



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - ETOPs Approval
Accelerated ETOPS Approval Process Form

• Operator Name			
• Aircraft Type(s)			
• AOC Holder Focal Point	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	
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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 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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(2)	Meeting arrangements	• Date		• Time	
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(3)	ETOPS 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 holder focal point	
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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 ETOPS certification requirements. AOC holder will be briefed by the CARC responsible directorates focal points on:	
(a)	The ETOPS 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 ETOPS certification project manager and ETOPS 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 ETOPS certification project manager will call for the pre-application meeting	
(2)	Meeting arrangements	• Date
		• Time



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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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(3)	ETOPS certification team	
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(a)	*ETOPS 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 ETOPS 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 ETOPS certification. The AOC holder will be briefed in details by the ETOPS certification team members on the 5 phase the ETOPS approval process, technical requirements and implementation procedures for each directorate and for each phase. The ETOPS certification team will provide the AOC holder with ETOPS 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)	ETOPS approval application form	
(b)	Accelerated ETOPS approval process form - this form	
(c)	Operations manual part A	
(d)	Operations manual part B	
(e)	Operations manual part C	
(f)	Operations manual part D - ETOPS training program	
(g)	Minimum equipment list (MEL)	
(h)	Accelerated ETOPS approval applications attachments compliance list	

(2)	Airworthiness Standards Directorate Documents
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(a)	Refer to CARC form 18-0319	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
g	Pre-application Meeting Summary	
(1)	The ETOPS certification project manager will prepare a minutes of meeting signed by the ETOPS certification team members and the AOC holder focal point that declare the following:	
(a)	The ETOPS certification team statement that, they had briefed the AOC holder team about the directorates requirements for each phase of the ETOPS 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 ETOPS certification	
(b)	The AOC holder focal point statement that, the AOC holder team had been briefed about directorates requirements for each phase of the ETOPS 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 ETOPS 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							
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">• Date</th> <th style="width: 10%;">• Time</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	• Date	• Time				
• Date	• Time							
(3)	ETOPS certification team							
(a)	ETOPS certification project manager name							
(b)	Flight operations standards directorate focal point name							
(c)	Airworthiness standards directorate focal point name							
(4)	AOC holder team							
(a)	AOC 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 holder has submitted the ETOPS formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the ETOPS certification							
b Formal Application Attachments								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Submitted Date</th> <th style="width: 10%;">Initial</th> <th style="width: 70%;">Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Submitted Date	Initial	Remarks			
Submitted Date	Initial	Remarks						
(1)	Copy of the AOC Variation Study Fee Slip							
(2)	ETOPS Approval Application Form							
(3)	Cover Letter for the Formal Application							
(4)	Accelerated ETOPS Approval Process Form - This Form							
(5)	Flight Operations Standards Directorate Formal Application Attachments							
(a)	Operations manual part A							
(b)	Operations manual part B							
(c)	Operations manual part C							
(d)	Operations manual part D - ETOPS training program							
(e)	Minimum equipment list (MEL)							
(f)	Accelerated ETOPS 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 18-0319			
c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The ETOPS 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 ETOPS 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 ETOPS certification team members will review the ETOPS approval process with the AOC holder team in details; and			
(2)	The ETOPS 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 ETOPS certification team member(s) letter to the AOC holder of any missing attachment(s)			
(2)	The ETOPS project manager will inform in writing the ETOPS certification team members and the AOC 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			
(2)	Operations manual part B			
(3)	Operations manual part C			
(4)	Operations manual part D - ETOPS training program			
(5)	Minimum equipment list (MEL) consideration			
b	Airworthiness Standards Directorate Formal Application Attachments			
(1)	Refer to CARC form 18-0319			
c	Documents None Compliance. The ETOPS 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 ETOPS 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 ETOPS certification team members will inform the ETOPS 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 ETOPS certification team member letter to the ETOPS 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 ETOPS certification project manager will inform the ETOPS certification team members and the AOC 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 ETOPS certification team members will provide the AOC holder with their directorate's demonstration and inspections required for the ETOPS certification, and will ask the AOC holder to provide them with the demonstration and inspection schedule for each directorate and to copy the ETOPS certification project manager			
(a)	Flight operations standards directorate required demonstration and inspections letter			
(b)	Airworthiness standards directorate required demonstration and inspections letter			
(2)	The ETOPS 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			
(4)	Validation flight			
c Airworthiness Standards Directorate Inspection				
(1)	Refer to CARC form 18-0319			
d	Demonstration and Inspection None Compliance. The ETOPS 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 ETOPS 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 ETOPS 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 ETOPS certification team member letter to the ETOPS 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 ETOPS approval issuance			
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(2)	The ETOPS certification project manager will inform the ETOPS 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 ETOPS certification report and setting a date for the final certification meeting			
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Accountable Manager Name	Signature	Date



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



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