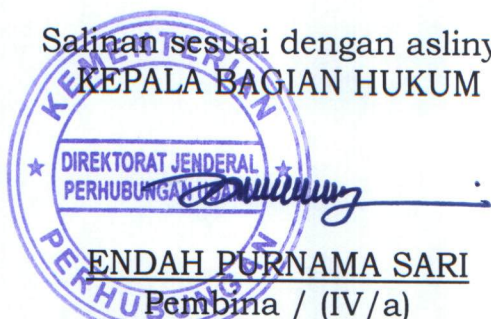
Pada tanggal : 23 MEI 2018

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M.Sc

Salinan sesuai dengan aslinya  
KEPALA BAGIAN HUKUM



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LAMPIRAN PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA  
NOMOR : KP 158 TAHUN 2018  
TANGGAL : 23 MEI 2018

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## **STAFF INSTRUCTION**

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### **SI 8900-6.12 OPERATIONAL CONTROL INSPECTION**

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	Operational control inspection	

## FOREWORD


1. **PURPOSE** : This Staff Instruction has been prepared to guide and assist all principal operations inspectors (POI) and operations inspectors when planning, conducting, and reporting on operational control inspections.
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  
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## CHAPTER 1 – GENERAL

### A. Background

This Staff Instruction contains direction and guidance to be used by principal operations inspectors (POI) and operations inspectors when planning, conducting, and reporting on operational control inspections. Operational control inspections are applicable to all CASR Part 121 operators and Part 135 commuter operators.

### B. Objectives

An operational control inspection has two primary objectives. The first objective is for the inspector or team to ensure that the operator is in compliance with the minimum requirements of applicable CASR and the operations specifications (OpSpecs). The second objective is for the inspector or team to ensure that the operator's system of control provides positive assurance of public safety. The operator must meet both objectives to obtain and retain an operating certificate under part 121 or part 135. To make this determination, the inspector or team must evaluate the operator to ensure that the following criteria are met:

- Responsibility for operational control is clearly defined
- An adequate number of operational control personnel are provided
- Applicable manuals contain adequate policy and guidance to allow operational control personnel and flight crews to carry out their duties efficiently, effectively, and with a high degree of safety
- Operational control personnel are adequately trained, knowledgeable, and competent in the performance of their duties
- Flight control personnel and flight crews have been provided with the necessary information for the safe planning, control, and conduct of all flights
- The operator provides adequate facilities for flight control functions
- The operator performs all operational control functions required by the regulations
- The operator performs all functions necessary to provide adequate operational control in the environment in which operations are conducted
- Adequate emergency procedures and contingency plans have been formulated

## CHAPTER 2 – GENERAL INSPECTION PRACTICES AND PROCEDURES

Inspectors conduct operational control inspections through systematic manual reviews, records inspections, observations, and interviews.

**A. Inspector Preparation and Manual Review.** Before starting an operational control inspection, the inspector must become familiar with the operational control provisions of the operator's manual system. This manual review is both the first step in the inspection process and preparation for subsequent steps. Such a review would be in addition to or in conjunction with the general evaluation of the operator's entire manual system which is addressed in SI 8900-3.324, and its purpose is to examine operations control policy and guidance in depth.

**B. Observations, Interviews, and Records Checks.** The inspector should establish with the operator a mutually convenient time for conducting the interviews and records checks, and for observing flight control functions.

- Inspectors should conduct interviews with both management and working-level personnel to meet inspection objectives. Inspectors should plan these interviews so that the required information can be obtained without unduly distracting personnel from their duties and responsibilities.
- Inspectors should observe actual flight-release operations. Before beginning these observations, an inspector should request a tour of the operator's facility for general orientation. During this time, he may observe an operations control personnel performing a variety of job functions. If possible, these observations should be made during periods of peak activity, adverse weather, or during non-routine operations. Inspectors should ask pertinent questions of personnel regarding their individual duties and responsibilities and relationship to the overall operations control effort.
- When possible, inspectors should observe dispatcher competency checks being conducted to evaluate the knowledge level of dispatchers and the performance of the supervisor.

**Note:** Detailed guidance concerning Flight Operations (Trip) records and Flight and Duty Time records is contained in SI 8900-6.13 and SI 8900-6.14. Each type of records inspection has its own checklist and report form. These areas may be examined separately or in conjunction with the remainder of the operational control inspection areas.

## CHAPTER 3 – SPECIFIC INSPECTION PRACTICES AND PROCEDURES

The Air Operator Operational Control Checklist/Report form at the end of this section contains a list of specific inspection "reminders" which should adequately sample the effectiveness of the carrier's operations control organization, functions, and guidance. It will serve as both a checklist of items to be covered and as a means of recording the results of the inspection. The following inspection areas will be evaluated:

### A. Policies and Procedures

#### (1). Authorized Operations.

- The type of operations that may and may not be conducted should be clearly specified in manuals and other instructions (VFR, IFR, extended range, CAT II, etc)
- The operator's policies applicable to each type of operation should be clearly stated
- Geographic areas and destinations to which extended overwater flights or extended range operations may be conducted should be clearly specified

#### (2). Manuals.

- A section of the Operations Manual should be devoted to the policy and guidance for operational control
- If the operator conducts extended overwater or extended range operations, a separate section of the operations manual should contain key considerations regarding these types of operations
- The applicable section(s) of the Operations Manual should be readily available to dispatchers and flight crews while they perform their duties

#### (3). Pre-departure Functions.

The responsibility and procedures for accomplishing the following functions should be clearly defined and properly executed:

- Crew assignment
- Load planning
- Aircraft routing
- Flight planning
- Release of the aircraft from maintenance

- Control of MEL and CDL limitations. Required instruments and equipment should be installed and operational
- Compliance with flight operations limitations
- Weight and balance
- Performance Planning, including consideration of mass, elevation, temperature, wind, obstacles, etc.
- Adequate procedures for supervising and verifying these activities should be established
- The operator should have a means for the PIC and dispatcher to ensure that each of these functions has been satisfactorily accomplished before the aircraft departs

(4). Original Release.

- The conditions under which a flight may and may not be dispatched (type of operation, weather, crew compliment, load, etc.) should be clearly defined
- The conditions under which a flight must be re-routed, delayed, or canceled should be defined
- The flight release should contain all the necessary elements
- A written copy of weather reports and forecasts (including PIREPS) and NOTAMS should be attached to the release and provided to the flight crew
- Extended overwater or extended range operations should be conducted under instrument flight rules
- Flight should not be commenced unless it is ascertained by every reasonable means that airports to be used are adequate for the operation

(5). Dispatcher Briefing.

- The operator's procedures should provide for briefing of the PIC by the dispatcher
- The minimum content of the briefing should be specified and adequate

(6). Dual Responsibility.

- The signatures of both the PIC and the Dispatcher should be required on the flight release
- The PIC's obligation to operate the flight according to the release, or to obtain an amended release, should be clearly stated

(7). Flight-Following.

- The dispatcher's flight-following requirements and procedures should be clearly identified
- Policy and guidance should be provided to flight crews and dispatchers for monitoring fuel en-route
- Flight crew reporting requirements and procedures should be clearly stated
- There should be specified procedures for dispatchers to follow when a required report is not received
- The operator should maintain a record of communications between the dispatcher and the flight
- Procedures should be established to notify flights en route concerning hazardous conditions relating to aerodromes, navigation aids, etc., and to report changes in forecast weather

(8). Planned Re-release. If the operator uses planned re-release procedures in connection with extended overwater operations, the following areas should be considered:

- A separate operational analysis should be prepared for the two routes and provided to the PIC, dispatcher, or flight follower.
- The re-release point should be common to both routes
- Re-release messages should be transmitted, acknowledged, and recorded. The message should include all requirements including NOTAM and weather information.
- The aircraft should meet landing performance requirements at the intermediate destination.

(9). Inability to Proceed as Released.

- Policy concerning the PIC's latitude to deviate from a dispatch release without obtaining a new release should be stated
- Specific and adequate direction and guidance should be provided to PIC's and dispatchers for the actions to take when a flight cannot be completed as planned (such as destinations or alternates below minimums, runways closed or restricted)
- Procedures to follow in case of diversion or holding should be specifically and clearly stated

- Procedures to be followed in case of an emergency procedure which results in deviation from local regulations or procedures should be clearly stated

(10). Weather.

- Weather reports should be obtained from a source approved by the DGCA
- Forecasts should be based on approved weather reports
- The operator have adequate procedures for updating weather information when the aircraft is delayed on the ground
- The operator should have adequate procedures for providing the latest available weather reports and forecasts to flightcrews while the flight is en route
- Procedures should be employed for disseminating information pertaining to turbulence, thunderstorms, and other adverse weather phenomena; and as well as the best routes for avoiding them
- The flight should not be released into know icing conditions unless equipped to cope with such conditions

(11). Aerodrome Operating Minima.

- If release under VFR is authorized, the forecast and actual weather reports should permit VFR flight over all portions of the route to be flown under visual flight rules
- IFR departure minimums should be consistent with CASR and specific DGCA approvals
- Takeoff alternates should be named on the dispatch release when flights are released with the departure airport below landing minimums, and should meet the requirements of applicable CASR.
- Destination weather minimums should be clearly defined
- The operator should make provisions regarding weather minimums for "high minimums" (or "low time") captains
- When a flight is released to a destination below CAT I minimums, the airplane type should be equipped and authorized for CAT II or CAT III operations at that location and the captain should be properly qualified
- Destination alternates should be named on the dispatch release when required by CASR
- The weather at the named destination alternate airport should be equal to or better than that required by applicable regulations.

- Flights should not be continued toward the aerodrome of intended landing unless the latest available information indicates that operating minima can be complied with.

(12). Minimum Enroute Altitudes. The operator should establish minimum enroute altitudes for routes flown, which should not be lower than those established by the DGCA.

(13). Selection of Alternates.

- Policy, direction, and guidance should be provided for the selection of takeoff, enroute, and destination alternates
- Terrain and engine-out performance should be considered in selecting an alternate

(14). NOTAMS

- NOTAM information should be available and utilized
- OMEGA AND NOTAMS should be provided to appropriate extended overwater operations

(15). Information.

- The operator should make adequate provisions for supplying airport and navigation information to pilots and dispatchers
- The operator should have an adequate method for providing data to dispatchers on takeoff and landing minimums at each airport. Dispatchers should have immediate access to such data

(16). Fuel and Oil Supplies.

- All increments of fuel required by DGCA regulations (start & taxi, takeoff to arrival at destination, approach and landing, missed approach, alternate fuel, holding, and contingency) should be provided. Special fuel provisions for extended range operations should be strictly adhered to.
- If aircraft are dispatched without an alternate, adequate contingency fuel should be carried for un-forecast winds, terminal area delays, runway closures, and contingencies
- Minimum fuel procedures should be specified for both dispatchers and PIC's and should be adequate for the environment in which operations are conducted

(17). Engine Out Performance Considerations.

- The operator should take into account engine out performance rules when applicable to specific routes and types of operations.

- Engine out performance analysis should be complete and accurate
- When possible, multiple ETP's should be provided for overwater flights and extended range operations.
- Adequate guidance should be available for drift down computations and fuel dump requirements

(18).Emergency Procedures.

- Emergency action procedures and checklists should be published and readily available to operations control personnel for the following emergencies:
  - Inflight Emergency
  - Crash
  - Overdue or missing aircraft
  - Bomb threat
  - Hijacking
- Operator should have available lists containing information on the emergency and survival equipment carried aboard its airplanes
- Provisions should be made to retain in safe custody the flight recorder of an airplane which becomes involved in an accident

(19).Changeover Procedures.

During shift changes, an adequate overlap should be provided for dispatchers and other flight operations control personnel to brief their oncoming counterparts.

(20).Communications and Reports. Provisions should be made concerning the following:

- In flight meteorological observations and reports
- Reports of hazardous conditions other than meteorological
- Coordination with ATS regarding operational instructions to aircraft in flight which change an ATS flight plan

**B. Dispatchers And Meteorologists.**

(1). Qualification.

- All dispatchers should be certified in accordance with the DGCA regulations



- Dispatchers should be successfully completed a competency check within a required eligibility period
- Dispatchers should have completed route familiarization within a specified time period
- Dispatchers at foreign locations should hold dispatcher certificates from the country of the operator
- Any meteorologists who are employed by the operator should be qualified according to DGCA regulations and operator policy

(2). Knowledge of Weather. Dispatchers should be:

- Knowledgeable about the following weather conditions:
- Surface (fronts, fog, low ceilings, etc.)
- Upper Air (tropopause, jet streams)
- Turbulence (pressure and temperature gradients)
- Severe (Low level windshear, microburst, icing, thunderstorms)
- Able to read terminal reports, forecasts, various weather depiction charts and upper air charts and interpret the meanings.

(3). Knowledge of the Area. Dispatchers should be:

- Able to immediately recognize the airport identifiers for the airports in the area they are working
- Generally familiar with the airports in the area they are working (number and length of runways, available approaches, general location, elevation, surface temperature limitations)
- Aware of which airports in the areas they are working in are special airports, with regard to crew qualifications
- Aware of the terrain surrounding the airports in the areas they are working
- Aware of dominant weather patterns and seasonal variations of weather in the area
- Aware of route segments limited by drift down

(4). Knowledge of Aircraft and Flight Planning. Dispatchers should have knowledge of:

- The general performance characteristics of each airplane with which they are working (such as average hourly fuel burn, holding fuel, engine-out, drift-down height, effect of an additional 50 knots of wind,

effect of a 4,000 ft. lower altitude, crosswind limits, maximum takeoff and landing weights, required runway lengths)

- All of the elements contained in the operator's flight plan.

(5). Knowledge of Policy. Dispatchers should be:

- Knowledgeable regarding DGCA policy and authorizations regarding such items as weather minimums
- Aware of the provisions of the operators manual regarding all policies and procedures discussed in this section

(6). Knowledge of Responsibilities. Dispatchers should be:

- Knowledgeable of their responsibilities under the CASR (such as briefing PIC; canceling, re-scheduling, or diverting for safety; inflight monitoring; inflight notification of PIC)
- Knowledgeable of their responsibilities under the operator's manual as discussed in paragraph A

(7). Proficiency. Dispatchers should be:

- Competent in the performance of their assigned duties
- Alert for potential hazards

(8). Duty Time. Regulatory requirements should be complied with. In the absence of regulatory requirements, shifts should be of a reasonable length and adequate rest time should be provided between shifts

### **C. Supervisors.**

- (1). Qualification. Supervisors of dispatchers should themselves be qualified and current as dispatchers
- (2). Conduct of competency checks. Competency checks which are administered by supervisors should be appropriate, thorough, and rigorous

### **D. Facilities And Staff.**

(1). Physical.

- Working space should be adequate for the number of people working in the dispatch center
- Temperature, lighting, and noise levels should be conducive to effective performance by operations personnel
- Access to the facilities should be controlled

(2). Information.

- Dispatchers should be supplied with all the information they require (such as on flight status, maintenance status, load, weather, facilities)
- Information effectively disseminated and displayed; and be quickly and accurately located
- Real time weather displays should be available for adverse weather avoidance

(3). Communications.

- A dispatcher should be able to establish rapid and reliable voice communications with a captain at the gate and to be able to deliver a message to a flight en route and get a response within a reasonable time interval
- Dispatchers should be properly authorized and qualified to use all communications channels required for operational control
- Direct voice radio communications should be available between the control center and line stations to the maximum extent possible
- Backup communications links should be available in case of a failure of the primary links
- The operations control center should have adequate communications with appropriate ATS facilities

(4). Management.

- Overall responsibility for operations in progress should be assigned by the operator to one individual who can coordinate the activities of all of the dispatchers
- Adequate internal communications links to flow control type facilities and to high level management officials should be firmly established

(5). Workload.

- The operator should assign enough personnel to adequately handle the workload during periods of both normal and non-routine operations
- Dispatchers should have enough time perform both dispatch and flight-following duties in an effective manner Dispatchers should not be used to perform other functions such as clerks, maintenance officers, etc., to the detriment of their primary function
- Duty time restrictions for certificated personnel should be adhered to.

## **APPENDIX APPLICABLE FORMS**

Applicable Forms

DGCA Form No. 8400-4, Operational Control Inspection Checklist/Report