



**Flight Operations Standards Department**  
**General Aviation & Training Section**  
**FTOs & TRTOs Approval Variation Process Form**

When the proposed approval process has been accepted by CARC, It becomes the official Schedule which will be used during the variation process

• <b>Organization Name</b>		• <b>Type of Operations</b>	<input type="checkbox"/> FTO	<input type="checkbox"/> TRTO
• <b>Address</b>				
• <b>*Approval variation for</b>	<input type="checkbox"/> Organization name is changed	<input type="checkbox"/> Organization location is changed	<input type="checkbox"/> New training course add	
• <b>Operator Contact Details</b>	Name	Phone Number	E-Mail	

\*For Expiration date of the approval period of validity refer to Approval Initial Issue

1	PRE APPLICATION PHASE				Remarks
<b>a</b>	<b>Submit variation application form</b>				
(1)	Assessment of Legal Matters				
(2)	Initial acceptance/rejection of the AOC variation				
<b>b</b>	<b>Pre application meeting, if variation accepted</b>				
(1)	Date	Time			
(2)	CARC team				
(a)		Flight operations inspector - Variation team leader			
(b)		Flight operations inspector			
(c)		Airworthiness inspector			
(3)	Operator post holders				
(4)	Objective. determine applicant has sufficient knowledge of the appropriate CARC regulations and requirements				
2	FORMAL APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
<b>a</b>	<b>Variation fees slip</b>				
<b>b</b>	<b>Variation application form</b>				
<b>c</b>	<b>Variation approval process form</b>				
<b>d</b>	<b>Submit variation application package</b>				
<b>(1)</b>	<b>Flight operations</b>				
(a)	Operations manual				
(b)	Training manual				
(c)	Safety management system manual				
(d)	Quality Manual				
<b>(2)</b>	<b>Airworthiness.</b>				
(a)	Refer to airworthiness team member				





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<b>2</b>	<b>FORMAL APPLICATION PHASE</b> <i>Continue</i>	<b>Proposed date</b>	<b>Accomplished date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>f</b>	<b>Formal Application Meeting</b>				
(1)	Date	Time			
(2)	Objective. resolve any questions on the part of either CARC, or the applicant, to establish a common understanding on the future procedure for the application process				
(3)	Attendance				
(a)	Variation team				
(b)	Operator post holder				
(4)	Formal Application baggage review				
(5)	Schedule of Events form review				
(6)	Variation Process Review				

<b>3</b>	<b>DOCUMENTS EVALUATION PHASE</b>	<b>Proposed date</b>	<b>Accomplished date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Flight Operations.</b> All related documents				
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<b>b</b>	<b>Airworthiness.</b> Refer to airworthiness team member				
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<b>4</b>	<b>DEMONSTRATION AND INSPECTION PHASE, as applicable</b>	<b>Proposed date</b>	<b>Accomplished date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Operator name change</b>				
(1)	Inspection is not required				

<b>b</b>	<b>Operator location change</b>				
(1)	Ground School Accommodation				
(2)	Operational Accommodation				
(3)	Administration				

<b>b</b>	<b>New training course add</b>				
(1)	Aircraft check				
(2)	Flight Synthetic Training device (FSTD)				
(3)	Approved Course Flying Staff				
(4)	Approved Course Ground Staff				
(5)	Course Material				
(6)	Training Equipments				
(7)	Instructional Standards				
(8)	Training Records and Log Books				

<b>Accountable Manager Name</b>	<b>Signature</b>	<b>Date</b>





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**FOR CARC USE ONLY**

<b>5</b>	<b>CERTIFICATION PHASE</b>
<b>a</b>	<b>Certification Report contents</b>
(1)	Copy of the variation application form
(2)	Copy of variation approval process form
(3)	Copy of variation study fees slip
(4)	Variation audit report
<b>b</b>	<b>Chief Commissioners approval for the issue</b>
(1)	<input type="checkbox"/> FTO Approval issue
	<input type="checkbox"/> TRTO Approval issue

