

Flight Safety Advisory Circular

FSAC No: 88/007/O

November, 1999

Subject:

BEFORE TAKEOFF, FLIGHT CREWS MUST ENSURE ALL DOCUMENTS AS REQUIRED BY ARTICLE 38 OF THE CIVIL AVIATION LAW BEEN COMPLETED AND IS ONBOARD.

Background:

On May 23, 1999, Green Island station reported that the PIC of a Taitung-Green Island EMS (Emergency Medical Service) flight did not complete the passenger manifest before takeoff and three people on board were not listed on the manifest. This case was turned over to the police and these three people were later added to the manifest by the PIC.

The PIC did not complete the passenger manifest due to the improper request by the authorizing unit that called for the flight. The EMS mission was also pressed for time. According to Civil Aviation Law article 38, the following documents must be onboard before takeoff:

- (1) Airplane registration license.
- (2) Airworthiness license.
- (3) Flight log.
- (4) Passenger manifest (if passenger is onboard.)
- (5) Cargo and mail manifest.
- (6) Radio license.

Recommendation:

All required documents such as load manifests, shall be completed before takeoff. or EMS flights that have people on board from a location other than the airport and

time restricts the completion of the manifest, the operator must submit the manifest as soon as possible after landing.

Any operator that violates the conditions in statement number 2 of this suggestion will have enforcement action taken according to the appropriate Civil Aviation Law.