



Issued: 24 October 2016

Designated Area for the Carriage of Documents – Part-NCO and Part-SPO

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All operators of EASA aircraft required to comply with Part-NCO or Part-SPO
Licensed/Unlicensed Personnel:	All pilots of EASA aircraft required to comply with Part-NCO or Part-SPO

1 Introduction

- 1.1 The purpose of this Information Notice (IN) is to advise pilots and operators of aircraft required to fly in accordance with the [EASA Air Operations Regulation](#) (Commission Regulation (EU) No. 965/2012) under Annex VII (Part-NCO) or Annex VIII (Part-SPO which is applicable in the UK from 21 April 2017), of the designated area within which certain documents may be retained at the aerodrome or operating site.
- 1.2 The UK CAA, as the competent authority, and in accordance with NCO.GEN.135(b)(2), SPO.GEN.140(b)(2) and ARO.OPS.210, has determined that the London and Scottish Flight Information Regions (FIR) are the designated areas for the purpose of these regulations.
- 1.3 The designated area will be published in the UK Aeronautical Information Publication (AIP) at which point this IN will be withdrawn.

2 Detail

- 2.1 In accordance with NCO.GEN.135(b)(2) and SPO.GEN.140(b)(2) certain documents, manuals and information must be carried on each flight. These items are highlighted in bold in the lists below. The remaining documents, as provided for in 2.2(b) and 2.3(b), may be left at the aerodrome or operating site when the aircraft is operating solely within the London and Scottish Flight Information Regions (FIR).

2.2 NCO.GEN.135 Documents, manuals and information to be carried:

- (a) The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified:
- 1) **the AFM, or equivalent document(s);**
 - 2) the original certificate of registration;
 - 3) the original certificate of airworthiness (CofA);
 - 4) the noise certificate, if applicable;
 - 5) the list of specific approvals, if applicable;
 - 6) the aircraft radio licence, if applicable;
 - 7) the third party liability insurance certificate(s);
 - 8) the journey log, or equivalent, for the aircraft;
 - 9) **details of the filed ATS flight plan, if applicable;**
 - 10) **current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;**
 - 11) **procedures and visual signals information for use by intercepting and intercepted aircraft;**
 - 12) **the MEL or CDL, if applicable; and**
 - 13) **any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.**
- (b) Notwithstanding (a), on flights:
- 1) intending to take off and land at the same aerodrome/operating site; or
 - 2) remaining within a distance or area determined by the competent authority, the documents and information in (a)(2) to (a)(8) may be retained at the aerodrome or operating site.

2.3 SPO.GEN.140 Documents, manuals and information to be carried:

- (a) The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified below:
- 1) **the AFM, or equivalent document(s);**
 - 2) the original certificate of registration;
 - 3) the original certificate of airworthiness (CofA);
 - 4) the noise certificate, if applicable;
 - 5) a copy of the declaration as specified in ORO.DEC.100 and, if applicable, a copy of the authorisation as specified in ORO.SPO.110;
 - 6) the list of specific approvals, if applicable;
 - 7) the aircraft radio licence, if applicable;
 - 8) the third party liability insurance certificate(s);
 - 9) the journey log, or equivalent, for the aircraft;
 - 10) the aircraft technical log, in accordance with Annex I (Part-M) to Regulation (EC) No 2042/2003, if applicable;

- 11) details of the filed ATS flight plan, if applicable;
- 12) **current and suitable aeronautical charts for the route/area of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;**
- 13) **procedures and visual signals information for use by intercepting and intercepted aircraft;**
- 14) information concerning search and rescue services for the area of the intended flight;
- 15) **the current parts of the operations manual and/or SOP or AFM that are relevant to the duties of crew members and task specialists, which shall be easily accessible to them;**
- 16) **the MEL or CDL, if applicable;**
- 17) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;
- 18) appropriate meteorological information, if applicable;
- 19) cargo manifests, if applicable; and
- 20) **any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.**

(b) Notwithstanding (a), the documents and information in (a)(2) to (a)(11) and (a)(14), (a)(17), (a)(18) and (a)(19) may be retained at the aerodrome or operating site on flights:

- 1) intending to take off and land at the same aerodrome or operating site; or
- 2) remaining within a distance or area determined by the competent authority in accordance with ARO.OPS.210.

2.4 In either type of operation, the pilot or operator should make available, within a reasonable time of being requested to do so by the competent authority, the documentation required to be carried on board.

3 Applicability

3.1 This applies to all EASA aircraft required to operate in accordance with Annex VII (Part-NCO) including NCO.SPEC and Annex VIII (Part-SPO).

3.2 Part-SPO comes into force on 21 April 2017.

3.3 The designated area, within which the relevant documents may be left at the aerodrome or operating site, will be published by NOTAM, until such time as it is incorporated into the Aeronautical Information Publication (AIP).

3.4 The applicability of the regulations for the operation of balloons and sailplanes has been deferred until April 2018 and April 2019 respectively and so are not currently addressed by this IN.

4 Queries

4.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

ga@caa.co.uk for enquiries regarding Part-NCO or

ISPTechnicalSupportTeam@caa.co.uk for enquiries regarding Part-SPO

5 Cancellation

- 5.1 This Information Notice will remain in force until the relevant information is published in the UK AIP.