



**Flight Operations Standards Directorate  
Commercial Air Transport Section - AOC Initial Certification  
Passenger and Cargo Operations Approval Process Form**

<b>• Operator Name</b>			
<b>• Aircraft Type(s)</b>			
<b>• AOC Applicant Focal Point</b>	<b>Name</b>	<b>Telephone No.</b>	<b>E-Mail</b>

<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	<b>AOC Applicant to Submit the AOC Certification Letter of Intent</b>	
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(1)	AOC Applicant making an initial inquiry by submitting the AOC certification letter of intent to CARC chief commissioner	
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(2)	The chief commissioners will forward the letter of intent to the director flight operations standards and copy CARC responsible directorates for AOC certification	
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<b>b</b>	<b>Initial Meeting</b>	
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(1)	Director flight operations standards will call for an initial meeting and the assignment of CARC directorates focal points	
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(2)	Meeting arrangements	<b>• Date</b>		<b>• Time</b>	
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(3)	AOC certification team	
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(a)	Flight operations standards directorate focal point name	
(b)	Airworthiness standards directorate focal point name	
(c)	Economic regulatory directorate focal point name	

(4)	AOC applicant focal point	
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(5)	Objective. To advise the AOC applicant to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning personnel, facilities, equipment and technical requirements. AOC applicant will be briefed by the CARC responsible directorates focal points on:	
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(a)	The AOC certification process	
(b)	The requirements of each CARC responsible directorates; and	
(c)	The prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form	

(6)	Flight operations focal point will provide the applicant with	
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(a)	Certification advisory pamphlet	
(b)	Prospective operator's pre-assessment statement form	
(c)	Instructions for completing the pre-assessment statement form	



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<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>
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<b>c</b>	<b>AOC Applicant Forward the Prospective Operator's Pre-assessment Statement</b>
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(1)	Flight operations standards focal point will call CARC responsible directorates focal points for a meeting to assess the AOC applicant prospective operator's pre-assessment statement form; and:	
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| (a) | If accepted; director flight operations standards will recommends in writing to CARC chief commissioner the acceptance of the AOC applicant prospective operator's pre-assessment statement for the commission council AOC certification initial approval and to nominate an AOC certification project manager and the AOC certification focal points ; or |  |
| (b) | If rejected; director flight operations standards will recommends in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s)                                                                                                                                             |  |

<b>d</b>	<b>Pre-application Meeting</b>
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(1)	After the reception of the commission council AOC certification initial approval and the nomination of the AOC certification project manager and the AOC certification focal points, the AOC certification project manager will call for pre-application meeting	
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(2)	Meeting arrangements	• Date		• Time	
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(3)	AOC certification team
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- |     |                                                                            |  |  |
|-----|----------------------------------------------------------------------------|--|--|
| (a) | AOC certification project manager name                                     |  |  |
| (b) | Flight operations standards focal point - Flight operations inspector name |  |  |
|     | • Cabin safety inspector team member name                                  |  |  |
|     | • Ground operations inspector team member name                             |  |  |
|     | • Dangerous goods inspector team member name                               |  |  |
| (c) | Flight crew personnel licensing focal point name                           |  |  |
| (d) | Airworthiness standards directorate focal point name                       |  |  |
| (e) | Aviation security and facilitation directorate focal point name            |  |  |
| (f) | Economic regulatory directorate focal point name                           |  |  |

(4)	AOC applicant team
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- |     |                                                 |  |  |
|-----|-------------------------------------------------|--|--|
| (a) | AOC applicant focal point name                  |  |  |
| (b) | Nominated flight operations post holder name    |  |  |
| (c) | Nominated crew training post holder name        |  |  |
| (d) | Nominated ground operations post holder name    |  |  |
| (e) | Nominated maintenance system post holder name   |  |  |
| (f) | Nominated safety management system manager name |  |  |
| (g) | Nominated quality manager name                  |  |  |
| (h) | Nominated aviation security manager name        |  |  |



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<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>
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(5)	Objective. To determine that, the AOC applicant has sufficient knowledge of the appropriate CARC regulations and implementation procedures. The AOC applicant will be briefed in details by the AOC certification team members on the 5 phases of the AOC certification process, certification technical requirements and implementation procedures for each directorate and for each phase. The certification team will provide the AOC applicant with their certification guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable	
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<b>e</b>	<b>Document Preparations During Pre application Phase</b>
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<b>(1)</b>	<b>Economic Regulatory Directorate Documents - Financial, economic and legal matters Assessment</b>
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(a)	The economic regulatory directorate AOC certification focal point will define the applicable financial, economic and legal requirements to obtain an AOC in accordance with JCAR Part 201	
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<b>(2)</b>	<b>Flight Operations Standards Directorate Documents</b>
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(a)	Formal application form	
(b)	Management approval/acceptance application forms; Accountable manager, flight operations crew training ,ground operation safety management system post holders and AOC quality manager, or quality manager for operations	
	<ul style="list-style-type: none"> <li>• Accountable manager acceptance application form</li> <li>• Flight operations post holder approval application form</li> <li>• Crew training post holder approval application form</li> <li>• Ground operations post holder approval application form</li> <li>• Safety management system manager approval application form</li> <li>• Quality manager acceptance application form</li> </ul>	
(c)	Passenger and cargo operations approval process form - this firm	
(d)	Operations manual part A	
(e)	Operations manual part B for each type of aircraft	
(f)	Operations manual part C	
(g)	Operations manual part D	
(h)	Safety management system manual (SMS)	
(i)	Quality system manual (QSM)	
(j)	Cabin safety procedures manual (CSPM)	
(k)	Ground operations procedures manual (GOPM)	
(l)	Airplane flight manual (AFM)	
(m)	Flight crew operating manual (FCOM)	
(n)	Flight crew quick reference hand book (QRH)	
(o)	Cabin crew quick reference hand book (QRH)	
(p)	IATA dangerous goods regulations	
(q)	Passenger briefing cards	
(r)	Arrangement / contract for ground handling operations - passenger & cargo handling operations	



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<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>
(s)	Minimum equipment list (MEL)/Configuration Deviation List (CDL)	
(t)	Airplane security search check list compliance list	
(u)	Emergency response guidance for aircraft incidents involving dangerous goods	
(v)	Emergency evacuation demonstration plan	
(w)	Demonstration flight plan	
(x)	Airplanes bill of sale; and/or airplane lease agreement	
(y)	Flight synthetic training devise (FSTD) approval to use - ZFTT approval application form	
(z)	Approval of outsource the recurrent training and checking application form - if applicable	
(aa)	Arrangement for type rating examiners approval, line check captains approval and line training captains approvals	
(bb)	Arrangement for cabin safety instructor and cabin safety examiner approvals	
(cc)	Arrangement for flight dispatcher instructor and flight dispatcher examiner	
(dd)	Arrangement and dates for flight crew operator conversion course	
(ee)	Arrangement and dates for cabin crew conversion and difference course	
(ff)	Arrangement and dates for aircraft dispatchers conversion training course	
(gg)	Arrangement and dates for ground operations personnel training	
(hh)	Program /arrangement for satisfying crew of inexperienced crew members	
<b>(3)</b>	<b>Flight Crew Personal Licensing Documents</b>	
(a)	Foreign TRTO approval for ratings issuance - if applicable	
(b)	Arrangement/application for foreign license(s) validation issuance - if applicable	
(c)	Arrangement/application for type rating instructor(s) and examiner(s) temporary authorization approval	
(d)	Arrangements for type rating instructor(s)	
<b>(4)</b>	<b>Aviation Security and Facilitation Directorate Documents</b>	
(a)	Aviation security manager acceptance application form	
(b)	Security program	
<b>(5)</b>	<b>Airworthiness Standards Directorate Documents</b>	
(a)	Refer to CARC form 18-0317	
<b>f</b>	<b>Pre-application Meeting Summary</b>	
(1)	After the completion of the pre-application meeting, the AOC certification project manager will prepare minutes of meeting signed by the AOC certification team members and the AOC applicant focal point that declares the following:	



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<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>		
(a)	The AOC certification team statement that, they had briefed the AOC applicant team about the directorates requirements for each phase of the AOC certification and had provided the AOC applicant team with and/or guided them to CARC website for their directorates guide(s), application(s), form(s), compliance list(s) etc applicable for the AOC certification; and			
(b)	The AOC applicant focal point statement that, the AOC applicant team had been briefed about directorates requirements for each phase of the AOC certification and had received and/or guided to CARC website for each CARC directorate guide(s), application(s), form(s), compliance list(s) etc applicable for AOC certification			
(2)	The pre-application meeting completion date is based on the last signatory of the AOC certification project manager minutes of meeting by the AOC certification team and the AOC applicant focal point			
<b>g</b>	<b>Document Evaluation During Pre application Phase.</b>			
(1)	After the signatory of the AOC certification project manager minutes of meeting by the AOC certification team and the AOC applicant focal point			
(a)	The AOC applicant starts the preparation for financial, economic and legal matters assessment for the issuance of Provisional Economic Operating License (PEOL)			
(b)	The Economic regulatory AOC certification focal point will conduct the applicable financial, economic and legal matters assessment in accordance with JCAR Part 201 that ensure applicant meets JCARs requirements for the Provisional Economic Operating License (PEOL) issuance			
<b>h</b>	<b>Pre-application Phase Summary</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
(1)	The pre-application phase completion date is the date of PEOL issuance and AOC applicant completion of formal application preparation			



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<b>2</b>	<b>PHASE TWO - FORMAL APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	<b>Formal Application Meeting</b>	
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(1)	The AOC certification project manager will call for the formal application meeting coordinated with the AOC applicant focal point. The formal application meeting date will be on the same day of the AOC applicant submitting the formal application	
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(2)	Meeting arrangements	• <b>Date</b>		• <b>Time</b>	
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(3)	AOC certification team
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(a)	AOC certification project manager name		
(b)	Flight operations standards focal point - Flight operations inspector name		
	• Cabin safety inspector team member name		
	• Ground operations inspector team member name		
	• Dangerous goods inspector team member name		
(c)	Flight crew personnel licensing focal point name		
(d)	Airworthiness standards directorate focal point name		
(e)	Aviation security and facilitation directorate focal point name		

(4)	AOC applicant team
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(a)	AOC applicant focal point name		
(b)	Nominated flight operations post holder name		
(c)	Nominated crew training post holder name		
(d)	Nominated ground operations post holder name		
(e)	Nominated maintenance system post holder name		
(f)	Nominated safety management system manager name		
(g)	Nominated quality manager name		
(h)	Nominated aviation security manager name		

(5)	Objective. To ensure that, the AOC applicant has submitted the formal application; formal application attachments, review the approval process and establish a common understanding on the future procedure for the AOC certification process	
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<b>b</b>	<b>Formal Application Attachments</b>	<b>Submitted Date</b>	<b>Initial</b>	<b>Remarks</b>
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(1)	Copy of a Valid Provisional Economic Operating License (PEOL)			
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(2)	Copy of AOC Certification Study Fee Slip			
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(3)	Cover Letter for the Formal Application			
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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(4)	Formal Application Form			
(5)	Passenger and Cargo Operations Approval Process Form - This Form			
(6)	Flight Operations Standards Directorate Formal Application Attachments			
(a)	Management approval/acceptance application forms:			
	• Accountable manager acceptance application form			
	• Flight operations post holder approval application form			
	• Crew training post holder approval application form			
	• Ground operations post holder approval application form			
	• Safety management system manager approval application form			
	• Quality manager acceptance application form			
(b)	Operations manual part A			
(c)	Operations manual part B for each type of aircraft			
(d)	Operations manual part C			
(e)	Operations manual part D			
(f)	Safety management system manual (SMS)			
(g)	Quality system manual (QSM)			
(h)	Cabin safety procedures manual (CSPM)			
(i)	Ground operations procedures manual (GOPM)			
(j)	Operations manual part A compliance list			
(k)	Operations manual part B compliance list			
(l)	Operations manual part C compliance list			
(m)	Operations manual part D compliance list			
(n)	Safety management system manual (SMS) compliance list			
(o)	Quality system manual (QSM) compliance list			
(p)	Cabin safety procedures manual (CSPM) compliance list			
(q)	Ground operations procedures manual (GOPM) compliance list			
(r)	Airplane flight manual (AFM)			
(s)	Flight crew operating manual (FCOM)			
(t)	Flight crew quick reference hand book (QRH)			
(u)	Flight crew quick reference hand book (QRH) compliance list			
(v)	Cabin crew quick reference hand book (QRH)			
(w)	Cabin crew quick reference hand book (QRH) compliance list			
(x)	IATA dangerous goods regulations			
(y)	Passenger briefing cards			
(z)	Arrangement / contract for ground handling operations - passenger & cargo handling operations			
(aa)	Minimum equipment list (MEL)/Configuration Deviation List (CDL)			
(bb)	Minimum equipment list (MEL)/Configuration Deviation List (CDL) evaluation checklist			



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2	<b>PHASE TWO - FORMAL APPLICATION PHASE</b>	<b>Submitted Date</b>	<b>Initial</b>	<b>Remarks</b>
(cc)	Airplane security search check list compliance list			
(dd)	Airplane security search check list compliance list compliance list			
(ee)	Emergency response guidance for aircraft incidents involving dangerous goods			
(ff)	Emergency evacuation demonstration plan			
(gg)	Demonstration flight plan			
(hh)	Airplanes bill of sale; and/or airplane lease agreement			
(ii)	Flight synthetic training devise (FSTD) approval to use - ZFTT approval application form			
(jj)	Approval of outsource the recurrent training and checking application form - if applicable			
(kk)	Arrangement for type rating examiners approval, line check captains approval and line training captains approvals			
(ll)	Arrangement for cabin safety instructor and cabin safety examiner approvals			
(mm)	Arrangement for flight dispatcher instructor and flight dispatcher examiner			
(nn)	Arrangement and dates for flight crew operator conversion course			
(oo)	Arrangement and dates for cabin crew conversion and difference course			
(pp)	Arrangement and dates for aircraft dispatchers conversion training course			
(qq)	Arrangement and dates for ground operations personnel training			
(rr)	Program /arrangement for satisfying crew of inexperienced crew members			
<b>(7)</b>	<b>Flight Crew Personal Licensing Application Attachments</b>			
(a)	Foreign TRTO approval for ratings issuance - if applicable			
(b)	Arrangement/application for forign license(s) validation issuance - if applicable			
(c)	Arrangement/application for type rating instructor(s) and examiner(s) temporary authorization approval			
(d)	Arrangements for type rating instructor(s)			
<b>(8)</b>	<b>Aviation Security and Facilitation Directorate Application Attachments</b>			
(a)	Aviation security manager acceptance application form			
(b)	Aviation security program			
<b>(9)</b>	<b>Airworthiness Standards Directorate Application Attachments</b>			
(a)	Refer to CARC form 18-0317			
<b>c</b>	<b>Formal Application Attachments Initial Assessment</b>			
(1)	The AOC certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s). The operations manuals submission can be delayed but not later than 60 days before the define date of indented operations			





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2	<b>PHASE TWO - FORMAL APPLICATION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
(2)	Formal application attachments initial assessment			
(a)	Flight operations standards directorate			
(b)	Flight crew personnel licensing			
(c)	Airworthiness standards directorate			
(d)	Aviation security and facilitation directorate			
<b>d</b>	<b>Acceptance/ Rejection of the Formal Application.</b> The AOC certification project manager will inform the AOC applicant verbally and in writing the acceptance/ rejection of the formal application including reason(s) if rejected			
<b>e</b>	<b>If the formal application was verbally accepted:</b>			
(1)	The AOC certification team members will review the AOC certification process with the AOC applicant team in details; and			
(2)	The AOC certification team member(s) will inform the AOC applicant in writing of any missing attachment(s)			
(a)	Flight operations standards directorate letter			
(b)	Flight crew personnel licensing letter			
(c)	Airworthiness standards directorate letter			
(c)	Aviation security and facilitation directorate letter			
<b>f</b>	<b>Formal application Phase Summary</b>			
(1)	The formal application phase completion date is the date of the last AOC certification team member(s) letter to the AOC applicant of any missing attachment(s)			
(2)	The AOC certification project manager will inform in writing the AOC certification team members and the AOC applicant focal point the start of phase three - document evaluation phase			



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<b>3</b>	<b>PHASE THREE - DOCUMENT EVALUATION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Flight Operations Standards Directorate Application Attachments</b>
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(1)	Operations manual part A			
(2)	Operations manual part B for each type of aircraft			
(3)	Operations manual part C			
(4)	Operations manual part D			
(5)	Safety management system manual (SMS)			
(6)	Quality system manual (QSM)			
(7)	Cabin safety procedures manual (CSPM)			
(8)	Ground operations procedures manual (GOPM)			
(9)	Airplane flight manual (AFM)			
(10)	Flight crew operating manual (FCOM)			
(11)	Flight crew quick reference hand book (QRH)			
(12)	Cabin crew quick reference hand book (QRH)			
(13)	IATA dangerous goods regulations			
(14)	Passenger briefing cards			
(15)	Arrangement / contract for ground handling operations - passenger & cargo handling operations			
(16)	Minimum equipment list (MEL)/Configuration Deviation List (CDL)			
(17)	Airplane security search check list compliance list			
(18)	Emergency response guidance for aircraft incidents involving dangerous goods			
(19)	Emergency evacuation demonstration plan			
(20)	Demonstration flight plan			
(21)	Airplanes bill of sale; and/or airplane lease agreement			
(22)	Flight synthetic training device (FSTD) approval to use - ZFTT approval application form			
(23)	Approval of outsource the recurrent training and checking application form - if applicable			
(24)	Arrangement for type rating examiners approval, line check captains approval and line training captains approvals			
(25)	Arrangement for cabin safety instructor and cabin safety examiner approvals			
(26)	Arrangement for flight dispatcher instructor and flight dispatcher examiner			
(27)	Arrangement and dates for flight crew operator conversion course			
(28)	Arrangement and dates for cabin crew conversion and difference course			
(29)	Arrangement and dates for aircraft dispatchers conversion training course			
(30)	Arrangement and dates for ground operations personnel training			
(31)	Program /arrangement for satisfying crew of inexperienced - crew members			



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<b>3</b>	<b>PHASE THREE - DOCUMENT EVALUATION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
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(32)	Management approval/acceptance application forms			
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(a)	Accountable manager acceptance application form			
	If accepted, interview	• Date	• Time	

(b)	Flight operations post holder approval application form			
	If accepted, interview	• Date	• Time	

(c)	Crew training post holder approval application form			
	If accepted, interview	• Date	• Time	

(d)	Ground operations post holder approval application form			
	If accepted, interview	• Date	• Time	

(e)	Safety management system post holder approval application form			
	If accepted, interview	• Date	• Time	

(f)	Quality manager acceptance application form			
	If accepted, interview	• Date	• Time	

<b>b</b>	<b>Flight Crew Personal Licensing Application Attachments</b>			
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(1)	Foreign TRTO approval for ratings issuance - if applicable			
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(2)	Arrangement/application for foreign license(s) validation issuance - if applicable			
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(3)	Arrangement/application for type rating instructor(s) and examiner(s) temporary authorization approval			
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(4)	Arrangements for type rating instructor(s)			
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<b>c</b>	<b>Aviation Security and Facilitation Directorate Application Attachments</b>			
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(1)	Aviation security manager acceptance application form			
	If accepted, interview	• Date	• Time	

(2)	Aviation security program			
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<b>d</b>	<b>Airworthiness Standards Directorate Application Attachments</b>			
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(1)	Refer to CARC form 18-0317			
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<b>3</b>	<b>PHASE THREE - DOCUMENT EVALUATION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>e</b>	<b>Documents None Compliance.</b> The AOC certification team members shall provide the AOC applicant with the documents contents none compliance applicable to their directorates in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC certification project manager
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|-----|---------------------------------------------------------------------------------|--|--|--|
| (1) | Flight operations standards directorate documents none compliance letter        |  |  |  |
| (2) | Flight crew personnel licensing documents none compliance letter                |  |  |  |
| (3) | Aviation security and facilitation directorate documents none compliance letter |  |  |  |
| (4) | Airworthiness standards directorate documents none compliance letter            |  |  |  |

<b>f</b>	<b>Completion of Phase Three - Document Evaluation Phase.</b> The AOC certification team members will inform the AOC certification project manager in writing the satisfactory completion of phase three - document evaluation phase
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- |     |                                                       |  |  |  |
|-----|-------------------------------------------------------|--|--|--|
| (1) | Flight operations standards directorate letter        |  |  |  |
| (2) | Flight crew personnel licensing letter                |  |  |  |
| (4) | Aviation security and facilitation directorate letter |  |  |  |
| (3) | Airworthiness standards directorate letter            |  |  |  |

<b>g</b>	<b>Document Evaluation Phase Summary</b>
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(1)	The document evaluation phase completion date is based on the last AOC certification team member letter to the AOC certification project manager for the satisfactory completion of phase three - document evaluation phase. Documents or manuals that are satisfactory will be approved or accepted, as required by JCARs. Approval/acceptance shall be indicated by a signed document or manual and a letter of approval or acceptance of the document or manual			
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(2)	The AOC certification project manager will inform the AOC certification team members and the AOC applicant focal point in writing the start of phase four - demonstration & inspection phase			
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<b>4</b>	<b>PHASE FOUR - DEMONSTRATION &amp; INSPECTION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Demonstration and Inspection Schedule</b>
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(1)	The AOC certification team members will provide the AOC applicant with their directorate's demonstration and inspections required for AOC issuance, and will ask the AOC applicant to provide them with the demonstration and inspection schedule for each directorate and to copy the AOC certification project manager
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- |     |                                                                                              |  |  |  |
|-----|----------------------------------------------------------------------------------------------|--|--|--|
| (a) | Flight operations standards directorate required demonstration and inspections letter        |  |  |  |
| (b) | Aviation security and facilitation directorate required demonstration and inspections letter |  |  |  |
| (c) | Airworthiness standards directorate required demonstration and inspections letter            |  |  |  |

(2)	The AOC certification team members will review the demonstration and inspection schedule proposed by the AOC applicant applicable to their directorate and to agree on with the AOC applicant
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- |     |                                                       |  |  |  |
|-----|-------------------------------------------------------|--|--|--|
| (a) | Flight operations standards directorate letter        |  |  |  |
| (b) | Aviation security and facilitation directorate letter |  |  |  |
| (c) | Airworthiness standards directorate letter            |  |  |  |

<b>b</b>	<b>Flight Operations Standards Directorate Inspection</b>
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- |      |                                                |  |  |  |
|------|------------------------------------------------|--|--|--|
| (1)  | Flight crew training records inspection        |  |  |  |
| (2)  | Cabin crew training records inspection         |  |  |  |
| (3)  | Flight dispatchers training records inspection |  |  |  |
| (4)  | Operational control inspection                 |  |  |  |
| (5)  | Flight dispatch - release inspection           |  |  |  |
| (6)  | Handling personnel training records inspection |  |  |  |
| (7)  | Ground operations inspection                   |  |  |  |
| (8)  | Dangerous goods inspection                     |  |  |  |
| (9)  | Safety management system inspection            |  |  |  |
| (10) | Quality system inspection                      |  |  |  |
| (11) | Organization and infrastructure inspection     |  |  |  |
| (12) | Ramp inspection                                |  |  |  |
| (13) | Emergency evacuation demonstration inspection  |  |  |  |
| (14) | Ditching demonstration plan - as applicable    |  |  |  |
| (15) | Route inspection                               |  |  |  |
| (16) | Station facilities inspection - as applicable  |  |  |  |

<b>c</b>	<b>Aviation Security and Facilitation Directorate Inspection</b>
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- |     |                                      |  |  |  |
|-----|--------------------------------------|--|--|--|
| (1) | Aviation security program inspection |  |  |  |
|-----|--------------------------------------|--|--|--|



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4	PHASE FOUR - DEMONSTRATION & INSPECTION PHASE	Accomplished Date	Initial	Remarks
<b>d</b>	<b>Airworthiness Standards Directorate Inspection</b>			
(1)	Refer to CARC form 18-0317			
<b>e</b>	<b>Demonstration and Inspection None Compliance.</b> The AOC certification team members shall provide the AOC applicant with the demonstration and inspection none compliance applicable to their directorates in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC certification project manager			
(1)	Flight operations standards directorate demonstration and inspection none compliance letter			
(2)	Aviation security and facilitation directorate demonstration and inspection none compliance letter			
(3)	Airworthiness standards directorate demonstration and inspection none compliance letter			
<b>f</b>	<b>Completion of Phase Four - Demonstration and Inspection Phase.</b> The AOC certification team members will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
(1)	Flight operations standards directorate letter			
(2)	Aviation security and facilitation directorate letter			
(3)	Airworthiness standards directorate letter			
(4)	Economic regulatory directorate			
<b>g</b>	<b>Demonstration &amp; Inspection Phase Summary</b>			
(1)	The demonstration and inspection phase completion date is based on the last AOC certification team member letter to the AOC certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC applicant meets JCARs requirements for AOC issuance			
(2)	After the completion of the demonstration and inspection phase the AOC certification project manager will recommend in writing to the chief commissioner the completion of AOC certification requirements for the commission council AOC issuance approval			
(3)	After the reception of the commission council AOC issuance approval, the AOC certification project manager will inform the AOC certification team members in writing the start of phase five - certification phase, to prepare their directorate's documents required for AOC issuance that is needed to be part of the AOC certification report and setting a date for the final AOC certification meeting			
<b>Accountable Manager Name</b>		<b>Signature</b>		<b>Date</b>



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5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
<b>a</b>	<b>Final Certification Meeting</b>		
(1)	The AOC certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	AOC certification team		
(a)	AOC certification project manager name		
(b)	Flight operations standards focal point - Flight operations inspector name		
(c)	Airworthiness standards directorate focal point name		
(d)	Economic regulatory directorate focal point name		
(4)	Objective. The AOC certification team members to provide the AOC certification project manager with their directorate's documents required for the AOC issuance that is needed to be part of the AOC certification report		
<b>b</b>	<b>Certification Report Contents</b>	<b>Documents Status</b>	
		YES	NO
<b>(1)</b>	<b>Economic Regulatory Directorate Documents</b>		
(a)	Copy of the Economic Operating License (EOL)		
<b>(2)</b>	<b>Airworthiness Standards Directorate Documents</b>		
(a)	Copy of the minimum equipment list (MEL)/Configuration Deviation List (CDL) approval page(s) with airworthiness standards approval signatory		
(b)	Copy of the certificate of registration(s)		
(c)	Copy of the certificate of airworthiness(s)		
(d)	Copy of the JCAR OPS 1 subpart K, L and S compliance list(s)		
(e)	Copy of the CAMO approval		
<b>(3)</b>	<b>Flight Operations Standards Directorate Documents</b>		
(a)	Copy of the prospective operator's pre-assessment statement		
(b)	Copy of the Provisional Economic Operating License (PEOL)		
(c)	Copy of the formal application form		
(d)	Copy of the passenger and cargo operations approval process form		
(e)	Copy of the AOC certification study fee slip		



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<b>b</b>	<b>Certification Report Contents</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>

(f)	Copy of the management approval/acceptance letters; Accountable manager, flight operations crew training ,ground operation safety management system post holders and AOC quality manager, or quality manager for operations		
(g)	Copy of the operations manual part A approval letter		
(h)	Copy of the operations manual part B approval letter		
(i)	Copy of the operations manual part C approval letter		
(j)	Copy of the operations manual part D approval letter		
(k)	Copy of the safety management system manual (SMS) approval letter		
(l)	Copy of the quality system manual (QSM) approval letter		
(m)	Copy of the cabin safety procedures manual (CSPM) approval letter		
(n)	Copy of the ground operations procedures manual (GOPM) approval letter		
(o)	Copy of the flight crew quick reference hand book (QRH) acceptance letter(s)		
(p)	Copy of the cabin crew quick reference hand book (QRH) acceptance letter		
(q)	Copy of the airplane security search check list acceptance letter		
(r)	Copy of the dangerous goods emergency response guide acceptance letter		
(s)	Copy of the passenger briefing cards acceptance letter(s)		
(t)	Copy of the airplane lease agreement approval letter(s) - if applicable		
(u)	Copy of the flight synthetic training devise (FSTD) approval to use - ZFTT approval letter(s)		
(v)	Copy of the minimum equipment list (MEL)/Configuration Deviation List (CDL)operations approval letter(s)		
(w)	Copy of the AOC certification fee slip		
(x)	Copy of the Air Operator Certificate (AOC) issuance letter - Commercial Air Transport Operations		

<b>(4)</b>	<b>Chief Commissioners Issuance of the Air Operator Certificate (AOC)</b>
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(a)	Copy of the Air Operator Certificate (AOC) - Commercial Air Transport Operations		
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<b>(5)</b>	<b>Director Flight Operations Standard Issuance of the Operations Specification (OPS SPECS)</b>
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(a)	Copy of the Operations Specification (OPS SPECS) - Passenger & Cargo Operations - Passenger airplane Approval		
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<b>c</b>	<b>AOC Project Manager to Copy Airworthiness Standards Directorate with</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>

(1)	The Air Operator Certificate (AOC)		
(2)	The Operations Specification (OPS SPECS)		

<b>AOC Certification Project Manager Name</b>	<b>Signature</b>	<b>Date</b>