

LIBERIA CIVIL AVIATION AUTHORITY



DOCUMENT DEVELOPMENT GUIDELINES HANDBOOK

EDITION 2.0

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FORWARD

The Liberia Civil Aviation Authority approves this Handbook for the use and guidance of all personnel in the development and implementation of a Civil Aviation Documentation Framework.

This Handbook is one of the sets of Documents forming the Liberia Civil Aviation Authority's documentation set.

This document is produced to provide the information, policy and procedures needed to perform the tasks as required by the Liberia Civil Aviation Regulations. It is required that all staff use this Handbook in the performance of their duties.

It is emphasized that all matters pertaining to an inspector's duties and responsibilities cannot be covered in this Handbook. LCAA personnel are expected to use good judgement in matters where specific guidance has not been given. Changes in aviation technology, legislation and within the industry will necessitate changes to requirements.

This Handbook is a dynamic document. As a result of experience, legislative change and new technology, there may be the need for amendments. Contribution of meaningful ideas for the improvement of the content of this Handbook is therefore encouraged and requested for comments and recommendations for revision/amendment action to this publication should be forwarded to the Director General of the Liberia Civil Aviation Authority.

DISTRIBUTION LIST

COPY NO.	COPY TYPE	PERSON/DIRECTORATE / INSTITUTION	VERSION	DATE	SIGNATURE
Master	Hard/Electronic	Technical Library	Ed 1 Rev 00		
1	Hard	Director General	Ed 1 Rev 00		
2	Electronic	DDG Technical	Ed 1 Rev 00		
3	Electronic	DDG Admin	Ed 1 Rev 00		
4	Electronic	NCMC	Ed 1 Rev 00		
5	Electronic	All Directors, HODs	Ed 1 Rev 00		

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LIST OF EFFECTIVE PAGES

CHAPTER NUMBER	CHAPTER TITLE	NUMBER OF PAGES	AMENDMENT NUMBER	DATE
1	General Overview	1	Edition 1 Rev 01	12/11/2025
2	Civil Aviation Documentation Framework	4	Edition 1 Rev 01	12/11/2025
3	Roles, Functions and Responsibilities	2	Edition 1 Rev 01	12/11/2025
4	Liberia Civil Aviation Act and Regulations	2	Edition 1 Rev 01	12/11/2025
5	Structure and Content of Guidance Material	28	Edition 1 Rev 01	12/11/2025
6	Documents Development and Maintenance	2	Edition 1 Rev 01	12/11/2025

RECORD OF AMENDMENT

AMENDMENT NUMBER	AMENDMENT DATE	CHAPTERS AFFECTED	DETAILS	DATE ENTERED	ENTERED BY

REVISION AND AMENDMENT INSTRUCTIONS

The Document Development Guidelines Handbook will be subject to on-going review and revision. The Director General is responsible for the publication, amendment and distribution of this Handbook.

Persons identifying errors or omissions, or those wishing to make recommendations for change, are asked to forward their observations to the Director General. Any proposed amendment should be in the form of printed replacement pages which shall be approved by the Director General before insertion.

Revision pages will be annotated to show the date of issue, amendment list number, and the portion of the text which has been revised, as indicated by vertical marginal lines to the changes. Each amendment will be accompanied by a revised list of effective pages with their dates of issue, a Letter of Transmittal, and by a certificate of receipt/incorporation.

CHAPTER 1: GENERAL OVERVIEW

1.1 PURPOSE

1.1.1 The purpose of this Handbook is to:

- (A) Describe the structure, the types, the definition and/or the purpose of each type of document used within LCAA;
- (B) Describe the principles upon which the LCAA documentation framework is based; and
- (C) Define the responsibilities of all LCAA employees related to the development, maintenance and continual improvements described in the documents.

1.1.2 This Handbook also describes the requirements and processes for the development of documents under Civil Aviation Documentation Framework.

1.1.3 This order is applicable to all LCAA employees.

1.2 INTRODUCTION

1.2.1 In the LCAA, there existed hundreds of documents, all with different styles, tones and formats. As part of the LCAA Documentation System, LCAA requires the standardization and integration of document management and operational procedures.

1.2.2 LCAA introduces the Civil Aviation Documentation Framework to standardize its documents. This standardization now forms the basis upon which LCAA monitors and continually improves its procedures, while establishing national consistency in the application of those regulations and standards.

1.2.3 Documents under the Civil Aviation Documentation Framework provide employees the directions and the procedures upon which the LCAA High-Level Policies/Principles is developed and delivered.

1.2.4 Documentation created after the effective date of this order shall be produced in accordance with these policies and procedure defined in this order.

1.2.5 Existing documents remain in effect following the approval of this order until they are superseded by documents meeting the requirements herein.

1.3 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

1.3.1 The following definitions are used in this document:

- (A) **Director General Liberia Civil Aviation Authority.** The person who has the Authority to approve, sign and cancel documents within the Liberia Civil Aviation Documentation Framework.

- (B) **May:** is a means expressing permission or freedom of choice.
- (C) **The Legal and Regulatory Committee (LRC):** The committee responsible to manage or coordinate the development and maintenance of new and existing documentation used to deliver the products and services under the LCAA High-Level Policies/Principles on behalf of the DG LCAA or for documents being developed jointly between one or more organizations.
- (D) **Shall:** is a means expressing a command, imperative form and no other choice of action.
- (E) **Should:** is a means expressing persuasion or advice, desired choice or wish. This can be interpreted as an informal request.
- (F) **Stakeholder:** Means a person or organization with an interest in aviation safety and security includes external stakeholders, such as the traveling public, the aviation industry, foreign civil aviation authorities, the International Civil Aviation Organization (ICAO) and internal stakeholders, such as Civil Aviation personnel and the Minister of Transport.

1.3.2 The following abbreviations are used in this document:

- (A) **ASI:** Aviation Safety Inspector;
- (B) **DG LCAA:** Director General, Liberia Civil Aviation Authority;
- (C) **LRC:** Legal and Regulatory Committee;
- (D) **LCAA:** Liberia Civil Aviation Authority;
- (E) **DDGH:** Document Development Guidelines Handbook;
- (F) **HRM:** Human Resource Manual

CHAPTER 2: CIVIL AVIATION DOCUMENTATION FRAMEWORK

2.1 PURPOSE

2.1.1 This chapter provides guidance and orientation to LCAA personnel concerned with the development, maintenance and review of LCAA documents on the structure, types, definition and/or the purpose of each type of document used within the LCAA, the principles upon which the documentation framework is based.

2.2 DOCUMENT TYPES

The Civil Aviation Documentation Framework consists of two groups of documents: Internal Documents (Figure 2-1) and External Documents (Figure 2-2). Each group is comprised of a number of different types of documents as described in the following paragraphs.

2.2.1 **Internal Documents.** Internal Documents are produced to describe the principles, policies, processes, procedures and practices used internally by LCAA employees when conducting Civil Aviation business activities. There are four types of documents:

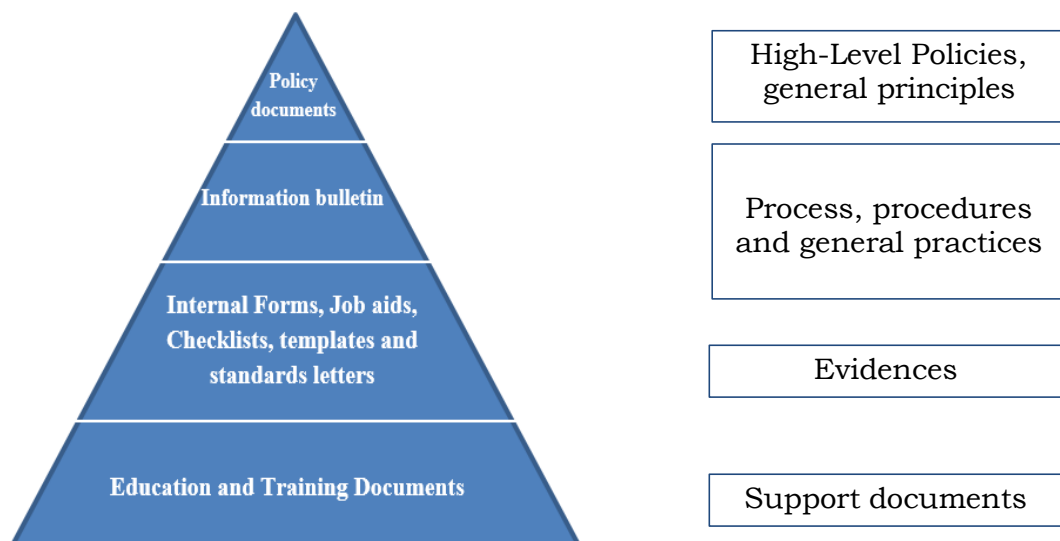


Figure 2-1 Internal Documentation System

- (A) **High-Level Policies/Principles.** High-Level Policies/Principles documents provide formal direction and articulates specific responsibilities. As policies, they are mandatory in nature and application. How LCAA employees achieve High-Level Policies/Principles expectations is documented in orders. Example: DDGH, HRM-Vol. 1 and 2, etc.
- (B) **Information Bulletins (IBs).** LCAA issues Information Bulletins to inform employees on the status of new Program being implemented in LCAA, changes to internal processes and procedures and other activities that may take place in the work place.

(a) **Internal Bulletin.** Internal bulletin is a means to **PROMPTLY** inform LCAA employees on immediate and significant changes and/or interpretations to a Policy, an Order or Others Documents. Internal Bulletins comes in different forms:

- (i) **Recently Issued Documents Bulletins:** Monthly emails from the Technical Librarian to LCAA personnel on newly published LCAA documents within the last 30 days; and
- (ii) **e-Bulletin:** An e-mail notification service that provides users the opportunity to be notified the same day that LCAA publishes to its website. The email contains a Web link to that document.

(C) **Internal Forms, Templates, Job Aid and Checklists (CL).** Procedures may be supplemented, as appropriate, by internal forms, checklists and/or job aids. The checklist should focus on specific aspects related to verification and each result or document to be obtained.

(D) **Educations and Training Documents.** The LCAA develops various documents to support the education and training of its staff, industry and the general public. Examples of these training documents include training Handbooks used by instructors and participants during training courses.

2.2.2 **External Documents.** Regulatory documents found in this section are regulatory instruments used in support of the LCAA High-Level Policies/Principles. There are six types of documents:



Figure 2-2 External Documentation System

(A) **Acts.** Acts refer to all Acts of Parliament related to the LCAA High-Level Policies/Principles: e.g. Liberia Civil Aviation Authority (LCAA), Liberia Airport Authority (LAA), Aircraft Accident and Investigation Bureau (AAIB), etc.;

- (B) **The Liberia Civil Aviation Regulations (LCARs).** LCARs is a compilation of regulatory requirements designed to enhance safety and the competitiveness of the Liberia aviation industry. They correspond to the broad areas of aviation which LCAA is mandated to regulate (e.g. personnel licensing, airworthiness, aerodromes, etc.).
- (C) **Orders.** Orders are specific, mandatory rules and detailed requirements that supplement broader legislation, providing guidance on technical standards, operational procedures, and safety for the aviation industry. An order provides LCAA employees with specific information and procedures to standardize the delivery of the LCAA High-Level Policies/Principles. Orders shall be consistent with LCAA principles, policies and regulatory requirements. Order focus on two categories of Operational Policies and procedures:
- (a) **Administrative Policies and Procedures** refer to management and administration policies and procedures that are required for internal functioning – with a focus on the internal operating environment. Examples of internal management activities where policies are required include the following:
- (i) Resource Management: Including human, financial (contracting and expenditure control), and property (assets and materiel) resources;
 - (ii) Business Planning and Reporting;
 - (iii) Information Management (includes communications and systems);
 - (iv) Information Technology;
 - (v) Quality Management System; and
- (b) **Implementation/Delivery Policies and Procedures** refer to policies and procedures required to deliver or implement regulatory programs or services. They focus on the external delivery or implementation of the High-Level Policies/Principles. The link to public policy instruments, for the most part, will be to the Legislative Framework. Examples are: The Civil Aviation Act and the Civil Aviation Regulations (CARs). This category may also include references to broader policy issues through High Level Policies/Procedures.
- (D) **Advisory Material.** Advisory Material contains recommended procedures or guidance material, which provide information in respect of a regulation or a standard. Some publications that contain standards also contain material such as recommended practices and advisory notes, which do not have the force of law. Advisory Material is considered to be guidance documents only

and not mandatory. It may provide an example of acceptable means, but not the only means of demonstrating compliance with regulations and standards. An Advisory Circular (AC) does not change, create, amend or permit deviations from regulatory requirements. They are posted on LCAA website for ease of reference. Advisory Material comes in different forms:

- (a) For example, some guidance is linked directly to the standards document (e.g.: Implementing Standards are associated with the standards which in turn is enabled by LCARs).
- (b) Others are in the form of **Advisory Circulars** (AC) and provide the aviation community and LCAA personnel with information on a given subject as it relates to the LCARs, its associated Standards, and other Regulations used in implementing the LCAA High-Level Policies/Principles.
- (E) **Safety Alerts (SA).** A Safety Alert shall be used as a non-mandatory notification to convey important safety information and recommended action to the appropriate stakeholders.
- (F) **Applications Forms and standard letters.** LCAA uses standardized forms in support of the implementation of the Framework documents. The design and content of these forms may be defined by various Acts, Regulations, Advisory /Guidance documents or other Government legislations or policies. Official forms developed by LCAA will be available through the LCAA website.
- (G) **Reference Documents.** LCAA may issue reference material to the aviation industry and the general public to assist them in better understanding the requirements of the LCARs or to prepare themselves for examinations or delegations. Reference materials include: Study and Reference Guides and Sample Examinations, which may assist individuals in preparation for examinations as part of the personnel licensing requirements.

2.3 PRINCIPLES

2.3.1 The following principles form the basis for the Civil Aviation Documentation Framework:

- (A) **Control:** LCAA controls all documentation, including forms; records and reports required to implement the LCAA High-Level Policies/Principles and to provide evidence of conformity to the quality management system.
- (B) **Standardization:** Documentation shall be standardized so that common activities are conducted and managed in a consistent manner. The objective is to publish one type of document pertaining to a common subject and endorsed

by all affected parties.

- (C) **Clarity:** The documentation provided to LCAA employees and designees must be cleared, concise and relevant.
- (D) **Technology:** Documentation produced by LCAA must take maximum advantage of technology such as hyperlinks and self-populating forms. The use of paper copies should be kept to a minimum while still conforming to the requirements records and information management. The use of electronic means such as e-mail to notify/distribute published documents to public subscribers and LCAA staff will be maximized.
- (E) **Consultation:** The intent of consultation is to improve acceptance of the document, avoid confusion in the content, and produce a better working document.
- (F) **Access:** To promote better access to the public and employees, LCAA shall publish external documents through the official website and internal documents through the internal document sharing system.
- (G) **Records and information management:** All records prepared and used by LCAA employees must be in accordance with this procedure. All information supplied on forms and Civil Aviation Documentation Framework records shall be protected in accordance with this procedure.
- (H) **Official language:** English.

CHAPTER 3: ROLES, FUNCTIONS AND RESPONSIBILITIES

3.1 PURPOSE

The purpose of this Chapter is to establish the roles, functions and responsibilities of the staff involved in the development of documents identified in the Civil Aviation Documentation Framework except LCARs and Acts.

3.2 INTRODUCTION

3.2.1 The LCAA is responsible for issuing the necessary documentation and decisions for the implementation of the Liberia Civil Aviation Act and the LCARs. In addition, the LCAA is responsible for developing and promulgating appropriate, clear and concise aviation documents.

3.2.2 In fulfilling its obligations and responsibilities, the LCAA is also responsible for promoting full and effective consultation and communication with all interested parties on aviation issues, and should, in performing its functions and exercising its powers, consult with government, commercial, industrial, consumer and other relevant bodies and organizations.

3.3 DIRECTOR GENERAL, LIBERIA CIVIL AVIATION AUTHORITY

3.3.1 As head of the LCAA, the Director General is responsible for setting the overall policy and direction of the LCAA and resolving any issues related to the establishment of the Liberia Civil Aviation Documentation Framework.

3.3.2 The Director General of Liberia Civil Aviation is responsible for:

- (A) Establishing the Civil Aviation Documentation Framework system;
- (B) Approving all types of documents covered in this framework;
- (C) Defining the process for the development of Civil Aviation documentation; and
- (D) Providing the resources required to develop, maintain and implement documents to support the framework.

3.4 LEGAL AND REGULATORY COMMITTEE

3.4.1 The LRC is formally constituted by the Director General of LCAA. The LRC is a high-level strategic group, with the responsibilities for the rulemaking tasks, suggest and drafting amendments for all LCAA documents, handbooks, regulations and guidance materials.

3.4.2 Additionally, the committee shall be responsible for:

- (A) Supervising the definition, development and maintenance of the documents in the framework;

- (B) Reporting to the DG LCAA on the status of the documentation framework as part of the management review process;
- (C) Determining the level of duplication and /or contradictory content; and
- (D) Recommending the possibility for merging and simplifying similar processes and their related documents.

3.5 HEADS OF DIRECTORATES

3.5.1 Heads of Directorates are responsible for:

- (A) Providing the human resources required to develop, maintain and implement documents to support the Framework;
- (B) Developing and maintaining documents within their authority of responsibility;
- (C) Obtaining concurrence from the Legal and Regulatory Committee, prior to submitting a new or amended version of a document for approval by the DG, LCAA.
- (D) Developing documents within the parameters of this handbook for the effective functioning of their Offices; and
- (E) Providing advice to the Director General on matters related to the development and approval of documentation within this framework.

3.6 LCAA EMPLOYEES

3.6.1 LCAA personnel concerned with the development, maintenance and review of LCAA documents are responsible for:

- (A) Participating, as required, in the development and consultation of documents;
- (B) Complying with the directives and instructions articulated in the current issued documents which are always found on LCAA website or bulletin;
- (C) Providing suggested revisions to documents; and
- (D) Managing records and information in accordance with the procedures relevant to the activities and this handbook.

CHAPTER 4: LIBERIA CIVIL AVIATION ACT AND REGULATIONS

4.1 PURPOSE

- 4.1.1 This chapter provides general information on organization and content of the Liberia Civil Aviation Regulations required for the implementation of the Liberia Civil Aviation Act as related to the licensing, certification, approval, surveillance and audit obligations of the Liberia Civil Aviation Authority.

4.2 GENERAL

- 4.2.1 Liberia is a Signatory to the Convention on International Civil Aviation (Chicago Convention, signed at Chicago on 7 December 1944). Under Article 12 of the Convention, Liberia, as a Contracting State, is obligated to adopt measures to ensure safety and security through conformity with international standards in its safety and security oversight obligations. The fundamental elements of national safety and security oversight are legislation establishing and empowering a civil aviation authority and the promulgation of specific operating regulations for civil aviation.
- 4.2.2 The Liberia Civil Aviation Act and the Regulations are published to assist the government of Liberia in carrying out its aviation safety and security oversight responsibilities. The Liberia Civil Aviation Act and the Regulations provide primary information sufficient to allow Liberia to meet its overall safety and security oversight responsibilities and to emphasize Liberia's commitment to aviation safety and security.
- 4.2.3 Under Articles 37 and 38 of the Chicago Convention, Liberia has agreed to conform to the standards and recommended practices (SARPs) presented by the International Civil Aviation Organization (ICAO) in a series of ICAO Annexes addressing subjects ranging from the licensing of airmen to the shipment of dangerous goods by air. Each ICAO Annex sets forth ICAO standards, which are the minimum standards required for operation in international aviation by aircraft registered in a Contracting State. Recommended practices set forth in each ICAO Annex, while not mandatory, provide information about what standards should be adhered to in order to ensure aviation safety and security.
- 4.2.4 The following elements were taken into consideration when preparing Liberia Civil Aviation regulations:
- (A) The procedures for the development and amendment are indicated in LCAA Amendment Procedure Manual.
 - (B) As a general rule, it is the lowest level of regulation appropriate to achieve the purpose of the regulation;
 - (C) The authority to approve the regulations is established by the Liberia Civil Aviation Act. This authority is clearly stated in The Liberia Civil Aviation Act,

2019, section 401; and

- (D) The main elements of the Liberia regulatory system (i.e. Liberia Civil Aviation Regulations) are fully enforceable. Non-compliance with enforceable regulation results in administrative or criminal action.

4.3 **LIBERIA CIVIL AVIATION ACT**

The Liberia Civil Aviation Act is promulgated by the Parliament.

4.4 **ORGANIZATION AND CONTENT OF LCARS**

- 4.4.1 The Regulations are presented in Parts as transposed from the ICAO Annexes and standards and recommended practices. The regulations have been designed and transpose to at least meet the set standards and recommended practices. The regulations parts are organized to reflect the Annexes as close as possible.

CHAPTER 5: STRUCTURE AND CONTENT OF GUIDANCE MATERIAL

5.1 PURPOSE

- 5.1.1 This chapter provides information on structure and content of Guidance Materials identified in the documentation framework.
- 5.1.2 The LCAA Guidance Materials include both internal and external documents such as advisory circulars, orders, safety alerts, information bulletins, forms, job aid and checklists.

5.2 ALL DOCUMENTS

- 5.2.1 The DG LCAA must approve all changes to the LCAA documents and/or its appendices.

5.2.2 Documents Number/Reference

- (A) **ACs, IBs and SAs.** The document number for ACs, IBs and SAs consist of four parts:
 - (a) **Document Origin.** Liberia Civil Aviation Authority;
 - (b) **Document Type.** Identify the type of document. For example: ‘O’ for order, ‘AC’ for Advisory Circular, ‘IB’ for Information Bulletin, etc.;
 - (c) **Specialty.** For ease of use, the ACs, IBs and SAs are grouped in the following areas: General (GEN) and those relating to each specialty (i.e. Personnel Licensing (PEL), Flight Operations (OPS), Airworthiness (AWS), Flight Safety Standards (FSS), Aerodromes and Ground Aids (AGA), Aviation Security (AVSEC), Dangerous Goods (DGR), and Air Navigation Services (ANS). The general circulars or orders are those cutting across specialties and provides information of a general nature relating to all.
 - (d) **Sequence Numbers.** Sequentially assigned to documents within each specialty. Each type of document has sequential numbers assigned separately.
 - (e) **Revision Number.** The Revision Number is a 2-digit number prefixed by “Rev.”. New documents start at Revision Number “00” at the footer of all pages following the document number except the cover page. As a document is revised, the number is incremented by one.

Document Origin	Document Type # (1)	Specialty # (2)	Sequence # (3)	Revision # (4)
LCAA	AC: (Advisory Circular)	-GEN (General)	001	Rev. 00
		-AWS (Airworthiness)	002	Rev. 01
		-OPS (Flight Operations)	003	Rev. 02
	IB: (Internal Bulletin)	-PEL (Personnel Licensing)	003	
		-AGA (Aerodromes and Ground Aids)		
	SA: (Safety Alerts)	-ANS (Air Navigation Services)		
		-AVSEC (Aviation Security)		
		-FSS (Flight Safety Standards)		
Doc. Origin/Doc. Type-specialty-sequence revision Example of Advisory Circular numbering is as follows: Advisory Circular: LCAA/ AC-AWS-001 Rev.00				

(B) **Orders.** The document number for Order consist of five parts:

- (a) **Document Origin.** Liberia Civil Aviation Authority;
- (b) **Document Type.** Identify the type of document. For example: ‘O’ for order, ‘AC’ for Advisory Circular, ‘IB’ for Information Bulletin, etc.;
- (c) **Specialty.** For ease of use, the order is grouped in the following areas: General (GEN) and those relating to each specialty (i.e. Personnel Licensing (PEL), Flight Operations (OPS), Airworthiness (AWS), Flight Safety Standards (FSS), Aerodromes and Ground Aids (AGA), Aviation Security (AVSEC), Dangerous Goods (DGR), and Air Navigation Services (ANS). The general circulars or orders are those cutting across specialties and provides information of a general nature relating to all.
- (d) **Sequence Numbers.** Sequentially assigned to documents within each specialty. Each type of document has sequential numbers assigned separately.
- (e) **Amendment Number.** The Amendment Number consist of Edition Number and Revision Number. Edition Number is a 01-digit number prefixed by “Ed.”. Revision Number is a 2-digit number prefixed by “Rev.”. New documents start at Edition Number “01”, Revision Number “00”, which is displayed in the footer, Record of amendment, LEP of subsequent pages

following the document number. As a document is amended, the revision number is incremented by one for minor revisions ('Edition x Rev. x+1') or the edition number is incremented by one for major revision ('Edition x+1 Rev. 00'). If the edition number is incremented, restart counting the revision from one.

Document Origin # 1	Document Type # 2	Specialty #	Sequence # 4	Amendment # 5
LCAA	Order (O)	-GEN (General) -AWS (Airworthiness) -OPS (Flight Operations) -PEL (Personnel Licensing) -AGA (Aerodromes and Ground Aids) -ANS (Air Navigation Services) -AVSEC (Aviation Security)	001 002 003 003	Ed. 1 Rev. 00 Ed. 1 Rev. 01 Ed. 2 Rev. 01
Doc. Origin\Doc. Type-specialty-sequence, Edition, Revision Example of Order numbering is as follows: Order: LCAA/O-GEN-001 Ed.1 Rev.00				

- (C) **Forms and Checklists.** The document number for forms, checklist and job aids consist of five parts:
- Document Type.** Identify the type of document. The forms are prefixed with the word "Form:", where the Checklists or job aids are prefixed by "CL:".
 - Related Document.** The Forms or Checklists (CL) developed shall be identified by the number corresponding to the Advisory Circular (AC) or Order (O) to which it relates from 1 (one) in ascending order.
 - Specialty.** For ease of use, the Forms and checklists are grouped in the following areas: General (GEN) and those relating to each specialty (i.e. Personnel Licensing (PEL), Flight Operations (OPS), Airworthiness (AWS), Flight Safety Standards (FSS), Aerodromes and Ground Aids (AGA), Aviation Security (AVSEC), Dangerous Goods (DGR), and Air Navigation Services (ANS). The general circulars or orders are those cutting across specialties and provides information of a general nature relating to all.
 - Sequence Numbers.** Sequentially assigned to documents within each specialty. Each type of document has sequential numbers assigned separately.

- (i) **Sequence reference.** Both Forms and Checklists are suffixed with the letter A to Z in case there are more than one form or checklist relating to the same Advisory Circular or Order for the purpose of assigning reference number to forms and job aids that are grouped together.
- (e) **Revision Number.** The Revision Number is a 2-digit number prefixed by “Rev.”. New documents start at Revision Number “00”, which is displayed in the top of the cover page and in the footer of subsequent pages following the document number. As a document is revised, the number is incremented by one.

Prefix (Document Type) #1	Related Document #2			Sequence Reference	Suffix (Revision) # 5
	Document Related Type (#2)	Specialty #3	Sequence #4		
Form:	Advisory Circular (AC)	-GEN	001	A	Rev. 00
CL:	Order (O)	-AWS	002	B	Rev. 01
		-OPS	003	C	Rev. 02
		-PEL	003	D	
		-AGA			
		-ANS			
		-AVSEC			
Doc. Type/ Related Doc. Type-specialty-sequence #, Revision # Example of form/checklist numbering is as follows: Form: AC/AGA-001 Rev.00 CL: O/OPS-001 Rev.02 In case there are more than one form or checklist relating to the same Advisory Circular or Order see below: Doc. Type/ Related Doc. Type-specialty-sequence #, capital letter, Revision Example of form/checklist numbering is as follows: Form: AC/AGA-001A Rev.00 CL: O/OPS-001B Rev.02					

- (D) **Handbooks and Manuals.** The document number for Handbooks and Manuals consist of four parts:

- (a) **Document Origin.** Liberia Civil Aviation Authority;
- (b) **Related Directorate/Department.** The abbreviated name of the related Directorate or Department.
- (c) **Related Document.** The abbreviated name of the related document.
- (d) **Sequence Numbers.** Sequentially assigned to documents within each specialty. Each type of document has sequential numbers assigned separately.
- (i) **Sequence reference.** Handbooks or manuals sequence numbers are suffixed with the letter A to Z in case there are more than one document relating to the same document for the purpose of assigning reference or document number to forms and job aids that are grouped together.

Document Origin	Directorate/Department	Related Document	Sequence #	Sequence Reference
LCAA	ADM FSS ANS AGA ATERD AVSEC	- (AIH) Airworthiness Inspector Handbook - (ANSIH) Air Navigation Services Inspector Handbook - (OIH) Operation Inspector Handbook	001 002 003	A B C
Doc. Origin/Directorate/Related Document-sequence # Example of handbooks or manuals numbering is as follows: LCAA/ADM/DDGH-001 In case there are more than one Documents relating to the same original document see below: Doc. Origin/Directorate/Related Document-sequence #, sequence reference Example of handbooks or manuals numbering is as follows: LCAA/ADM/DDGH-001A				

5.2.3 Structuring Documents

- (A) **Title.** The title of your document must clearly capture the entire subject matter of the document.
- (B) **Introductory material.** The introductory material must include a purpose paragraph and a paragraph identifying the audience for the document.
 - (a) Make a direct statement about what the document does. For example, "This AC tells you how to mark your aircraft." Make sure you state the purpose clearly. Users will be able to search the purpose paragraph for material of interest to them. If the document rewrites earlier policies, you might start with "This AC restates LCAA policy on...."
 - (b) State who your document affects. Clearly state which customer group should read the document.
 - (c) Other material you may need in an introductory section includes the effective date, if the document is not effective on the date it is issued, or if different audiences should use the document starting on different dates. Make sure this information is clear.
 - (d) You should also include a brief explanation of important changes and list any prior documents your document cancels. You might also consider adding a principal change paragraph to revisions, as well as changes, to help readers identify where (or if) major changes have been made to the document.
- (C) **The body of a document.** Your document must be easy to read. Your goal is to make it understandable to your intended readers the first time they read it.
 - (a) **Organizing your document.** Possibly the most important principle of drafting a document is to organize the main body of your document in a way that is logical for the reader. Put considerable thought into how to organize your document. Group material the way the reader expects and needs it. There are several effective ways to organize documents. If your document deals with a process, organize it chronologically, first step to last. You can also organize documents by putting the most important points first and the minor ones at the end, or by putting the standard provisions first and exceptions last. Sometimes a combination of these organizational principles might be appropriate. Whichever method you use, keep your reader in mind. Ask yourself what structure is most likely to encourage and enable your reader to follow your directions. A flow chart could also be used.
 - (b) **Informative headings.** Give each chapter, section, and subsection an informative heading. Paragraphs and subparagraphs may or may not have

headings, as needed. Headings are the guideposts readers use to navigate through a document. Do not short-change the reader by using headings with insufficient information, such as "general" or "transfer" or "exception." Say "general information about markings" and "transferring responsibility for marking an aircraft" and "exceptions to marking requirements." Headings in the form of questions are often the most effective way to direct the reader to information he or she wants to find.

- (D) **Administrative information.** Place administrative information after the main body of the document. This material may include:
- (a) **Background information.** If you must include more information on background than you explain in the main part of the document, then include a specific section on background. Limit it to essential information.
 - (b) **Requests for information.** Place this last in the document, if applicable. You must list the office readers can call for more information, including an office phone number, routing symbol, and office e-mail address. You may also list the name of an individual, but only as a secondary source of information.
- (E) **Directive and guidance information**
- (a) **Directive Information.** Directive information is information that is considered directive in nature and will contain terms such as "shall," or "must," and means the actions are mandatory. "Shall not" means the action is prohibited. The use of these terms will leave no flexibility, and their direction shall be followed unless otherwise authorized by the Directors or other authorized person.
 - (b) **Guidance Information.** Guidance information is information considered guiding in nature and will contain terms such as "will," "should," or "may." These terms indicate actions that are desirable, permissive, or not mandatory, and allow flexibility.
 - (c) **Direction and Guidance.** A deliberate effort has been made to provide sufficient direction and guidance to standardize the job functions of the LCAA personnel and other safety related personnel without unnecessarily restricting the initiative of those personnel and directors. Should LCAA personnel, supervisors, and directors find the direction and guidance of the LCAA documents too restrictive or inappropriate for a specific case, a request should be made for permission to deviate from the guidance of the document.
- (F) **Conflicts with other LCAA documents.** The guidance in some documents may be found to be in conflict with that in other LCAA documents. This

situation may arise inadvertently or because it is impractical to revise all documents simultaneously. In such a case, the document with the most recent date should normally be used. Inspectors should refer questions about such conflicts to their directors. Directors are required to take the appropriate action to resolve such issues.

- (G) **Essential Writing Principles.** There are a number of simple techniques to make your writing more powerful and effective. This paragraph describes the most critical clear writing principles. You must follow these principles when writing a Technical Document.
- (a) **Use active verbs.** Active verbs make it clear who is responsible for what. For example, look at the next to last sentence in the paragraph above. It should be clear that you, the reader, must do something—follow these principles. Too often, government writers say, "These principles must be followed when..." leaving it to the reader to guess who was required to use the principles. Most verbs in this document are active verbs. You should show a strong preference for active verbs in your document.
 - (b) **Use short sentences.** Your average sentence length should be 20 words or fewer. If you use a list instead of running items together in a long sentence, you can consider material after each hard return as a new sentence. You should rarely need a sentence over 50 words long. For groups of items, use bulleted or numbered lists.
 - (c) **Write in short paragraphs.** Each paragraph should cover only one topic.
 - (d) **Limit abbreviations and acronyms.** Limit your use of abbreviations to the main topic of your document. For example, if the document is about the Coordinated Operational Approval Process, you can use the abbreviation "COAP" throughout the document. Since that is what your document is about, it is unlikely to confuse your reader. But do not also use abbreviations for a handful of other concepts in the same document. Either write them out or use a short form of the name (for example, call the Legal and Regulatory Committee "the committee," not LRC) that will help your reader remember what you are talking about. If your document is long, you might want to include a list of abbreviations, or spell out an abbreviation the first time it is used in each chapter. If you use a term only two or three times, write it out every time.
 - (e) **Use pronouns.** Research shows that readers relate better to documents that use pronouns. Pronouns make them feel the document is directed at them. It is especially important to use pronouns when you want people to do something, since pronouns help them understand they have a responsibility. When you write a Technical Document, refer to the reader as

"you." You may also use "we" to refer to LCAA. But it is important to make sure your reader understands to whom a pronoun refers, especially if you are addressing more than one audience. One way to do this is to "define" the pronoun early in the document and then redefine it occasionally throughout long documents. For example, you might say, "If you are a certificate holder, you should . . ."

- (f) **Use "must" to convey regulatory requirements.** Do not use "shall." Shall is an ambiguous word. It can mean must, should, ought, or will. "Must" clearly conveys a requirement.
- (H) **Using Appendices.** You can present certain types of material most effectively in appendices, unless the material is brief. Make sure you mention each appendix in the text. Order your appendices in the same order they appear in the text.
 - (a) Appendix: Supplementary material at the end of a book, article, document, or other text, usually of an explanatory, statistical, or bibliographic nature. An appendix gives useful additional information, but, even without it, the rest of the document is complete.
- (I) **Definitions.** If you have a large number of terms specific to your document, define them in an appendix and tell the reader near the beginning of the document (for example, in the "purpose" paragraph) where to find them. If you have only a few, just define them when they first occur in the text.
- (J) **Bibliographies.** You can include one or more appendices with bibliographic types of information, such as references and related publications.
- (K) **Presenting Regulatory Material.**
 - (a) You may not generally use a Technical Document to add, reduce, or change a regulatory requirement. However, since many Technical Documents provide guidance material relating to regulations, you may need to talk about regulations in your Technical Document.
 - (b) You may include existing regulatory material in a document if the purpose of your document is to provide guidance on meeting regulatory requirements. But, do not just repeat the regulation or require the reader to do extensive reading in the LCAA regulations. Make sure your guidance is clear and complete.
 - (c) When you write about a requirement included in an LCAA regulation you may use regulatory language such as "you must" to explain it. Do not change regulatory requirements from "must" to "should" just because you are writing for example an AC. If you do, you will have changed the regulation. Use of "must" is discussed above in 5.2.3 (E(a)).

- (d) ACs may set forth acceptable ways of complying with a particular regulation. However, do not imply that the AC represents the only acceptable way to comply. A person is free to follow the AC or to meet the regulatory requirement in a different way.

(L) Using References in the Text.

- (a) Place references in the text where they will be most useful. Make references clear and tell readers in the administrative section of the document where they can get all referenced material. Italicize titles of books, articles, and other documents.
- (b) If you need to refer to a document with a long title, either repeat the entire title every time, or use the complete title the first time and indicate in parentheses what shorter form of the title you will use in the rest of the document.
- (c) Be specific when you reference other material. For example, do not just give the name of a long document. Give your readers as much information as possible to help them find the material you are using.
- (d) Keep cross-references to a minimum. Repeat brief items word for word. Cross reference only lengthy, technical details covered in other available sources or in another paragraph of the document. If you find you must frequently cross reference material in the same document but several sections away, reconsider your organization.
- (e) When referring to non-LCAA documents that are updated frequently, consider referring to the "current edition" rather than a particular revision number when you are confident the document will not change in ways with which you do not agree.
- (f) Avoid referring to information that is subject to change, such as names of staff. Instead, refer to positions. Give general office phone numbers, not the number of a particular person.
- (g) When referring to laws, the Liberia Civil Aviation Act of 2019, and so on, use the citation standards given in the Official Gazette, which is available at LCAA Website (www.lcaa.gov.lr).
- (h) Use the acronym "LCAR" to refer to the LCAA's regulations. Do not use any other acronym.
- (i) When you cite the LCARs, you must use the full citation, which includes the title and part, or section, numbers (for example, "LCARs 2019 Part 1.3.1"). Do not insert a section symbol (§) between the LCAR acronym and

section number.

(M) Using Copyrighted Material and Giving Credit to Others.

- (a) You must get written permission from the copyright owner or publisher before using copyrighted material, including photos or illustrations, from a non-government source. In your request, explain how you will use the material and that it is for an LCAA document. Ask the copyright owner to state how he or she wishes the credit or acknowledgment worded in your document. Keep a copy of the written permission with the record of the document. Send the copyright owner a courtesy copy of the completed LCAA publication.
- (b) Advise other government agencies when you plan to use any part of that agency's publication.
- (c) If you want to give credit to persons who were helpful in developing your document, include them all in one place in a forward, preface or in an acknowledgment paragraph in the administrative section of your document.

5.2.4 Documents Feedback Form. If you use any LCAA document and find discrepancies or think changes should be made, notify the originator using the Document Feedback Form in Appendix 5-1, or similar form, to submit your information. All suggestions submitted will be reviewed and considered by the appropriate Officer who will acknowledge receipt of each suggestion. When updating or revising any document, Project Officer must consider this feedback. Anyone may submit a change request.

5.2.5 Formatting Documents

- (A) For new documents, you must use the system defined in this order, unless a unique circumstance, such as the adoption of guidance developed by another agency, requires the use of another system. If you are revising a document, you may retain the existing format if updating to the new system would adversely affect safety, increase costs, or there are unique circumstances for retaining the existing paragraph numbering. The most common practice, however, should be to use the decimal numbering system wherever possible.
- (B) You can use a template or the styles function in your word processing software to format your document. When used correctly, templates and styles will ensure consistent formatting throughout your document and ease the process of producing PDF and HTML versions of your document. Creating accessible documents can take time, so anything you can do to ensure consistent formatting will lessen the amount of time needed to post your document in the documents database.

- (C) Emphasize only those words, phrases, and sentences that are important. Use bold for emphasis. Never use italics, underline and capitals for this purpose. Underline may be confused with hyperlink.
- (D) Use quotation marks for direct quotations or to identify ordinary words used in an unusual way. Do not use quotation marks to enclose titles of chapters, sections, or paragraphs of documents.
- (E) Using and numbering figures/tables. One picture is often worth a thousand words. Use figures to insert examples, charts, and other illustrative materials. Use a table to present tabular information that cannot be clearly presented in text. In many cases, you can convey complex material more simply in a figure or table than in text. Place the figure/table close to, and after, the text that explains it. Try to limit figures/tables to one page; if they go over that, repeat the name and figure/table number on each page. Make sure all figures/tables have informative headings. Use foldout sheets sparingly. If you use a table as a substitute for text, consider it a paragraph and give it a paragraph number. Introduce all tables with textual information, such as "the following table showing suggested inspection frequencies based on the age of the part." When creating tables, keep in mind accessibility requirements. The more complex the table and the more levels of headers you include, the more difficult it will be to prepare it for the Web. Call all other types of illustrations "figures." This includes photos, drawings, and so on. Do not give figures paragraph numbers. Make sure the title of the figure is informative.

5.2.6 Availability or Distribution of Documents

- (A) All documents are available to LCAA personnel and to individuals outside the LCAA. ASI should advise operators of the availability of LCAA Handbooks and bulletins. This information is intended to be disseminated by inspectors, upon request, to certificated personnel, service providers and other interested persons who may wish to have access to LCAA documents.
- (B) Documents are published and distributed in electronic **pdf** format and are available to all LCAA personnel through the LCAA website, and technical library while for the aviation industry and the interested public, through the LCAA website.
- (C) One hardcopy (master document) is available at the Technical Library bearing the original signatures.
- (D) The officer in charge of the technical library is responsible for the distribution and control of the documents. Each office will receive a copy numbered of the

master document with access to the electronic copy of the documents via the LCAA website.

- (E) Each person printing sample pages of the controlled document shall discard these pages after use. If a whole Handbook is printed, it must be stamped “Uncontrolled copy” on the first page of the printed document.
- (F) It is the user’s responsibility to ensure that his working copy reflects the latest revision of the officially posted Handbook.

5.2.7 Revisions and Amendments

- (A) Each document will be amended or revised when a need arises.
- (B) Individuals at all levels of the LCAA and individuals in the aviation industry are encouraged to make suggestions for revisions to LCAA documents.
- (C) The Heads of Divisions are primarily responsible for keeping their Handbooks up to date by submitting the proposed changes for the endorsement of the Director General. The contents of LCAA documents must be reviewed and revised, as required, every two years, and/or when:
 - (a) A policy or guidance contained in the documents is no longer found adequate;
 - (b) A change occurs in ICAO SARPs or documents, in the LCARs, or in LCAA policies and procedures;
 - (c) A change occurs in the aviation industry, which demands such revision;
 - (d) It is otherwise necessary in the interest of safety.
- (D) After the need for a revision has been identified by any party, that individual should direct the suggestion to the Director General who will forward it to the Chairman of the Legal and Regulatory Committee.
- (E) When an amendment to the guidance material or need has been evaluated or identified as the case may be, a new document will be issued and will supersede the previous Guidance Material.

5.3 REGULATIONS

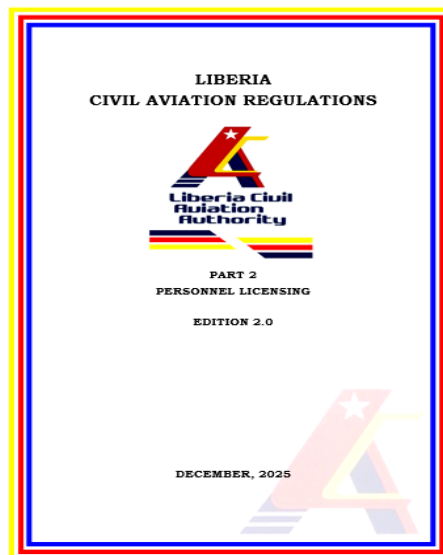
5.3.1 General

Liberia Civil Aviation Regulations are organized into parts, with each part addressing a specific aviation function.

5.3.2 Structure/Content

- (A) The content of LCARs addresses a wide range of specific topics, often aligned with the ICAO's 19 annexes, which set the global baseline for Civil aviation standards.
- (a) **Cover Page.** Consists of the name of the Civil Aviation Authority, LCAA Logo, Regulation Part number, Title of Regulation followed by the edition number and the date of completion.

See sample cover page below:



- (a) **Approval Page:** Regulation is signed by the Director General

See sample approval page below:



AUTHORITY TO PROMULGATE CIVIL AVIATION REGULATIONS

IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR
GENERAL OF LIBERIA CIVIL AVIATION AUTHORITY UNDER THE LIBERIA
CIVIL AVIATION ACT OF 2019 THESE REGULATIONS ARE MADE.

DATE: 11th December 2025

SIGNATURE: _____
Name (xxxxxxxxxx)
DIRECTOR GENERAL

- (b) **Header.** Consists of the logo, the name of the Authority's regulations, Part number and specific name of related regulation.
- (i) The Logo, which will reflect the Authority, is placed on the upper left-hand side of header.
 - (ii) The name of the Authority's regulation, in this case it is Liberia Civil Aviation Regulations is also located on the header but is at the top on the right-hand corner just above the related regulation part number and name. Writing Style and font size for all text in the header is bolded Bookman Old Style all caps and 9 respectively.

See sample header below:



LIBERIA CIVIL AVIATION REGULATIONS
PART 2 – PERSONNEL LICENSING

(c) **Body of document**

- (i) **Titles.** Writing Style and font size for the Title at level 1 is bolded Bookman Old Style all caps and 11 respectively. Writing Style and font size for the Title at level 2 is bolded Bookman Old Style all caps and 10 respectively. Writing Style and font size for the Title at level 3 is bolded Bookman Old Style all caps and 9 respectively. Writing Style and font

size for the Title at all levels below level 1 is bolded Bookman Old Style all lower case and 11 respectively.

- (ii) **Paragraph Numbering.** Paragraphs are numbered consecutively starting at number 1 in each chapter of each volume. As follows:

CHAPTER 1: CHAPTER TITLE LEVELS	
1	LEVEL 1
1.1	LEVEL 2
1.1.1	LEVEL 3
1.1.1.1	LEVEL 4
1.1.1.1.1	LEVEL 5
(A)	
(a)	
(i)	
(1)	

- 5.3.3 **Figure and Table Numbering.** The numbering of figures and tables enables the ASI to note the chapter to which the figure or table refers. For example, Figure 5-12 is interpreted as follows:

Fig. 5-12 - Figure 12 of chapter 5

Reference to a figure in a different part of the Regulation shall be preceded by the reference of the applicable volume (e.g: Volume I, Fig. 5-12 - Figure 12 of chapter 5 in Volume I).

- 5.3.4 **Footer.** Each page will have a footer indicating the approval date on the left, the edition number in the middle and page number on the right-hand side.

See sample approval page below:

DEC 2025

Edition 2.0

Page 3 of 47

- 5.3.5 **Appendices.** Appendices could be any other information considered necessary to assist completing the task satisfactorily. Upper Case Roman numbers are used.

- 5.3.6 **Implementing Standards.** Means standards, which provide detailed requirements that support the intent of a regulation presented in a Part and, by reference, have the force and effect of the governing regulations.

For ease of reference, the number assigned to each implementing standard

corresponds to its associated regulation. For example, IS: 10.1.5 would reflect a standard required in subsection 10.1.5.

5.4 **HANDBOOK/MANUAL**

5.4.1 Inspector's Handbooks are orders that provide mandatory directions, information and procedures to the Authority's inspectors and officers in the certification, surveillance, audit and regulation enforcement duties.

5.4.2 In addition to the information established in section 5.3 the Inspector Handbooks must comply with the requirements established in this section.

5.4.3 **Standardization and Coordination.** The major objective of the Inspectors Handbook is to define and standardize the functions and responsibilities of ASI position at LCAA. In addition, it is to provide direction and guidance for all the performance of technical administrative, certification and surveillance tasks in a standardized, effective and coordinated manner. In addition, it can be used as a reference by prospective and current certificate holders, owners and aircraft operators in general, licensed and other interested aviation personnel. Through the use of inspector's Handbook, safety personnel are encouraged to make suggestions for revisions. Proposed changes should be coordinated throughout the Office Directors and presented to the LRC for recommendation and approval by the DG LCAA.

5.4.4 **Task Chapters.** Each chapter represents tasks that can be accomplished by an ASI. The Inspector Handbook is numbered by chapters. Pages are numbered within each chapter and are so identified. Page numbers will be located on the bottom right side of each page.

5.4.5 **Paragraph Numbering.** Paragraphs are numbered consecutively starting at number 1 in each chapter of each volume. As follows:

CHAPTER: LEVELS [TITLE OF NAME]	
1	LEVEL 1
1.1	LEVEL 2
1.1.1	LEVEL 3
(A)	
(a)	
(i)	
(1)	

5.4.6 **Header**

On each page, except the first page, the top margin (header) contains the manual/handbook name (left corner) and the manual/ handbook reference number (top right corner) all bookman old style with font size 8 as follow:

5.4.7 **Cover Page**

Consists of the name of the directorate/department, LCAA Logo, Title of manual/handbook and the date of completion.

See sample cover page below:

LIBERIA CIVIL AVIATION AUTHORITY



DOCUMENT DEVELOPMENT GUIDELINES HANDBOOK

DECEMBER 2025

 Liberia Civil Aviation Authority	LIBERIA CIVIL AVIATION AUTHORITY ADMINISTRATION		EDITION N°: 2.0
EFFECTIVE DATE:	DOCUMENT DEVELOPMENT GUIDELINES HANDBOOK		DOCUMENT NO: LCAA/ADM/DDGH-001
DOCUMENT CONTROL APPROVAL			
PREPARED BY	DIRECTOR GENERAL(DG) APPROVAL		
LEGAL AND REGULATION COMMITTEE	NAME	SIGNATURE	DATE

5.4.8 Approval Page

The sample below indicates all the parts of the approval page.

5.4.9 Footer

Each Manual/handbook page will have a footer indicating the approval date on the left, edition number in the middle and page number on the right-hand side.

The sample below indicates all the parts of the Footer.

November 11, 2025	Edition 1.0	Page 16 of 57
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5.4.10 Figure and Table Numbering.

The numbering of figures and tables enables the ASI to note the chapter to which the figure or table refers. For example, Figure 5-12 is interpreted as follows:

Fig. 5-12 - Figure 12 of chapter 5

Reference to a figure in a different part of the Handbook shall be preceded by the reference of the applicable part (e.g.: Part 1, Fig. 5-12 - Figure 12 of chapter 5 in Part 1).

5.4.11 **Line Spacing.** Line spacing is single.

5.4.12 **Text Alignment.** Text alignment is Justify.

5.4.13 **Fond Size.** Bookman old Style with size 12 for all text. All text for level 1 and level 2 titles are bolded capital letters. Titles at Level 3 and below are bolded small letters with first letters capitalized.

5.5 **ORDERS**

5.5.1 **General**

Orders have been designed to serve as a multipurpose document that will meet the needs of newly hired aviation safety inspectors as well as experienced inspectors.

5.5.2 **Structure/Content.**

(A) In as far as possible an Order will be developed in a common standard format that reflects the following parts:

(a) **Header.** consists of the logo, Authority's Name, order reference number and date of approval

(i) The Logo which will reflect the Authority is placed on the upper left-hand side of header.

(ii) The Authority's name. In this case, it is Liberia Civil Aviation Authority. The Authority's name is also located on the header but is centered just below the LCAA Logo. Writing Style and font size for the Authority's name is bolded Bookman Old Style all caps and 22 respectively.

(iii) The reference number. Reference number with format as indicated in 5.2.2 (B) is located in the header just below the Authority's name. it is the Order's number. Writing Style and font size for the Authority's name is bolded Bookman Old Style all caps and 14 respectively.

(iv) Date signifies the date of approval by the LCAA. Writing Style and font size for the date is bolded Bookman Old Style all caps and 14 respectively. Date is located in the header just below the order reference number.

The sample below indicates all the parts of the .header.



(b) **Body of document**

- (i) **Title of order.** Writing Style and font size for the Title of the order is bolded Bookman Old Style all caps and 11 respectively. Title is not in the header.
- (ii) **Purpose.** provides the intent and the objectives of the Order. Writing Style and font size is bolded Bookman Old Style all caps and 11 respectively.
- (iii) **Background.** This section provides a brief history and a preamble for the subject of the document.
- (iv) **Reference** is given to the relevant regulations and requirements and applicable forms to be used. Writing Style and font size is bolded Bookman Old Style all caps and 11 respectively.
- (v) **Scope:** provide the necessary information and major objectives. Writing Style and font size is bolded Bookman Old Style all caps and 11 respectively. Guidance, procedures or information, as applicable. Guidance and procedures provide the necessary requirements and information to help the user comply effectively with the regulations.
- (vi) **Cancellation/Suspension:** By default, it is understood that the publication of any new issue of a document automatically renders all earlier issues of the same document null and void.

NOTE: Here are examples of text to incorporate:

All persons shall comply with the instructions contained in this Order from time to time until a further order, rule or regulation as may be essential is issued suspending or cancelling this order.

- (c) **Signature:** Document is signed by the Director General

- (d) Appendices could be any other information considered necessary to assist completing the task satisfactorily. Upper Case Roman numbers are used.
- (e) **Footer:** each page will have a footer indicating the Order reference number on the left, the approval date in the middle and page number on the right-hand side.

The sample below indicates all the parts of the Footer.

[Order Reference]	[Approval Date]	[Page Number]
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5.5.3 **Paragraph Numbering.** Paragraphs are numbered consecutively starting at number 1 in each chapter of each volume. As follows:

CHAPTER 1: LEVEL (CHAPTER TITLE)
1
1.1
1.1.1
(A)
(a)
(i)

5.5.4 **Figure and Table Numbering.** The numbering of figures and tables enables the ASI to note the chapter to which the figure or table refers. For example, Figure 5-12 is interpreted as follows:

Fig. 5-12 - Figure 12 of chapter 5

Reference to a figure in a different part of the Handbook shall be preceded by the reference of the applicable volume (e.g.: Volume I, Fig. 5-12 - Figure 12 of chapter 5 in Volume I).

5.6 **ADVISORY CIRCULARS**

5.6.1 **General**

- (A) Advisory Circulars (ACs) is a standalone document that contain information and guidance material to guide the user in the implementation and continued compliance with the Regulations.
- (B) The AC describes an acceptable means, but not the only means of demonstrating compliance with regulations and standards. The AC in and of itself does not change, create, amend or permit deviations from regulatory

requirements nor does it establish minimum standards. The applicant may elect to follow an alternate method, which must be acceptable to the LCAA.

5.6.2 First page.

The sample below indicates all the parts of the AC.

	ADVISORY CIRCULAR AC Reference N° AC approval date
SUBJECT: [INSERT THE SUBJECT] EFFECTIVE DATE: [insert the effective date. Format: dd/mm/yyyy] APPROVAL SIGNATURE: _____ DIRECTOR GENERAL LIBERIA CIVIL AVIATION AUTHORITY	

- (A) **Issuing LCAA.** The Logo which will reflect the Authority placed on the left-hand side of the front page.
- (B) **Document Type.** Document type is displayed at the top, right side;
- (C) **Document reference.** Display the reference in accordance with paragraph 5.2.2(A);
- (D) **Approval Date.** Approval Date signifies the date of approval (signature) by the DG CAA.
- (E) **Subject.** Subject titles should be kept as short as possible to clearly communicate the general content of the document. Font Type and size are Bookman old Style, 12, Black.
- (F) **Effective date.** The date (DD/MM/YYYY) the document will become applicable. Font Type and size are Bookman old Style, 12, Black. Draft documents should not contain dates.

5.6.3 **Body of the document.** In as far as possible an Advisory Circular will be developed in a common standard format that reflects the following parts:

(A) **General.** This section is divided in 3 mandatory subsections

- (a) **Purpose.** Purpose covers the intent and the objectives of the AC. This paragraph will state the general objective of that particular AC.

One of the following disclaimer paragraphs shall be added after the main purpose.

- (i) "This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements nor does it establish minimum standards."
 - (ii) "If the AC explains a regulation, include a specific reference to the regulation covered and use the following language to make it clear that the AC contains only one possible means of complying with a regulation"
 - (iii) "This AC is not mandatory and does not constitute a regulation. This AC describes an acceptable means, but not the only means, to [describe what the AC does.] However, if you use the means described in the AC, you must follow it in all important respects."
- (b) **Applicability.** In this paragraph, state whom your AC affects. Clearly state which customer group should read the AC.
- (c) **Description of Changes.** Provides a space for a brief description of the changes being made to the document.
- (i) **New Documents.** For new documents, this document should indicate: "This is the first AC to be issued on this subject."
 - (ii) **Amended documents.** Changes to the previous Issue of a document shall be summarized in this section to assist the reader to identify the changes and the rationale for those changes.

Note: *If you wish to inform the reader that many changes have occurred, you may wish to state: "Due to the number of changes incorporated into this issue, readers should review the content of the entire document. The major changes are:".*

(B) **References** Reference is given to the relevant regulations and requirements and applicable forms to be used.

- (a) **References Documents.** All documents and forms referred to in the

document shall be listed under this mandatory section. Reference documents shall be listed in order of regulatory precedence as per the following:

- (i) Acts (e.g. Liberia Civil Aviation Act of 2019)
- (ii) Regulations (e.g. LCARs);
- (iii) Regulatory Precedence Handbooks (e.g. Airworthiness Inspector Handbook);
- (iv) LCAA or other Liberia government reference documents;
- (v) Other guidance material (e.g. ACs, Forms, checklist); and
- (vi) Foreign aviation authority documents (in the same order of precedence).

- (C) **Cancelled Documents.** It is important to list cancelled documents (e.g. old issue of the same document) in this subsection and include the document reference, revision/amendment number and the subject title. By default, it is understood that the publication of any new issue of a document automatically renders all earlier issues of the same document null and void.

If no documents are affected by this new publication, simply indicate “Not applicable” in this section.

Here are examples of text to incorporate:

As of the effective date of this document, Order: LCAA\O-GEN-001 Ed.1 Rev.00 and Advisory Circular: LCAA\ AC-AWS-001 Rev.01, Flight Management System (FMS) Equipment and Installation Approvals are cancelled;

- (D) **Definitions and abbreviations**, if applicable. Definitions, abbreviations and acronyms of various terms may be listed in this section in alphabetical order. It is not necessary for all to be listed provided that, where an abbreviation or acronym is used, the full text precedes it. You may wish to separate the definitions from the abbreviations. The term only should be shown in bold font. Here are some examples:

- (a) The following definitions are used in this document:
 - (i) **May.** is a means expressing permission or freedom of choice.
 - (ii) **Shall.** is a means expressing a command, imperative form and no other choice of action.
 - (iii) **Should.** is a means expressing persuasion or advice, desired choice or

wish. This can be interpreted as an informal request.

(b) The following abbreviations are used in this document:

(i) **LCAA.** Liberia Civil Aviation Authority;

(ii) **AC.** Advisory Circular.

(E) **Background/Introduction.** This section provides a brief history and a preamble for the subject of the document.

(F) **The body of the AC.** Guidance, procedures or information, as applicable.

(G) **Using appendices.** You can generally present certain types of material most effectively in appendices, unless the material is brief. Appendices could be any other information considered necessary to assist completing the task satisfactorily. Make sure you mention each appendix in the text. Order your appendices in the same order they appear in the text.

5.6.4 **Header.** On each page, except the first page, the top margin (header) contains the AC name all bookman old style with font size 10 with each word capitalized. It is located in the upper right-hand corner.

See sample header indicated below:

GUIDELINES & REQUIREMENTS FOR GRANTING OF AERIAL WORK AUTHORIZATION IN LIBERIA

5.6.5 **Footer.** Except for the first page, each AC page will have a footer indicating the AC reference number on the left, approval date in the middle and page number on the right-hand side.

See sample Footer indicated below:

AC reference number	approval date	page number
---------------------	---------------	-------------

5.6.6 **Font.** Except for the title and subject, the guidance materials use font Arial size 10. The title i.e. Advisory Circular uses Tahoma, bold blue gray font type and size 22 and the subject uses Ariel 14.

5.6.7 **Paragraph Numbering.** This AC requires the use of a decimal paragraph numbering system, as shown below, unless an exception is requested and approved. This Advisory Circular contains two examples of the required numbering system, one for a short AC and one for a long AC with chapters.

5.6.8 Numbering for ACs. The following numbering system should be use for an AC.

CHAPTER: LEVEL 1 [TITLE OF NAME]	
1	LEVEL 1
1.1	LEVEL 2
1.1.1	LEVEL 3
(A)	
(a)	
(i)	
(1)	

5.6.9 Figure and Table Numbering.

Number figures/tables consecutively throughout the entire AC, unless the AC is divided into chapters. In that case, restart the figure/table numbering within each chapter and include the chapter number as part of the figure/table number, for example, figure 1-1, 1-2, 2-1, and so on; or table 1-1, 1-2, 2-1, and so on. The figure and table numbering are independent (i.e., there may be a figure 1-1 and table 1-1 in the same chapter). You should mention every figure/table in the text before it occurs. The numbering of figures and tables enables the reader to note the chapter to which the figure or table refers. For example, Figure 3-12 is interpreted as follows:

Fig. 3-12 - Figure 12 of chapter 3

5.6.10 Signature Block

(A) Document in paper format is signed by the Issuing Authority as follows:

 Director General
 Liberia Civil Aviation Authority

(B) Document in electronic format is presented as follow:

Original signed by
 [Insert name]
 Director General
 Liberia Civil Aviation Authority

Or

Original signed by Joe Smith for

For Director General
Civil Aviation Authority

5.6.11 **Page configuration.** Page orientation shall be portrait.

5.7 FORMS, JOB AIDS AND CHECKLISTS

5.7.1 Procedures may be supplemented, as appropriate, by checklists and/or job aids. The checklist should focus on specific aspects related to verification and each result or document to be obtained.

5.7.2 It may be useful to develop guidance for some items of the checklists as necessary, describing:

- (A) what is to be verified;
- (B) by which method (e.g. whether this item calls for a document review or a physical inspection);
- (C) the type of results to be obtained (e.g. physical measurement, test results to be recorded, copy of a service provider's document, interview evaluation); and

5.7.3 Header: The header should follow the format as shown below.



LIBERIA CIVIL AVIATION AUTHORITY AVIATION SAFETY INSPECTOR CHECKLIST

5.7.4 Reference # & Title: Reference # of forms, job aids or checklist in accordance with 5.2.2 (C) is placed just above the title of the guidance material.

5.7.5 Footer: Each form, job aids and checklist page will have a footer indicating the reference number on the left, the date in the middle and page number on the right-hand side.

5.7.6 Evaluation Checklist. After the header generic information about the activity performed. For example,

Date	
Name of Operator	
State of Operator	
Location	
Operator's authorization number	

5.7.7 Name and title of personnel met. Indicate the name(s) and title of key personnel met.

5.7.8 Inspection Checklist.

(A) Questions

Satisfactory (S), Not Satisfactory (NS) or Not Applicable (N/A). indicate regulatory or other Reference(s) for Not Satisfactory (NS) items where applicable. provide further details in the remarks section if required. For Example:

PLEASE CHECK THE APPROPRIATE BOX FOR THE FOLLOWING; SATISFACTORY (S), NOT SATISFACTORY (NS) OR NOT APPLICABLE (N/A). INDICATE REGULATORY OR OTHER REFERENCE(S) FOR NOT SATISFACTORY (NS) ITEMS WHERE APPLICABLE. PROVIDE FURTHER DETAILS IN THE REMARKS SECTION IF REQUIRED.					
REFERENCE	1	CHECKLIST ITEMS	S	NS	N/A
	1.1	Is the Airworthiness Certificate issued by the country of registry.			
	1.2	Does the registration and identification meet the requirements of that country?			
	1.3	Does the aircraft meet requirements for issuance of a Liberia standard airworthiness certificate?			

(B) After the questions:

(a) Inspector's comments or remarks

Item Number	INSPECTOR(S) REMARKS

(b) Approval

INSPECTOR(S)			
NAME/ASI#	SIGNATURE	ORG REP NAME	
		ORG REP SIGNATURE	

CHAPTER 6: DOCUMENTS DISTRIBUTION, CONTROL AND MAINTENANCE.

6.1 PURPOSE

- 6.1.1 This chapter provides information on the distribution, control and maintenance of the required technical guidance material for the implementation of the High-level policies.

6.2 DISTRIBUTION OF DOCUMENTS

- 6.2.1 This section applies to all document types.

- 6.2.2 When the Head of Division has concerns about the publication of a document on the Internet and/or intranet due to issues of protection or classification, he/she should always contact the Regulations Committee to discuss the best alternative.

- 6.2.3 Distribution of Documents to the Web

- (A) To promote transparency and accessibility to LCAA staff and the public, all documents described in this framework should be posted to common LCAA Websites:
 - (a) The Internet Web page;
 - (b) The LCAA e-library;
- (B) Documents posted on the LCAA Websites, or LCAA e-library may be available in Hyper-Text Mark-up Language (HTML) and/or Portable Document Format (PDF).
- (C) Head of Directorate is responsible to ensure that approved documents are submitted for posting to the Web in a timely manner by sending the request, to the Web Team.
- (D) Once the Civil Aviation Web Team completes the process, they shall advise the Head of Directorate;
- (E) Following posting of documents to LCAA website, it is the responsibility of the Head of Directorate to perform a quality review check of HTML and alternate formats of documents.

- 6.2.4 Distribution of Documents in Paper Format

- (A) The Office of the Director General and the Technical Library shall maintain the signed documents in paper format.
- (B) The Technical Librarian shall ensure that paper documents are distributed to the following offices:
 - (a) Office of the Director General

- (b) Technical Library
- (c) Head of Directorate (Where Applicable).

6.3 RECORDS AND INFORMATION MANAGEMENT

6.3.1 This applies to all document types.

6.3.2 General

- (A) All published documents shall have a master copy.
- (B) The Technical Librarian shall ensure that all related documents are saved into file using the portable Document file format **(.pdf)**

6.4 PERIODIC REVIEW AND REVISION OF DOCUMENTS

6.4.1 This section applies to all document types.

6.4.2 The Head of Division is responsible to review the documents periodically to verify the applicability of regulations and other related material and to ensure content is current. Documents shall remain active if they are still applicable and the content remains valid.

6.4.3 If changes (revisions) are required, they shall be updated and reissued