**AIRCRAFT OPERATIONS DIVISION**

**CAA OF LATVIA**

**APPLICATION FOR LOW VISIBILITY OPERATIONS**

**PURPOSE AND SCOPE**

This form is designed to elicit all the required information from those operators requiring specific approval for low visibility operations in accordance with Regulation 965/2012 Subpart E SPA.LVO and related AMC´s and GM´s as listed in the Regulation. The completed form and supporting documents should be submitted to Civil Aviation Agency of Latvia (LV CAA) at least 30 days before the intended start date of operation at the address listed below:

Airport “Rīga” 10/1, Mārupes novads, LV-1053

Phone: +371 67830936,

Fax: +371 67830967,

E-mail: caa@caa.gov.lv

The form consists of the following sections:

Section I Organisation/Airframe details (completion mandatory)

Section II Application Notes for completion (for reference)

Section III Specific approval applied for (completion mandatory)

Section IV Signature Block (completion mandatory)

Section V Organisation Submission Matrix (completion mandatory)

**SECTION I – OPERATOR/AIRFRAME DETAILS**

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| 1. **Applicant details** |
| Provide official name, address, mailing address, e-mail address and contact telephone/facsimile numbers.  Click here to enter text. |

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| 1. **Aircraft details** | | | | |
| Aircraft manufacturer | Type designation | Variant designation/serial number | Registration  number | AOC number or reference to declaration |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**SECTION II – APPLICATION NOTES FOR COMPLETION**

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| 1. **Applicability** | |
| To obtain an LVO approval from LV CAA, the operator shall demonstrate compliance with the requirements of Part-SPA Subpart E. | |
| 1. **Operator’s submission matrix** | |
| Section V of this application form is the operator’s Low Visibility Operations Compliance Submission Matrix. All applicants should complete this matrix in full. Failure to complete the submissions matrix may result in a delay in processing the application. | |
| 1. **Documents to be included with the submission** | |
| Copies of all documents referred to in the operator’s submission matrix should be included when returning the completed application form to LV CAA.  Original documents should not be sent, photocopies are sufficient. Do not send complete manuals, only the relevant sections/pages. Electronic form is preferred.  Failure to include all relevant documentation may result in a delay in processing the application. | |
| 1. **Submission and enquiries** | |
| Address for submission:    Civil Aviation Agency of Latvia  Airport “Rīga” 10/1, Mārupes novads, LV-1053  Phone: +371 67830936,  Fax: +371 67830967,  E-mail: caa@caa.gov.lv | Contact details for enquiries:  Civil Aviation Agency of Latvia  Aircraft Operations Division  Phone: +371 67830970  Phone: +371 67830974  E-mail: http://www.caa.lv/en/contacts |

**SECTION III – SPECIFIC APPROVAL APPLIED FOR (SPECIFY RELEVANT DATA OR NOTES)**

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| --- | --- | --- | --- | --- | --- |
|  | **LVTO: RVR** | Click here to enter text. |  | **LTS CAT I RVR/DH** | Click here to enter text. |
|  | **CAT IIIA: RVR/ DH**  **CAT IIIB: RVR/ No DH** | Click here to enter text. |  | **CAT II: RVR/DH**  **OTS CAT II: RVR/DH** | Click here to enter text. |
|  | **EVS** | Click here to enter text. |  | **HUD/HUDLS** | Click here to enter text. |

**SECTION IV – SIGNATURE BLOCK confirming the correctness of Low Visibility Operations application and the content of the application**

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| Signature:  Name: Click here to enter text.  Title: Click here to enter text.  Date: Click here to enter text. |

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| **For LV CAA only** | | |
| Application received on: Click here to enter text.  Application review completed on: Click here to enter text. | Accepted  Rejected | Inspector’s name: Click here to enter text.  Inspector’s signature: |
| Inspector’s comments: Click here to enter text. | | |

**SECTION V – OPERATOR’S SUBMISSION MATRIX**

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| **Requirements /**  **Reference** | **Main Heading** | **Expanded areas to be addressed by application** | **Sub-requirement or other document prepared by applicant** | **Operator's OM reference or Document reference** |
| SPA.GEN.105,  110,115,120 | 1.0 Reference Documents  used in compiling submission:  Click here to enter text. | Your submission should be based on current up to date regulatory material.  You should publish a compliance/List (Excel) statement showing how the criteria of SPA.LVO and ICAO Doc. 9365 (where appropriate) have been satisfied.  You should state exactly what type of LVO approval you are applying for, e.g. CAT II or III, low visibility take-off according to Section III. | Click here to enter text. | Click here to enter text. |
| A/C Type specific: Click here to enter text. | 2.0 Aircraft Flight Manual  (AFM) | A copy of the relevant AFM entry showing the aircraft certification standard for LVO. | Click here to enter text. | Click here to enter text. |
| AMC1 SPA.LVO.105,  AMC3 SPA.LVO.105,  AMC6 SPA.LVO 105 | 3.0 Operational  demonstration | You should consider AMC1  SPA.LVO.105 requirements.  The resulting data and a summary of the operational demonstration data, including eligible aerodromes and runways for aircraft type/runway combination should be made available to LV CAA.  You should establish continuous monitoring programme. | Click here to enter text. | Click here to enter text. |
| AMC1 SPA.LVO.100 LVTO,  AMC3 SPA.LVO.100 LTS CAT I, or  AMC4 SPA.LVO.100 CAT II and OTS CAT II, or  AMC5 SPA.LVO.100 CAT III, or  AMC6 SPA.LVO.100 EVS | 4.0 Operations Manual: Click here to enter text. | Operator’s established procedures and instructions in OM-A according to the requested LVO approval. | Definitions.  Crew qualifications for LVO.  Click here to enter text. | Click here to enter text. |
| AMC7 SPA.LVO.100 | 4.0 Operations Manual (continued): Click here to enter text. | Operator’s described instructions intended for use both pre-flight and in-flight by pilots if failures of ground aids are announced to comply with AMC7 SPA.LVO.100 EFFECT ON LANDING MINIMA OF TEMPORARILY FAILED OR DOWNGRADED EQUIPMENT provisions. | Click here to enter text. | Click here to enter text. |
| AMC3 SPA.LVO.105  (a),(b),(c) | 4.0 Operations Manual (continued): Click here to enter text. | Outline your process for reporting of failures in the operational and technical use of procedures and/or equipment: Click here to enter text. | Note: In particular, significant problems with the Auto-land/HUDLS systems (as appropriate), in particular reporting on circumstances/ locations where the Auto-land/HUDLS was unsatisfactory. | Click here to enter text. |
| GM1 SPA.LVO.100(c),(e) | 5.0 Approach plate supplier and Operating Minima | Who is your approach plate supplier?  Confirmation that all minima are calculated in accordance with  GM1 SPA.LVO.100(c),(e) | Click here to enter text. | Click here to enter text. |
| AMC1 SPA.LVO.125(a),  SPA.LVO.130 | 6.0 Operating procedures and instructions - type related: Click here to enter text. | Click here to enter text. | Minimum equipment that has to be serviceable at the commencement of LVO.  Operator’s MEL procedures. | Click here to enter text. |
| AMC1 SPA.LVO.125(b) | 6.0 Detailed operating procedures and instructions - type related (continued): Click here to enter text. | Manufacturer/operator developed SOPs, taking into account the differences between types/classes, and variants of types. | Approach and landing:   * Modes of operation. * Statement that autopilot/flight director must be used whenever possible. * AWOPS fuel considerations. * Minimum visual references for landing. * Approach Ban and RVR. * Cross-wind limits. * Effect of irregular pre-threshold terrain. * Stabilised Approach Criteria. * Correct seating and eye position. * Designation of PF and PNF and their duties. * Use of automatic flight control system. * Checklist handling. * Approach briefing. * Radio communications handling. * Monitoring and cross-checking of instruments and radio aids. * Cockpit call outs. * Contingency procedures including: * use of equipment downgrade list; * failures above and below decision height; * ILS deviation warnings; * autopilot disconnect; * auto-throttle disconnect; * electrical failures; * engine failure; * failures and loss of visual references at or below decision height; and * pilot incapacitation | Click here to enter text. |
| AMC5 SPA.LVO.105 MAINTENANCE OF CAT II, CAT III AND LVTO EQUIPMENT | 7.0 Maintenance programme | Maintenance instructions for the on-board guidance systems have been established by the operator, in liaison with the manufacturer, and included in the operator's aircraft maintenance programme. | Click here to enter text. | Click here to enter text. |

**LVO Training Package**

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| **Requirements** | **Type of operation:**  Click here to enter text. | **Training required:**  Click here to enter text. | **Training means** | **Operator's OM reference or Document reference** |
| AMC1 SPA.LVO.120  Click here to enter text. | Ground training:  Click here to enter text. | Syllabus should follow guidelines in  AMC1 SPA.LVO.120 (a), (b) and (d) | Click here to enter text. | Click here to enter text. |
| AMC1 SPA.LVO.120(c), (d),(e),(f) and (g)  Click here to enter text. | Flight crew qualification and training  (simulator/flight training):  Click here to enter text. | Syllabus should follow guidelines in  AMC1 SPA.LVO.120 (c) and (d).  Initial qualification requirements.  Recurrent/revalidation requirements.  Recency requirements. | Click here to enter text. | Click here to enter text. |

**Risk assessment and mitigation**

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| **Change ref number/date** | **Items related to the reassessment of the management system and processes** | **Performed updates of the organisation’s management system** | **Changes to the procedures** | **Review of the operator’s OM and any other documentation** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |