

AOC Advisory Pamphlet

Description of the Application Process for Obtaining an AOC

This Guidance Material describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under JCAR OPS 1. The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This Guidance Material provides basic information applicable to the certification process

1.0 Pre-Application Phase.

- 1.1 A prospective operator who intends to apply for an AOC should enter into preliminary discussions with CARC and should be provided with complete information concerning the type of operations which may be authorized, the data to be provided by the applicant and the procedures which will be followed in the processing of the application. It is essential that the applicant has, in this pre-application phase, a clear understanding of the form, content and documents required for the formal application.
- 1.2 CARC will advise the prospective operator on the approximate period of time that will be required to conduct the certification process, subsequent to the receipt of a complete and properly executed application. This advice is of particular importance in the case of new operators so that such applicants may avoid undue financial outlays during the certification period.
- 1.3 In those cases where an applicant's organization is in the formative stage, and the applicant has little or no operating experience, the applicant should be advised that it may not be possible to judge the organization's operating competency until a sufficient period of operational proving, including proving flight operations, has been carried out, and that the overall period required to reach a final decision on the application may be protracted and considerable financial outlays unavoidable.
- 1.4 The importance of a thorough and careful preliminary assessment of the application cannot be overemphasized. The more thoroughly the applicant's competence is established at this stage, the less likelihood there will be of having serious problems in the financial fitness, document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. Analysis of the application will indicate either that it is acceptable on a preliminary basis or that it is unacceptable. If in the latter stage the deficiencies are such that they can be rectified, the applicant should be given a reasonable opportunity to resubmit the application. Such an assessment is essential at an early stage to reveal any critical deficiencies in the proposals and will enable the applicant to prepare alternative proposals addressing the identified deficiencies

- 1.5 If the application is acceptable to CARC on the basis of the preliminary assessment, the applicant should be encouraged to proceed with preparations for the commencement of operations on the basis that an AOC will be issued subject to satisfactory completion of the remainder of the certification procedure.
- 1.6 The pre-application phase should include a parallel assessment of the financial, economic and legal status of the applicant and the proposed operation. The financial viability of the operation may be the most critical factor in reaching a decision on whether or not an AOC should be awarded. The applicant needs guaranteed access to sufficient financial resources to obtain all the required equipment, facilities and manpower and to fully support operations in the early stages when revenues are difficult to predict and may, in any case, be very low. Marginal or severely limited resources frequently result in an adverse effect on safety and efficiency; experience indicates that operators tend to take short cuts on such vital matters as required maintenance, acquisition of adequate spare parts, training of personnel and other similar matters with safety implications. The determination of the financial resources of the applicant is usually based on an audit of the operator's assets and liabilities and a thorough evaluation of all financial information and other pertinent data such as proposed arrangements for the purchase or lease of aircraft and major equipment.
- 1.7 Aspects that should be considered are sufficient financial resources; route structure and aircraft appropriate to the proposed operation; an intended level of service that meets a need or demand and is in the public interest; the proposed operation is in accordance with bilateral or multilateral air service agreements relating to traffic rights, frequencies, capacity, routes, etc., to which Jordan is a party; and the availability of traffic studies or other data indicating that the proposed operation should be economically successful.
- 1.8 It is essential that the financial, economic and legal aspects be assessed as satisfactory early in the certification process, before committing additional resources to that process. If the proposed operation is not considered to be viable in respect of the financial, economic and legal factors, further action should be suspended until it is determined whether these deficiencies can be rectified.
- 2.0 Formal Application Phase.**
- 2.1 Upon completion of the assessment concerning the financial, economic and legal aspects of the application and after any deficiencies have been corrected; a provisional determination should be made regarding the general feasibility of the operation and the Provisional Economic Operating License (PEOL). If the operation is found to be provisionally acceptable, the second phase of the certification process, the formal application phase, can be undertaken.
- 2.2 The formal application for an AOC, accompanied by the required documentation, should be submitted in the manner prescribed by CARC.

2.3 The submission of a formal application mean that the applicant is aware of the regulations and rules applicable to the proposed operation, is prepared to show the method of compliance and is prepared for an in-depth evaluation, demonstration and inspection related to the required manuals, training programs, operational and maintenance facilities, aircraft, support equipment, record keeping, dangerous goods program, security program, flight crew and key management personnel, including the functioning of the administrative and operational organization.

3.0 Document Evaluation Phase.

3.1 The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant to establish that every aspect required by the regulations is included and adequately covered.

3.2 In order to facilitate this phase of the certification process, the applicant should have coordinated all aspects of the development of the required documentation with CARC certification team, prior to submission of the formal application.

4.0 Demonstration and Inspection Phase.

4.1 Demonstrations will involve demonstration of the operational control system, emergency evacuation and ditching demonstrations, and demonstration flights.

4.2 Inspections in this phase will involve base and station facility inspections, inspection of the operational control and supervision facilities and inspection of training programs and training facilities etc.

5 Certification Phase.

5.2 The certification phase is the conclusion of the certification process when CARC certification team has determined that all certification requirements, Operations, Airworthiness, Economic and security, have been completed in a satisfactory manner, and that the operator will comply with the applicable regulations and is fully capable of fulfilling its responsibilities and conducting a safe and efficient operation.

5.3 The culmination of this phase is the issuance of the AOC, the associated operations specifications and the Economic Operating License (EOL).

5.4 Subsequent to the issuance of an AOC, CARC will be responsible for continued surveillance and for conducting periodic inspections to ensure the operator's continued compliance with CARC regulations, authorizations, limitations and provisions of its AOC and operations specifications. These periodic inspections are components of a continuing safety oversight program.

Appendix A - Relevant AOC Certification References

1. Relevant CARC regulations. CARC website www.carc.gov.jo

1.1 CARC Regulations.

- a. JCAR Part 1. Definitions and Abbreviations.
- b. JCAR Part 91. General Operating and Flight Rules.

1.2 Flight Operations Standards Regulations.

- a. JCAR OPS 1 Commercial Air Transport - Airplane.
- b. JCAR MMEL/MEL Master Minimum Equipment List/Minimum Equipment List - Airplane.

1.3 Personnel Licensing Regulations.

- a. JCAR FCL 1 Flight Crew Licensing - Airplane.
- b. JCAR FCL 3 Flight Crew Licensing - Medical.
- c. JCAR FCL 4 Flight Engineer - Airplane.
- d. JCAR FSTD A Flight Synthetic Training Devices - Airplane.

1.4 Airworthiness Standards Regulations.

- a. JCAR Part M.
- b. JCAR Part 21.
- c. JCAR Part 47.

1.5 Economic Regulatory Regulation.

- a. JCAR Part 201.
- b. JCAR Part 213.

1.6 Aviation Security and Facilitation Regulation.

- a. National Aviation Security Program.

2.0 Relevant ICAO Annexes.

- a. ICAO Annex 1 Personnel Licensing.
- b. ICAO Annex 2 Rules of the Air.
- c. ICAO Annex 6 Operation of Aircraft.
- d. ICAO Annex 7 Aircraft Registration.

- e. ICAO Annex 8 Airworthiness of Aircraft.
- f. ICAO Annex 11 Air Traffic Services.
- g. ICAO Annex 10 Telecommunications.
- h. ICAO Annex 12 Search and Rescue.
- i. ICAO Annex 16 Environment.
- j. ICAO Annex 18 Dangerous Goods.
- k. ICAO Annex 19 Safety Management system

3.0 Relevant ICAO Documents.

- a. Document 4444-RAC/501 Rules of the Air and Air Traffic Service.
- b. Document 7030 Regional Supplementary.
- c. Document 8168-OPS Aircraft Operations.
- d. Document 8335-AN/879 Manual of Procedures for Operations Inspection, Certification and Continued Surveillance.
- e. Document 9284-AN/905 Technical Instructions for the Safe Transport of Dangerous Goods by Air.
- f. Document 9365-AN/910 All Weather Operations.
- g. Document 9376-AN/914 Preparation of an Operations Manual.
- h. Document 9613 Performance-Based Navigation (PBN) Manual
- i. Document 9859 Safety Management Manual (SMM)