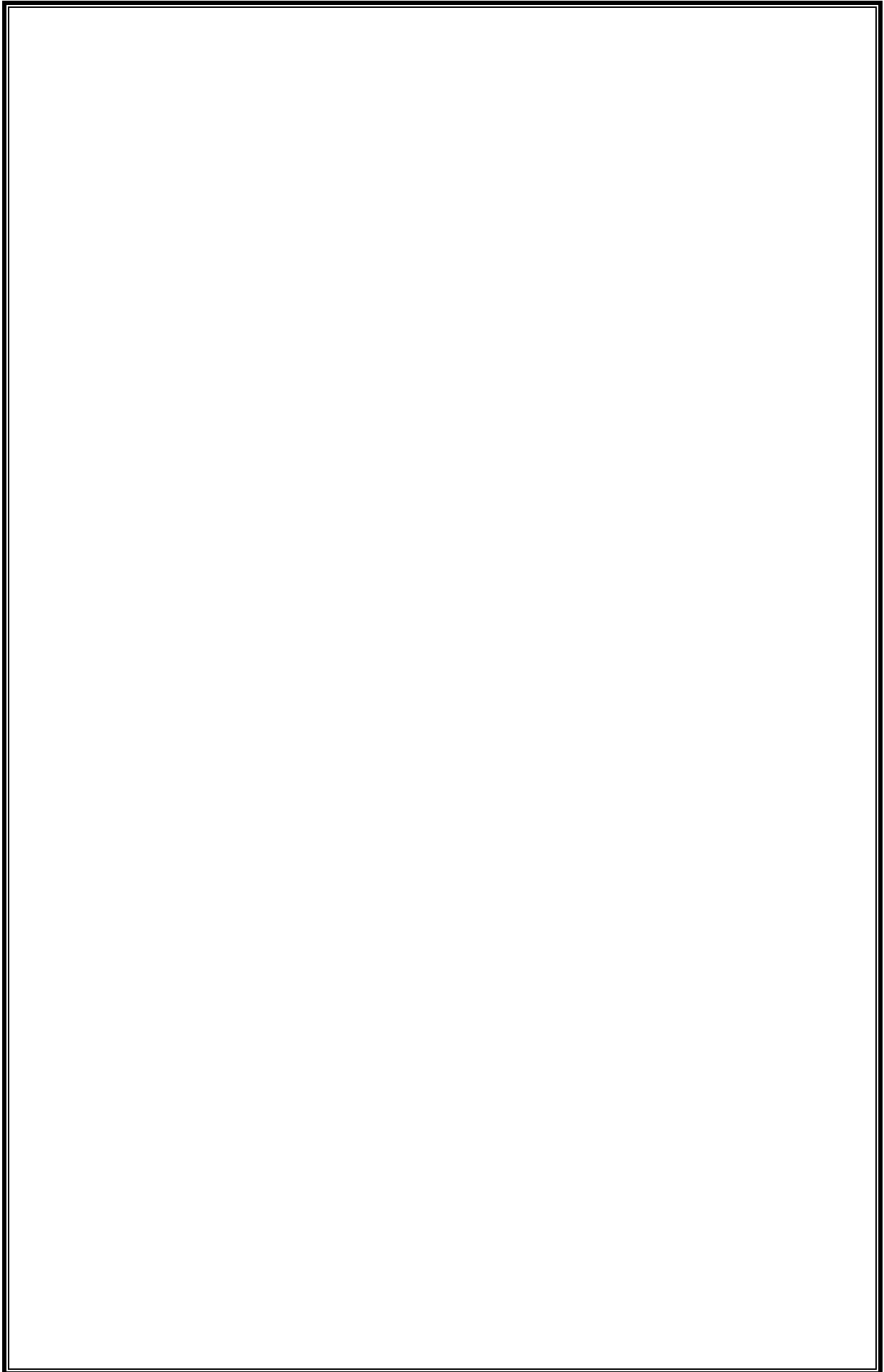




Government of India
Office of the Director General of Civil Aviation
Opp. Safdurjung Airport, New Delhi – 110 003

**ICAO ANNEX MANAGEMENT
MANUAL**

EDITION – 2018



PREFACE

The ICAO Annex Management Manual has been prepared for use and guidance of officers of DGCA for dealing with ICAO amendments. The processes outlined in the manual include coordination of input to ICAO technical State Letters for annex amendments, notification of differences to SARPs and maintenance of the Compliance Checklists.

In addition, the manual also lays down the procedure for nomination of ICAO Panel members including their interaction with DGCA.

The manual will be updated from time to time based on suggestions received or to incorporate any changes in the procedures that may be carried out.

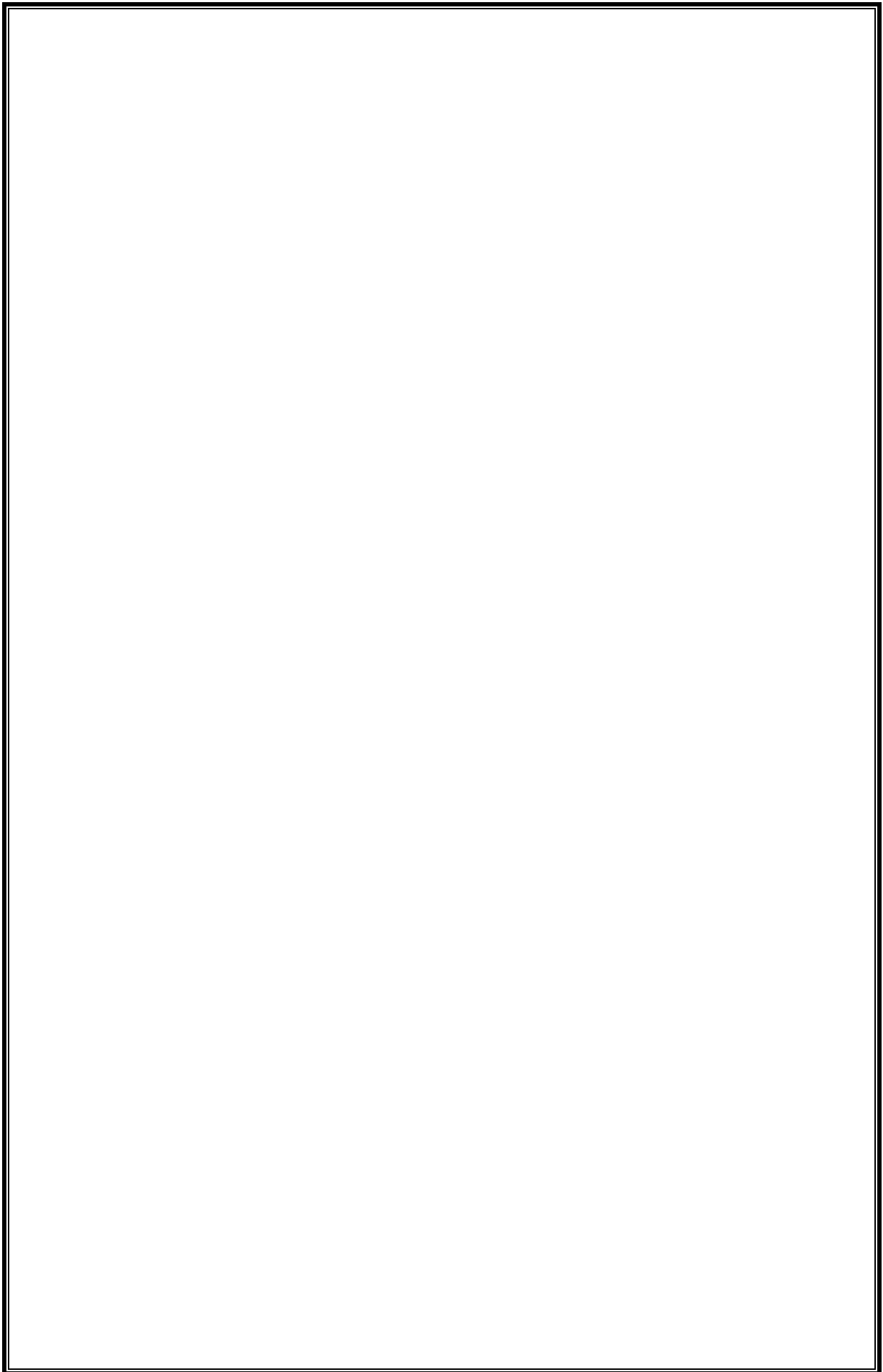


(B. S. Bhullar)

Director General of Civil Aviation

15th October 2018

(Approved vide F. No. DG/ICAO SARPs/ 22/2009)



RECORD OF REVISIONS

Sl. No.	Revision No.	Details of Revision
1.	Rev. No. 1 dated 17.12.2012	Revision to Table of Contents Revision to Pages 3 – 5 Addition of Appendices 'A' and 'B'
2.	Rev. No. 2 dated 10.09.2015	Revision to Table of Contents Revision to Definitions Revision to Pages 1 – 11 Revision to Appendix 'B'
3.	Rev. No. 3 dated 01.12.2015	Revision to Appendix 'A'
4.	Rev. No. 4 dated 11.11.2017	Revision to Page 8 – 9 Addition of Chapter 5
5.	Edition 2018 15.10.2018	New Edition
6.	Rev. No. 1 dated 14.11.2018	Revision to Pages 7 – 9

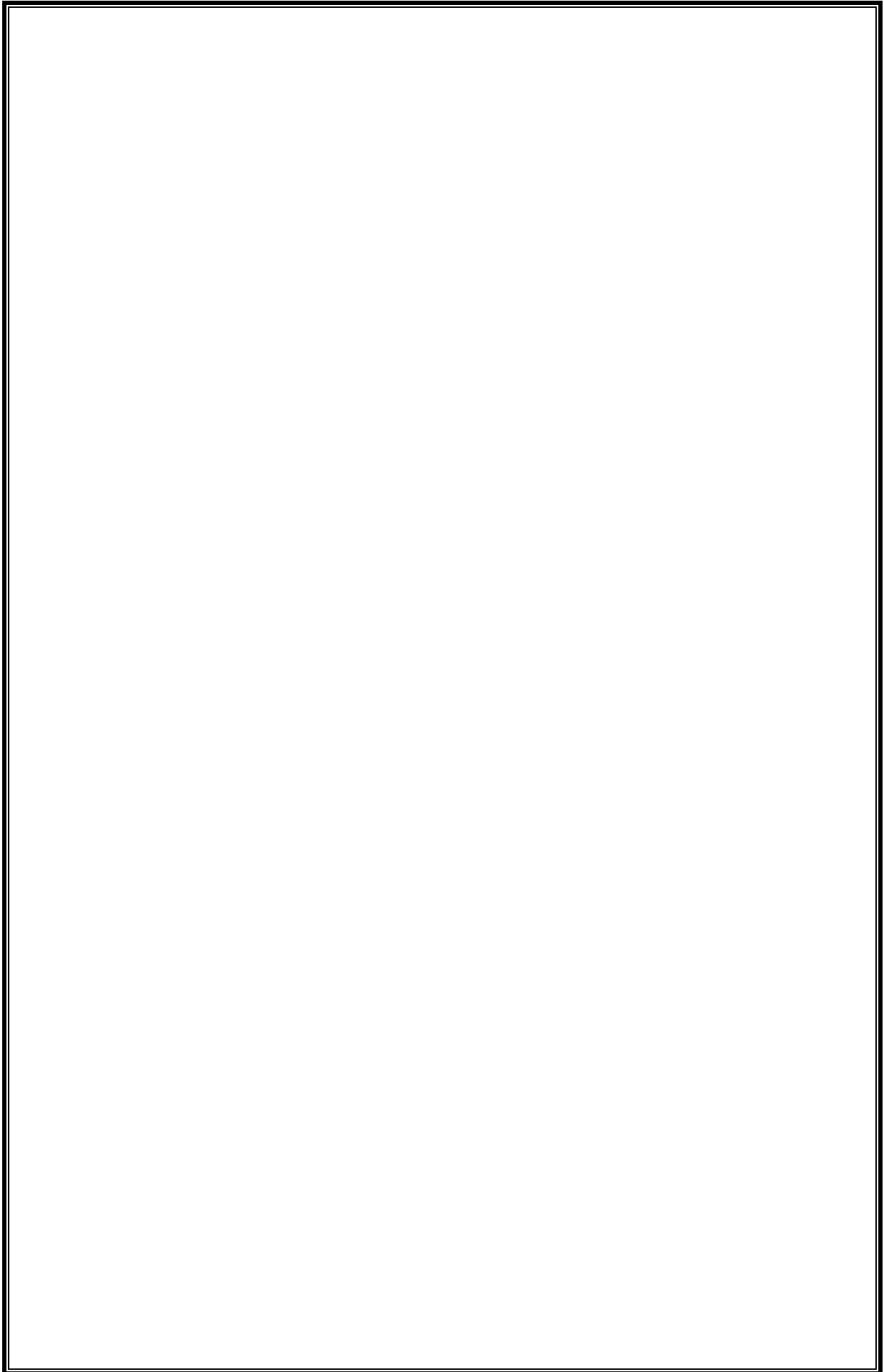
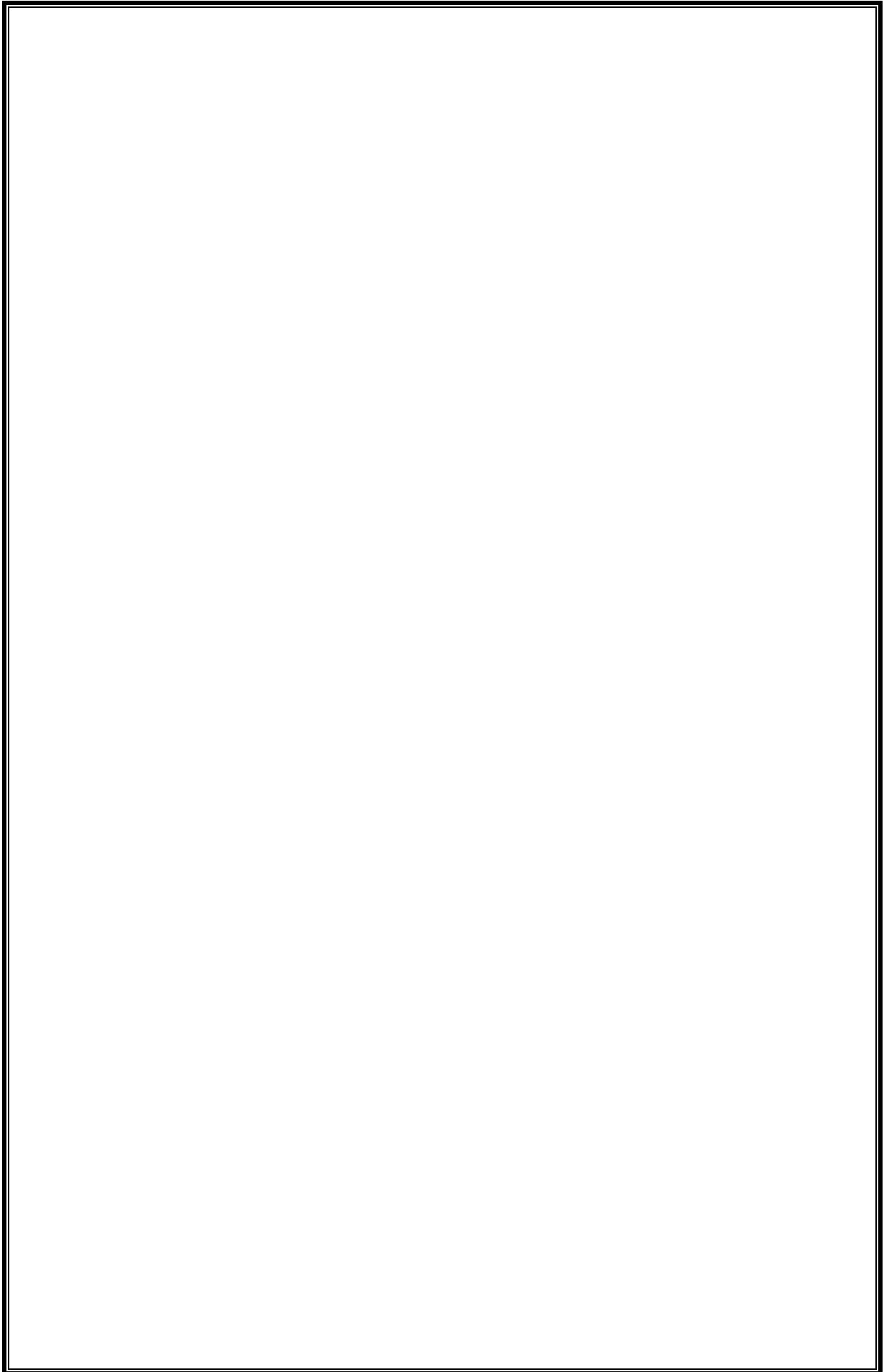


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DEFINITIONS

ICAO Focal Point: Officer nominated by the Director General responsible for receipt, distribution of State Letters via the ICAO electronic distribution system including sending India's response to ICAO.

National Continuous Monitoring Coordinator: Person nominated and approved by the Ministry to act as primary point of contact for all USOAP CMA processes and activities.

Project Officer: Person nominated by the Director General with the responsibility of an Annex/ Annexes. The Project Officer would be responsible for initiating rule/ CAR amendment process in coordination with concerned directorates including maintenance of Annex Compliance Checklist up-to-date in accordance with the procedures outlined in this manual.

Note: In respect of Annex 13 (Aircraft Accident and Incident Investigation), the nominated Project Officer would be an officer from Aircraft Accident Investigation Bureau (AAIB).

Nominated Officer (I&R Directorate): The officer nominated/ assigned in the I&R to deal with ICAO matters.

SARP: Standards and Recommended Practices to the ICAO Annexes.

EFOD: Electronic Filing of Differences

Civil Aviation Regulation Group (CARG): A group headed by the Director General and consisting of Joint Directors General, ICAO focal point, NCMC and the concerned technical officials for review and finalization of Civil Aviation Requirements/ changes required to rules.

CARG Nodal Officer: Person nominated by the Director General responsible for conduct of CARG meetings.

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CHAPTER 1 - INTERNATIONAL CIVIL AVIATION ORGANISATION (ICAO)

1.1 Purpose

This Chapter provides an overview of DGCA's regulatory development activities directly associated with ICAO.

These processes include coordination of input to ICAO technical State Letters for annex amendments, notification of differences to SARPs, maintenance of the Compliance Checklists and interaction with nominated ICAO Panel members.

1.2 India – Signatory to the Chicago Convention

1.2.1 India is a signatory to the Convention on International Civil Aviation (known as the Chicago Convention) and is therefore obliged to comply with international standards and procedures established through the International Civil Aviation Organization (ICAO). In addition, Section 4 of the Aircraft Act 1934 empowers the Central Government, by notification in the Official Gazette, to make such rules as appear to it to be necessary for carrying out the Convention relating to International Civil Aviation signed at Chicago on the 7th day of December, 1944 (including any Annex thereto relating to international standards and recommended practices) as amended from time to time. Further, Rule 29C of the Aircraft Rules 1937 empowers the Director-General to lay down standards and procedures not inconsistent with the Aircraft Act, 1934 (22 of 1934) and the rules made thereunder to carry out the Convention and any Annex thereto.

1.2.2 The Chicago Convention requires that when a State finds it impracticable to comply in all respects with international standards or procedures, or if a State otherwise takes a decision to differ from 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 India through the AIP.

1.3 Legislation of ICAO Standards and Recommended Practices (SARPs)

1.3.1 DGCA is generally required to ensure that new or changed legislation drafted is consistent with the relevant ICAO Standards and Recommended Practices (SARPs) contained in the Annexes to the Chicago Convention. If India is not fully compliant, a difference is required to be notified to ICAO. Further, Significant differences are required to be published in the AIP.

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CHAPTER 2 - ICAO STATE LETTERS (ANNEX AMENDMENTS)

2.1 Notification of amendment to an ICAO Annex.

2.1.1 Proposals to amend an ICAO Annex are notified by an ICAO technical State letter. Amendment to regulations (involving rule/ Civil Aviation Requirements) is initiated as a result of amendments to ICAO Standards and Recommended Practices (SARPs). Detailed process in this regard is laid down in this Chapter.

2.2 Procedure for Coordination of ICAO State Letters (Amendments to ICAO Annex SARPs)

2.2.1 The Information and Regulation Directorate (I&R Dte) in DGCA is responsible for coordinating India's technical response to the ICAO State letter dealing with proposal to amend an Annex and adoption of amendment to an Annex.

2.2.2 Detailed process is contained in the flow chart shown in Figure 2.1.

2.3 Receipt and Distribution of State Letter

2.3.1 State Letters are received in Director General's office (Focal Point) via the ICAO electronic distribution system.

Note: *The primary function of the Focal Point in this process is to liaise with concerned project officer and external agencies on the final response to the letter on behalf of DGCA.*

2.3.2 Focal Point reviews the content of the State Letter and distributes to the relevant Directorates, responsible Project Officer(s) and external agencies for response. Distribution to the external agencies shall be as per Appendix 'A'.

2.4 Action on State Letter – Project Officer

2.4.1 Reviews the State letter and identifies all the regulatory changes required.

2.4.2 The amendment if it pertains to the other areas (directorates) shall be communicated to the Head of the concerned Directorate(s) and response from the respective Head of concerned Directorate(s) shall be coordinated and included while proposing the regulatory amendments.

2.4.3 The Project Officer at this stage also identifies difference(s) and any disapprovals which will be presented to CARG for further deliberation.

2.4.5 The Project Officer based on the above actions, prepare a brief on the actions to be taken with expected timelines to address the ICAO Amendment. The Brief will be presented in the CARG within 15 days of receipt of the State Letter. The format of the Brief shall be as given in Appendix 'C'.

2.5 Amendment to Regulation:

2.5.1 Project Officer prepares amendment to regulation based on the State Letter in consultation with concerned directorates.

2.5.2 While preparing the amendment to a regulation, the Project Officer shall ensure that the proposed regulations once approved/ finalized would repeal the previous regulations, if required.

2.5.3 The Project Officer shall ensure that the associated ICAO Circular and Document referred in the amendment are reviewed while proposing the amendment to CAR/ Rule and associated Guidance material for Operators/ Service Providers and DGCA officers/ inspectors is prepared.

Note: Irrespective of whether the SARP requires an amendment to the Aircraft Rules or Civil Aviation Requirements, the amendment shall be placed in CARG for further action. In case of amendment in Annex 13, the Project Officer in AAIB will put up the proposal for amendment to regulations (if required) to Ministry of Civil Aviation directly.

2.6 Review of amendment to Regulation in CARG:

2.6.1 On request from the Project Officer, the Nodal Officer CARG will set up the meeting of the CARG.

2.6.2 The Notification for the CARG meeting will include all concerned directorates who are required to be present to address the ICAO State Letter amendment including the Nominated Officer (I&R Directorate). This information will be provided by the Project Officer to the Nodal Officer CARG.

2.6.3 CARG will review the proposed amendment to the CAR/rule based on ICAO Annex amendment.

2.6.4 The Project Officer shall provide a brief to CARG on the status of associated Circulars/ Guidance material in support of the CAR/rule amendment.

2.6.5 On acceptance of the proposed amendment, the draft CAR will be placed on DGCA website for seeking public comments.

2.6.6 The comments once received will be reviewed by the Project Officer/ concerned directorate and presented in CARG for finalization of the amendment to the CAR(s).

2.6.7 The CARG for finalization will be held at the request of the Project Officer who will ensure that all CARs affected by the ICAO amendment including those of other directorates are included for the meeting.

2.6.8 The CARG will also during the finalization meeting review that the requisite supporting Circulars/ Guidance material have been prepared and is issued with the issuance of the final CAR.

Note: Amendment to the rule will be forwarded to Ministry of Civil Aviation by I&R Dte for processing and finalization of amendment to the rules.

2.7 Publication of Final Regulation:

2.7.1 Based on the publication of final regulation, Project Officer prepares final response to Annex amendment and identifies differences, if any.

Note: Detailed procedure in Chapter 3 may be referred.

2.8 Approval of Response and Notification of Differences

2.8.1 Response and differences are provided to I&R Directorate by the Project Officer.

Note: In case of differences to Annex 13, the Project Officer in AAIB sends the differences to DGCA (I&R Directorate) for notifying ICAO.

2.8.2 Nominated Officer (I&R Directorate) puts up the response to ICAO and notification of differences or advice to revoke current differences (if applicable) to Director General for approval.

2.8.3 Post actions:

Based on DG's approval:

- a) I&R Directorate sends letter to ICAO containing India's response to the ICAO State letter and difference, if any;
- b) Project Officer updates Compliance Checklists (CCs) electronically through EFOD;
- c) NCMC confirms EFOD data is updated;
- d) Focal Point closes action on amendment as completed.

2.9 Timelines for activities

2.9.1 The timelines for the activities listed above have been detailed at Appendix 'B'.

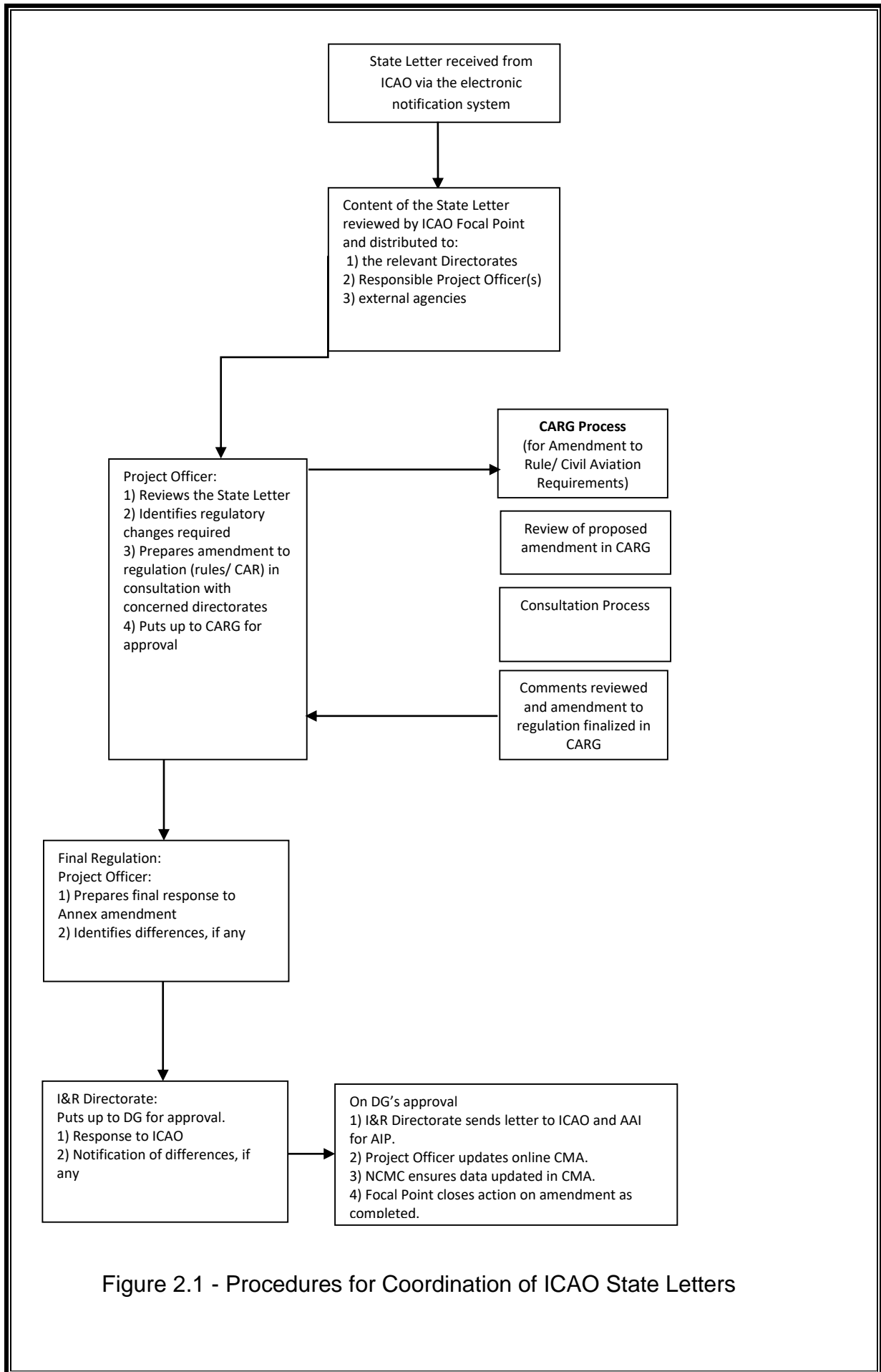


Figure 2.1 - Procedures for Coordination of ICAO State Letters

CHAPTER 3 - FILING OF DIFFERENCES

3.1 Purpose

3.1.1 This Chapter provides the process for identification and filing of differences to ICAO SARPs.

3.2 Identification of differences

3.2.1 Project Officers are required to ensure that new or changed legislation drafted is consistent with the relevant ICAO Standards and Recommended Practices (SARPs) contained in the Annexes to the Chicago Convention. If India is not fully compliant, a difference must be notified to ICAO through DGCA's Information and Regulations Directorate. Further, all differences to SARPs (where there is a significant safety impact) are published in the AIP Supplement (SUP) by Airports Authority of India.

3.2.2 A decision for DGCA to introduce a standard that is inconsistent with ICAO SARPs requires adequate justification and needs to be addressed as part of the regulatory work plan.

3.2.3 Project Officers must assess whether the outcomes of their project create new differences, removes existing differences or varies the status of existing differences.

3.2.4 In addition, where the Indian regulations are based on foreign legislation or incorporate the foreign standard by reference, an annual review would be undertaken each October to determine any differences between foreign standards and the ICAO SARPs. Project Officers may require the filing of new differences, amendments to existing differences or to the removal of differences previously filed.

3.2.5 Filing of difference may be necessitated due to grant of exemptions. As a general policy, filing of difference may be considered in case exemptions exceeds 50% of the total cases.

3.2.6 The process for the identification and notification of differences can be found in diagram 3.1 and will be notified as per guidelines provided by ICAO in the respective State Letter.

3.2.7 Project Officers need to refer to the ICAO-Net website (www.icao.int/icaonet/) for the most recent version of the ICAO SARPs. The AIP Supplement (SUP) 'Differences from ICAO Standards, Recommended Practices

and Procedures' publication for the most recent differences filed by India is available on AAI website.

3.2.8 In the event of any difference to the SARPs, a difference justification and description is to be developed by the Project Officer. The difference is forwarded by the Project Officer to Information and Regulation Directorate for forwarding to ICAO, after the regulatory amendments are made and on approval of Director General.

3.3 Notification of differences to ICAO

3.3.1 Information and Regulation Directorate in DGCA is responsible for notifying differences to ICAO and will notify the differences as per guidelines provided by ICAO in the respective State Letter.

3.3.2 The Nominated Officer (I&R Directorate) would put up the differences to ICAO Annexes identified by the Project Officer to the Director General for approval.

3.3.3 On approval, the approved difference will be notified to ICAO by I&R Directorate.

3.3.4 The Project Officer will update the online Compliance Checklist including approved differences.

Note: Completion of online Compliance Checklist on EFOD would constitute filing of differences to ICAO.

3.4 Publication of differences in Aeronautical Information Publications (AIP)

3.4.1 ICAO Annex 15 – Aeronautical Information Services requires publication of a list of significant differences in Part 1 — General (GEN) of Aeronautical Information Publications (AIP).

3.4.2 The Focal point shall prepare the consolidated list of differences to the standards/ recommendations taking data from EFOD annually (December).

3.4.3 The list will be reviewed by FSD and ANS Directorate to identify differences particularly those concerned with aircraft operations and the provision of facilities and services for publication in the AIP.

Note: While reviewing the list, the guidelines provided in para 5.8 of ICAO Doc 8126 may be referred.

3.4.4 The final list provided to I&R Directorate who shall send the identified list of differences to Airports Authority of India (AIS Section) for inclusion in AIP. The list would include the following:

- 1) provision affected (Annex and edition number, paragraph); and
- 2) difference in full text.

All Annexes shall be listed in numerical order even if there is no difference to an Annex, in which case a NIL notification shall be provided.

3.5 Monitoring System

3.5.1 A monitoring system shall be established to ensure adherence to the timelines given in Appendix 'B' for legislating the amendment(s) to the Annex(es), notifying differences to ICAO and its publication in AIP (if applicable).

3.5.2 Nominated Officer (I&R Directorate) shall monitor that action is taken in accordance with this manual and as per the timelines given in Appendix 'B' and record in the format (Matrix of Compliance) as given in Appendix 'D'.

3.5.3 The Nominated Officer (I&R Directorate) in the process of monitoring shall keep in close coordination with assigned Project officers including concerned Head of Directorate.

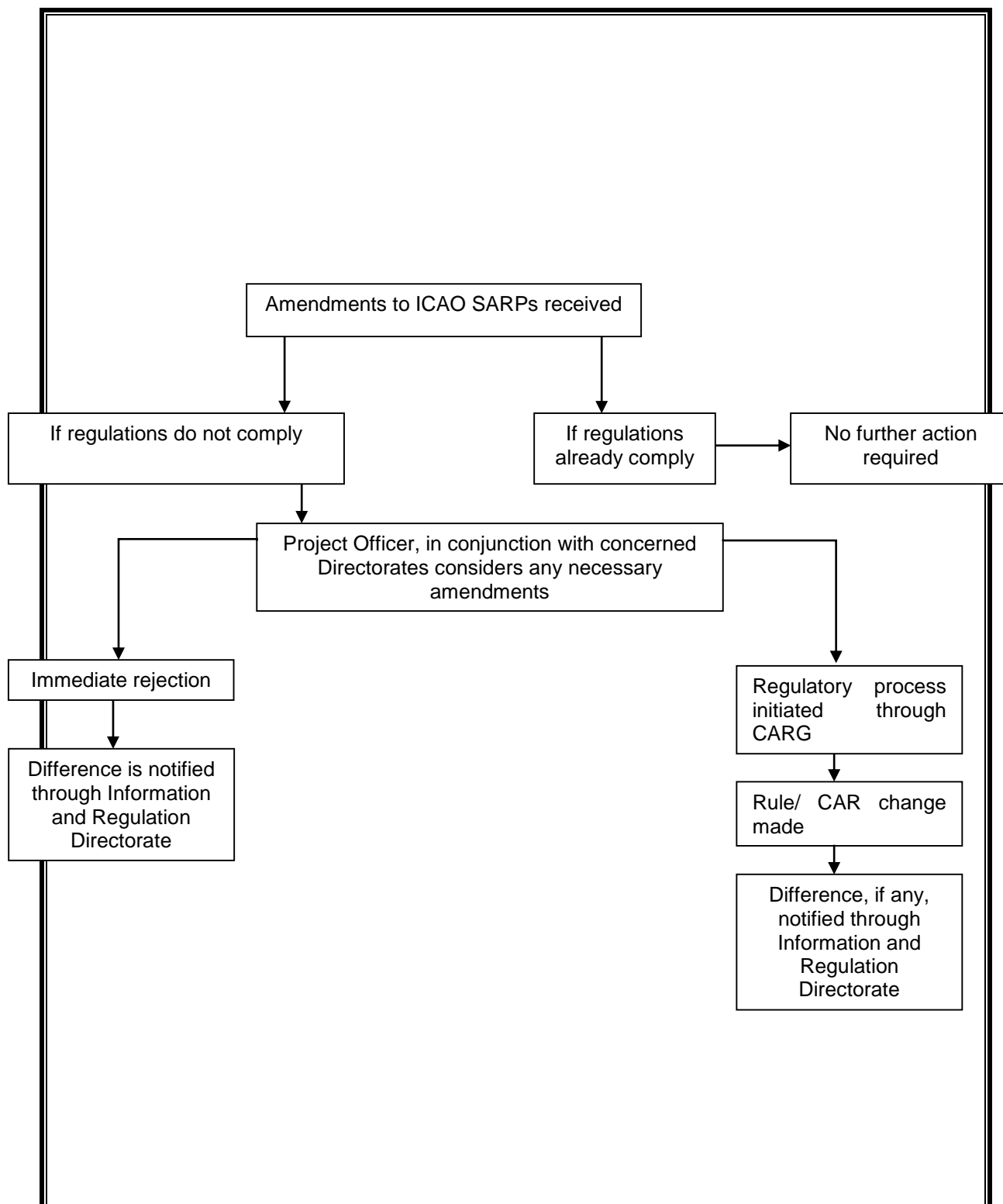


Figure 3.1: General process to be followed for the consideration and filing of ICAO differences.

CHAPTER 4 - ICAO PANEL MEMBERSHIP

4.1 ICAO Panel Membership – Interaction with CARG

4.1.1 Determination of DGCA/ India's position on issues being discussed at panel meetings:

- a) DGCA position: Prior to attending ICAO Panel and Working Group meetings, panel members will meet with CARG to discuss the work-plan, emerging issues for the upcoming meeting, and determination of a DGCA position.
- b) India's position: If the Indian representation involves other agencies input (i.e. advisory role to panel member), a joint DGCA /relevant agency meeting will be held to determine an Indian position.

4.1.2 Debrief meeting: Upon return from the meeting, a debrief will be held with CARG and external agencies (for joint representation, if applicable).

4.1.3 A DGCA internal work-plan will then be developed and/or amended accordingly if required.

Note: This serves as advance notice of emerging issues and changes that will have an impact on Indian Industry and the need to amend/create regulations etc. Advance notification of changes enables adequate planning time to progress work to coincide with required implementation timeframes.

4.2 ICAO Panel and/or Working Group Membership

4.2.1 Any DGCA nominations for membership on an ICAO Panel or working group are assessed initially by the CARG.

4.2.2 Once the nomination is confirmed within DGCA by CARG, Information and Regulation Directorate seeks approval of Ministry of Civil Aviation.

4.2.3 On approval from MCA, ICAO and Representative of India are informed.

CHAPTER 5 - ICAO ANNEXES AND DOCUMENTS ON DGCA INTRANET

5.1 Purpose

5.1.1 DGCA maintains an intranet wherein ICAO Annexes, Documents and Circulars are kept for the use of DGCA Officials. The purpose of this procedure is to outline the process for managing and updating these documents on the DGCA Intranet by the ICAO Focal Point in DGCA.

5.1.2 The procedure describes the Methodology to ensure that the documents on the intranet are relevant and kept up-to-date for the use of DGCA officials.

5.2 Roles and Responsibilities

5.2.1 The ICAO Focal Point will be responsible for ensuring that the following ICAO documents are made available on DGCA Intranet:

- ICAO Annexes
- ICAO Documents and Circulars
- PANS

Note: Only ICAO Documents/ Circulars/ PANS relevant to the functioning of DGCA will be made available on the DGCA Intranet.

5.3 Procedure

5.3.1 Currently, there are no means by which information is received from ICAO notifying of an Annex, Annex amendment, document, circular or a PANS document being uploaded on the ICAO Portal.

5.3.2 ICAO informs States of an amendment to an ICAO Annex through a State Letter: *Adoption of Amendment ___ to Annex ___*.

5.3.3 In order to keep the ICAO documents current on DGCA Website, the ICAO Focal Point will:

- a) Visit the ICAO-NET every quarter and review the documents available on the ICAO portal vis-à-vis those currently available on DGCA Website.
- b) Based on the review, identify documents not available and ensure uploading of the same on DGCA Intranet.

Note: Only those documents relevant to DGCA functioning will be maintained on DGCA Intranet.

- c) Upload a document based on feedback from directorates in DGCA requested for a specific document to be made available.

- d) Maintain a register to ensure that the ICAO Portal is accessed as per the procedure contained in this Chapter and record the specific documents introduced/ updated on DGCA Intranet.
- e) Obsolete Documents. Obsolete documents are those which are no longer required, replaced or superseded. Obsolete documents may be identified as part of the review process and shall be removed from the DGCA Intranet.

5.3.4 The procedure in this document constitutes approval of the Director General and no separate approval is required while adhering to the procedure given in this manual.

5.3 Hard copies of ICAO Annexes and Documents available in DGCA

5.3.1 All Hard copies of ICAO Annexes and Documents including any circulars available in DGCA are UNCONTROLLED COPIES and can be used for reference only. Wherever possible these will be marked as 'For Reference Only – Uncontrolled Copy'.

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Appendix 'A' - ICAO State Letters – External Agencies Distribution

Annex	Subject	External Distribution
1	Personnel Licensing	Airports Authority of India
2	Rules of the Air	Airports Authority of India
3	Meteorological Service for International Navigation	Indian Meteorological Department
4	Aeronautical Charts	Airports Authority of India
5	Units of Measurement to be used in Air and Ground Operations	Airports Authority of India
6	Operations of Aircraft	--
	Part I — International Commercial Air Transport — Aeroplanes	
	Part II — International General Aviation — Aeroplanes	
	Part III — International Operations — Helicopters	
7	Aircraft Nationality and Registration Marks	--
8	Airworthiness of Aircraft	--
10	Aeronautical Telecommunications	Airports Authority of India
	Volume I – Radio Navigation Aids	
	Volume II — Communication Procedures including those with PANS Status	
	Volume III — Communications Systems	
	Volume IV — Surveillance Radar and Collision Avoidance Systems	
	Volume V — Aeronautical Radio Frequency Spectrum Utilization	

Annex	Subject	External Distribution
11	Air Traffic Services	Airports Authority of India
12	Search and Rescue	Airports Authority of India
13	Aircraft Accident and Incident Investigation	Aircraft Accident and Investigation Bureau
14	Aerodromes	--
	Volume I – Design and Operations Volume II – Heliports	
15	Aeronautical Information Services	Airports Authority of India
16	Environment Protection	
	Volume I - Aircraft Noise	--
	Volume II - Aircraft Engine Emissions	--
	Volume III - Aeroplane CO2 Emissions	--
	Volume IV - Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)	--
18	Safe Transportation of Dangerous Goods by Air	--
19	Safety Management	Aircraft Accident and Investigation Bureau

Appendix 'B' - ICAO Annex Management - Timelines

Sl. No.	Focal Point	Project Officer	CARG	Nominated Officer (I&R)	Timelines
ACTION ON STATE LETTER					
1.	Distribution of State Letter via the electronic notification				Within 15 days of receipt of the letter
2.	--	1) Review of State Letter 2) Prepare of draft amendment to Rules/ Civil Aviation Requirements; and 3) Put up draft proposal to CARG for approval			Within 60 days of receipt of the State letter from Focal Point
REGULATION AMENDMENT PROCESS					
3.			Call for meeting of CARG		Within 15 days of receipt of proposal for amendment to regulation
4.			Meeting of CARG for acceptance of proposed amendment to the Rule/ Civil Aviation Requirements		
5.					Publication of draft amendment to CAR for inviting comments for 30 days * In case of amendment to Rule, I&R will send a draft Notification to Ministry

Sl. No.	Focal Point	Project Officer	CARG	Nominated Officer (I&R)	Timelines
6.		Preparation of final CAR based on comments received			Within 30 days of last date for receipt of comments
7.			Meeting of CAR for finalization of CAR		Within next 15 days
8.		Preparation of final response to Annex amendment and identification of differences, if any and submit to I&R Dte			Within 15 days of publication of final CAR/ rule
NOTIFICATION OF DIFFERENCES PROCESS					
9.				Put up to DG for approval. 1) Response to ICAO 2) Notification of differences, if any	Within 15 days
10.	1) NCMC ensures data updated in CMA. 2) Focal Point closes action on amendment as completed.	Update online CMA.		On DG's approval Send letter to ICAO and AAI for AIP.	Within 15 days

Appendix 'D' - ICAO Annex Amendment – Compliance Matrix

ICAO Annex Amendment – Compliance Matrix														
		ACTION ON STATE LETTER		REGULATION AMENDMENT PROCESS						NOTIFICATION OF DIFFERENCES PROCESS				
WHAT		Distributio n of State Letter	Proposed CARG Date	Date of CARG Meeting held	Draft publication date for comments	Last date for receipt of comments	Prepara tion of final CAR based on comme nts receiv ed	CARG Meeting for finalizati on of CAR	Publicati on of final CAR/ rule	Final response to Annex Amdt and identif. of diff. sent to I&R Dte	DG approval for Response to ICAO and Notif. of diff., if any	Update online CMA.	CMA Online updated and action on Amdt. closed.	Letter to ICAO and AAI for AIP.
WHEN		Within 15 days of receipt of State letter	Within 60 days of receipt of State letter	Within 15 days of receipt of amdt proposal	-	-	Within 30 days of last date for comme nts receipt	Within next 15 days	-	Within 15 days of publicati on of final CAR/ rule	Within 15 days	Within 15 days		
WHO		FOCAL POINT	PROJECT OFFICER	CARG NODAL POINT	PROJECT OFFICER	PROJECT OFFICER	PROJECT OFFICER	CARG NODAL OFFICER	PROJECT OFFICER	PROJECT OFFICER	RESP. OFFICER (I&R)	PROJECT OFFICER	NCMC/ FOCAL POINT	RESP. OFFICE R (I&R)
		A	B	C	E	F	G	H	I	J	K			
		D+15	A+60	B+15			F+30	G+15		I +15	J+15	K+15		
Date of Completion														
Annex														
Amdt No.														
Date (D)														
Notifying Differences														
Project Officer														
Annex														
Amdt No.														
Date (D)														
Notifying Differences														
Project Officer														

ICAO Annex Amendment – Compliance Matrix														
		ACTION ON STATE LETTER		REGULATION AMENDMENT PROCESS						NOTIFICATION OF DIFFERENCES PROCESS				
WHAT		Distributio n of State Letter	Proposed CARG Date	Date of CARG Meeting held	Draft publication date for comments	Last date for receipt of comments	Prepara tion of final CAR based on comme nts receiv ed	CARG Meeting for finalizati on of CAR	Publication of final CAR/ rule	Final response to Annex Amdt and identif. of diff. sent to I&R Dte	DG approval for Response to ICAO and Notif. of diff., if any	Update online CMA.	CMA Online updated and action on Amdt. closed.	Letter to ICAO and AAI for AIP.
WHEN		Within 15 days of receipt of State letter	Within 60 days of receipt of State letter	Within 15 days of receipt of amdt proposal	-	-	Within 30 days of last date for comme nts receipt	Within next 15 days	-	Within 15 days of publication of final CAR/ rule	Within 15 days	Within 15 days		
WHO		FOCAL POINT	PROJECT OFFICER	CARG NODAL POINT	PROJECT OFFICER	PROJECT OFFICER	PROJECT OFFICER	CARG NODAL OFFICER	PROJECT OFFICER	PROJECT OFFICER	RESP. OFFICER (I&R)	PROJECT OFFICER	NCMC/ FOCAL POINT	RESP. OFFICE R (I&R)
		A	B	C	E	F	G	H	I	J	K			
		D+15	A+60	B+15			F+30	G+15		I +15	J+15	K+15		
Date of Completion														
Notifying Differences														
Project Officer														