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Our Ref: AIC 25-R13/25-1001

Safety recommendation: AIC 25-R13/25-1001

Addressed to: Tropicair Limited

Date issued: 8 July 2025

Investigation link: AIC 25-1001

Action status: Issued

Safety deficiency description

The Operator's Operations Manual, Volume 2, Part A, Section 1.2 'Crew Rostering' states;

Pilot rosters shall be prepared and authorised by the Chief Pilot.

Rosters shall be constructed in compliance with the flight and duty limitations [...] for a 14-day period where possible. The Chief Pilot shall roster only pilots holding a current licence and rating, current medical and meeting recency and operational competency requirements specified either in this Operations Manual or the Training & Competency Manual.

Rosters shall be made available to crew members at least 7 days prior to commencement of the roster where practical [...]

Rosters shall include duty periods, rest periods, standby duty, flight and ground training, competency assessments, deadhead transportation and recreational leave.

Each roster (where practical) shall be constructed to show details of the sectors involved, dates and times, crew assigned, the pilot in command, aircraft assigned, and any training involved or scheduled.

Where two pilots of equal qualifications are rostered to crew together, the Chief Pilot shall designate one pilot as the pilot in command, having regard to the recency in duties of the nonflying pilot.

Roster change requests shall be submitted to the Chief Pilot.

Section 1.3 of the Operations Manual 'Flight Authorisation' states that to ensure that flight operations are conducted by crews with appropriate qualifications and experience and in compliance with flight and duty requirements, the Chief Pilot (or the Training & Competency Manager acting on his behalf) shall authorise all scheduled and non-scheduled flights according to this procedure [...].

The investigation found that the crew had changed assigned flying roles without notifying the Chief Pilot of the change prior to the flight. The investigation found that the PM was initially assigned the PIC role, and the PF was assigned PM role. However, both had changed roles before the flight.

Both crew had stated that they changed flying roles for the day so that the PM who was initially assigned PIC role could be PM/co-pilot and sit in the right seat so he could prepare for his Base check that was scheduled for the same day after the flight

Recommendation number AIC 25-R13/25-1001 to Tropicair Limited.

The PNG Accident Investigation Commission (AIC) recommends that Tropicair Ltd establish clear and specific guidelines for the assignment of crew on check and training flight. These should include:

- Clearly communicating assignments to all crew members involved in such flights; and
- Ensuring that any changes to assigned duties are documented and effectively communicated to all responsible personnel.

Action requested.

The AIC requests that Tropicair Limited note recommendation *AIC 25-R13/25-1001* and provide a response to the AIC within 90 days of the issue date and explain (including with evidence) how Tropicair Ltd has addressed the safety deficiency identified in the safety recommendation.



Maryanne J. Wal

Chief Commissioner

8 July 2025

Tropicair Limited's Response to Safety Recommendation AIC 25-R13/25-1001

On 4 October 2025, Tropicair Limited responded via email outlining their corrective actions to address *Safety Recommendation AIC 25-R13/25-1001*.

Tropicair has implemented the following measures:

- **Training and Competency Manual Update:** Section 2.8, of the Training and Competency Manual has been updated to clearly outline the assignment and responsibilities of crew members, including flight training and flight check flights.
- **Notice to Pilots (NOTOP):** A NOTOP has been issued to all flight crew members, providing guidelines for the assignment of crew on check and training flights. Any changes to assigned duties may only be actioned with prior approval from Chief Pilot (CP), Head of Training & Competency (HTC), or Ground Operations.

Tropicair Limited's response, supported by evidence demonstrates full implementation of Safety Recommendation AIC 25-R12/25-1001. Copies of the updated Manual amendments and the issued Notice to Pilots (NOTOP) were submitted to the AIC for review.

PNG AIC assessment of Tropicair Limited's Response

The Accident Investigation Commission reviewed Tropicair Limited's corrective actions in response to *Safety Recommendation AIC 24-R13/25-1001*. The AIC notes that the corrective actions adequately addressed the safety deficiencies identified in the safety recommendation.

The AIC has assessed Tropicair Limited's response as demonstrating *Satisfactory Intent*.

Status of the Safety Recommendation: **CLOSED**



Maryanne J. Wal

Chief Commissioner

28 October 2025