



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

• Operator Name			
• AOC Applicant/Holder Focal Point	Name	Telephone No.	E-Mail

No.	Aircraft Manufacturer, Model and Series	List Relevant Make and Model of Related Navigation Equipment
a		

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 | |
| (b) | <input type="checkbox"/> For AOC variation. Submit AOC variation letter of intent, subject AOC variation – RNP 2 approval | |

(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 | |
| (b) | <input type="checkbox"/> For AOC variation. The meeting will be specific for RNP 2 certification initial meeting | |

(2)	Meeting arrangements	• Date		• Time	
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(3)	AOC/RNP 2 certification team	
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- | | | | |
|-----|--|--|--|
| (a) | Flight operations standards directorate focal point name | | |
| (b) | Airworthiness standards directorate focal point name | | |

(4)	AOC applicant/holder focal point name		
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Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

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 RNP 2 certification requirements. AOC applicant/holder will be briefed by the CARC responsible directorates focal points on:					
(a)	The RNP 2 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;"> <thead> <tr> <th style="text-align: center;">• Date</th> <th style="text-align: center;">• Time</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </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 RNP 2 certification project manager and RNP 2 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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RNP 2 Approval Process Form

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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e	Pre Application Meeting	
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(1)	The AOC/RNP 2 certification project manager will call for the pre-application meeting	
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(2)	Meeting arrangements	• Date		• Time		
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(3)	AOC/RNP 2 certification team	
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- | | | |
|-----|--|--|
| (a) | *AOC/RNP 2 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 RNP 2 certification project manager

(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 | |

(5)	Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for RNP 2 certification. The AOC applicant/holder will be briefed in details by the AOC/RNP 2 certification team members on the 5 phase the RNP 2 approval process, technical requirements and implementation procedures for each directorate and for each phase. The AOC/RNP 2 certification team will provide the AOC applicant/holder with RNP 2 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) | RNP 2 approval process form - this form | |
| (c) | RNP 2 approval applications attachments compliance list | |
| (d) | Operations manual part A | |
| (e) | Operations manual part D - RNP 2 training program | |
| (f) | Minimum equipment list (MEL) consideration | |

(2)	Airworthiness Standards Directorate Documents	
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- | | | |
|-----|----------------------------|--|
| (a) | Refer to CARC form 18-0333 | |
|-----|----------------------------|--|



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

1	PHASE ONE - PRE APPLICATION PHASE	Remarks		
g	Pre-application Meeting Summary			
(1)	The AOC/RNP 2 certification project manager will prepare a minutes of meeting signed by the AOC/RNP 2 certification team members and the AOC applicant/holder focal point that declare the following:			
(a)	The AOC/RNP 2 certification team statement that, they had briefed the AOC applicant/holder team about the directorates requirements for each phase of the RNP 2 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 RNP 2 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 RNP 2 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			



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks																														
a	Formal Application Meeting																															
(1)	The AOC/RNP 2 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																											
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(3)	AOC/RNP 2 certification team																															
(a)	AOC/RNP 2 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 RNP 2 formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the RNP 2 certification																															
b	Formal Application Attachments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: center;">Submitted Date</th> <th style="width: 10%; text-align: center;">Initial</th> <th style="width: 75%;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td></td> <td>Copy of the AOC Variation Study Fee Slip - AOC variation only</td> </tr> <tr> <td style="text-align: center;">(2)</td> <td></td> <td>PBN Approval Application Form</td> </tr> <tr> <td style="text-align: center;">(3)</td> <td></td> <td>Cover Letter for the Formal Application</td> </tr> <tr> <td style="text-align: center;">(4)</td> <td></td> <td>RNP 2 Approval Process Form - This Form</td> </tr> <tr> <td style="text-align: center;">(5)</td> <td></td> <td>Flight Operations Standards Directorate Formal Application Attachments</td> </tr> <tr> <td style="text-align: center;">(a)</td> <td></td> <td>Operations manual part A</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td></td> <td>Operations manual part D - RNP 2 training program</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td></td> <td>Minimum equipment list (MEL)</td> </tr> <tr> <td style="text-align: center;">(s)</td> <td></td> <td>RNP 2 approval applications attachments compliance list</td> </tr> </tbody> </table>	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)		RNP 2 Approval Process Form - This Form	(5)		Flight Operations Standards Directorate Formal Application Attachments	(a)		Operations manual part A	(b)		Operations manual part D - RNP 2 training program	(c)		Minimum equipment list (MEL)	(s)		RNP 2 approval applications attachments compliance list
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Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(6) Airworthiness Standards Directorate Formal Application Attachments				
(a)	Refer to CARC form 18-0333			
c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The AOC/RNP 2 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/RNP 2 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/RNP 2 certification team members will review the RNP 2 approval process with the AOC applicant/holder team in details; and			
(2)	The AOC/RNP 2 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/RNP 2 certification team member(s) letter to the AOC applicant/holder of any missing attachment(s)			
(2)	The AOC/RNP 2 project manager will inform in writing the AOC/RNP 2 certification team members and the AOC applicant/holder focal point the start of phase three - document evaluation phase			



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Flight Operations Standards Directorate Application Attachments			
(1)	Operations manuals part A			
(a)	Preflight planning			
(b)	ABAS availability			
(c)	General operating procedures			
(d)	Contingency procedures			
(2)	Operations manual part D - RNP 2 training program			
(3)	Minimum equipment list (MEL) consideration			
b	Airworthiness Standards Directorate Formal Application Attachments			
(1)	Refer to CARC form 18-0333			
c	Documents None Compliance. The AOC/RNP 2 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/RNP 2 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/RNP 2 certification team members will inform the AOC/RNP 2 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/RNP 2 certification team member letter to the AOC/RNP 2 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/RNP 2 certification project manager will inform the AOC/RNP 2 certification team members and the AOC applicant/holder focal point in writing the start of phase four - demonstration & inspection phase			



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RNP 2 Approval Process Form

4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
a Demonstration and Inspection Schedule				
(1)	The AOC/RNP 2 certification team members will provide the AOC applicant/holder with their directorate's demonstration and inspections required for the RNP 2 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/RNP 2 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/RNP 2 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 18-0333			
d	Demonstration and Inspection None Compliance. The AOC/RNP 2 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/RNP 2 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/RNP 2 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			



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

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/RNP 2 certification team member letter to the AOC/RNP 2 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 RNP 2 approval			
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(2)	The AOC/RNP 2 certification project manager will inform the AOC/RNP 2 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 RNP 2 certification report and setting a date for the final certification meeting			
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Accountable Manager Name	Signature	Date



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

FOR CARC USE ONLY

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



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - PBN Approvals / RNP 2
RNP 2 Approval Process Form

c	AOC/RNP 2 Certification Project Manager to Copy Airworthiness Standards Directorate with	Documents Status	
		YES	NO
(1)	The Operations Specification (OPS SPECS)		
AOC/RNAP 2 Certification Project Manager Name		Signature	Date