



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNAV 10
RNAV 10 Approval Process Form

| | | | |
|---|-------------|----------------------|---------------|
| • Operator Name | | | |
| • Aircraft Type(s) | | | |
| • AOC Applicant/Holder Focal Point | Name | Telephone No. | E-Mail |
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| 1 | PHASE ONE - PRE APPLICATION PHASE | Remarks |
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| a | AOC Applicant/holder to Submit the AOC Certification/Variation Letter of Intent | |
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| (1) | AOC Applicant/holder making an initial inquiry by submitting the AOC certification/variation letter of intent to CARC chief commissioner | |
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| (a) | <input type="checkbox"/> For AOC initial certification. Submit AOC certification letter of intent, subject AOC initial certification | |
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| (b) | <input type="checkbox"/> For AOC variation. Submit AOC variation letter of intent, subject AOC variation - RNAV 10 approval | |
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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/variation | |
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| b | Initial Meeting | |
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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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| (a) | <input type="checkbox"/> For AOC initial certification. The meeting will be part of the AOC certification initial meeting | |
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| (b) | <input type="checkbox"/> For AOC variation. The meeting will be specific for RNAV 10 certification initial meeting | |
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| (2) | Meeting arrangements | • Date | | • Time | |
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| (3) | AOC/RNAV 10 certification team | |
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| (a) | Flight operations standards directorate focal point name | | |
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| (b) | Airworthiness standards directorate focal point name | | |
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| (4) | AOC applicant/holder focal point name | | |
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| 1 | PHASE ONE - PRE APPLICATION PHASE | Remarks | | | | |
|----------|---|--|--------|--|--------|--|
| (5) | Objective. To advise the AOC applicant/holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning RNAV 10 certification requirements. AOC applicant/holder will be briefed by the CARC responsible directorates focal points on: | | | | | |
| (a) | The RNAV 10 certification process | | | | | |
| (b) | The requirements of each CARC responsible directorates; and | | | | | |
| (c) | <input type="checkbox"/> For AOC variation. AOC variation application form - prospective operator's pre-assessment statement <input type="checkbox"/> For AOC certification. The prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form | | | | | |
| (6) | The flight operations standards focal point will provide the AOC applicant/holder focal point with the prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form or AOC variation application form - prospective operator's pre-assessment statement | | | | | |
| c | AOC Applicant/Holder Forward the Prospective Operator's Pre-assessment Statement | | | | | |
| (1) | <input type="checkbox"/> For AOC variation. Flight operations standards focal point will call CARC responsible directorates focal points for a meeting to assess the AOC variation application form - prospective operator's pre-assessment statement; and: | | | | | |
| (a) | If accepted, director flight operations standards will inform the AOC holder focal point with the AOC variation initial acceptance subject to conduct a satisfactory quality system inspection; 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) | | | | | |
| (2) | <input type="checkbox"/> For AOC certification. It will part of AOC applicant prospective operator's pre-assessment statement assessment | | | | | |
| d | <input type="checkbox"/> Quality System Inspection - AOC Variation only | | | | | |
| (1) | Inspection arrangements | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">• Date</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">• Time</td> <td style="width: 15%;"></td> </tr> </table> | • Date | | • Time | |
| • Date | | • Time | | | | |
| (2) | CARC will conduct quality system inspection on the AOC holder; and | | | | | |
| (a) | If operator meets JCAR OPS 1 requirement; director flight operations standards will recommends in writing to CARC chief commissioner to nominate RNAV 10 certification project manager and RNAV 10 certification focal points ; or | | | | | |
| (b) | If operator did not meet JCAR OPS 1 requirement; director flight operations standards will inform the AOC holder focal point in writing the rejection of the variation including reasons(s) | | | | | |



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| 1 | PHASE ONE - PRE APPLICATION PHASE | Remarks |
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| (3) | AOC/RNAV 10 certification team | |
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| (a) | *AOC/RNAV 10 certification project manager name | | |
| (b) | Flight operations standards directorate focal point name | | |
| (c) | Airworthiness standards directorate focal point name | | |

*For AOC variation the flight operations standards directorate focal point is the RNAV 10 certification project manager

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| (4) | AOC applicant/holder team | |
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| (a) | AOC applicant/holder focal point name | | |
| (b) | Flight operations post holder name | | |
| (c) | Crew training post holder name | | |
| (d) | Maintenance system post holder name | | |

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| (5) | Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for RNAV 10 certification. The AOC applicant/holder will be briefed in details by the AOC/RNAV 10 certification team members on the 5 phase the RNAV 10 approval process, technical requirements and implementation procedures for each directorate and for each phase. The AOC/RNAV 10 certification team will provide the AOC applicant/holder with RNAV 10 approval guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable | |
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| f | Document Preparations/Amendment During Pre application Phase |
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| (1) | Flight Operations Standards Directorate Documents |
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| (a) | PBN approval application form | |
| (b) | RNAV 10 approval process form - this form | |
| (c) | RNAV 10 approval applications attachments compliance list | |
| (d) | Operations manual part A | |
| (e) | Operations manual part D - RNAV 10 training program | |
| (f) | Minimum equipment list (MEL) consideration | |

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| (2) | Airworthiness Standards Directorate Documents |
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| (a) | Refer to CARC form 18-0322 | |
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| e | Pre Application Meeting |
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| (1) | The AOC/RNAV 10 certification project manager will call for the pre-application meeting | |
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| (2) | Meeting arrangements | • Date | | • Time | |
|-----|----------------------|---------------|--|---------------|--|



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| 1 | PHASE ONE - PRE APPLICATION PHASE | Remarks |
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| g | Pre-application Meeting Summary | |
| (1) | The AOC/RNAV 10 certification project manager will prepare a minutes of meeting signed by the AOC/RNAV 10 certification team members and the AOC applicant/holder focal point that declare the following: | |
| (a) | The AOC/RNAV 10 certification team statement that, they had briefed the AOC applicant/holder team about the directorates requirements for each phase of the RNAV 10 certification and had provided the AOC applicant/holder 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 RNAV 10 certification | |
| (b) | The AOC applicant/holder focal point statement that, the AOC applicant/holder team had been briefed about directorates requirements for each phase of the RNAV 10 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 variation/certification | |
| h | Pre-application Phase Summary | Accomplished Date Initial Remarks |
| (1) | The pre-application phase completion date is the date when AOC applicant/holder completion of formal application preparation | |



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| 2 | PHASE TWO - FORMAL APPLICATION PHASE | Remarks | | | | | | | | |
|----------|---|---|--------|--|--------|--|--|--|--|--|
| a | Formal Application Meeting | | | | | | | | | |
| (1) | The AOC/RNAV 10 certification project manager will call for the formal application meeting coordinated with the AOC applicant/holder focal point. The formal application meeting date will be on the same day of the AOC applicant/holder submitting the formal application | | | | | | | | | |
| (2) | Meeting arrangements | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">• Date</th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">• Time</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | • Date | | • Time | | | | | |
| • Date | | • Time | | | | | | | | |
| | | | | | | | | | | |
| (3) | AOC/RNAV 10 certification team | | | | | | | | | |
| (a) | AOC/RNAV 10 certification project manager name | | | | | | | | | |
| (b) | Flight operations standards directorate focal point name | | | | | | | | | |
| (c) | Airworthiness standards directorate focal point name | | | | | | | | | |
| (4) | AOC applicant/holder team | | | | | | | | | |
| (a) | AOC applicant/holder focal point name | | | | | | | | | |
| (b) | Flight operations post holder name | | | | | | | | | |
| (c) | Crew raining post holder name | | | | | | | | | |
| (d) | Maintenance system post holder name | | | | | | | | | |
| (5) | Objective. To ensure that, the AOC applicant/holder has submitted the RNAV 10 formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the RNAV 10 certification | | | | | | | | | |
| b | Formal Application Attachments | Submitted Date Initial Remarks | | | | | | | | |
| (1) | Copy of the AOC Variation Study Fee Slip - AOC variation only | | | | | | | | | |
| (2) | PBN Approval Application Form | | | | | | | | | |
| (3) | Cover Letter for the Formal Application | | | | | | | | | |
| (4) | RNAV 10 Approval Process Form - This Form | | | | | | | | | |
| (5) | Flight Operations Standards Directorate Formal Application Attachments | | | | | | | | | |
| (a) | Operations manual part A | | | | | | | | | |
| (b) | Operations manual part D - RNAV 10 training program | | | | | | | | | |
| (c) | Minimum equipment list (MEL) | | | | | | | | | |
| (d) | RNAV 10 approval applications attachments compliance list | | | | | | | | | |



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| 2 | PHASE TWO - FORMAL APPLICATION PHASE | Submitted Date | Initial | Remarks |
|---|---|--------------------------|----------------|----------------|
| (6) Airworthiness Standards Directorate Formal Application Attachments | | | | |
| (a) | Refer to CARC form 18-0322 | | | |
| c | Formal Application Attachments Initial Assessment | Accomplished Date | Initial | Remarks |
| (1) | The AOC/RNAV 10 certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s) | | | |
| (2) | Formal application attachments initial assessment | | | |
| (a) | Flight operations standards directorate | | | |
| (b) | Airworthiness standards directorate | | | |
| d | Acceptance/ Rejection of the Formal Application. The AOC/RNAV 10 certification project manager will inform the AOC applicant/holder verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected | | | |
| e | If the formal application was verbally accepted | | | |
| (1) | The AOC/RNAV 10 certification team members will review the RNAV 10 approval process with the AOC applicant/holder team in details; and | | | |
| (2) | The AOC/RNAV 10 certification team member(s) will inform the AOC applicant/holder in writing of any missing attachment(s) | | | |
| (a) | Flight operations standards directorate letter | | | |
| (b) | Airworthiness standards directorate letter | | | |
| f | Formal Application Phase Summary | | | |
| (1) | The formal application phase completion date is the date of the last AOC/RNAV 10 certification team member(s) letter to the AOC applicant/holder of any missing attachment(s) | | | |
| (2) | The AOC/RNAV 10 project manager will inform in writing the AOC/RNAV 10 certification team members and the AOC applicant/holder focal point the start of phase three - document evaluation phase | | | |



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| 3 | PHASE THREE - DOCUMENT EVALUATION PHASE | Accomplished Date | Initial | Remarks |
|----------|--|-------------------|---------|---------|
| a | Flight Operations Standards Directorate Application Attachments | | | |
| (1) | Operations manual part A | | | |
| (a) | Flight planning | | | |
| (b) | Preflight procedures | | | |
| (c) | En route | | | |
| (2) | Operations manual part D - RNAV 10 training program | | | |
| (3) | Minimum equipment list (MEL) consideration | | | |
| b | Airworthiness Standards Formal Directorate Application Attachments | | | |
| (1) | Refer to CARC form 18-0322 | | | |
| c | Documents None Compliance. The AOC/RNAV 10 certification team members shall provide the AOC applicant/holder 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/RNAV 10 certification project manager: | | | |
| (1) | Flight operations standards directorate documents none compliance letter | | | |
| (2) | Airworthiness standards directorate documents none compliance letter | | | |
| d | Completion of Phase Three - Document Evaluation Phase. The AOC/RNAV 10 certification team members will inform the AOC/RNAV 10 certification project manager in writing the satisfactory completion of phase three - document evaluation phase: | | | |
| (1) | Flight operations standards directorate letter | | | |
| (2) | Airworthiness standards directorate letter | | | |
| e | Document Evaluation Phase Summary | | | |
| (1) | The document evaluation phase completion date is based on the last AOC/RNAV 10 certification team member letter to the AOC/RNAV 10 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 | | | |
| (2) | The AOC/RNAV 10 certification project manager will inform the AOC/RNAV 10 certification team members and the AOC applicant/holder focal point in writing the start of phase four - demonstration & inspection phase | | | |



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| 4 | PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE | Accomplished Date | Initial | Remarks |
|----------|---|--------------------------|----------------|----------------|
| a | Demonstration and Inspection Schedule | | | |
| (1) | The AOC/RNAV 10 certification team members will provide the AOC applicant/holder with their directorate's demonstration and inspections required for the RNAV 10 certification, and will ask the AOC applicant/holder to provide them with the demonstration and inspection schedule for each directorate and to copy the AOC/RNAV 10 certification project manager | | | |
| (a) | Flight operations standards directorate required demonstration and inspections letter | | | |
| (b) | Airworthiness standards directorate required demonstration and inspections letter | | | |
| (2) | The AOC/RNAV 10 certification team members will review the demonstration and inspection schedule proposed by the AOC applicant/holder applicable to their directorate and to agree on with the AOC holder | | | |
| (a) | Flight operations standards directorate letter | | | |
| (b) | Airworthiness standards directorate letter | | | |
| b | Flight Operations Standards Directorate Inspection | | | |
| (1) | Flight crew training record inspection | | | |
| (2) | Aircraft dispatcher training record inspection | | | |
| (3) | Flight dispatch - release inspection | | | |
| c | Airworthiness Standards Directorate Inspection | | | |
| (1) | Refer to CARC form 18-0322 | | | |
| d | Demonstration and Inspection None Compliance. The AOC/RNAV 10 team members shall provide the AOC applicant/holder 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/RNAV 10 certification project manager | | | |
| (1) | Flight operations standards directorate demonstration and inspection none compliance letter | | | |
| (2) | Airworthiness standards directorate demonstration and inspection none compliance letter | | | |
| e | Completion of Phase Four - Demonstration and Inspection Phase The AOC/RNAV 10 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) | Airworthiness standards directorate letter | | | |



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| 4 | PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE | Accomplished Date | Initial | Remarks |
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| f | Demonstration & Inspection Phase Summary |
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| (1) | The demonstration and inspection phase completion date is based on the last AOC/RNAV 10 certification team member letter to the AOC/RNAV 10 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/holder meets JCARs requirements for RNAV 10 approval | | | |
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| (2) | The AOC/RNAV 10 certification project manager will inform the AOC/RNAV 10 certification team members in writing the start of phase five - certification phase, to prepare their directorate's documents required for the operations specification issuance/amendment that is needed to be part of the RNAV 10 certification report and setting a date for the final certification meeting | | | |
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|---------------------------------|------------------|-------------|
| Accountable Manager Name | Signature | Date |
| | | |



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FOR CARC USE ONLY

| | | | |
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| 5 | PHASE FIVE - CERTIFICATION PHASE | Remarks | |
| a | Final Certification Meeting | | |
| (1) | The AOC/RNAV 10 certification project manager will call for the final certification meeting | | |
| (2) | Meeting arrangements | • Date | • Time |
| (3) | AOC/RNAV 10 certification team | | |
| (a) | AOC/RNAV 10 certification project manager name | | |
| (b) | Flight operations standards directorate focal point name | | |
| (c) | Airworthiness standards directorate focal point name | | |
| (4) | Objective. The AOC/RNAV 10 certification team members to provide the AOC/RNAV 10 certification project manager with their directorate's documents required for the AOC issuance that is needed to be part of the RNAV 10 certification report | | |
| b | Certification Report Contents | Documents Status | |
| | | YES | NO |
| (1) | Airworthiness Standards Directorate Documents | | |
| (a) | Copy of the airworthiness standards RNAV 10 approval letter | | |
| (2) | Flight Operations Standards Directorate Documents | | |
| (a) | Copy of the AOC variation application form - prospective operator's pre-assessment statement - AOC variation only | | |
| (b) | Copy of the AOC variation study fee slip - AOC variation only | | |
| (c) | Copy of the PBN approval application form | | |
| (d) | Copy of the RNAV 10 approval process form | | |
| (e) | Copy of the RNAV 10 approval fee slip | | |
| (f) | Copy of the flight operations standards RNAV 10 approval letter | | |
| (3) | Director Flight Operations Standards Issuance/Amendment of the OPS SPECS for RNAV 10 Approval | | |
| (a) | Copy of the Operations Specification (OPS SPECS) | | |



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| c | AOC/RNAV 10 Certification Project Manager to Copy Airworthiness Standards Directorate with | Documents Status | |
| | | YES | NO |
| (1) | The Operations Specification (OPS SPECS) | | |
| AOC/RNAV 10 Certification Project Manager Name | | Signature | Date |
| | | | |