



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

• Operator Name			
• Aircraft Type(s)			
• AWO Requested Approvals	<input type="checkbox"/> LVTO	<input type="checkbox"/> CAT II	<input type="checkbox"/> CAT III A
• AOC Holder Focal Point	<input type="checkbox"/> CAT III B		
	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	AOC Holder to Submit the AOC Variation Letter of Intent	
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- | | | |
|-----|--|--|
| (1) | AOC holder making an initial inquiry by submitting the AOC variation letter of intent to CARC chief commissioner | |
| (2) | The chief commissioners will forward the letter of intent to the director flight operations standards and copy CARC responsible directorates for AOC variation | |

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 | | | | | |
| (2) | Meeting arrangements | <table border="1"> <tr> <td align="center">• Date</td> <td></td> <td align="center">• Time</td> <td></td> </tr> </table> | • Date | | • Time | |
| • Date | | • Time | | | | |

(3)	AWO certification team:	
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- | | | |
|-----|--|--|
| (a) | Flight operations standards directorate focal point name | |
| (b) | Airworthiness standards directorate focal point name | |

(4)	AOC /holder focal point name	
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AWO Approvals Process Form**

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
(5)	Objective. To advise the AOC holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning AWO certification requirements. AOC holder will be briefed by the CARC responsible directorates focal points on:	
(a)	The AWO certification process	
(b)	The requirements of each CARC responsible directorates; and	
(c)	AOC variation application form - prospective operator's pre-assessment statement	
(6)	The flight operations standards focal point will provide the AOC 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 Holder Forward the Prospective Operator's Pre-assessment Statement	
(1)	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)	
d	Quality System Inspection	
(1)	Inspection arrangements	• Date
(2)	CARC will conduct quality system inspection on the AOC holder; and	• Time
(a)	If operator meets JCAR OPS 1 requirement; director flight operations standards will recommends in writing to CARC chief commissioner to nominate AWO certification project manager and AWO 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)	
e	Pre Application Meeting	
(1)	The AWO certification project manager will call for the pre-application meeting	
(2)	Meeting arrangements	• Date
		• Time



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AWO Approvals Process Form

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

*The flight operations standards directorate focal point is the AWO certification project manager

(4)	AOC holder team	
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- | | | | |
|-----|-------------------------------------|--|--|
| (a) | AOC 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 holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for AWO certification. The AOC holder will be briefed in details by the AWO certification team members on the 5 phase the AWO approval process, technical requirements and implementation procedures for each directorate and for each phase. The AWO certification team will provide the AOC holder with AWO 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) | AWO approval application form | |
| (b) | AWO approval process form - this form | |
| (c) | Operational demonstration document | |
| (d) | Operations manual part A | |
| (e) | Operations manual part D - AWO training program | |
| (f) | Minimum equipment list (MEL) consideration | |
| (g) | Continuous monitoring | |
| (h) | AWO approval applications attachments compliance list | |

(2)	Airworthiness Standards Directorate Documents
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- | | | |
|-----|--------------------------------------|--|
| (a) | CAT II - Refer to CARC form 18-0329 | |
| (b) | CAT III - Refer to CARC form 18-0330 | |
| (c) | LVOT - Refer to CARC form 18-0332 | |



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

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



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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks																																																												
a	Formal Application Meeting																																																													
(1)	The AWO certification project manager will call for the formal application meeting coordinated with the AOC holder focal point. The formal application meeting date will be on the same day of the AOC holder submitting the formal application																																																													
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(5)	Objective. To ensure that, the AOC holder has submitted the AWO formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the AWO certification																																																													
b	Formal Application Attachments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">Submitted Date</th> <th style="width: 15%; text-align: center;">Initial</th> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td colspan="4">Copy of the AOC Variation Study Fee Slip</td> </tr> <tr> <td style="text-align: center;">(2)</td> <td colspan="4">AWO Approval Application Form</td> </tr> <tr> <td style="text-align: center;">(3)</td> <td colspan="4">Cover Letter for the Formal Application</td> </tr> <tr> <td style="text-align: center;">(4)</td> <td colspan="4">AWO Approval Process Form - This Form</td> </tr> <tr> <td style="text-align: center;">(5)</td> <td colspan="4">Flight Operations Standards Directorate Formal Application Attachments</td> </tr> <tr> <td style="text-align: center;">(a)</td> <td>Operational demonstration document</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Operations manual part A</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Operations manual part D</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>Minimum equipment list (MEL)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(e)</td> <td>Continuous monitoring</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">(f)</td> <td>AWO approval applications attachments compliance list</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Submitted Date	Initial		Remarks	(1)	Copy of the AOC Variation Study Fee Slip				(2)	AWO Approval Application Form				(3)	Cover Letter for the Formal Application				(4)	AWO Approval Process Form - This Form				(5)	Flight Operations Standards Directorate Formal Application Attachments				(a)	Operational demonstration document				(b)	Operations manual part A				(c)	Operations manual part D				(d)	Minimum equipment list (MEL)				(e)	Continuous monitoring				(f)	AWO approval applications attachments compliance list			
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AWO Approvals Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(6) Airworthiness Standards Directorate Formal Application Attachments				
(a)	CAT II - Refer to CARC form 18-0329			
(b)	CAT III - Refer to CARC form 18-0330			
(c)	LVOT - Refer to CARC form 18-0332			
c Formal Application Attachments Initial Assessment		Accomplished Date	Initial	Remarks
(1)	The AWO 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 AWO certification project manager will inform the AOC 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 AWO certification team members will review the AWO approval process with the AOC holder team in details; and			
(2)	The AWO certification team member(s) will inform the AOC 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 AWO certification team member(s) letter to the AOC holder of any missing attachment(s)			
(2)	The AWO project manager will inform in writing the AWO certification team members and the AOC holder focal point the start of phase three - document evaluation phase			



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Flight Operations Standards Directorate Application Attachments			
(1)	Operational demonstration document			
(a)	Operational demonstration			
(b)	Data Collection for Operational Demonstrations			
(c)	Data Analysis			
(d)	Criteria for a successful CAT II/III approach and automatic landing			
(e)	Transitional periods			
(f)	Eligible aerodromes and runways			
(2)	Operations manual part A			
(a)	Low visibility operations - operating procedures			
(b)	Low visibility operations - procedures and operating instructions			
(c)	Establishing aerodrome operating minima			
(d)	Aerodrome operating minima			
(e)	Low visibility take-off with RVR less than 125/150m			
(f)	Low visibility operations - Aerodrome considerations			
(g)	Precision approach - Category II operations			
(h)	Precision approach - Category III operations			
(i)	Enhanced vision systems			
(j)	Circling			
(k)	Visual approach			
(3)	Operations manual part D - AWO training program			
(a)	Flight crew training and qualification.			
(b)	Training program			
(c)	Training program for Flight crew members with no Category II or Category III experience - Full training program			
(d)	Flight crew members with Category II or Category III experience with a similar type of operation			
(e)	Flight crew members with Category II or Category III experience with the operator when changing airplane type/class or to a different variant			
(f)	Type and command experience			
(g)	Low visibility take-off with RVR less than 150/200m			
(h)	Recurrent training and checking - Low visibility operations			
(i)	Additional training requirements for operators conducting approach operations utilizing EVS with RVR of 800 m or less			
(4)	Minimum equipment list (MEL) consideration			
(5)	Continuous monitoring			



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
b	Airworthiness Standards Directorate Formal Application Attachments			
(1)	CAT II - Refer to CARC form 18-0329			
(2)	CAT III - Refer to CARC form 18-0330			
(3)	LVOT - Refer to CARC form 18-0332			
c	Documents None Compliance. The AWO certification team members shall provide the AOC 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 AWO 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 AWO certification team members will inform the AWO 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 AWO certification team member letter to the AWO 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 AWO certification project manager will inform the AWO certification team members and the AOC holder focal point in writing the start of phase four - demonstration & inspection phase			



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AWO Approvals Process Form**

4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished date	Initial	Remarks
a	Demonstration and Inspection Schedule			
(1)	The AWO certification team members will provide the AOC holder with their directorate's demonstration and inspections required for the AWO certification, and will ask the AOC holder to provide them with the demonstration and inspection schedule for each directorate and to copy the AWO certification project manager			
(a)	Flight operations standards directorate required demonstration and inspections letter			
(b)	Airworthiness standards directorate required demonstration and inspections letter			
(2)	The AWO certification team members will review the demonstration and inspection schedule proposed by the AOC 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 Inspection			
(1)	CAT II - Refer to CARC form 18-0329			
(2)	CAT III - Refer to CARC form 18-0330			
(3)	LVOT - Refer to CARC form 18-0332			
d	Demonstration and Inspection None Compliance. The AWO team members shall provide the AOC 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 AWO 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 AWO 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 - AWO Approvals
AWO Approvals 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 AWO certification team member letter to the AWO certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC holder meets JCARs requirements for AWO approval issuance			
(2)	The AWO certification project manager will inform the AWO 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 AWO certification report and setting a date for the final certification meeting			

Accountable Manager Name	Signature	Date



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

FOR CARC USE ONLY

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



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - AWO Approvals
AWO Approvals Process Form

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