

A stylized paper airplane icon in shades of blue and grey is positioned above a dashed grey line that represents a flight path, curving upwards and then downwards.

CIVIL AVIATION DIRECTIVE – 6844

FLIGHT + MANUAL

CIVIL AVIATION AUTHORITY OF MALAYSIA

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Introduction

In exercise of the powers conferred by section 24O of the Civil Aviation Act 2019 (Act 3), the Chief Executive Officer makes this Civil Aviation Directive (CAD) 6844 – Flight Manual pursuant to Regulation(s) 23, 24, 81, 121, 123, 189 and 193 of the Malaysian Civil Aviation Regulations (MCAR) 2016.

This Directive provides the requirement pertaining to Flight Manual and for any matters connected therewith.

This Directive is published by the Chief Executive Officer under section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 1st February 2022.

Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [Act 3] and/or under Malaysia Civil Aviation Regulation 2016.



(Captain Chester Voo Chee Soon)
Chief Executive Officer
Civil Aviation Authority of Malaysia

Civil Aviation Directive components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

Standards: Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

Recommended Practices: Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

Appendices: Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

Definitions: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

Tables and Figures: These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Notes: Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

Attachments: Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.



Record of Revisions

Revisions to this CAD shall be made by authorised personnel only. After inserting the revision, enter the required data in the revision sheet below. The '*Initials*' has to be signed off by the personnel responsible for the change.

Rev No.	Revision Date	Revision Details	Initials



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1 General

1.1 Citation

- 1.1.1 These Directives are the Civil Aviation Directives 6844 – Flight Manual, issue 01/Revision 00, and comes into operation on 1st February 2022.
- 1.1.2 This CAD 6844 – Flight Manual, Issue 01/Revision 00 will remain current until withdrawn or superseded.
- 1.1.3 This Directive contains the additional standards, requirements and procedures and shall be read together with CAD 8 – Airworthiness of Aircraft.

1.2 Applicability

- 1.2.1 The following persons shall be subject to this Directive:
 - a) Registered operators of Malaysian aircraft.
 - b) Approved Production Organisation
 - c) Approved Design Organisations
 - d) Applicants for approval of modifications
 - e) Aircraft Owners
 - f) Certifying and Support Staff
 - g) Continuing Airworthiness Management Organisations (CAMO)
 - h) Approved Maintenance Organisations (AMO)
 - i) Type Certificate Holders (TC)

1.3 Revocation

- 1.3.1 This CAD revokes Airworthiness Notice 88 Issue 1, dated 15 May 2005 – Aircraft Flight Manual.

1.4 Definitions

- 1.4.1 In this Directive, unless the context otherwise requires—

Airworthiness Directive (AD) means a regulatory document which identifies aeronautical products in which an unsafe condition exists, and where the condition is likely to exist or develop in other aeronautical products of the same type design. It prescribes mandatory corrective actions to be taken or the conditions or limitations under which the aeronautical products may continue to be operated.

Airworthiness Standard means detailed and comprehensive design and safety criteria applicable to the category of the aeronautical product (aircraft, engine and

propeller) that satisfy, at a minimum, the applicable standards of ICAO Annex 8, CAD 8 or any other acceptable Standards by CAAM.

Certification maintenance requirement means scheduled maintenance that is required by design to help show compliance with the appropriate type certification basis by detecting the presence of a safety-significant latent failure that would result in a hazardous or catastrophic failure condition.

2 Introduction

2.1 A Malaysian aircraft applying for issue of Malaysian Certificate of Airworthiness shall have a Flight Manual (FM).

Note – For some older aircraft, the FM may be referred to as the Pilot's Operating Handbook (POH), Owner's Handbook or Owner's Manual

2.2 The ICAO Annex 8 requires that each aircraft be provided with a FM, placards or other document stating the approved limitations within which the aircraft is considered airworthy as defined by the appropriate airworthiness requirements, additional instructions and information necessary for the safe operation of the aircraft.

2.3 The FM is a primary document for flight operations of an aircraft. It contains the limitations, procedures, performance and other information and instructions required to operate the aircraft safely, plus all required FM supplements.

2.4 An aircraft may not conform exactly to the standard aircraft to which the available basic FM is applicable as aircraft may have a different configuration or modifications.

2.5 If these physical differences cause changes to the approved FM information, those changes must be accounted for by relevant FM supplements that provide the necessary extra FM information.

2.6 All FMs are identified by a part number like any other critical part of the aircraft. The primary source for identifying the FM applicable to a particular aircraft is the Type Certificate Data Sheet (TCDS). If there is uncertainty as to which FM is applicable to a particular aircraft, the Type Certificate (TC) holder or the manufacturer can provide that information based on the make, model and serial number of the aircraft.

2.7 The FM, either approved or acceptable to the CAAM should also present the noise information determined in accordance with the applicable noise requirements.

2.8 It is important that, the FM to be compatible with the aircraft configuration at any time.

2.9 The guidance or minimum expected contents of developing FM or FM Supplement can be referred in the Certification Specifications or Airworthiness Standards document by the State of Design of the TC or Supplemental TC holder.

2.10 To reduce or eliminate the hazardous consequences of undiscovered pre-existing failures, checks for such failures should be accomplished. These checks can be

developed and published as Certificate of Maintenance Requirements where it is necessary to identify significant latent failures. Some checks of this nature may be performed by flight crews. If this is the case, they will be incorporated as mandatory procedures in the FM.

- 2.11 Failure to comply with the FM, including any changes made mandatory by CAAM may invalidate the Certificate of Airworthiness.

3 Responsibilities

- 3.1 Aircraft Manufacturer/Approved Production Organisation is required to submit State of Design's approved FM to CAAM during Type Validation process for acceptance.
- 3.2 Malaysian TC applicant/holders shall be responsible to submit the draft FM to CAAM during the TC process for CAAM approval.
- 3.3 Operators shall establish procedures to ensure FM is updated by implementing changes made mandatory or approved by CAAM.
- 3.4 Operators are also required to submit Supplements to FM for CAAM approval which can be part of the Modification Approval as required in CAD 8104 - Modification or any other situations that deemed to be appropriate by the CAAM.
- 3.5 Supplemental TC holders or applicants are obliged to submit the Supplements to FM for CAAM Supplemental Type Certificate Validation process as required by CAD 8108.
- 3.6 The TC holder should make available a current FM at the time of delivery of the aircraft to the aircraft owner or air operator.

4 Approval of FM – Malaysia as State of Design

- 4.1 Malaysian Design Organisation shall draft the FM for CAAM approval.
- 4.2 The draft FM together with CAAM's statement of compliance (SOC) shall be submitted to CAAM for approval. The FM shall contain limitation, instruction and information necessary to the flight crew members for the said operation of the aircraft.

5 Acceptance of FM – Malaysia as State of Registry

- 5.1 CAAM as the State of Registry shall validate and accept the FM via Type Validation process as per CAD 8107.
- 5.2 The TC Holder shall ensure that the FM would comply with the applicable Airworthiness Standards as listed in CAD 8107.
- 5.3 Malaysian operator shall have up to date FM. Secondly Malaysia operator shall provide CAAM with one copy of the FM.

- 5.4 Existing CAMO holders or new CAMO applicants shall develop organisation procedures to ensure that;
- a) the approval of FM is adequately documented.
 - b) the FM amendments/changes made by CAAM are adequately documented.
 - c) the above-mentioned procedures, per paragraph 5.4(a) and 5.4(b) above, are documented prior to CAAM'S review of a CAMO application, or arising from changes within a CAMO holder's operation.

6 Amendment of Flight Manual

- 6.1 Amendments of the Flight Manual originating from the State of Design whereby CAAM is the State of Registry and approved by the authority of the State of Design, may not require CAAM's approval.
- 6.2 Amendments of the FM arising from mandatory instructions or modifications e.g. Airworthiness Directives or Supplement Type Certificate, shall be accompanied by an FM's Listing of documents/ supplements to be inserted. Two (2) copies shall be submitted for CAAM approval.
- 6.3 Amendments of the FM originating from the CAMO shall be accompanied by List of Effective Pages, Change Sheets and/ or Supplements. The two documents shall be submitted for CAAM approval.
- 6.4 In respect of aircraft of which Malaysia is the State of Design, the proposed FM amendments shall be accompanied with SOC for CAAM review and approval.
- 6.5 In order for the change to be approved, the applicant must satisfy CAAM that the manual, as changed, would comply with the applicable airworthiness standards or with the intended regulation, as applicable.

7 Compatibility with Applicable TC or STC

- 7.1 An approved FM supplement can only be used with the FM if its certification basis is compatible with that FM. FM supplements usually have a statement at the front of the document clarifying the applicability of the information included in the supplement. Such statements may include listing FM part numbers, aircraft serial numbers, variants of the applicable aircraft model, year of manufacture, etc.
- 7.2 The CAMO of an aircraft is responsible for ensuring that only compatible FM supplements are used with a particular FM.
- 7.3 Some design changes require the FM or FM supplement to include an airworthiness statement regarding the configuration, operational capability and / or limitations of the aircraft for certain operations. In such cases, it is the responsibility of the applicant for the design change to include all required airworthiness statements in the FM amendment or FM supplement.

- 7.4 Airworthiness statements in the FM or FM supplement are related to the configuration, operational capability and / or limitations of the aircraft and do not constitute as operational authorisations or approvals for the registered operator of the aircraft.
- 7.5 In some cases, an aircraft may be issued with a FM that contains FM supplements available for the aircraft type, which have not been incorporated or are not applicable for the specific aircraft. In such cases, it is the responsibility of the CAMO to clarify which supplement is and which one is not applicable to the specific aircraft. This can be achieved through several methods; however, it must be clear from the FM document what method has been utilised for controlling non-applicable supplements (i.e. the amendment sheet must be properly annotated).



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