

# Organization Manual

## MAA-CZE



**Edition 2.1**

**2021**



**Military Aviation Authority**  
**Organizations Management Division**

Reference number: MO 85012/2020-7460 OVL

Approved by:

.....  
Lubomir SITTA  
Colonel, Air Force  
Director  
MAA-CZE

Prague, 12 March 2020

# Organization Manual

Edition 2.1

2021

Ministry of Defence  
**Czech Republic**



# **1 INTRODUCTION**

## **1.1 Foreword**

This manual describes the processes of the Military Aviation Authority of the Czech Republic (MAA-CZE) that deal with regulation (policy-making and issuing requirements), oversight and control regarding the Czech Military Aviation System. These processes incorporate aviation personnel licensing, aircraft and ground facilities certification, continued airworthiness, military air navigation services provision, and certification of the organizations providing material or services for the purposes of military aviation.

This manual is approved by me as Director, MAA-CZE, and is published in the English language in order to introduce the MAA-CZE policies and working standards and express the willingness of the MAA-CZE to participate in future harmonization and co-operation projects with other Military and Civil Aviation Authorities and organizations.

This manual is a living document and will continue to be kept up-to-date concurrent with the ongoing developments within the Ministry of Defence of the Czech Republic (MoD-CZE), in particular military aviation, and also the international aviation regulatory provisions in order to maintain an adequate standard.

I would like to express my gratitude to our partner MAA organizations, especially to Air Commodore J. P. Apon, Director, MAA-NLD, for sharing their knowledge and experience, and those of the MAA-CZE members who contributed to drafting this document.

Prague, 12 March 2020

Lubomir SITTA  
Colonel, Air Force  
Director  
MAA-CZE

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### 1.3 **Changes to Organization Manual**

#### 1.3.1 General

This MAA-CZE Organization Manual is a living document and will be subject to revisions. Control over this Organization Manual and its publication has been delegated to the Organization Manual Editor-in-Chief (OM EiC). All requests for changes to the Organization Manual shall be delivered to the OM EiC:

e-mail addresses: [junekr@army.cz](mailto:junekr@army.cz); [cze.maa@army.cz](mailto:cze.maa@army.cz)

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#### 1.3.2 Revision Control

The OM EiC coordinates with the involved MAA-CZE Section(s) to implement the proposed change(s) in this Organization Manual. The OM EiC determines whether the change(s) has/have a minor or major impact on the MAA-CZE processes.

Minor changes (like editorial changes) do not have an impact on processes and/or responsibilities. In case of major changes, the OM EiC in close cooperation with related subject matter experts prepares a proposal for comments from the MAA-CZE Legal Advisor and Section Heads with an attached recommendation. After all comments are settled / accommodated, the OM EiC submits major changes to the Director of the MAA-CZE for approval.

The need for the issuing of a new version of the MAA-CZE Organization Manual is continuously assessed in order to keep it clear and accurate.

Major changes are issued directly after approval.

Changes are identified in the Organization Manual as follows:

- A vertical line in the left margin next to the amended diagram or text will identify all changes.
- The changes to the latest edition of the Organization Manual are indicated by vertical revision lines.



#### 1.4 Publication & Distribution

The publication of the Organization Manual and any revision thereof is organized as follows:

- The Organization Manual is published on the MAA-CZE website: [www.maa-cze.army.cz](http://www.maa-cze.army.cz) (to be confirmed) in accordance with Chapter 3.3.5 Document Control.
- The formal notification of changes to the Organization Manual is performed by means of a message published on the MAA-CZE intranet and internet websites or via e-mail sent to the registered Organization Manual holders.
- The Organization Manual Editor-in-Chief maintains the master document files of the MAA-CZE Organization Manual in a secure environment of the MAA-CZE.

#### 1.5 Reference to Regulatory Publications

Chap.	Organization Manual	Standard / Regulation	Comment
2	MILITARY AVIATION SYSTEM OF THE CZECH REPUBLIC (MAS-CZE)	Act No. 49/1997 on Civil Aviation Act No. 219/1999 on the Czech Armed Forces Organizational Regulations of the Ministry of Defence Let-1-1 Let-1-4	
3	MILITARY AVIATION AUTHORITY OF THE CZECH REPUBLIC	Act No. 49/1997 on Civil Aviation Act No. 219/1999 on the Czech Armed Forces Organizational Regulations of the Ministry of Defence ICAO Convention / Let-1-6 ... EU No.1139/2018 EU No. 1178/2011	
4	AVIATION SAFETY	Act No. 49/1997 on Civil Aviation EU No. 996/2010 EU No. 376/2014 STANAG 3101 STANAG 3102 STANAG 3531 STANAG 7160 STANAG 4720 Order 13/2016, MoD	

## 1.6 Abbreviations

<b>A</b>	
AAII	Air Accidents Investigation Institute
A/C	Aircraft
AD	Airworthiness Directive
AFRI	Air Force Research Institute
AIRPROX	Aircraft Proximity
ALARP	As Low As Reasonably Practicable
ANS	Air Navigation Services
AOCS	Air Operations Control Station
AR	Airworthiness Review
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
ATM	Air Traffic Management
AW	Airworthiness
<b>B</b>	
BIS	Bulletins Information Service
<b>C</b>	
CAA-CZE	Civil Aviation Authority of the Czech Republic
CAD	Civil Aviation Department, Department of Civil Aviation
CB	Certification Basis
CIV	Civil, civilian
CMT	Crisis Management Team
CoA	Certificate of Airworthiness
Coll.	Collection
CoR	Certificate of Registration
CP	Certification Plan
CRC	Control and Reporting Centre
CRD	Comment Response Document
CRI	Certification Review Item
CTL	Certification Team Leader
<b>D</b>	
D-MAA-CZE	Director of the MAA-CZE
DOA	Design Organization Approval
Doc.	Document
<b>E</b>	
EASA	European Union Aviation Safety Agency, European Air Safety Agency
EC	European Commission
ECTL	EUROCONTROL
EDA	European Defence Agency
EDTO	Extended Diversion Time Operations
e.g.	exempli gratia (for example)
EIG	EMAR Implementation Group
ELPAC	English Language Proficiency for Aeronautical Communication
EMAR	European Military Airworthiness Requirement
EMPIC	European Medical Pilot Check

EU	European Union
<b>F</b>	
FS	Flight Safety
FTO	Flight Training Organization
<b>G</b>	
GDPR	General Data Protection Regulation
GQA	Government Quality Assurance
GQAA	Government Quality Assurance Authority
<b>H</b>	
HQ&LA	Head of the Quality & Legal Affairs
HR	Human Resource
<b>I</b>	
i.a.w.	in accordance with
ICAO	International Civil Aviation Organization
ICT	Information & Communication Technology
i.e.	id est (that is)
ISO	International Standardization Organization
IT	Information Technology
<b>J</b>	
<b>K</b>	
<b>L</b>	
L-	Initial letter to indicate a civil aviation regulation
Let-	Initial letters to indicate a military aviation regulation (MAD)
<b>M</b>	
MAA-CZE	Military Aviation Authority of the Czech Republic
MAARI	Military Aviation Authority Requirements and Instructions
MAD	Military Aviation Document
MAR	Military Aviation Requirements
MARSORB	Military Aviation Regulation and Safety Oversight Review Board
MAS	Military Aviation System
MIL AIP	Military Aeronautical Publication
MoC	Means of Compliance
MoD(-CZE)	Ministry of Defence (of the Czech Republic)
MoT	Ministry of Transport (of the Czech Republic)
M(S)TC	Military (Supplemental) Type Certificate
MT	Management Team
MITL	MoD Investigation Team Leader
MTCDS	Military Type Certificate Data Sheet
MTCHO	Military Type Certificate Holder Organization
MTO	Maintenance Training Organization
<b>N</b>	
n/a	not applicable
NATO	North Atlantic Treaty Organization
NCR	Non Compliance Report
No.	Number
NOTAM	Notice(s) to Airmen

NPA	Notice of Proposed Amendment
NPR	Notice of Proposed Requirement
<b>O</b>	
OD	Operational Directive
OM EiC	Organization Manual Editor-in-Chief
<b>P</b>	
POC	Point of Contact
PtF	Permit to Fly
<b>Q</b>	
<b>R</b>	
R/T	Radiotelephony
<b>S</b>	
SES	Single European Sky
SG	Secretary General
SMAR	Special Military Aviation Requirements
SMM	Safety Management Manual
SSP	System Safety Program
STDI	Synthetic Training Device Instructor
<b>T</b>	
TCC	Type Certificate Change
TOR	Terms of Reference
TRTO	Type Rating Training Organization
TSAA	Total System Approach to Aviation
<b>U</b>	
UAS	Unmanned Aerial System
<b>V</b>	
<b>W</b>	
WG	Working Group
<b>Z</b>	

## **2 MILITARY AVIATION SYSTEM OF THE CZECH REPUBLIC (MAS-CZE)**

### **2.1 Need for an Independent Function for Regulation, Oversight and Control of the MAS**

The need for an independent function for regulation, oversight and control of the MAS became obvious and urgent in the early nineties of the last century, shortly after the breakdown of the Communist regime in the former Czechoslovakia. Democratic changes in the whole society had a direct impact on aviation matters. Open policy and democratic control brought the armed forces into a completely new situation. Military aviation lost its privileged position and had to face directly a fast evolution of civil aviation. The need for substantial changes in the rules applied for military aviation within the national airspace resulted in a decision of military authorities to implement general (civil) standards while preserving a chance for effective operational training. The execution of that ambitious plan requested a detailed evaluation of the situation based on close cooperation of military aviation departments with civil aviation authorities. The plan for the implementation of civil regulations within the military environment represented an unprecedented challenge and continuously evolved into establishing the Military Aviation Authority (MAA-CZE) in October 2001. Soon after, the MAA-CZE proved its value by a significant contribution to the important acquisition and other strategic projects relating to the replacement of the outdated Russian aircraft and aviation systems by new technology of western origin (SAAB, Airbus, etc.) as well as by interdepartmental cooperation concerning the integration of civil and military en-route air traffic services, continuously discussed for more than two decades, which finally resulted in the hand-over of those services to a national civil air navigation services provider in 2014.

The current role of the MAA-CZE is supported by a growing call for the consideration of the objectives of civil (EASA) regulations as far as possible and the European Defence Agency initiatives aimed at the requirements for the certification and maintenance of military aircraft.

The MAA-CZE has originally been established as an independent department directly commanded by the Chief of Defence (CHoD); the request for further enforcement of an independent position of the MAA has resulted in the replacement of the MAA from the direct command of the CHoD to the direct subordination to the Deputy Minister of Defence (since January 2013).

### **2.2 The Czech Military System of Oversight**

The Military Aviation System of the Czech Republic (MAS-CZE) covers a complete set of Policies and Regulations dealing with training, operations, design & maintenance, aerodromes & air traffic management, and flight safety; it also includes the description how Legal Framework, Governance and Business Management are organized.

The MAS-CZE is executed by the following sub-parts of the MoD playing an associated role (given in brackets):

1. Czech Air Force (Operator and Air Navigation Services Provider<sup>1</sup>),
2. Air Force Department of the Development Division of the MoD - Armed Forces (Air Force development management),
3. Air Force Support Department of the Logistic Agency of the Support Division of the MoD - Armed Forces,

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<sup>1</sup> The military ANS provider covers all military TWR, APP and GCI services. ACC (en-route) services for military GAT and OAT flights have been provided by a national civil air navigation services provider (Air Navigation Services of the Czech Republic) since 2014.

4. Air Force Department of the Armaments and Acquisition Division of the MoD - Administrative part (Air Force Acquisition management),
5. Military Aviation Authority / Organizations Management Division of the MoD - Administrative part (state administration and oversight),
6. Aviation Safety Section of the Internal Audit and Inspection Department of the MoD - Administrative part (state administration and oversight), the task of which is to organize investigations into military aviation incidents,
7. Quality Assurance Department of the MoD (guarantee of quality and completeness).

The MAS-CZE further includes:

- Ground Forces units operating Unmanned Aerial Systems,
- Military education and training facilities,
- Aviation Medicine Institute,
- Certified facilities (CIV) approved for an independent assessment of conformity and supervision, e. g., Air Force Research Institute (AFRI),
- Certified CIV companies providing training and services for military purposes,
- Certified CIV design / production / maintenance facilities providing material or services for military purposes.

## 2.3 Regulation of the Czech Military Aviation

### 2.3.1 Legal Framework

The fundamental document defining general aviation requirements applied in the Czech Republic is Act No. 49/1997 on Civil Aviation, implementing Chicago Convention in the Czech national environment. The certain parts of this Act, related to aviation personnel, military aerodromes, aviation facilities, air traffic management, provision of air traffic services and air activities, are also obligatory for military aviation.

The specific aspects of the military aviation role/missions, military aircraft / aircraft parts, military aeronautical ground facilities and personnel, are further developed in Act No. 219/1999 on the Armed Forces of the Czech Republic.

The way of state control over the quality of defence material production and maintenance (including aviation matters) is defined in Act No. 309/2000 on Defence Standardization, Codification and Government Quality Assurance of Products and Services for Defence Purposes.

The legal environment of the Czech military aviation is further constituted by the following MoD-CZE Decrees:

- Decree (MoD) No. 279/1997 laying down the categories of military aviation personnel, qualification requirements and the types of military aviation personnel licences;
- Decree (MoD) No. 282/1999 on the assessment of military aviation personnel medical fitness;
- Decree (MoD) No. 154/2011 on military aeronautical engineering.

*Note: Refer to [Chapter 5.6](#) for the translated excerpts from the Czech Republic Regulatory Publications. A list of other relevant regulatory publications available in [Chapters 5.1 - 5.5](#).*

### 2.3.2 Regulations

The basis for the MAS-CZE is represented by the ICAO and EASA standards and regulations, complemented with the national CZE MIL aviation regulations.

ICAO standards (Annexes) are implemented by means of military regulations, usually designated as Let-1-6/ *number of ICAO Annex*.

Specific rules related to the airworthiness (e.g., EMARs) are partially implemented by the Czech Defence Standards (MAS elements outside the MoD structure) and the national CZE MIL aviation regulations (MAS elements within the MoD structure).

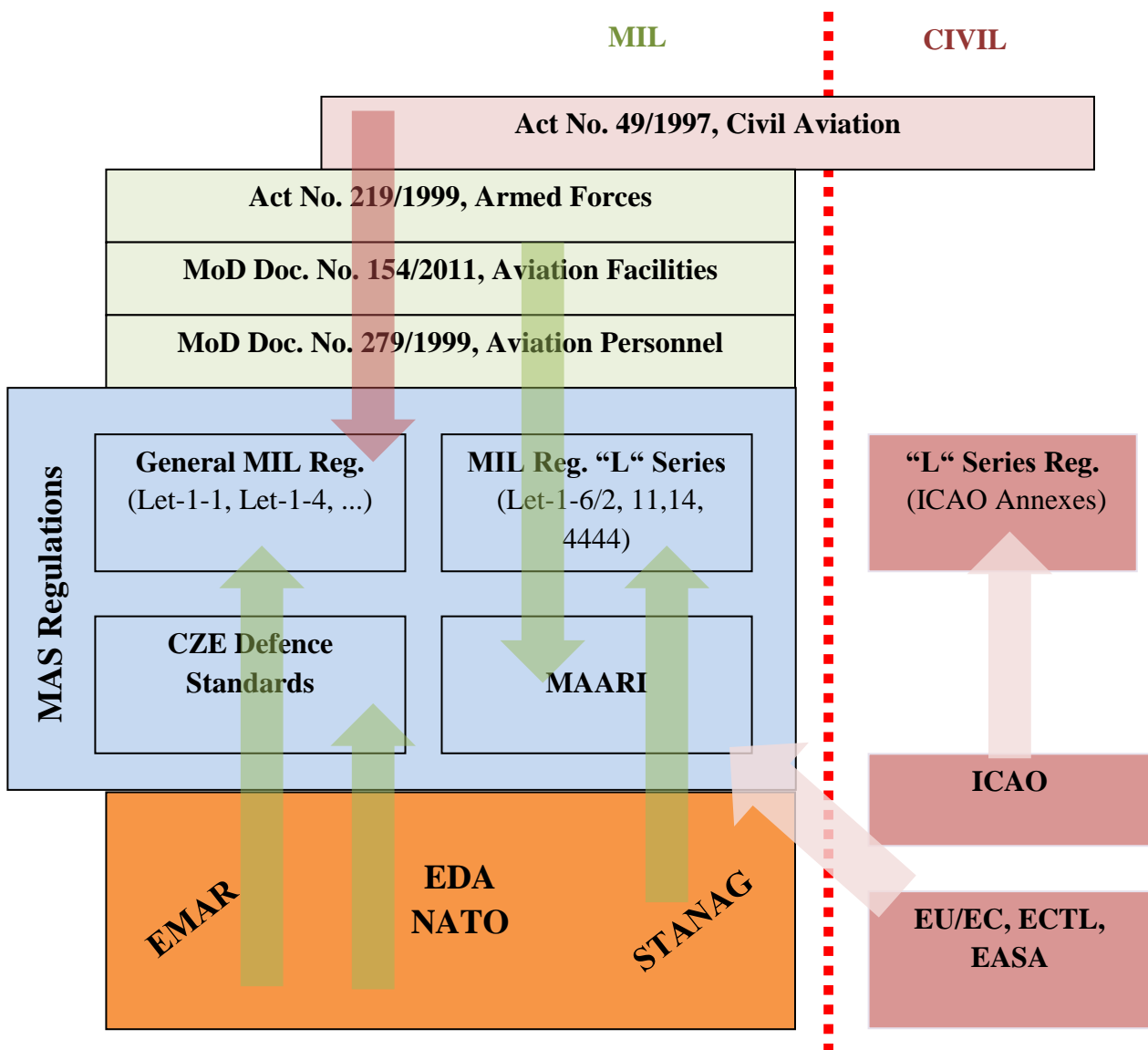


The national CZE MIL aviation regulations are mainly represented by:

- Let-1-1 Regulation for Flying;
- Let-1-4 Aviation Engineering Services;
- The MAA-CZE Military Aviation Requirements and Instructions (MAARI).

The MAARIs detail specific standards and requirements for organizations and personnel active in military aviation. Besides, the MAA-CZE may issue Directives when it is necessary to set additional specific requirements. The MAARIs and Directives work as a detailed methodology and guide suited for the system of oversight of the Czech military aviation.

The regulation implementation scheme is depicted in the chart below.



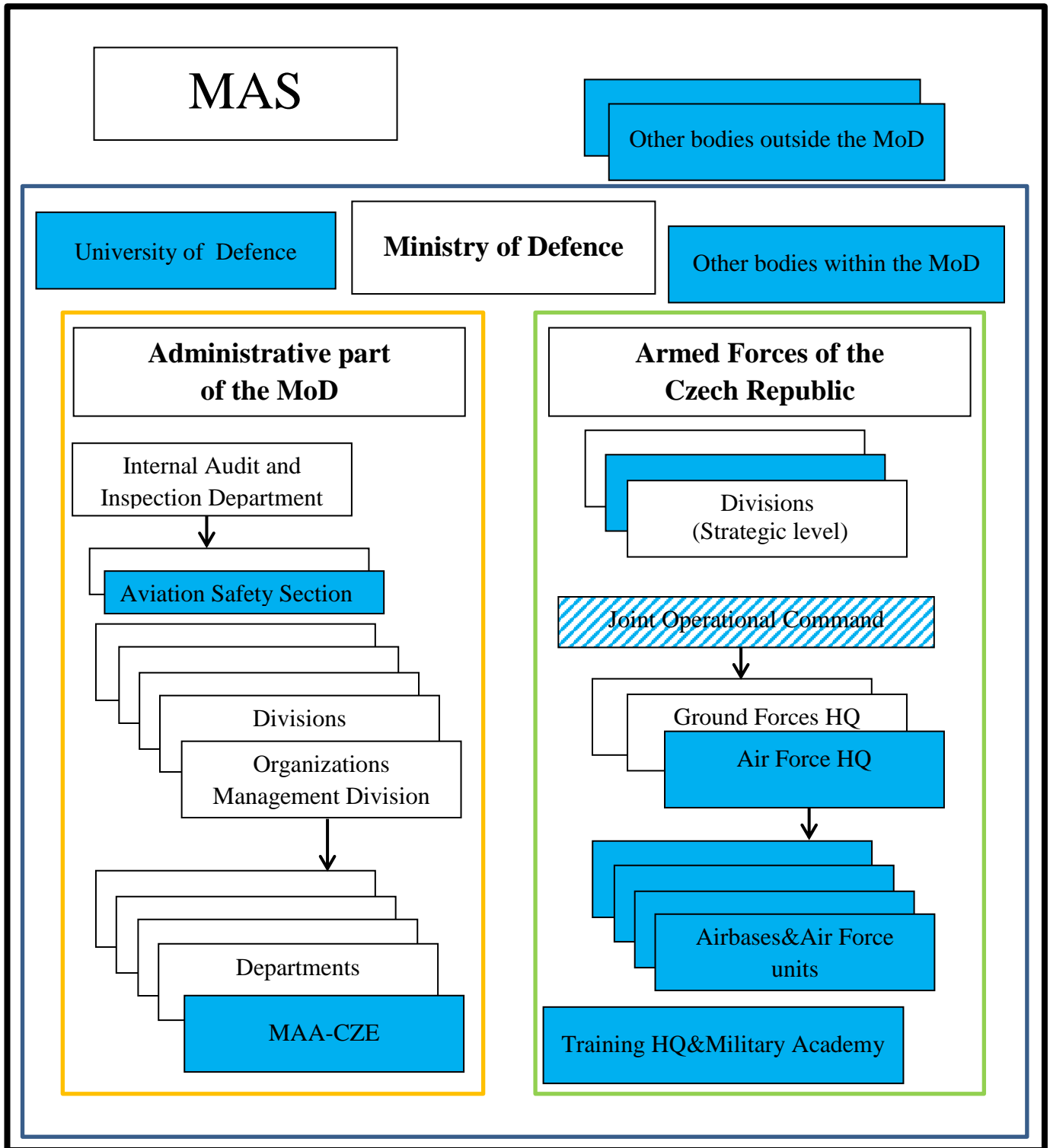
### 2.3.3 Governance

The roles and responsibilities relating to military aviation, defined in legal regulations, laws, and ministerial decrees of the Ministry of Defence, are assigned to the MAA-CZE through the Organizational Regulations of the Ministry of Defence.

Within the MoD organizational structure, the MAA-CZE is positioned at the civil administration level of the MoD as an integral part of the Organizations Management Division of the MoD. The MAA-CZE Director is a direct subordinate to the Deputy Minister of Defence – Head of the Organizations Management Division .

### 2.3.4 Position of the MAA-CZE within the MAS

The considerable degree of independence and related freedom to act results, among other things, from the position of the MAA-CZE within the MoD. Although the main bodies of the MAS are part of the Armed Forces, the MAA-CZE is a component of the administrative part of the Ministry.



### 3 MILITARY AVIATION AUTHORITY OF THE CZECH REPUBLIC

#### 3.1 Mission & Vision

##### 3.1.1 Mission

The MAA-CZE mission is to maintain high aviation safety standards while ensuring sufficient freedom to both the national and allied forces so that they can effectively perform their role in peacetime, and also in crisis situations and war conditions.

##### 3.1.2 PRETI Concept

As far as the accomplishment of the MAA-CZE mission is concerned, the following principles shall be respected (PRETI Concept):

- **Professionalism:** All MAA-CZE personnel are required to have deep knowledge, experience and qualifications in defined, specific branches of MIL aviation.

- **Respect:** Respect to partners and general rules coupled by a professional attitude are the key conditions to be met.

- **Effectivity:** Budget and personnel constraints make effectivity a key condition for achieving the goals.

- **Transparency:** Transparent rules, easy to understand requirements and predictable behaviour are important preconditions for adequate MAS performance.

- **Integration:** The MAA-CZE involvement in the national and international aviation policy and decision-making processes, as well as active participation in international committees, forums, teams, and working or advisory groups is crucial.

##### 3.1.3 Vision

The MAA-CZE vision is always to have all MIL aviation requirements well accommodated within the national aviation environment and effectively perform its role in administration of military aviation issues through the application of general aviation standards on a maximum possible scale while preserving operational needs. Besides, the MAA-CZE always endeavours to be a respected and reliable counterpart for cooperation with partner CIV and MIL organizations at national as well as international level.

#### 3.2 Legal Status/Mandate

The legal status/mandate comes out from the position of the MAA-CZE as a ministerial body with a delegated authority to execute state administration of military aviation issues.

According to the legal status, the MAA acts as the MoD supreme authority for:

- implementation of general aviation (ICAO, EASA) and military (NATO) standards in the military aviation system,

*Comment: The way of the implementation of these standards is performed in accordance with the Czech MoD procedures for production and approval of internal (military) regulations.*

- airspace management,
- certification (airworthiness/worthiness) of aircraft, aeronautical ground facilities and airports,

- competence and licensing of military aviation personnel,
- certification of the organizations providing aviation related material and/or services for military purposes,

- flight safety.

Based on its status and position, the MAA-CZE plays the role of the CZE MIL aviation representative in international and interministerial cooperation with partner CIV and MIL organizations.

### 3.3 **Business Process Management**

#### 3.3.1 Safety & Quality Policy

The MAA-CZE shall ensure continuous fulfilment of its task in the field of safety throughout the Czech military aviation. In order to meet this requirement, the MAA-CZE shall provide specifications for the performance of duties and tasks, specifications for the personnel and processes within the Czech military aviation, determine the collection, analysis and exchange of safety data and, simultaneously, it shall build its internal safety and quality system as a guarantee of the sustainability of the set level of the MAA-CZE standards. The system shall be driven by a continuous improvement.

#### 3.3.2 Safety & Quality Principles

The MAA-CZE internal safety and quality system is based on the following principles:

- proper planning,
- continuous monitoring of the MAS performance,
- measurement of quality factors,
- involvement of every function, process and person.

#### 3.3.3 Safety & Quality Objectives

The MAA-CZE internal safety and quality system aims at achieving the following objectives:

- requirements consistency,
- risk reduction to a level predetermined by management.

The fundamental principles to achieve the objectives:

- safety & quality system resistance,
- ability to adjust to actual needs (flexibility),
- proper analyses and assessments,
- documentation and further use of safety data, towards the minimization of safety & quality standards violation repetitions.

#### 3.3.4 Competence Control

Competence plays an important role in ensuring functionality of most organizations; it is regarded as an essential feature of the MAA-CZE personnel. The MAA-CZE assesses and develops qualifications, experience, and other qualities appropriate to the MAA-CZE personnel's duties, including the capability of effective communication and the awareness of current developments in the field of their expertise.

Training requirements and programmes are developed by section heads and approved by the Director, MAA-CZE. The accomplishment of the programme is assessed annually.

The important parts of the personnel development are both regular and irregular meetings and seminars with other experts within the CZE Air Force or with the counterparts from civil organizations.

A regular assessment of personnel competence is usually carried out annually and it also encompasses common requirements for military personnel, such as health condition and physical fitness.

#### 3.3.5 Document Control

Document Management system within the MAA-CZE allows to follow every document throughout its life cycle. The system is based on the Ministry of Defence general administrative rules and procedures applied for all integral MoD subparts. The system well corresponds to the aeronautical principles and requirements in this area. All documents have to be reviewed by the Head of the respective Section for policy consistency prior to being signed by the Director,

MAA-CZE. In special cases, the LEGAD is tasked to add legal justification of important issues with legal consequences.

The MAA-CZE also develops regulatory documents. Their drafting, reviewing, final acceptance and publication is performed within the relevant Ministry of Defence procedure framework and regulation. Additionally, an internal (MAA-CZE) acceptance process is carried out.

#### 3.3.6 Correspondence Control

Both internal and external correspondence is registered by a Ministry of Defence intranet application. In most cases, the correspondence is delivered and sent electronically using official electronic mailboxes in case of external clients.

Assigning the correspondence to the personnel authorized to take the necessary action is performed within the chain of command. The approved drafts of replies and decisions are signed by the Director, MAA-CZE, and, in cases defined by the Organizational Regulations of the Ministry of Defence, by the Organizations Management Division Head or by the Minister of Defence.

#### 3.3.7 Annual Report

The overview of the MAA-CZE achievements and key metrics from the preceding year is part of an Annual Report. This Report is part of an annual planning process used across the Ministry of Defence.

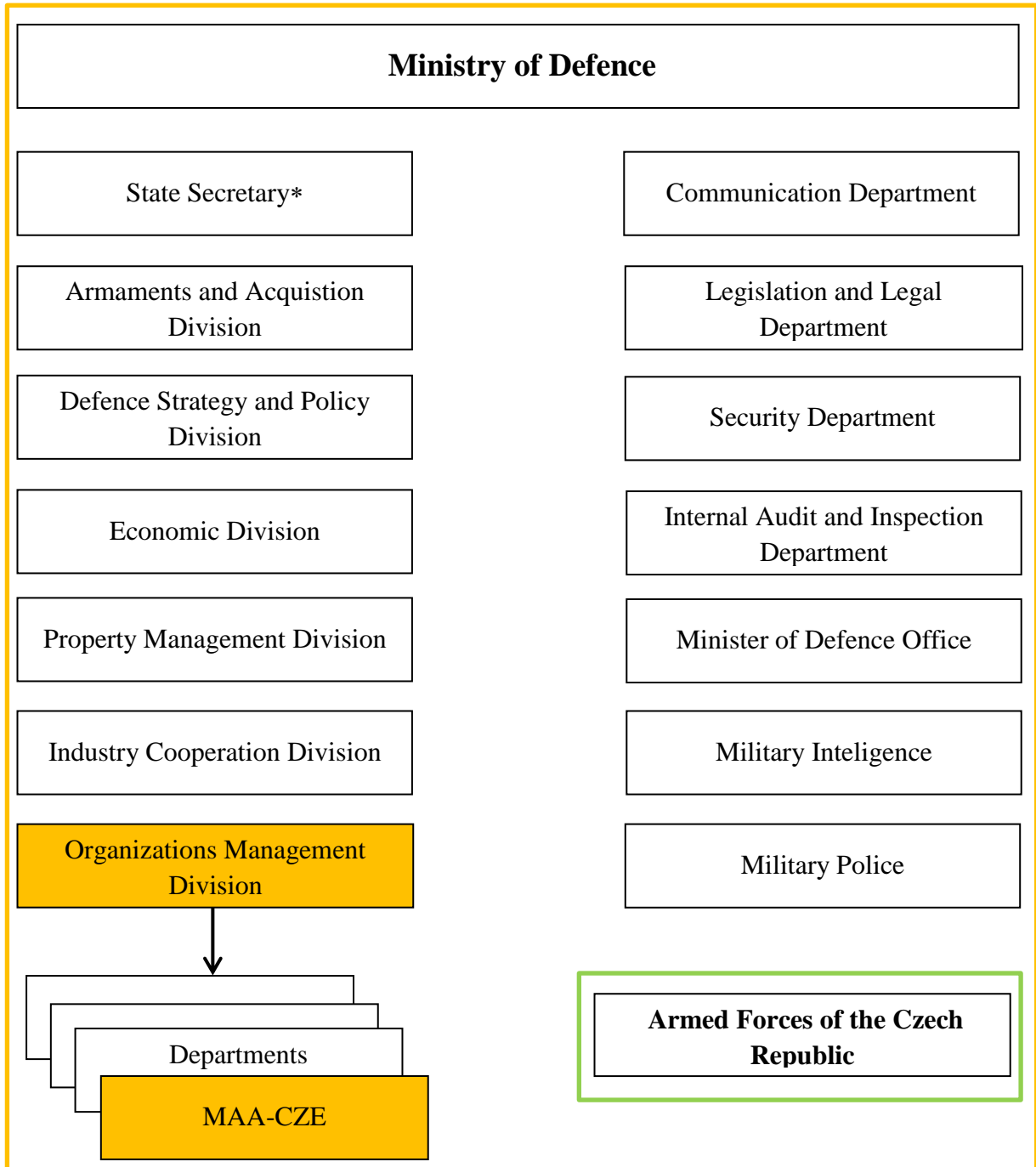
The Report focuses on the accomplishment of key tasks, such as development of regulatory documents, conducted internal and external audits, safety report analyses, impact assessment, etc.

The conclusion of the Annual Report can result in the adjustment of the main goals and tasks or in a definition of the new tasks for the following year.

### 3.4 Position of the MAA-CZE within the Ministry of Defence Organization

The need for a close relationship with the Armed Forces (Air Force) as a primary military aircraft operator is always kept in mind; nevertheless, the position of the MAA-CZE within the MoD-CZE structure is determined mainly by the request for a sufficient degree of freedom for independent supervision. Within the current MoD structure, the MAA-CZE is positioned out of the Armed Forces as an integral part of the Organizations Management Division of the MoD.

For a detailed view, refer to the scheme below.



\* In the Czech Republic, a high government official at the MoD in charge of civil service and professional servicemen, subordinate only to the Minister. The post of State Secretary is not the same as that of the head of a government department in Britain, such as the Secretary of State for Defence, or in the U. S., the Secretary of State, the head of the government department that deals with foreign affairs (State Department).

### 3.5 Position of the MAA-CZE within the Organizations Management Division of the MoD

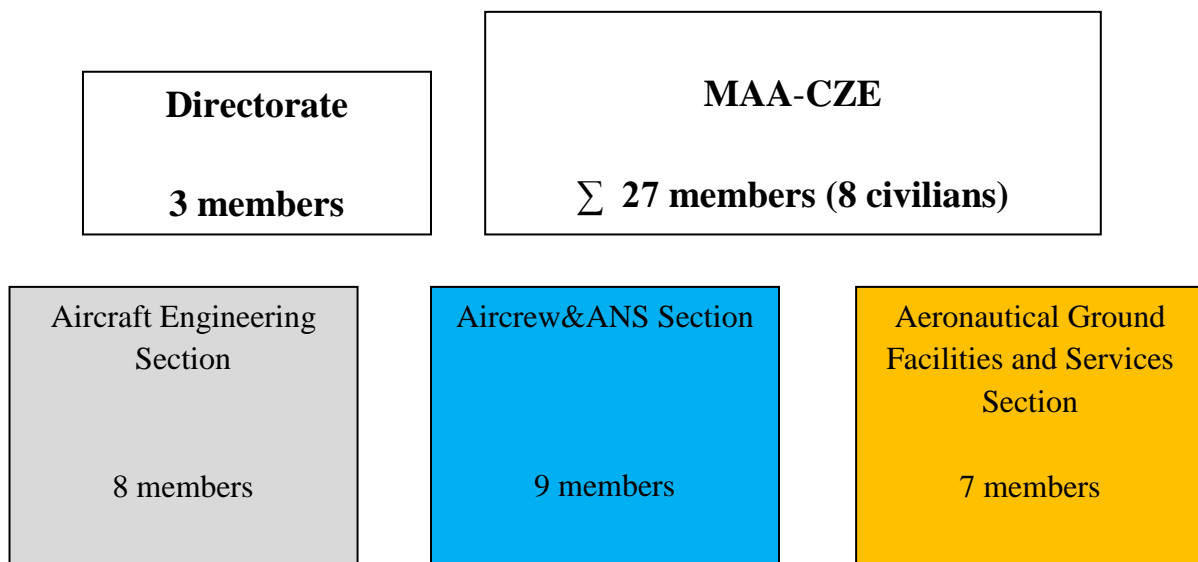
The MAA-CZE is incorporated into the Ministry of Defence Organizations Management Division together with other supervision and inspection focused departments. The MAA-CZE is also known under the designation Department of Supervision over Military Aviation.

The Head of the Ministry of Defence Organizations Management Division is Deputy Minister of Defence appointed to manage the Division.



### 3.6 MAA-CZE Organizational Structure

The MAA-CZE consists of three Sections with a total of 27 people including 8 civilians. The Heads of the Sections and the Director, MAA-CZE, hold the military rank of colonel.



### 3.7 Key Positions within the MAA-CZE

#### 3.7.1 MAA-CZE Director

The MAA-CZE Director is recommended by AF Commander, nominated by Deputy Minister of Defence – Head of Organizations Management Division, MoD, and finally



approved by the MoD State Secretary. The term for being in office is usually a 5-year period, which may be extended once for another 5 years.

He is required to have a long-term experience in MIL aviation operations (preferably as a flight crew member with Instructor / Inspector qualification), and also a general knowledge of all military aviation aspects and experience in aviation business management is expected.

The MAA-CZE Director formulates the long-term strategy and creates a common environment within the MAA-CZE that suits well to the intended vision. He sets priorities and the way of establishing the safety standards within the MAS and optimizes cooperation with relevant partners, both military and civil, in this area. He represents the CZE MIL aviation in international military aviation committees and forums.

All formal decisions are made and authorised by the Director, MAA-CZE. In his absence, the Head of Aircrew/ANS Section has the mandate to act on his behalf in all matters concerned. This formal mandate is limited in time and approved by Deputy Minister of Defence - Head of Organizations Management Division.

The Director has assigned certain authorizations to particular MAA-CZE positions as listed below:

1. Director, MAA-CZE;
2. Head of Aircrew and ANS Section;
3. Head of Aircraft Engineering Section;
4. Head of Aeronautical Ground Facilities and Services Section;

Authorization	1	2	3	4
Recognition of other aviation authorities	X			
Cooperation agreements with external organizational bodies	X			
Formal letters, reports, advisory documents and other formal communication	X	X		
Defining the MAA-CZE policy, issuing aviation regulations, requirements and directives	X			
The issuance of and changes to the MAA-CZE certificates, approvals and accreditation documents	X	X		
Acceptance of key personnel of aviation organizations	X	X		
Acceptance of process documents, such as certification plans, technical documentation, organization expositions and substantiating data (i.e., technical data showing the article compliance with applicable airworthiness standards)	X	X		
Cooperation agreements with other organizational bodies	X			
Service bulletins	X			
The issuance of and changes to the MAA-CZE personnel licences		X	X	X

### 3.7.2 MAA-CZE Section Heads

#### 3.7.2.1 Head of Aircraft Engineering Section

The Head of the Aircraft Engineering Section is recommended by the MAA-CZE Director, nominated by Deputy Minister of Defence – Head of Organizations Management Division, MoD, and finally approved by the MoD State Secretary. The term for being in office is usually 5 years, which may be extended for another period.

He is required to have a long-term experience in MIL aviation operations (preferably as a maintenance specialist with Instructor / Inspector qualification) and aviation business management.

The Head of the Aircraft Engineering Section, in accordance with the objectives and priorities set by the MAA-CZE Director, organizes fulfilment of the tasks connected with both continued and continuing airworthiness and with the implementation of regulations in this area. That also includes the tasks linked with the process of the approving of organizations, running a bulletins service and licensing maintenance personnel within the MAS.

He reports the status of the tasks under his responsibility to the MAA-CZE Director and puts forward proposals for solving potential problems.

#### 3.7.2.2 Head of Aircrew&ANS Section

The Head of the Aircrew&ANS Section is recommended by the MAA-CZE Director, nominated by Deputy Minister of Defence – Head of Organizations Management Division, MoD, and finally approved by the MoD State Secretary. The term for holding office is usually 5 years, which may be extended for another period.

He is required to have a long-term experience in MIL aviation operations (preferably as a flight crew member with Instructor / Inspector qualification) and aviation business management.

The main area of responsibility of the Head of the Aircrew &ANS Section ranges from the approving of flight procedures to the supervision over the training systems designed for flight and Air Traffic Control (ATC) personnel and licensing these personnel. The head of this Section is also responsible for the English language proficiency necessary for obtaining an Aeronautical Communication (ELPAC) Licence.

The Head of the Aircrew&ANS Section fulfils his tasks in accordance with the objectives and priorities set by the MAA-CZE Director; he reports the status of the tasks to the Director and submits proposals for solving potential problems.

#### 3.7.2.3 Head of Aeronautical Ground Facilities and Services Section

The Head of the Aeronautical Ground Facilities and Services Section is recommended by the MAA-CZE Director, nominated by Deputy Minister of Defence – Head of Organizations Management Division, MoD, and finally approved by the MoD State Secretary. The term of office is usually 5 years, which may be extended for another period.

He is required to have a long-term experience in MIL aviation operations and aviation business management.

The Head of the Aeronautical Ground Facilities and Services Section organizes a system of approval for the usage of the military Aeronautical Ground Systems and Facilities in accordance with relevant regulations. That includes approving the organizations that provide maintenance, repairs, and undertake other activities connected with the operation of Military Aeronautical Ground Systems and Facilities.

The Head of this Section carries out all his tasks in accordance with the objectives and priorities set by the MAA-CZE Director, to whom he reports the status of the tasks and puts forward proposals for solving potential problems.

### 3.7.3 Legal Advisor (LEGAD)

The MAA-CZE LEGAD is directly tasked and controlled by the MAA-CZE Director. The LEGAD's primary role is to advise the MAA-CZE Director on legal consequences of the current military aviation as well as business administration matters. LEGAD further reviews the overall legal environment, proposes changes in legislation, and judges MAARI and other rules/regulations proposals.

The MAA-CZE LEGAD acts as a leader of the internal Regulation/Legislation Working Team (Reg/Leg WT).

The MAA-CZE LEGAD is selected from a group of senior legal advisors who have gained their experience in legal business at operational (requested) or strategic (desired) levels. The candidate is recommended to be established as MAA LEGAD by the Armed Forces Inspector, proposed by the MAA Director, nominated by Deputy Minister of Defence – Chief of Organizations Management Division, and finally approved by the MoD State Secretary.

## 3.8 Policy Making

High-level policy is determined by the Czech Republic democratic political system with civilian control over the military and its position as a EU and NATO member. With a respect to Single European Sky, the MAA-CZE policy is driven by the need for the implementation of civil requirements as much as possible while staying ready and effective for military aviation primary (military) missions.

General policy of the implementation of CIV (ICAO, EU) and NATO standards is shaped through active participation in aviation committees, boards, forums, and working groups. (More information in [Chapter 6](#).)

CIV-MIL cooperation strategy and specific interministerial issues are discussed at regular quarterly meetings of the directors of the CAA, CAD of the MoT, and the MAA.

The coordination meetings of the MAA-CZE Director and Air Force Commander are organized on the ad-hoc basis.

Each of the MAA-CZE Sections has its own responsibility to carry out a continuous analysis of the aviation environment. Within each Section's field of expertise based on this on-going analysis, the Sections maintain the existing regulatory documents and initiate the process of drafting new regulatory documents, changes to or cancellation of the identified documents.

The plans for the above mentioned regulatory documents changes are individually, for every area of responsibility, submitted by the MAA-CZE Section Heads to the MAA-CZE Director for approval. When approved by the MAA-CZE Director, an assigned responsible person (editor) initiates and controls the process of collection and evaluation of additional possible requests and comments concerning a proposed document until its final approval.

The feedback for the application of approved requirements is checked and evaluated by regular and ad-hoc inspections.

## 3.9 Scope of Work

Applying a Total System Approach to Aviation (TSAA), the MAA-CZE scope of work covers practically all activities related to military aviation.

The processes under the MAA control especially include:

- Assessment and implementation of general aviation operational and safety standards in the CZE MIL aviation environment;
- CIV-MIL coordination of airspace allocation for the needs of MIL aviation;
- Defining the requirements for and the licensing of the MIL aviation personnel of all categories;

- Military aircraft / aeronautical ground facilities airworthiness / worthiness supervision;
- Certification, auditing and oversight of the organizations providing aviation material and/or services for MIL use;
- Representation and protection of MIL aviation interests within the CIV-MIL committees and working groups at national as well as international level;
- Setting the requirements for the MIL air shows approval and supervision over flying displays;
- Aircraft and aviation personnel registration management;
- MIL aviation flight safety management support.

*Comment: Medical fitness assessment is not involved in the MAA-CZE scope of work. As it represents an important part of the MIL aviation personnel qualification requirements within the licensing process, the assessment of medical fitness is delegated to the respected medical authorities. The only medical authority for the medical assessment of flight crew and ATC personnel is the Institute of Aviation Medicine, Prague.*

### 3.10 **Regulate**

#### 3.10.1 Implementation of General Aviation Rules

One of the primary tasks of the MAA-CZE is to develop and maintain an up-to-date regulatory environment and a set of documents in accordance with the NATO, ICAO, EU/EC (EASA included) and Eurocontrol standards, regulatory frameworks, requirements and guidelines within the national legislation.

The MAA-CZE, following the above-mentioned statement, drafts and publishes various Military Aviation Documents (MAD) and Military Aviation Requirements and Instructions (MAARI). These documents are also available on the MoD MAA-CZE intranet website.

#### 3.10.2 Promotion of Safety Culture within the MAS Environment

The MAA-CZE is committed to continuously deliver its advice, services and products of the required quality standard to support the Ministry of Defence of the Czech Republic (MoD-CZE) so that the MoD can perform its military aviation related mission.

When carrying out its tasks, the MAA-CZE shall make all possible efforts to support a mission effectiveness of military aviation; it shall always strive to safeguard an acceptable level of safety within the military context and perspective.

Following the above statement, the Director MAA-CZE, management and all personnel are committed to implement, follow and promote the Safety & Quality principles.

### 3.11 **Certification and Licensing**

The process of certification and licensing applied by the MAA-CZE follows civil rules and requirements as much as possible and practicable together with operational readiness always considered as principal.

Approvals and Certificates issued by the MAA-CZE are all in a bilingual (Czech – English) format to make the potential further use more convenient.

#### 3.11.1 Certification of Organizations

The basic code for certification of organizations within the Czech military aviation is Act No. 219/1999 Coll., on the Armed Forces of the Czech Republic.

Each legal entity intending to design, produce, maintain, repair, and test military aircraft/systems/equipment or train personnel to use these military products shall be certified/approved by the MAA-CZE.

The approval process starts with an application sent by an organization to the MAA- CZE that notifies the applicant of the acceptance or refusal. An auditing process follows the accepted application. The organization exposition (i.e., the description of the organization structure, scope of activities, safety and quality management system) is assessed during an audit and approved as well.

After the applicant organization has demonstrated corrective actions to all relevant audit's findings, the approval process should be finished by issuing a decision and an Approval Certificate signed by the Director, MAA-CZE.

The Approval Certificate is valid until the time of the validity elapses or until surrendered by the holder, suspended, revoked, or until the location or the branch of the activity, for which the Approval Certificate was issued, is changed. This Certificate is not transferable.

Relevant activities of the Certificate holder are specified in the company manual that is an integral part of the "Approval" or "Authorization".

The holder of the Approval and Authorization is obliged to ensure that all relevant activities performed are in line with the company manual, to administer and maintain the production documentation including records on divergences and changes, and to create adequate conditions for the staff providing expert supervision.

### 3.11.2 Certification of Aircraft

The basic code for airworthiness regulations of the military aviation in the Czech Republic is Act No. 219/1999 Coll., on the Armed Forces of the Czech Republic. Military aircraft airworthiness requirements are also specified in Decree (MoD) No.154/2011 Coll., on Military Aeronautical Engineering, and Decree (MoD) No.279/1999 Coll.

*Note: For the translated excerpts from the above mentioned legislation, see [Chapter 5.6](#).*

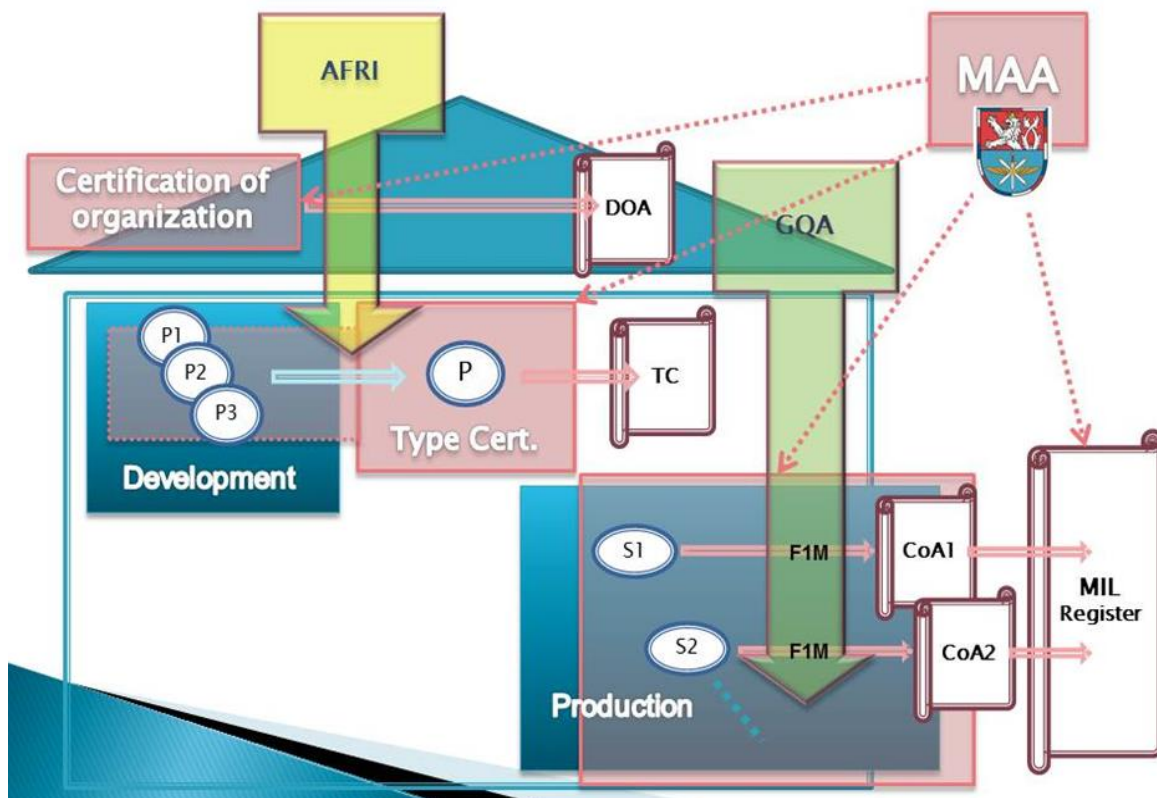
The MAA-CZE Aircraft Engineering Section provisions to fulfil common airworthiness duties defined in the basic code for airworthiness regulations are covered by common procedures in the areas of Continued and Continuing Airworthiness using the best aviation practices that are based on EMARs documents published as Czech Defence Standards (CDS).

Some specific tasks and activities in the areas of Continued and Continuing Airworthiness are delegated to authorized GQAA personnel (up to 50 with a maintenance licence) or the personnel of the Air Force Research Institute (AFRI), which is an approved organization (up to 15 experts).

Bulletins Information Service (BIS) is run to control changes and configurations of military aviation engineering within the military aviation system of the Czech Republic. The bulletin and change service is executed in the form of directives and additional instructions for continued airworthiness that are approved and issued by the MAA-CZE.

The complete list of Approvals and Certificates linked with the type certification process of continued airworthiness, including sample certificates, is enclosed as [Annex 6.2](#).

The processes mentioned above are depicted in the schematic diagram below. The diagram is in principle valid for the certification of ground facilities as well.



### 3.11.3 Certification of Ground Facilities

The necessity of approval by the Ministry of Defence for the possible usage of the military Aeronautical Ground Systems & Facilities is defined in Act No. 219/1999 Coll. The scope, procedures and forms are specified in Decree (MoD) No.154/2011 Coll. and in Guidelines for Certification of Aeronautical Ground Systems & Facilities to Approval Ref. No. 3260/5/2003-6953 (MAARI). The particular responsibilities of the Director, MAA-CZE, and the Aircraft Engineering Section are laid down in the Organizational Regulations of the Ministry of Defence.

Military Aeronautical Ground Systems and Facilities shall not be put into operation in the military aviation of the Czech Republic, unless the Type and Operational Approval, or an Approval for the use in military aviation is issued.

The Type Approval is issued for the type of product, equipment or system, the capability of which was verified and documented by positive results of tests, expert opinions and analyses in line with the requirements of the regulations stated in the approved technical specification.

The Approval is issued for equipment, a system and a product meeting the defined performance and characteristics in the deployment place.

The approved type of equipment may only be produced in the Czech Republic by a natural or legal person, provided the following requirements are met:

- a natural/legal person is a holder of the "Manufacture Approval";
- a natural/legal person is indicated in the document "Type Certificate" as a producer of the equipment;

– a natural/legal person is a holder of fully updated production documentation.

If any other natural person or legal entity than that indicated in the “Type Approval” is planning to produce the equipment of the approved type, it shall document to the MAA that:

– it is a lawful holder of complete production documentation transferred from the original producer;

– the equipment produced is compliant with the approved type (producers will issue “Declaration of Compliance” for their own articles).

The operability of the equipment is confirmed by the authorised representative of the producer and a representative of the MAA (or an authorised entity), supposing all of them made themselves sure of the compliance of the equipment produced with the approved type, or the compliance of the equipment produced with the approved type was documented to them.

The producer shall deliver documentation for installation, operation, maintenance and repair of ordinary faults by the user in order to prevent unintentional shutdown of military aeronautical ground systems and facilities. The producer is responsible for the execution of the document change service.

The Operational Approval is issued when the equipment, already installed at the site, meets all legal and operational requirements.

#### 3.11.4 Licensing of Personnel

Competency and Safety Regulatory Requirements are based on national legislation, such as Act No. 49/1997, Act No. 219/1999 and Decree (MoD) No. 279/1999 as well as other binding European and NATO regulations and standards.

A licence is considered as a subset of the group definition ‘Certificate’. The personnel licensing process starts with an application after receiving required training and passing examinations, followed by the assessment of application in compliance with pertinent regulations and standards, and ends with issuing a licence as appropriate.

With regard to the personnel licensing the following different categories of licences are distinguished:

- Air Traffic Control (ATC) Personnel Licence. For the instruction and specific procedure steps, see OP-OVL-ŘLP (MAARI) – ATCo Competency Scheme.

- Flying Personnel Licence. For the instruction and specific procedure steps, see OP-OVL-VVL and VOP (MAARI) – Flying Personnel Competency Scheme.

- Military Aircraft Maintenance Personnel Licence. For the instruction and specific procedure steps, see OP-OVL-ILS (MAARI) together with CDS 174007 (EMAR 66).

- Other Air Navigation Services (ANS) Personnel Licences. For the instruction and specific procedure steps, see OP-OVL-OPLNS (MAARI) – Other ANS Personnel Competency Scheme.

- Meteorological personnel licensed in accordance with the World Meteorological Organization requirements. For the instruction and specific procedure steps, see Let-5-4 and OP-OVL-LPZ-02 (MAARI) - Licensing of Personnel.

- Aeronautical Radio Navigation Service, Aeronautical Technical and Operational Support and Airport Support Personnel. For the instruction and specific procedure steps, see OP-OVL-LPZ-02 (MAARI) – Licensing of Personnel.

Additionally, the licences below are required for some personnel:

- Medical Licence (required for ATCOs and flying staff) included in appropriate Licences.
- English Language Proficiency for Aeronautical Communication (ELPAC) Licence (not required for all categories and usually included in an appropriate Licence).

### 3.11.5 English Language Proficiency

Regulatory framework and the requirements to be fulfilled by the selected military aviation personnel as to acquiring and maintaining language proficiency endorsement, as well as the main principles of the English language examination and the language proficiency endorsement, are specified in the “Special Guidelines of Director, MAA, Organizations Management Division, MoD, on Language Proficiency of Military Aviation Personnel“ (hereinafter the “Guidelines“; abbreviated form in Czech “OP-ODVL-ARTFLT“).

For more information, see [Annex 6.3](#).

## 3.12 Register

### 3.12.1 Aircraft Registration

Military aircraft are registered in the Military Aircraft Register of the Czech Republic which is maintained by the MAA-CZE in accordance with Act No. 219/1999 Coll. and the Organizational Regulations of the Ministry of Defence.

The Military Aircraft Register is not publicly accessible and contains aircraft of the armed forces, legal entities carrying out the tasks of ensuring the defence of the State, or legal entities engaged in the development, production, testing, installation, maintenance, repairs, modifications or modifications of aircraft intended for performing the tasks of ensuring the defence of the State, and/or legal entities performing the tasks of test and demonstration flights.

Only aircraft not registered in another register may be entered on the Military Aircraft Register. By the act of registering in the Military Aircraft Register, the aircraft becomes a military aircraft and acquires the nationality of the Czech Republic.

Military aircraft registered in the Military Aircraft Register shall be identified by the national distinguishing sign (i.e., aircraft nationality mark) or national flag, the registration number and the operator's designation.

The graphic design of military aircraft designation is approved by the Ministry according to Act No. 219/1999 Coll. and Decree (MoD) No. 387/2010 Coll. on Military Insignia, Distinguishing Marks and Uniforms.

The aircraft is registered by the MAA-CZE at the request of the owner or operator of the aircraft (in accordance with Decree of the MoD No. 154/2011 Coll.). The MAA-CZE assigns a registration mark to the military aircraft and issues a military aircraft Registration Certificate.

The removal of a military aircraft from the Military Aircraft Register is carried out by the MAA-CZE:

- upon the request of the owner or operator of the military aircraft; all documents issued for the military aircraft by the Ministry shall be attached to the request;
- if the conditions set out for the aircraft registration in the Military Aircraft Register have been changed or terminated.

The Ministry will issue a Certificate of Deregistration.

### 3.12.2 Aviation Personnel Registration – MAA-CZE Aviation Personnel Register

Registration of military aviation personnel is one of the regular MAA-CZE tasks and fully respects the European Union GDPR policy and Regulation (EU) 2016/679.



A PC based Register containing all required licence data of the military aviation personnel concerned has been established at the MAA-CZE. Any application form or certificate processed alongside with an appropriate competency scheme is stored in form of a hard copy at the MAA-CZE Aeronautical Register in the individual personal file kept for every licensed applicant of military aviation personnel.

The MAA-CZE Aviation Personnel Registration is allowed to be run and managed by the authorised MAA-CZE staff only.

### 3.13 Audits

Auditing is a systematic, independent and documented process of verification whether the certain MAS entities comply with the applicable requirements/standards.

The MAA-CZE recognizes two basic audit processes:

- Internal Audit;
- External Audit.

#### Internal Audit

The MAA-CZE doesn't have the ability to use auditing as a tool for its own performance evaluation but it is subject to auditing from the Internal Audit and Inspection Department of the MoD.

#### External Audit

External audits are applied during the certification process, oversight process and the MAA-CZE recognitions of other partner authorities / organizations.

The MAA-CZE applies Auditing especially in the following processes:

- as part of the certification process;
- as part of the oversight process;
- as a tool to recognize the MAS entities by the MAA(s).

The audit process consists of two major steps: the on-desk audit and the on-site audit.

The extent and the time required to perform the audit process depends on the subjects being audited and the type and scope of the audit being performed.

The MAA-CZE is open and ready for being audited by other partner authorities or organizations within a recognition process.

### 3.14 Safeguarding Aerodromes, Technical Sites and Other Areas within the Military Aviation

The MAA-CZE acts as an expert and a support element of the Ministry of Defence for safeguarding aerodromes, technical sites and other areas within the military aviation.

The MAA-CZE assesses the impact of proposed buildings and structures, both military and civil, on safeguarding the aerodrome obstacle free zones and other safeguarding zones according to Act No. 49/1997 Coll., on Civil Aviation, Let-1-6/L14 Military Aerodromes, and Act No. 183/2006 Coll., on Bulding/Construction (Building Act).

The MAA-CZE also assesses and issues guidance on proposed buildings and structures outside the defined safeguarded areas.

## 4 AVIATION SAFETY

In order to prevent aviation accidents and incidents, the MAA-CZE maintains an active safety management system. The MAA-CZE supports the open sharing of information on all safety issues and encourages all personnel to report significant errors, safety hazards or concerns. The MAA-CZE pledges that no staff member will be asked to compromise safety standards to “get the job done”.

Safety is a corporate value of the MAA-CZE. All employees must comply with this policy.

The overall safety objective is the proactive management of identifiable hazards and their associated risks with the intent to eliminate their potential for affecting aviation safety, and for injury to people and damage to equipment or the environment. To that end, the MAA-CZE continuously examines operations for these hazards and finds the ways to minimize them. The MAA-CZE encourages hazards and incident reporting, supports training of all the staff concerning safety management, documents the findings and mitigation actions and strives for a continuous improvement.

Safety is the first priority in all activities. There is a commitment to implement, develop and improve strategies, management systems and processes to ensure that all activities uphold the highest level of safety performance and meet national and international standards.

In connection with the safety commitment the MAA-CZE endeavours to:

- develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledge at all times that safety is paramount;
- clearly define for all staff their accountabilities and responsibilities for the development and delivery of safety strategy and performance;
- minimize the risks associated with operations to a point that it is as low as reasonably practicable and achievable;
- ensure that the externally supplied systems and services that impact upon the safety of our operations meet appropriate safety standards;
- actively develop and improve safety processes to conform to world-class standards;
- comply with and, wherever possible, exceed legislative and regulatory requirements and standards;
- ensure that all staff are provided with adequate and appropriate safety information and training, are competent in safety matters and are only allocated the tasks commensurate with their skills;
- ensure that sufficient skilled and trained human resources are available to implement safety strategy and policy;
- establish and measure safety performance against realistic objectives and/or targets;
- achieve the highest level of safety standards and performance in all our activities;
- continually improve our safety performance;
- conduct safety and management reviews and ensure that a relevant action is taken;
- ensure that the application of effective safety management systems is integrated into all our activities, with the objective of achieving the highest level of safety standards and performance.

### 4.1 Annual Inspection Plan

Inspections and audits are carried out by the MAA-CZE according to the annual inspection plan and are coordinated in the central planning system of the MoD.

The purpose of aviation safety inspections is to identify the actual flight safety status, to identify possible risks and sources of causes of air traffic events and the effectiveness of preventive measures and preventive tasks. Aviation safety inspections shall be carried out in accordance with all appropriate regulations at least once a year for every airbase or an organization involved (e. g., CRC).

Aviation safety inspections are carried out by inspection groups composed of safety inspectors or other specialists.

## **4.2 Safety Reporting Analysis**

### **4.2.1 Analysis and Exchange of Safety Data**

The MAA-CZE discusses the conclusions of the accident or incident investigation, systemic safety-related deficiencies and safety recommendations with an aircraft operator or a competent authority.

The MAA-CZE does not distinguish between mandatory and voluntary reporting when analyzing data.

The MAA-CZE must ensure that the data collected will not be used otherwise than as specified in the appropriate documentation and will not be communicated to other than authorized personnel. Reports and safety recommendations are continuously assessed and forwarded to the stakeholders and organizations that might benefit from the conclusions of these documents with regard to military / civil aviation safety. The MAA-CZE stays ready to respond to investigation board reports, and to take urgent precautionary measures to address identified shortcomings when necessary. In case of necessity or if considered beneficial, the MAA-CZE turns to the Ministry of Transport, CAA, AAI or other competent individuals with a request to consult the proposed safety recommendations or measures to maintain air traffic safety.

### **4.2.2 Collection, Analysis and Dissemination of Safety Data**

Collection, analysis and dissemination of safety data may be considered highly important activities contributing to accident prevention and ensuring an acceptable level of safety within the SSP. The MAA-CZE keeps a close relationship with the Aviation Safety Section of the Internal Audit and Inspection Department of the MoD for the effective collecting, analyzing and storing of data on potential hazards and safety/security risks.

## **4.3 Continuous Monitoring & Safety Impact Assessment**

Risk management is routinely applied in decision-making processes within the military safety structure. There is a structured process for the risk management that includes the assessment of the risk associated with identified hazards, expressed in terms of severity and probability. There are criteria for evaluating the level of risk the organization is willing to accept. The MAA-CZE applies risk control strategies that include hazard elimination, risk control, risk avoidance, risk acceptance, risk mitigation, and also a valid action plan. Mitigating actions resulting from the risk assessment, including timelines and allocation of responsibilities, are documented. Effective and robust mitigations and controls are implemented. Risk assessments and risk ratings are appropriately justified.

## **4.4 Investigation**

The basic principles for determining the causes of accidents and incidents are based on the requirements of Annex 13 to the Chicago Convention. The primary objective in collecting, processing, and evaluating the reported event data is to consistently contribute to improving the aviation safety. Within the process of incident/accident investigation, the most important role of the MAA-CZE is to perform a continuous evaluation of aircraft airworthiness and assessment of personnel competence in order to issue on-time decisions/restrictions. Close

cooperation with the Aviation Safety Section of the Internal Audit and Inspection Department, MoD, and the Air Force Flight Safety Inspection Group is crucial.

## **LIST OF RELEVANT REGULATORY PUBLICATIONS**

- The Czech Republic Regulatory Publications
- EU Regulations
- ICAO Regulations
- WMO Regulations
- NATO Regulations
- Translated Excerpts from the Czech Republic Regulatory Publications



## 5 LIST OF RELEVANT REGULATORY PUBLICATIONS

### 5.1 The Czech Republic Regulatory Publications

#### 5.1.1 The Laws in Force

- Act No. 219/1999 on the Armed Forces of the Czech Republic
- Act No. 49/1997 on Civil Aviation
- Act No. 309/2000 on Defence Standardization and State Quality Assurance
- Act No. 183/2006 Coll., on Building/Construction (Building Act)

#### 5.1.2 Decrees

- Decree (MoD) No. 279/1999 on Military Aviation Personnel
- Decree (MoD) No. 154/2011 on Military Aeronautical Engineering
- Decree (MoD) No. 282/1999 on Assessment of Military Aviation Personnel Medical Fitness
- Decree (MoD) No. 387/2010 Coll., on Military Insignia, Distinguishing Marks and Uniforms

#### 5.1.3 Czech Defence Standards

- CDS 174 005
- CDS 174 008
- CDS 174 010

#### 5.1.4 Agreements

- Institutional Agreement between MoD and MoT on Relationship of Civil and Military Aviation in Peace

#### 5.1.5 MoD Internal Regulations

- Organizational Regulations of the Ministry of Defence
- Let-1-1 Regulation for Flying
- Let-1-4 Aviation Engineering Services
- Let-1-6/L2 Military Aircraft Rules of the Air
- Let-1-6/L11 Air Navigation Services
- Let-1-6/L14 Military Aerodromes
- Let-1-6/L15 Military Flight Information Services
- Let-5-4 Provision of Aviation Meteorological Services in Military Aviation Environment
- Let-5-2 Aeronautical Radio Navigation Service (CNS – Communication, Navigation, Surveillance and Airport Lights)
- Let-5-8 Specialist Training of Aeronautical Radio Navigation Service Personnel (ATSEP – Air Traffic Safety Electronics Personnel)
- Order of the Minister of Defence No.13/2016 Flight Safety
- Regulation of the Chief of General Staff, Army of the Czech Republic, Language Proficiency of Military Aviation Personnel
- Oper-5-1 Brevity Words for Radio Communications in NATO

#### 5.1.6 MAA-CZE Internal Regulatory Provisions

- MP-OVL-ILT-T001 on Technical Airworthiness of Military Aircraft and Military Aviation Facilities Subject to an Approval or Qualification Worthiness
- MP-OVL-ILT-P001 on Engineering Services Staff Qualification
- MP-OVL-ILT-P003 Guidelines for Technical Supervision over Development, Manufacture, Tests, Repairs and Modifications
- OP-OVL-ŘLP (MAARI) – ATCo Competency Scheme
- OP-OVL-OPLNS (MAARI) – Other ANS Personnel Competency Scheme
- OP-OVL-VVL a VOP (MAARI) – Flying Personnel Competency Scheme
- OP-ODVL-ARTFLT (MAARI) – Special Guidelines on Language Proficiency of Military Aviation Personnel
- OP-ODVL-VVL/ATO – Guidelines for Approved Training Organizations for Military Flight Personnel
- MP-OVL-HPUO (MAARI) – Student Pilot Flight Training Assessment
- MP-OVL-VZL (MAARI) – Guidelines for Pilot Logbook Entries
- OP-OVL-LPZ Guidelines for the Execution of Local/Territorial Planning and Building Regulations (i.a.w. Building Act)
- OP-OVL-LPZ-02 Licensing of Personnel
- Requirements for English Radiotelephony Communications
- Guidelines for Certification of Aeronautical Ground Systems & Facilities to Approval, ref. no. 3260/5/2003-6953

#### 5.2 EU Regulations

- 996/2010 Investigation and prevention of accidents and incidents in civil aviation
- 376/2014 Reporting, analyses and follow-up of occurrences in civil aviation
- 2017/373 laying down common requirements for providers of air traffic management/navigation services and other air traffic management network functions and their oversight...
- 2018/1139 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, ...
- Regulation (EC) No. 1108/2009 of the European Parliament and of the Council
- Commission Regulation (EU) 2015/340
- Commission Regulation (EU) No. 1178/2011
- EMAR 66 Military Aircraft Maintenance Licensing

#### 5.3 ICAO Regulations

- Doc 10100 Manual on Space Weather Information in Support of International Air Navigation
- Doc 1100 Guide to the Implementation of Quality Management Systems for National Meteorological and Hydrological Services and Other Relevant Service Providers
- Annex 3 – Meteorological Service for International Air Navigation
- Annex 1 – Personnel Licensing



- ICAO Annex 10/II – Aeronautical Telecommunication, Volume II, Communication Procedures
- ICAO Doc 4444 – Procedures for Air Navigation Services – Air Traffic Management
- ICAO Doc 8400 – Abbreviations and Codes
- ICAO Annex 2 – Rules of the Air
- ICAO Annex 11 – Air Traffic Services
- ICAO Annex 14 – Aerodromes
- ICAO Doc 7030 – Regional Supplementary Procedures
- ICAO Doc 8168/I – Procedures for Air Navigation Services, Aircraft Operations, Volume I – Flight Procedures
- ICAO Doc 8168/III – Procedures for Air Navigation Services, Aircraft Operations, Volume III – Aircraft Operating Procedures

#### 5.4 **WMO Regulations**

- WMO No. 49 Volume II – Meteorological Service for International Air Navigation
- WMO No. 8 – Guide to Meteorological Instruments and Methods of Observation
- WMO No. 1083 – Guide to the Implementation of Education and Training Standards in Meteorology and Hydrology, Volume I - Meteorology

#### 5.5 **NATO Regulations**

- STANAG 3101 Ed. 16 Exchange of Flight Safety Information
- STANAG 3102 Ed. 7 Flight Safety Cooperation in Common Ground/Air Space
- STANAG 3531 Ed. 9 Safety Investigation and Reporting of Accidents/Incidents Involving Military Aircraft, Missiles, and/or UASs
- STANAG 7160 Ed. 4 Aviation Safety
- STANAG 4720 Ed. 1 NATO Standard for Air Traffic Management (ATM) Safety Management Systems (SMS)
- STANAG 6015 - AWP-4(B) NATO Meteorological Codes Manual
- STANAG 3817 (Edition 6) STANDARD R/T PHRASEOLOGY TO BE USED FOR AIR TRAFFIC CONTROL, AATCP-2(A) NATO RADIOTELEPHONY PHRASEOLOGY, NATO SUPPLEMENT TO ICAO: ANNEX 2, DOC 4444 – ATM/501, ANNEX 10 VOL II AND DOC 9432-AN/952
- STANAG 1401 JOINT BREVITY WORDS PUBLICATION – APP-07 (F)(2), implemented by the Czech military regulation Oper-5-1 “Brevity Words for Radio Communications in NATO Operations”
- STANAG 7012 (Edition 3) MINIMUM RADIOTELEPHONY AERODROME DEPARTURE PROCEDURES
- STANAG 7104 (Edition 1) AIRFIELD AIRCRAFT ARRESTING SYSTEM OPERATING PROCEDURES
- STANAG 3530 AS (EDITION 6) RADIO AND/OR NAVIGATIONAL AID FAILURE PROCEDURES FOR OPERATIONAL AIR TRAFFIC (OAT) FLIGHTS

- STANAG 3297 (EDITION 7) FLAMEOUT PROCEDURES
- STANAG 7199 ASP (EDITION 3) NATO SUPPLEMENT TO ICAO DOC 8168, VOLUME I, FLIGHT PROCEDURES

5.6 **Translated Excerpts from the Czech Republic Regulatory Publications**

5.6.1 Act No. 49/1997 on Civil Aviation

**No. 49/1997 Coll.**

**ACT**  
of 6 March 1997

**The valid wording of Act No. 49/1997 Coll., on Civil Aviation** and on the amendment to Act No. 455/1991 Coll. to regulate trades (Trade Act), as amended by subsequent regulations.

This Act incorporates the pertinent regulations of the European Union, at the same time, it follows directly applicable regulations of the European Union, and in the field of civil aviation, it regulates:

- a) conditions for construction and operation of aircraft,
- b) conditions for the establishment, operation and certification of operational capability of airports,**
- c) conditions for aeronautical structures,**
- d) prerequisites for aeronautical personnel activities,**
- e) specifications concerning airspace use,**
- f) prerequisites for aeronautical services provision,**
- g) prerequisites for carrying out air activities,**
- h) scope of and conditions for aviation protection,
- i) specifications for the use of sporting aerial vehicles  
(Note: Under supervision of the Light Aircraft Association of the Czech Republic.),
- j) scope of and conditions for public administration exercise.

This Act, to a clearly defined extent, applies to military aviation in the matters relating to aeronautical personnel, military aerodromes and aeronautical structures, use of airspace, provision of aeronautical services, and carrying out air activities.

5.6.2 Decree of the MoD No. 279/1999 on Military Aviation Personnel

**DECREE**

**of the Ministry of Defence of 15 November 1999 laying down the categories of military aviation personnel, their qualifications and range of expertise, and a sample of a military aviation personnel licence**

Amended by No. 336/2008 Coll.

The Ministry of Defence in a bilateral agreement with the Ministry of Transport and Communications of the Czech Republic lays down in accordance with Section 40, Paragraph 3 of Act No. 219/1999 Coll. on the Armed Forces of the Czech Republic:

**PART ONE**

**Categories of Military Aviation Personnel**

Section 1

**Military Aviation Personnel**

Military Aviation Personnel include:

- a) military flight personnel,
- b) military cabin crew,
- c) military ground personnel,
- d) the students of the University of Defence, Faculty of Military Technology, field of study: Pilot Module, Control, Employment and System Support of Aviation Module, Air Traffic specialization; they prepare through academic training and practice training for the activities of military aviation personnel.

Section 2

**Military Flight Personnel**

(1) Military Flight Personnel Classification

- a) aeroplane pilot-in-command,
- b) helicopter pilot-in-command,
- c) co-pilot,
- d) helicopter co-pilot (Note: for the Mi-24 helicopter only),
- e) flight navigator,
- f) flight engineer,
- g) flight radiotelephone operator,
- h) aircraft system operator,
- i) ultralight aircraft pilot,
- j) unmanned aerial vehicle operator pilot (Note: In ICAO usage, it is a “remote pilot“.),

- k) air gunner.
- (2) Military Flight Personnel also include those mentioned in Section 1(d) and the other crewmembers participating in aeronautical training.
- (3) Military Flight Personnel (flight crew) are divided into the following training groups:
  - a) pilots,
  - b) flight navigators,
  - c) radio operators,
  - d) flight engineers,
  - e) aircraft system operators,
  - f) air gunners.
- (4) Pilots fall into the following categories:
  - a) aeroplane pilot-in-command,
  - b) helicopter pilot-in-command,
  - c) aeroplane co-pilot,
  - d) helicopter co-pilot,
  - e) helicopter co-pilot (Note: for the Mi-24 helicopter only),
  - f) ultralight aircraft pilot,
  - g) unmanned aerial vehicle operator pilot  
(Note: In ICAO usage, it is a “remote pilot“.)
- (5) Flight Engineers are classed as:
  - a) board engineer,
  - b) flight engineer,
  - c) air drop dispatcher  
(Note: He checks parachute jumps or the dropping of supplies, weapons and military equipment.)
- (6) Aircraft System Operators fall into these categories:
  - a) aircraft system operators of reconnaissance and photogrammetric equipment,
  - b) aircraft system operators of means of electronic warfare and special aids,
  - c) aircraft system operators for in-flight inspection or checking the means of electronic support.

### Section 3

#### **Military Cabin Crew**

- (1) Military Cabin Crew members are divided into:
  - a) flight attendants,
  - b) accompanying support provision staff.
- (2) Accompanying Support Provision Staff include:

- a) technical support staff during test, check, or transport flights,
- b) medical personnel,
- c) the other accompanying support provision staff composed of rescue service specialists and air drop support specialists,
- d) technical staff inspecting or checking military aeronautical ground facilities and equipment.

#### Section 4

### **Military Aeronautical Ground Personnel**

- (1) Military Aeronautical Ground Personnel include:
  - a) personnel of air traffic services units,
  - b) technical support staff.
  
- (2) Personnel of Air Traffic Services Units are divided into:
  - a) air traffic controllers,
  - b) the other personnel of air traffic services units.
  
- (3) Technical Support Staff Categories
  - a) aircraft engineering service staff,
  - b) staff of aircraft radio engineering support service,
  - c) staff of technical and operational support of aviation,
  - d) aerodrome support staff,
  - e) personnel of metrological laboratories, metrology centres, and professional technical supervision.
  
- (4) Aircraft Engineering Service Staff are divided into the following specializations:
  - a) airframe and power plant specialist,
  - b) aircraft electric and special equipment specialist,
  - c) air armament specialist,
  - d) aircraft radio, radio engineering and electronic equipment specialist,
  - e) management specialist.
  
- (5) Staff of Aircraft Radio Engineering Support Service fall into these specializations:
  - a) radar and recording means specialist,
  - b) data display aids specialist,
  - c) radio navigation aids specialist,
  - d) radio communication aids and facilities specialist,
  - e) lights and markers specialist.

## **PART TWO**

### **Competence of Military Aviation Personnel**

#### Section 5

### **Competence of Military Flight Personnel**

The competence of military flight personnel is divided into:

- a) performance class (Note: It means the level attained through training.):
  - no performance class,
  - 3rd class,
  - 2nd class,
  - 1st class,
- b) combat readiness:
  - not ready for the combat use,
  - limited combat ready,
  - combat ready,
- c) type rating – it can be achieved for a military aircraft of a specific type,
- d) other fields of competence:
  - instructor,
  - inspector,
  - check pilot  
(Note: He checks and verifies aircraft airworthiness and stability of quality.)
  - test pilot.

#### Section 6

### **Competence of Military Cabin Crew**

- (1) The competence of flight attendants is defined by their theoretical knowledge and practical skills to use emergency and rescue equipment for particular types of military aircraft, knowledge and skills to render medical aid, minimum theoretical knowledge of construction and structure of a military aircraft of a particular type, and knowledge and skills to use its equipment, on-board systems, and aircraft instrumentation.
- (2) The competence of accompanying support provision staff is determined by the specified tasks the accompanying personnel carry out aboard a military aircraft.

#### Section 7

### **Competence of Military Aeronautical Ground Personnel**

- (1) Air Traffic Control Officers can acquire competence for
  - a) aerodrome traffic control,
  - b) approach radar control,
  - c) precision approach radar control,

- d) area control,
- e) area radar control,
- f) intercept control,
- g) chief air traffic controller,
- h) providing theoretical instruction and/or practice training,
- i) inspection activity.

(2) The other personnel of military air traffic service units can achieve qualification of:

- a) air traffic controller assistant,
- b) flight data operator,
- c) briefing officer – Aeronautical Information Service specialist,
- d) instructor.

#### Section 8

(1) The competence of **Technical Support Staff** is divided into:

- a) performance class (Note: It means the level attained through training.):
  - no performance class,
  - 3rd class,
  - 2nd class,
  - 1st class,
- b) type rating – for a military aircraft of a specific type,
- c) other fields of competence:
  - 3rd-level technician and/or engineer,
  - 2nd-level technician and/or engineer,
  - 1st-level technician and/or engineer,
  - instructor,
  - inspector.

#### Section 9

Section 9 stipulates **qualification requirements for instructor and inspector ratings of military flight personnel.**

#### Section 10

Section 10 stipulates **qualification requirements for instructor and inspector ratings of military aeronautical ground personnel.**

#### Section 11

### **Military Aeronautical Personnel Licence**

The competence achieved is entered on a military aeronautical personnel licence.  
The sample of licence is given in Annex 1 to this Regulation.



## **PART THREE**

### **Range of Expertise of Military Aviation Personnel**

#### Section 12

- (1) Professional preparation of military aviation personnel is divided into theoretical knowledge instruction (academic training) and practice training.
- (2) Academic training is realized within the scope of syllabuses for the fields of study preparing individual categories of military aviation personnel in accordance with a special legal regulation, i. e., Act No. 111/1998 Coll., on higher education institutions (i. e., universities) and on an alteration of and amendment to further legislation (the Higher Education Institutions Act).
- (3) Practice training of military flight personnel is realized according to its scope as basic, continuation, and combat training. Practice training is carried out with the use of assigned military aircraft and military flight simulation training devices.
- (4) The scope of specialized knowledge for a pertinent competence of different categories of military aviation personnel is verified through an examination pursued before a competent board of examiners and is set out in Annex 2 to this Decree.

5.6.3 Act No. 219/1999 Coll. on the Armed Forces of the Czech Republic

**No. 219/1999 Coll.**

**ACT**

of 14 September 1999

**on the Armed Forces of the Czech Republic**

as amended by: Act No. 352/2001 Coll., Act No. 320/2002 Coll., Act No. 253/2005 Coll., Act No. 413/2005 Coll., Act No. 546/2005 Coll., Act No. 274/2008 Coll., Act No. 41/2009 Coll., Act No. 147/2010 Coll., Act No. 375/2011 Coll., Act No. 253/2012 Coll., Act No. 250/2014 Coll., Act No. 46/2016 Coll.

The Parliament has adopted this Act of the Czech Republic:

**PART ONE**

**GENERAL PROVISIONS**

Section 1

**Subject of Regulation**

This Act regulates the status, tasks, and structure of the armed forces of the Czech Republic (hereinafter the “armed forces“), their control, professional training, preparedness, and military materiel provision. This Act also regulates the use of military weapons by soldiers on active service and compensation for damage.

Section 2

**Basic Terms**

(5) The member of the armed forces is only a soldier on active service.

(6) Military materiel means military equipment, military weapons, military engineering (*i. e., machinery and equipment*), and specified technical facilities/ equipment employed for carrying out or ensuring the tasks of the armed forces.

(9) Military engineering includes vehicles of the armed forces, military vessels, and military aeronautical engineering.

(9) c) Military aeronautical engineering includes military aeronautical products, military aircraft parts or appliances, and military aeronautical ground facilities; the Ministry of Defence (hereinafter the “Ministry“) defines the types and categories of military aeronautical products, military aircraft parts, and military aeronautical ground facilities in an implementing legal regulation.

## **PART TWO**

### **ARMED FORCES, THEIR CONTROL AND TASKS**

Chapter I, Section 3 of this Act sets:

- (1) The armed forces serve to ensure security of the Czech Republic.
- (2) The armed forces are divided into the Army of the Czech Republic, Military Office of the President of the Czech Republic, and the Guards of the Castle (*i.e., Prague Castle*).
- (3) The armed forces include soldiers on active service; their military service-law relations are subject to special legal regulations.
- (4) The armed forces apply relations of superiority and subordination.
- (5) The armed forces are manned in compliance with the tasks which they perform.
- (6) In judicial proceedings, the employees of the Ministry, who are authorized by the Minister, act on behalf of the State. These employees act for the Ministry, military administrative authorities and service bodies of the armed forces, and also in administrative judiciary.
- (7) The armed forces employ civilian employees, who are the civil personnel of the armed forces; their employer-employee relations to the State follow special legal regulations.

#### **Registration of Military Aircraft and Verification of Technical Capability of Military Aeronautical Engineering**

##### **Military Aeronautical Engineering**

###### Section 35

For the purposes of this Act:

- a) Military aircraft is an aircraft intended for carrying out the tasks when securing the defence of the country; military aircraft is also a military unmanned vehicle designed for flight operations without a pilot on board and intended for carrying out the tasks when securing the national defence; its maximum take-off weight exceeds 20 kg.
- b) Type of military aeronautical engineering means the conformity of the design features and technical properties of an aeronautical product, a military aircraft part or appliances, and a military aeronautical ground facility with the requirements set down for the safety of flying and the ecology of operation of an aircraft.
- c) Military aeronautical product means an aircraft, an aircraft engine or an aircraft propeller intended for a military aircraft.
- d) Military aircraft parts or appliances mean any instrument, equipment, mechanism, apparatus, accessories or aggregate, including communications equipment, used or intended to be used in operating or controlling an aircraft in flight and installed in or attached to the aircraft. Military aircraft parts or appliances also include parts of an airframe, engine or propeller, part of a control station of a military unmanned aerial vehicle and part of any other element necessary to facilitate a flight, and military armaments of an aircraft.

- e) Military aeronautical ground facility means a hardware device that is placed on the ground and serves to operate a military aircraft and facilitate air traffic; it also comprises ground-based control station, including communication link.
- f) Prototype means a test product of an aircraft, aircraft part or appliances, also a product of an aeronautical ground facility that is used for the checks and tests necessary to verify a structure, shape/ contour, and function.

Section 35a

**heading deleted**

Explicitly specified military aeronautical engineering under Section 35 can be used in military aviation only if the Ministry has assessed and certified its airworthiness, operational capability and release to service, and the Ministry has issued an approval to use it in military aviation. An applicant shall reimburse the expenses in connection with the assessment and the certificate of worthiness of a specified military aeronautical engineering item under Section 35.

Sections 35b, 35c, 35d

**Military Aeronautical Register of the Czech Republic**

Military aircraft are registered in the Military Aircraft Register of the Czech Republic. The Military Aircraft Register is maintained by the Ministry; it is not publicly accessible.

Section 35e

**Type Approval**

Section 35f

**Responsibilities of a Manufacturer and an Operator**

Section 35g

**Certificate of Airworthiness, Certificate of Release to Service, Certificate of Operational Capability**

Section 35h

**Airworthiness and Operational Capability Inspections**

Section 35i

**Operation of Military Aircraft**

Section 35j

**Assessment and Verification of Conformity of Properties of Military Aeronautical Engineering**

Section 35k

**Technical Inspections/ Checks and Tests**

Section 35l

**Test Flying**

Section 35m

**Trial Operation**

Section 35

**Authorization and Certification / Licensing of a Legal or Natural Person**

Section 35o

**Air Accidents of Military Aircraft and Professional Accident Investigation**

Section 35p

**Delegating Provisions**

In an implementing legal regulation, the Ministry shall set down

- a) in accordance with Section 35a, the specified military aeronautical engineering that is subject to the assessment and certification of airworthiness, operational capability and/or release to service, and a sample of approval for the employment of military aeronautical products, military aircraft parts or appliances, and military aeronautical ground facilities in military aviation (Type Approval),
- b) in accordance with Section 35c paragraph 1, the requirements concerning the application for aircraft registration in the Military Aeronautical Register, the documents to be attached to the application, and a sample certificate of military aircraft registration in the Military Aeronautical Register (Certificate of Registration),
- c) in accordance with Section 35d, the requirements concerning the application for military aircraft deregistration, and a sample certificate of military aircraft deregistration (Certificate of Deregistration),
- d) in accordance with Section 35e, the requirements concerning the application for military aeronautical engineering type approval, and the documents to be attached to the application, the method of the assessment and verification of the conformity of the properties of military aeronautical engineering with the requirements specified for its safety, a sample of a Type Certificate, a sample of a Certificate of Type

Airworthiness, and a sample of a military aeronautical engineering Type Acceptance Certificate,

- e) in accordance with Section 35f, the scope of keeping records of military aeronautical engineering operation and the extent of information provided on its operation,
- f) in accordance with Section 35g, the requirements for the application concerning airworthiness, noiseworthiness, release to service and operational capability, sample application forms and the documents to be attached to individual application forms, the samples of an Airworthiness Certificate, a Noise Certificate, a Certificate of Release to Service, an Operational Certificate, and an Airworthiness Acceptance Certificate,
- g) in accordance with Section 35h, the time limit for and the extent of carrying out the inspection of airworthiness and operational capability,
- h) in accordance with Section 35 paragraph 2b), the time limit to carry out the airworthiness review of a military aircraft,
- i) in accordance with Section 35l, a sample of a Special Certificate of Airworthiness and that of an Export Certificate of Airworthiness,
- j) in accordance with Section 35m, a sample of an operational certificate for the purpose of testing operation (Operational Certificate),
- k) in compliance with section 35n paragraph 1a), a sample of authorization to undertake activities (Authorization Certificate), and in accordance with Section 35n paragraph 1b), a sample of a certificate/ a licence (in case of personnel) for undertaking activities (Approval Certificate),
- l) in accordance with Section 35n paragraph 1, the requirements concerning the application for issuing a certificate, a licence (in case of personnel) for teaching and training utilizing military aeronautical engineering, the documents to be attached to the application, and a sample of a Licence/ Certificate of Competency for teaching and training with the use of military aeronautical engineering.

5.6.4 Decree No. 154/2011 on Military Aeronautical Engineering

**No. 154/2011 Coll.**

**DECREE**

of 26 May 2011

on military aeronautical engineering (i. e., machinery and equipment), approval of technical capability of military aeronautical engineering, conducting regular technical inspections, the testing of technical equipment of military aeronautical engineering, the operation and inspections of military aeronautical engineering, the authorization and approval of legal and natural persons, and on military aeronautical register (in short, on military aeronautical engineering).

5.6.5 Organizational Regulations of the Ministry of Defence

**ORGANIZATIONAL REGULATIONS OF THE MINISTRY OF DEFENCE**

Excerpt

Article 1

- (1) The Organizational Regulations of the Ministry of Defence (hereinafter the “MoD“) determines basic relations of the internal structure and administration of the MoD as a central administrative authority, responsibilities of individual structural components within the domain of the MoD that constitute the organizational structure of the MoD  
...

Article 56

**Military Aviation Authority**

- (1) The Military Aviation Authority is responsible for the field of military aviation within the scope laid down in Act No. 219/1999 Coll., Act No. 49/1997 Coll., and further legal regulations.

Reference number: MO 162987/2018-SST MO

Signed by **Ing. Karla ŠLECHTOVÁ**  
Minister

**Ing. Petr VANČURA**  
State Secretary  
Ministry of Defence



5.6.6 OP-ODVL-ARTFLT (MAARI) – Special Guidelines on Language Proficiency of Military Aviation Personnel

**Special Guidelines of Director, Military Aviation Authority, Organizations Management Division, MoD, on Language Proficiency of Military Aviation Personnel**

Excerpt

**INTRODUCTION**

The Special Guidelines on Language Proficiency of Military Aviation Personnel (hereinafter the “Guidelines“; abbreviated form in Czech “OP-ODVL-ARTFLT“) specify requirements and prerequisites for the selected military aviation personnel to acquire and maintain language proficiency endorsement. They determine duties of the personnel included in the structural components of the Ministry of Defence (MoD), Air Force Headquarters and its subordinate structural units.

The Guidelines are obligatory for all members of the MoD organization who organize, direct, and are involved in aviation training and/or provide air traffic services or ensure air traffic services provision. The personnel concerned are obliged to know these Guidelines to the full extent.

**Article 1**

Military aviation personnel are obliged to declare their language proficiency in accordance with the “Regulation of the Chief of General Staff, Army of the Czech Republic, Language Proficiency of Military Aviation Personnel“ (reference number 58-49/2008-6953 of 31 December 2008) as follows:

Air traffic controllers shall comply with the requirements defined in Article 8c and paragraph 4d of Annex Vb to Regulation (EC) No. 1108/2009 of the European Parliament and of the Council of 21 October 2009, also with the requirements in Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency (EASA), and in Commission Regulation (EU) 2015/340 of 20 February 2015 (Articles ATCO.B.030, ATCO.B.035, ATCO.B.040) laying down technical requirements and administrative procedures relating to air traffic controllers’ licences and certificates.

Military flight personnel and cabin crew shall comply with the requirements in Article FCL.055 letters a), b), d) and e) of Commission Regulation (EU) No. 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018.

## **Article 2**

The examination in English radiotelephony phraseologies, aviation terminology, and basic air operational English is intended for military pilots, radio operators, flight navigators, air traffic controllers, synthetic training device instructors (STDI), and flight attendants.

## 5.6.7 Requirements for English Radiotelephony Communications

### **Directive of Director, Military Aviation Authority, MoD, Czech Republic**

of 30 May 2011

### **on the Use of English Radiotelephony Phraseology and Aviation Terminology**

Reference number: 72-33/2011-6953

In order to make the use of English radiotelephony (R/T) phraseology and aviation terminology more precise, the Military Aviation Authority, MoD, Czech Republic, has specified the list of the official documents which include necessary operational terminology and expressions, technical terms, phrases, and abbreviations for maintaining effective radiocommunication. Selected military aviation personnel are obliged to know them in both the Czech language and, in case of a language proficiency endorsement holder, also in the English language. NATO R/T phraseology is perceived as a superstructure of civil R/T phraseology that has been formulated in conformity with the Convention on International Civil Aviation No. 147/1947 and with aeronautical regulations of the Ministry of Transport, Czech Republic.

The main sources of information are as follows:

- **ICAO Annex 10/II** – Aeronautical Telecommunication, Volume II (Communication Procedures);
- **ICAO Doc 4444 ATM/501** – Procedures for Air Navigation Services – Air Traffic Management;
- **ICAO Doc 8400** – Abbreviations and Codes;
- **Radiotelephony Procedures and Aeronautical Phraseology and Terminology for the Provision of Air Traffic Services and the Execution of Flights** (Regulation of the Ministry of Transport, Czech Republic).

The documents mentioned above are to be considered together with the related publications:

- **ICAO Annex 2** – Rules of the Air;
- **ICAO Annex 3** – Meteorological Service for International Air Navigation;
- **ICAO Annex 11** – Air Traffic Services;
- **ICAO Annex 14** – Aerodromes;
- **ICAO Doc 7030** – Regional Supplementary Procedures;
- **ICAO Doc 8168/I** – Procedures for Air Navigation Services, Aircraft Operations, Volume I – Flight Procedures;
- **ICAO Doc 8168/III** - Procedures for Air Navigation Services, Aircraft Operations, Volume III – Aircraft Operating Procedures.

Furthermore, in the military, it is necessary to apply specific characteristics accepted by NATO standardization agreements relating to:

- **STANAG 3817** (Edition 6) STANDARD R/T PHRASEOLOGY TO BE USED FOR AIR TRAFFIC CONTROL, AATCP-2(A) NATO RADIOTELEPHONY PHRASEOLOGY, NATO SUPPLEMENT TO ICAO: ANNEX 2, DOC 4444 –

ATM/501, ANNEX 10 VOL II AND DOC 9432-AN/952; a new/ follow-up edition will be ratified and implemented in the future;

- **STANAG 1401** JOINT BREVITY WORDS PUBLICATION – APP-07 (F)(2), accepted in the year 2010 and implemented by the Czech military regulation Oper-5-1 “Brevity Words for Radio Communications in NATO Operations“ (the last edition of 27 August 2018);
- **STANAG 7012** (Edition 3) MINIMUM RADIOTELEPHONY AERODROME DEPARTURE PROCEDURES, ratified and implemented in the year 2004 by Standardization Agreements, reference number 25456/2005-1618-NATO;
- **STANAG 7104 (Edition 1)** AIRFIELD AIRCRAFT ARRESTING SYSTEM OPERATING PROCEDURES, ratified in 2004, implemented with reservations by Standardization Agreements, reference number 25457/2005-1618-NATO.

The above-mentioned standardization agreements are to be perceived in context with:

- **STANAG 3530** AS (EDITION 6) RADIO AND/OR NAVIGATIONAL AID FAILURE PROCEDURES FOR OPERATIONAL AIR TRAFFIC (OAT) FLIGHTS, ratified in the year 2000 and implemented by the military regulation Let-1-6/ L 2 in the year 2015;
- **STANAG 3297** (EDITION 7) FLAMEOUT PROCEDURES, ratified and implemented in 2017 by the Czech military regulation Let -1-6/ L 4444;
- **STANAG 7199** ASP (EDITION 3) NATO SUPPLEMENT TO ICAO DOC 8168, VOLUME I, FLIGHT PROCEDURES – AFPP-1, ratified in 2016, will be implemented in the future.

The NATO Standardization Agreements that are under the charge of the Military Aviation Authority, Czech Republic, are implemented gradually by military regulations within the framework of ratifying the new editions of these agreements.

The application of NATO Standardization Agreements, after being ratified, is not mandatory for organizations other than the Ministry of Defence, Czech Republic; however, their usage is recommended. As for the training of the aircrews of the Army of the Czech Republic, the application of these Standardization Agreements is required in the case that the English language is used during a flight.

## **ANNEXES**

- Participation of the MAA-CZE in boards and working groups related to aviation issues
- List of Approvals and Certificates linked with the type certification process of continued airworthiness
- The Main Principles of the English Language Examination



## 6 ANNEXES

### 6.1 Participation of the MAA-CZE in boards and working groups related to aviation issues

#### NATO

**AVC** - Aviation Committee (NATO)

**AWAG** - Airworthiness Advisory Group (NATO)

**ATM-CNS AG** - Air Traffic Management&Communication, Navigation and Surveillance Advisory Group

**NEASCOG** - NATO - EUROCONTROL (ATM) Security Coordinating Group

**AST WG** - Aeronautical Systems&Technologies Working Group

**AMLIP** - Airfield Marking, Lighting and Infrastructure Panel

**ASPP** - Airfield Services&Procedures

**RSP - RPAS** Standardization Panel for Remotely Piloted Aircraft Systems

**CENOR** - Central Northern Region

**MIPST** - Military Instrument Procedures Standardization Team

**RAI-IPT** - RPAS Airspace Integration Integrated Project Team

**AAWG** - Airspace Access Working Group

**EUMAAC** - European Military Aviation Authorities Conference

#### European Commission

**SSC** - Single Sky Committee

**FAB CE** - Functional Airspace Block Central Europe

**JCMACC** - Joint Civil Military Airspace Coordination Committee

**EDA** - European Defence Agency

**ARF WG** - Airworthiness Regulatory Framework Working Group

#### Eurocontrol

**NETOPS** - Network Operation Team

**MAB** - Military ATM Board

**CMSC** - Civil Military Stakeholders Committee

**MilHaG** - Military Harmonization Group

**ASMSG** - Airspace Management Sub Group

**NEASCOG** - NATO - EUROCONTROL (ATM) Security Coordinating Group

**EURAMID** - European ATM Directors Conference

**MAWA Forum** - Military Airworthiness Authorities Forum

**MAWA Forum/DPAG** - MAWA Forum - Design and Production Advisory Group

#### CZE Interministerial

**MNK** - Meziřesortní navigační komise - Interministerial Navigation Commission

**MRK UAS** - Meziřesortní komise k bezpilotním prostředkům - Interministerial Commission for Unmanned Aerial Systems

**MRK ADQ** - Meziresortní komise pro kvalitu leteckých dat - Interministerial Commission for Aeronautical Data Quality  
**eTOD** - elektronické databáze terénu a překážek - electronic Terrain and Obstacle Database  
**KS ASM** - Konzultační skupina ASM - Consultation Group for Air Space Management  
**LSSIP** - Local Single Sky Implementation Plan



## 6.2 List of Approvals and Certificates linked with the type certification process of continued airworthiness

The following Approvals and Certificates linked with the type certification process of continued airworthiness are issued and maintained:

- design organizations approvals and verifications of their technical competency and management showing compliance with the appropriate design requirements and national requirements;
- validation or acceptance of an aircraft type certificate issued by another State, including its components, engines, systems, instruments and equipment;
- type certificates or design approvals for an aircraft, including its components, engines, systems, instruments and equipment; granted or validated aircraft noise certificates;
- approved modification and design repair approvals;
- production organizations approvals or approvals for a manufacturer that produces aeronautical products, parts or appliances, and amendment to a production certificate or approval, as necessary, ensuring that proper communication with the design organization is established, the adequacy of manufacturing and test facilities, the competence of skilled personnel, and satisfactory quality control systems, including coverage of suppliers, are present;
- special flight permits for aircraft that do not meet applicable airworthiness requirements, but are capable of safe flights (e.g., prototype aircraft or production flight tests);
- initial certificates of airworthiness for aircraft entered on the military aircraft register or in preparation for export to another State.

The MAA-CZE Aircraft Engineering Section assembles for issuing and maintains the issued Approvals and Certificates concerning Continuing Airworthiness as follows:

- certificates of registration and reviews, processing and records of applications for registration of aircraft, the registering and deregistering of aircraft as appropriate;
- certificates of airworthiness and surveys of aircraft for issuance, renewal and validation or acceptance of them;
- maintenance organization approvals and aircraft maintenance training organizations' approvals;
- maintenance personnel licences and records, reviews and the processing of application forms of aircraft maintenance personnel for issuance, validation, renewal and extension of licences and ratings;
- approved aircraft maintenance programmes, including special maintenance programme requirements for extended diversion time operations (EDTO);
- export certificates of airworthiness for aircraft, engines and/or propellers, as applicable, and evaluation of applications before their issuance;
- special flight permits with operating limitations for aircraft that do not meet airworthiness requirements but are capable of safe flights. The examples of special flight permits include: flights after a modification or repair or during a process of applying for a Supplemental Type Certificate, delivery or export of aircraft, evacuation of aircraft from impending danger, overweight aircraft carrying extra fuel or navigation equipment, aircraft flying to a location for maintenance.

### 6.3 The Main Principles of the English Language Examination

The examination in English radiotelephony phraseologies, aviation terminology, and basic air operational English (hereinafter the “examination“) is intended for military pilots, radio operators, flight navigators, air traffic controllers, synthetic training device instructors (STDI), and flight attendants.

The examination, which is closed to unauthorized personnel, is pursued at the MAA-CZE before a two-member assessment team:

- an MAA-CZE fully-fledged language specialist with aviation-related knowledge and long-term experience in teaching Aviation English, in Aviation English material and language test development, and experience in language testing, and

- a licensed operational specialist (i. e., current, experienced military pilot or air traffic controller), with at least an extended level (level five) of the English language proficiency.

The performance of an applicant during the examination is recorded – the sound recording shall be kept until passing another examination resulting in the issuance or renewal of a language proficiency endorsement.

The demonstration of language proficiency shall be done through a method of assessment approved by the MAA-CZE.

The assessment documentation of the last successful examination should be kept for the whole period of active service of a holder of a language proficiency endorsement or a licence holder.

To meet the language proficiency requirements, i. e., to demonstrate the ability to speak and understand English used for radiotelephony communications, both ICAO standardized phraseology, air operational English, and plain language, as well as the ability to communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations on concrete and work-related topics, including in emergency situations, an applicant for a licence or a licence holder shall demonstrate, in manner acceptable to the MAA-CZE, compliance with the holistic descriptors and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale (found in Appendix 1 to ICAO Annex 1 – Personnel Licensing, and also in Commission Regulation (EU) No. 1178/2011 and Commission Regulation 2015/340).

#### Language Proficiency Endorsement

The validity of the language proficiency endorsement, depending on the level determined in accordance with the ICAO Language Proficiency Rating Scale mentioned above, is for:

- a) air traffic controllers and synthetic training device instructors
  - three years from the date of assessment for operational level (level four);
  - six years from the date of assessment for extended level (level five);
  - nine years from the date of assessment for expert level (level six);
- b) pilots, radio operators, flight navigators, and flight attendants
  - unlimited, unless otherwise specified by the MAA-CZE.

Language proficiency endorsement shall be revalidated following successful completion of the language proficiency assessment.

When the validity of a language proficiency endorsement expires, the licence holder shall successfully complete language proficiency assessment in order to have his/her endorsement renewed.

The application for the recognition of the validity of a language proficiency endorsement, which has not been issued according to the Guidelines, shall be considered by the MAA-CZE as the case may be.

Based on the English language proficiency assessment, an applicant for a licence or the holder of the licence receives from the MAA-CZE a certificate containing the level (level

4, 5 or 6) for air traffic controllers and synthetic training device instructors, or the assessment “passed“ for pilots, radio operators, flight navigators, and flight attendants.

The language proficiency endorsement on the air traffic controller’s licence shall indicate the language, the proficiency level, and the validity date. The language proficiency endorsement on the flight personnel licence (pilot, radio operator, flight navigator, flight attendant) shall indicate the statement “English skills verified“.

An entry of obtaining a certificate of language proficiency may only be made by authorized personnel of the MAA-CZE Aeronautical Register.











## **Military Aviation Authority**

Organizations Management Division

**Ministry of Defence of the Czech Republic**

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