Cooperative Development of Operational Safety and Continuing Airworthiness Under ICAO Technical Co-operation Programme



COSCAP-South Asia



ADVISORY BULLETIN FOR STATES

Subject: INFORMATION TO STATES ON STANDARD OPERATING PROCEDURES (SOPs)

Date: 06/10/2003

Initiated by: COSCAP-SA

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1. PURPOSE

- **a.** The purpose of this advisory Bulletin is to provide States' with the information as stipulated in ICAO Annex 6 Part I and ICAO Document PANS-OPS (Doc 8168), Volume I, Amendment 11, which mandate the use of Standard Operating Procedures (SOPs) by the Operator.
- **b.** The contents of this Bulletin are designed to provide advice and recommendations to States on instituting requirements in their regulations for development, implementation, and updating of Standard Operating Procedures (SOPs) by the Operators.
- **c.** This Bulletin is developed to comply with the decisions of the Project Steering Committee taken at its 10th Meeting on 24-25 September, 2002 on Standard Operating Procedures (SOPs) and implement the SARAST recommendations (Para 6.2 (d) of the Minutes refer). Additional information has been included to update this Advisory Circular based on the recommendations made at the 2nd Meeting of the South Asia Regional Aviation Safety Team held on 4-6 June 2003.

2. BACKGROUND

a. For many years the ICAO and other organizations have identified deficiencies in standard operating procedures as contributing causal factors in aviation accidents. Among the most commonly cited deficiencies involving flight crews has been their noncompliance with established procedures; another has been the non-existence of established procedures in some manuals used by flight crews.

- **b.** The International Civil Aviation Organization (ICAO) has recognized the importance of SOPs for safe flight operations. Recent amendments to ICAO Annex 6 Part I and PANS OPS Document 8168, Volume I, establish that each Member State must require Air Operators to have SOPs for each phase of flight to be contained in the operations manual used by pilots.
- **c.** Many Aviation Safety Organizations have concluded that Air Operators perform with higher levels of safety when they establish and adhere to adequate SOPs.
- **d.** A study of CFIT accidents found almost 50 percent of the 107 CFIT interventions identified by an analysis team related to the flight crew's failure to adhere to SOPs or the AOC holder's failure to establish adequate SOPs.

2. ICAO REQUIREMENTS

a. ICAO Annex 6 Part 1 Appendix 2 states that:

"1.1 Recommendation. - An operations manual, which may be issued in separate parts corresponding to specific aspects of operations, provided in accordance with Chapter 4, 4.2.2.1 should be organized with the following structure.....

2.1.17 Standard Operating Procedures (SOP) for each phase of flight."

- **b.** ICAO Doc. 8168, PANS OPS Volume 1 states that:
 - (1) Part XIII Chapter 1, 1.1

"Operators shall establish Standard Operating Procedures (SOPs) that provide guidance to flight operational personnel to ensure safe, efficient, logical and predictable means of carrying out flight procedures."

(2) Part XIII – Chapter 2, 2.1

"Operators shall establish checklists as an integral part of Standard Operating Procedures (SOPs).

(3) Part XIII – Chapter 3. 3.1

"3.1.1 Operators shall establish crew briefings as an integral part of Standard Operating Procedures (SOPs)." and 3.1.2 " Operators shall establish both individual and combined crew briefing for flight crew and cabin crew."

3. SCOPE

a. The scope of this Bulletin is designed to update the Advisory Circular which also identifies examples of the SOPs that an operator is required to develop and incorporate in its training programme and in the manuals used by flight deck crew members.

b. To achieve consistently safe flight operations through adherence to SOPs that are clear, comprehensive, and readily available to flight crew members.

4. ACTION BY STATES

- **a.** States may or may not have yet incorporated the revised ICAO requirements for Standard Operating Procedures (SOPs) into their legislation or rules /requirements:
 - (1) States that are yet to do so are requested to initiate action to bring their requirements in conformity with ICAO Standards at the earliest.
 - (2) States which find it impracticable to comply with any such international standards or procedures, are requested to give notification to ICAO of the 'difference'.
- **b.** State may issue the attached Advisory Circular, COSCAP SA 002A on 'Standard Operating Procedures' after appropriate modifications as may be considered necessary.

5. SUPERCEDED

COSCAP SA Advisory Bulletin 002 dated 10/12/2002 and Advisory Circular 002 dated 10/12/2002 are superceded and replaced by Advisory Bulletin COSCAP SA 002A dated 06/10/2003 and Advisory Circular COSCAP –002A dated 06/10/2003 respectively.

Signed: Capt. Fareed Ali Shah Project Coordinator COSCAP-SA