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REPUBLIC OF NAURU

AIR NAVIGATION REGULATIONS 1973

REGULATION 179(3)

DIRECTIONS OF CIVIL AVIATION AUTHORITY

IN EXERCISE OF the powers in that behalf vested in me under Clause (3) of Regulation 179 of Air Navigation Regulations 1973 made pursuant to Section 34 of the Air Navigation Act 1971, I, BERNARD DOWIYOGO, Acting Civil Aviation Authority of the Republic of Nauru, DO HEREBY, with immediate effect, direct Air Nauru to include in its Operations Manual the information contained in the Schedule of this Gazette Notice. I, FURTHER DIRECT that the said Operations Manual shall remain amended or varied by the said Schedule until further notice.

DATED this 19th day of this month of September, Nineteen Hundred and Eighty-eight.

BERNARD DOWIYOGO
ACTING CIVIL AVIATION AUTHORITY

S C H E D U L E

INFORMATION ON JOB DEFINITIONS AND RESPONSIBILITIES FOR THE POSITIONS IN THE OPERATIONS DIVISION OF THE DIRECTORATE CIVIL AVIATION, DEPARTMENT OF ISLAND DEVELOPMENT AND INDUSTRY, GOVERNMENT OF NAURU.

1. CHIEF PILOT

A. Responsibilities:

The Chief Pilot is responsible for:-

1. Ensuring that operational policies for the safe, efficient and economical conduct of the company's flying operations are properly developed and implemented.
2. Ensuring that all flying operations comply with the requirements of the Nauru Air Navigation Orders and corresponding agencies of other governments.
3. The direction and control of all lines flying operations and all flight crew associated with the task.
4. Ensuring the development, promulgation and amendment of all relevant flight manuals, standard operational procedures and instructions.
5. The Establishment of an efficient training and checking System, and through the Deputy Chief Pilot ensuring that the highest standards are achieved and maintained by all flight crew.
6. Development of new aircraft type specifications, acceptance and introduction into service of new aircraft.
7. Monitoring the achieved performance of aircraft and equipment and the approval of engineering modifications.
8. Making provision for a regular review of all line operations with particular attention to :
 - (i) Safety of operation
 - (ii) Efficiency and economy
 - (iii) Regularity.
9. Ensuring the establishment of a safety and emergency procedures training system and the appointment of an officer to effect the compliance of all flight crew with the requirements of that system.
10. Establishment of navigation section, responsible for route guides, flight plans and Jeppesen Manuals.

B. Authority:

1. The Chief Pilot is authorised to take any reasonable action necessary to carry out his responsibilities, provided such action does not deviate from established policies of Air Nauru, nor conflict with sound operational judgement.
2. The Chief Pilot may delegate such of his specific responsibilities as may be necessary or convenient from time to time.

NOTE: Responsibility for matters relating to pilot and training standards have been delegated, with the approval of the Civil Aviation Authority of Nauru, to the Deputy Chief Pilot until further notice.

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3. Discipline-The Chief Pilot has disciplinary authority under the laws of Nauru.

2. DEPUTY CHIEF PILOT

A. Responsibilities

The Deputy Chief Pilot is responsible for:

1. Training and checking of all flight crew for the establishment and maintenance of the highest standards of performance.
2. Assessment of pilot proficiency and clearance to line approvals.
3. When delegated, carrying out the responsibilities of the Chief Pilot.
4. Ensuring the development and maintenance of standard operating procedures and techniques.
5. Overall supervision of flight crew to ensure that the highest standard of professional and personal behaviour are maintained.
6. Maintaining a close liaison with Training Captains to ensure that all training and checking of Air Nauru flight crew is accomplished in accordance with Air Navigation Orders.
7. Maintaining a close liaison with the Fleet Captain B737 to ensure that all Air Nauru manuals, route guides and airport runway performance analyses are properly prepared and amended as appropriate.
8. Ensuring that proper records are maintained of flight crew, training and checking, flight and duty times, licence renewals and recency requirements.
9. Through the Navigation Officer, ensuring that all Air Nauru flight plans are accurately prepared and amended as required.

B. Authority

1. The Deputy Chief Pilot is authorised to take any reasonable action necessary to carry out his responsibilities, provided such action does not deviate from established policies of Air Nauru, nor conflict with sound operational judgement.
2. In the absence of the Chief Pilot, and when delegated, to act for and on behalf of the Chief Pilot, in any matter where urgency dictates such a course.
3. The Deputy Chief Pilot is authorised to take the disciplinary actions, in accordance with the laws of Nauru.

3. FLEET CAPTAIN B737

Captain is responsible to the Chief Pilot for:

1. Day to day operational management of the B737 flight operations and maintenance of B737 schedules.
2. Production and monitoring of Pilot Rosters.
3. Planning of charters to be operated by B737 aircraft.
4. Monitoring B737 operations manuals and recommend amendments to Chief Pilot as required.

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5. Revision and amendment of runway analyses as required for Air Nauru operations.
6. Co-ordinate with the Senior Captain Check and Training for scheduling of pilot training and licence renewal check flights.
7. Personnel management of pilots including the maintenance and updating of Personnel Records.

4. NAVIGATION OFFICER

Navigation Officer is responsible to Chief Pilot for:

1. Revision and updating of Air Nauru flight plans as required.
2. Monitoring of Jeppesen Airways Manuals to ensure amendments are incorporated in Air Nauru's Operation Manual Volume 3 (Route Manual).
3. Monitoring and amendment of Operation Manual Volume 3(Route-Manual) to ensure all information provided is updated according to changes made by agents and legislative authorities.
4. Promulgating to crew members amendments considered necessary to the Operations Manual Volume 3(Route Manual).
5. Ensuring that the necessary information regarding new routes and destinations is made available for crew members.
6. Other duties as directed.

5. SAFETY OFFICER

Safety Officer is responsible to the Chief Pilot for:

1. Ensuring that all flight crew maintain the necessary knowledge in the use of aircraft emergency equipment.
2. Conducting annual revalidation of Flight crews.
3. Monitoring and recommending of amendments to Air Nauru Operations Manual(Security and Dangerous Cargo Section) as considered necessary.

6. ADMINISTRATIVE OFFICER

Administrative Officer is responsible to the Chief Pilot for:

1. Compilation, maintenance and filing of technical records as required by orders and regulations.
2. Co-ordinating the administrative tasks of the Flight Operations Division to ensure that all appropriate clerical functions are completed.
3. Distribution for action of all incoming correspondence and the allocation of this correspondence to the appropriate file(s).
4. The revision, currency and maintenance of master copies of Operations Manuals.
5. The maintenance of Master Flight Deck Crew Rosters to ensure the Flight Operations Documentary Control and all Management crew have the latest daily roster available.