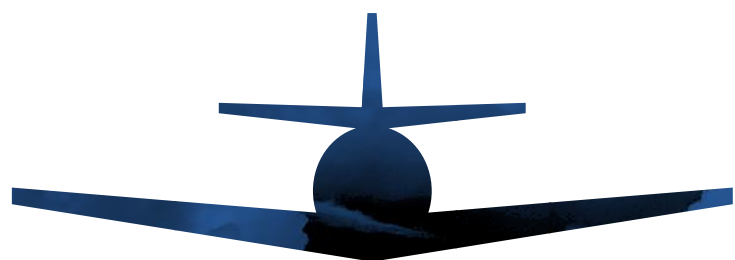




GUERNSEY ADVISORY CIRCULARS

(GACs)



GAC GEN-5

**NOMINATED
POSTHOLDERS
(& TECHNICAL
CO-ORDINATORS)**



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Civil Aviation

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First Issue

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They are not in themselves law or a regulation but may amplify provisions of the laws and regulations, including the Guernsey Aviation requirements, or provide practical guidance. Since GAC's are non-binding, regulated persons may choose alternative means to comply with the guidance. In this case, however, they lose the presumption of compliance provided by the circular and need to demonstrate to the Office of the Director Civil Aviation (ODCA) that they do comply with the law.

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Enquiries regarding the content of this publication should be addressed to the Director of Civil Aviation, Guernsey Airport, Airport Terminal Building, La Villiaze, Forest, Guernsey, GY8 ODS.

Processing of applications will be done by the Guernsey Aircraft Registry, which operates as '2-REG'. For further information consult <http://www.2-reg.com> or send a message to info@2-reg.com.

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Revisions

GAC Issue	Subject
Issue 1	First issue, developed from and supersedes GAC AIR-2 Technical Coordinator and GAC OPS-2 Nominated Postholders AOC.

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1 – Purpose

This GAC provides guidance regarding the requirements for Nominated Postholders under GAR Parts 39, 119, 121, 135, and 145.

2 – Related laws and regulations

This GAC relates to:

Guernsey Aviation Requirements, Parts 39, 119, 121, 135, and 145.

No rights can be derived from this document. For exact details please refer to The Air Navigation (Bailiwick of Guernsey) Law, 2012. In case of conflict between this guidance document and the Law, the latter shall prevail.

3 – Definitions

Definitions, in the context of this GAC shall have the meanings listed in GAR Part 1 (Definitions, Abbreviations and Units of Measurement).

For the purpose of this GAC, “Nominated Postholders” includes Technical Co-ordinators as specified under GAR 39.

4 – Continuing Airworthiness Nominated Postholders

According to section 7(1)(a) of the ANL, the aircraft's continuing airworthiness must be managed by a person or organisation approved in accordance with a maintenance programme under a Maintenance Control Manual or equivalent document, approved by the Director of Civil Aviation (DCA) in relation to that aircraft.

Continuing airworthiness management includes all tasks that are done by or on behalf of an owner or operator to ensure continuing airworthiness. Such tasks include, but are not limited to, preparing a Maintenance Programme and supervising it is adhered to, arranging maintenance and supervising maintenance organisations, control of Airworthiness Directives, control of defects and ensuring design approvals for modifications and repairs.

To be able to perform these tasks, especially for large and complex aircraft, this requires a person or organisation in a position independent from the person or organization performing and releasing the aircraft from maintenance.

The Guernsey ANL provides for three ways of continuing airworthiness management:

- For piston-engined aircraft with an MTOM of 2,700 kg or below, the owner may assign the control of continuing airworthiness to:
 - an individual, known as the Technical Co-ordinator; or
 - an organisation, either a Continuing Airworthiness Management Organisation (CAMO), or a Combined Airworthiness Organisation (CAO).
 - alternatively, the owner can be directly responsible for continuing airworthiness.
- For aircraft with an MTOM above 2,700 kg, the owner must assign the control of continuing airworthiness to:
 - a Technical Co-ordinator; or
 - a Continuing Airworthiness Management Organisation (CAMO), or a Combined Airworthiness Organisation (CAO).

In all cases, for aircraft operated for commercial air transport under an 'Air Operator Certificate' (AOC), assignment of a CAMO or CAO is required.

Requirements for a Technical Co-ordinator are prescribed in GAR 39.53, 39.55 and 39.57 and further explained herewith.

Requirements for a CAMO / CAO are prescribed in GAR 39 Subpart B.

5 – Acceptance of Continuing Airworthiness Nominated Postholders

The Continuing Airworthiness Nominated Postholder will be accepted by the DCA following a nomination by the owner or operator of the aircraft, and after determination that the nominee is suitable.

In order to determine whether a nominated person is suitable for the position of Continuing Airworthiness Nominated Postholder, the DCA (or the Head of Airworthiness as their delegate) will review a Curriculum Vitae (CV) of the candidate. If the CV indicates that the candidate may qualify, but lacks certain information, an interview may be held.

When the DCA (or the Head of Airworthiness as their delegate), considers a person that has been nominated fit for acceptance, this is confirmed by means of the issue of a formal acceptance. Such an acceptance is specific to a certain aircraft, as defined by type and serial number, and owner or charterer by demise.

6 – Qualification criteria of Continuing Airworthiness Nominated Postholders and Technical Co-ordinators

Whilst no fixed qualification criteria are given for acceptance of a Continuing Airworthiness Nominated Postholder or Technical Coordinator, it depends very much on the size and complexity of the aircraft and operation for which a candidate is nominated.

Nevertheless, the candidate must have sufficient technical knowledge to be able to conduct all of the tasks listed in GAR 39.55 and GAR 39.57, as well as be able to compile a Maintenance Programme as required by GAR 39.61.

As a guide, acceptable qualification criteria for a Continuing Airworthiness Nominated Postholder or Technical Coordinator are;

- A relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the DCA or delegate.

‘Relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

Or;

- At least 5 years’ experience in one or more roles involving continuing airworthiness management tasks for aircraft of at least similar size and complexity as that for which acceptance is anticipated. This does not necessarily mean that they have exercised all the tasks listed in GAR 39.55 and 39.57.

These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks. Knowledge of a relevant sample of the type(s) of aircraft similar size and complexity gained through a formalised training course. These courses should be at least at a level equivalent to a Level 1 General Familiarisation and could be imparted by a EASA / CAA / FAA Part 147 organisation, by the manufacturer, or by any other equivalent organisation accepted.

Experience in continuing airworthiness management tasks should be within the past 2 years of the application for Nominated Postholder or Technical Coordinator acceptance.

The Nominated Postholder or Technical Co-ordinator responsible for the continuing airworthiness management for large and complex aircraft shall not be the person responsible for the performance and release of maintenance for the same aircraft.

7 – Flight Operations Nominated Postholders

GAR 119.53 requires each applicant for the grant of an AOC to employ, contract, or otherwise engage several Nominated Postholders, including a Postholder to be responsible for Crew Training and Crew Competency Assessment.

GAR 119 Appendix A “Competency requirements for Nominated Postholders” details the competency requirements for the Nominated Postholders responsible under paragraph 119.55(a).

8 – Acceptance of Flight Operations Nominated Postholders

The Flight Operations Nominated Postholder will be accepted by the DCA following a nomination by the operator of the aircraft, and after determination that the nominee is suitable.

When the DCA (or the Head of Flight Operations as their delegate), considers a person that has been nominated fit for acceptance, this is confirmed by means of the issue of a formal acceptance. Such an acceptance is specific to a certain aircraft, as defined by type and serial number, and owner or charterer by demise.

9 – Qualification criteria of Flight Operations Nominated Postholders

GAR 119 Appendix A details the competency requirements for the Flight Operations Nominated Postholders responsible under paragraph 119.55(a).

Acceptable qualification criteria for Flight Operations Postholders are;

GAR 121 Operation:

- Shall hold an Airline Transport Pilot Licence.
- Shall have 3 years as pilot-in-command under GAR 121 operations or equivalent.
- Shall have 3 years in an operational control position.

GAR 135 Operation:

- Multi-Crew: Shall hold an Airline Transport Pilot Licence.
- Single-Pilot: Shall hold a Commercial Pilot Licence, with Instrument Rating if operations include IFR.
- Shall have 3 years as pilot-in-command under GAR 121, GAR 125 or GAR 135 operations or equivalent.
- Shall have 3 years in an operational control position.

Acceptable qualification criteria for Crew Training and Competency Assessment Postholders are;

GAR 121 Operation:

- Shall hold an Airline Transport Pilot Licence with ratings.
- Shall be current to act as pilot-in-command of one type of operator's aircraft.
- Shall have 3 years as pilot-in-command under GAR 121 or GAR 135 type operations and 2 years of experience in the check and training role.

GAR 135 Operation:

- Multi-Crew: Shall hold an Airline Transport Pilot Licence with ratings.
- Single-Pilot: Shall hold a Commercial Pilot Licence, with Instrument Rating if operations include IFR.
- Shall be current to act as pilot-in-command of one type of operator's aircraft.
- Shall have 3 years as pilot-in-command under GAR 121 or GAR 135 type operations and 2 years of experience in the check and training role.

In order to fulfil the requirement for two years of experience in the check and training role, the following is deemed to be acceptable:

- 1) The Nominated Person or their deputy is a current Type Rating Instructor (TRI or equivalent) on a type/class operated under the AOC and;
- 2) The Nominated Person or their deputy is a current Line Check Captain on a type/class operated under the AOC and;
- 3) The Nominated Person has a thorough knowledge of the AOC holder's crew training concept for flight, cabin and when relevant, other crew.

10 – Maintenance Organisation Nominated Postholders

GAR 145.105 requires that the Accountable Manager of the maintenance organisation shall nominate senior personnel, directly responsible to the Accountable Manager, with responsibility for ensuring compliance with the requirements of GAR 145, including a Maintenance Manager responsible for the control and management of the maintenance activities within the scope of approval, and Safety Management and Compliance Monitoring personnel (see Paras 13 to 15).

11 – Acceptance of Maintenance Organisation Nominated Postholders

The Maintenance Organisation Nominated Postholder will be accepted by the DCA following a nomination by the Accountable Manager of the Organisation, and after determination that the nominee is suitable.

In order to determine whether a nominated person is suitable for the position of Maintenance Organisation Nominated Postholder, the DCA (or the Head of Airworthiness as their delegate) will review a Curriculum Vitae (CV) of the candidate and may conduct an interview.

When the DCA (or the Head of Airworthiness as their delegate), considers a person that has been nominated fit for acceptance, this is confirmed by means of the issue of a formal acceptance.

12 – Qualification criteria of Maintenance Organisation Nominated Postholders

Whilst no fixed qualification criteria can be given for acceptance of a Maintenance Organisation Nominated Postholder, this depends very much on the size and complexity of the organisation for which a candidate is nominated.

Nevertheless, the candidate must have sufficient technical knowledge to be able to manage all of the responsibilities required of GAR 145.

As a guide, acceptable qualification criteria for candidates are;

- A relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the DCA or delegate.

‘Relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

Or;

- At least 5 years' experience in one or more roles involving aircraft maintenance management tasks for aircraft of at least similar size and complexity as that for which acceptance is anticipated. This does not necessarily mean that they have exercised all the tasks listed in GAR 145.

These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks. Knowledge of a relevant sample of the type(s) of aircraft similar size and complexity gained through a formalised training course. These courses should be at least at a level equivalent to a Level 1 General Familiarisation and could be imparted by a EASA / CAA / FAA Part 147 organisation, by the manufacturer, or by any other equivalent organisation accepted.



13 – Safety Management and Compliance Monitoring Postholders

GAR 145.105 and GAR 119.53 require that the Accountable Manager of the maintenance organisation shall nominate senior personnel, directly responsible to the Accountable Manager, with responsibility for ensuring compliance with the applicable requirements, including:

- 1) a manager responsible for the Safety Management System (SMS) specified in GAR 145 Subpart B and/or GAR 119.59.
- 2) a manager responsible for the Quality (Compliance Monitoring) System specified in GAR 145.121 and/or GAR 119.67.

These personnel shall have right of direct access to the Accountable Manager to ensure that the Accountable Manager is kept properly informed on quality and compliance matters.

GAC GEN-2 provides guidance for the responsibilities of the Safety Manager who is responsible for the performance of the SMS. If the Safety Manager has other roles these should not conflict.

GAC GEN-3 provides guidance on the key features of a Compliance Monitoring System.

Note: If required by GAR 119.53, and/or if applicable to the structure of the organisation, the nominated postholder responsibilities for safety management and compliance monitoring may be assumed by the same person.

14 – Acceptance of Safety Management and Compliance Monitoring Postholders

The Safety Management and Compliance Monitoring Postholder will be accepted by the DCA following a nomination by the Accountable Manager of the Organisation, and after determination that the nominee is suitable.

In order to determine whether a nominated person is suitable for the position of Safety Management and Compliance Monitoring Postholder, the DCA (or their delegate) will review a Curriculum Vitae (CV) of the candidate and may conduct an interview.

When the DCA (or their delegate), considers a nominated person fit for acceptance, it is confirmed by means of the issue of a formal acceptance.

15 – Qualification criteria of Safety Management and Compliance Monitoring Postholders

Whilst no fixed qualification criteria can be given for acceptance of a Safety Management and Compliance Monitoring Postholder, this depends very much on the size and complexity of the organisation for which a candidate is nominated.

ICAO Document 9859 'Safety Management Manual' offers guidance for the appointment and expected qualifications of key safety personnel.

As a guide, acceptable qualification criteria for Safety Management and Compliance Monitoring Postholders are;

- Experience in aviation safety in the capacity of an Aviation Safety Investigator, Safety/Quality Manager or Risk Manager
- Operational experience and technical background related to the product/service provided by the organisation.
- Sound knowledge of the organisation's operations, procedures and activities.
- Extensive knowledge of Safety Management Systems (SMS) and have completed appropriate SMS training.
- An understanding of risk management principles and techniques to support the SMS.
- Experience implementing and/or managing an SMS.
- Experience and qualifications in aviation accident/incident investigation and human factors.
- Experience and qualifications in conducting safety/quality audits and inspections.
- Sound knowledge of aviation regulatory frameworks, including GARs.
- The ability to communicate at all levels both inside and outside the organisation.
- The ability to be firm in conviction, promote a 'just and fair culture' and yet advance an open and non-punitive atmosphere for reporting.
- The ability and confidence to communicate directly to the accountable manager as an advisor and confidante.

- Well-developed communication skills and demonstrated interpersonal skills, with the ability to liaise with a variety of individuals and organisational representatives, including those from differing cultural backgrounds.
- Analytical and problem-solving skills.



END