



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

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

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
----------	--	----------------

a	AOC Holder to Submit the AOC Variation Letter of Intent	
----------	--	--

(1)	AOC holder making an initial inquiry by submitting AOC variation letter of intent, subject: AOC variation operator location change - address and/or operational base approval 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	
----------	------------------------	--

(1)	Director flight operations standards will call for an initial meeting and the assignment of CARC directorates focal points	
-----	--	--

(2)	Meeting arrangements	• Date		• Time	
-----	----------------------	---------------	--	---------------	--

(3)	AOC variation team	
-----	--------------------	--

(a)	Flight operations standards directorate focal point name	
-----	--	--

(b)	Airworthiness standards directorate focal point name	
-----	--	--

(4)	AOC holder focal point	
-----	------------------------	--

(5)	Objective. To advise the AOC holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning AOC variation - operator location change - address and/or operational base. AOC holder will be briefed by the CARC responsible directorates focal points on:	
-----	---	--

(a)	The AOC variation process	
-----	---------------------------	--

(b)	The requirements of each CARC responsible directorates; and	
-----	---	--

(c)	The AOC variation application form - 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 holder focal point with the AOC variation application form - prospective operator's pre-assessment statement	
-----	---	--



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
----------	--	----------------

c	AOC Holder Forward the AOC Variation Application Form - Prospective Operator's Pre-assessment Statement
----------	--

(1)	When AOC holder forward the AOC variation application form - prospective operator's pre-assessment statement, flight operations standards focal point will call CARC responsible directorate's focal point for a meeting to assess the AOC holder AOC variation application form - prospective operator's pre-assessment statement form; and	
-----	--	--

- | | | |
|-----|---|--|
| (a) | If accepted, director flight operations standards will recommends in writing to CARC chief commissioner to nominate AOC variation project manager and AOC variation focal points ; or | |
| (b) | If rejected; director flight operations standards will recommend in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s) | |

d	Pre Application Meeting
----------	--------------------------------

(1)	The AOC variation project manager will call for the pre-application meeting	
-----	---	--

(2)	Meeting arrangements	• Date		• Time	
-----	----------------------	---------------	--	---------------	--

(3)	AOC variation team
-----	--------------------

- | | | | |
|-----|---|--|--|
| (a) | AOC variation project manager name | | |
| (b) | Flight operations standards focal point - Flight operations inspector name | | |
| | <ul style="list-style-type: none"> • Cabin safety inspector team member name • Ground operations inspector team member name | | |
| (c) | Aviation security and facilitation directorate focal point name | | |
| (d) | Airworthiness standards directorate focal point name | | |

(4)	AOC holder team
-----	-----------------

- | | | | |
|-----|-------------------------------------|--|--|
| (a) | AOC holder focal point name | | |
| (b) | Flight operations post holder name | | |
| (c) | Crew training post holder name | | |
| (d) | Ground operations post holder name | | |
| (e) | Maintenance system post holder name | | |
| (f) | Aviation security manager | | |

(5)	Objective. To determine that, the AOC holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for AOC variation - operator location change - address and/or operational base requirements. The AOC holder will be briefed in details by the AOC variation team members on the 5 phase the AOC variation process, variation technical requirements and implementation procedures for each directorate and for each phase. The variation team will provide the AOC holder with their variation guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable	
-----	--	--



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
e	Document Preparations/Amendment During Pre application Phase	
(1)	Flight Operations Standards Directorate Documents	
(a)	Operator location change - address and/or operational base approval process form	
(b)	Operations manual part A	
(c)	All contracts and agreements signed with operator new address and/or operational base	
(2)	Airworthiness Standards Directorate Documents	
(a)	Refer to CARC Form 18-0318	
f	Pre-application Meeting Summary	
(1)	After the completion of the pre-application meeting, the AOC variation project manager will prepare a minutes of meeting signed by the AOC variation team members and the AOC holder focal point that declare the following:	
(a)	The AOC variation team statement that, they had briefed the AOC holder team about the directorates requirements for each phase of the AOC variation 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 AOC variation; and	
(b)	The AOC holder focal point statement that, the AOC holder team had been briefed about directorates requirements for each phase of the AOC variation 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	
(2)	The pre-application meeting completion date is based on the last signatory of the AOC variation project manager minutes of meeting by the AOC variation team and the AOC applicant focal point	
g	Pre-application Phase Summary	Accomplished Date Initial Remarks
(1)	The pre-application phase completion date is the date of AOC holder completion of formal application preparation	



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks
----------	---	----------------

a	Formal Application Meeting
----------	-----------------------------------

(1)	The AOC variation 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	• Date		• Time	
-----	----------------------	---------------	--	---------------	--

(3)	AOC variation team
-----	--------------------

(a)	AOC variation 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			
(c)	Aviation security and facilitation directorate focal point name			
(d)	Airworthiness standards directorate focal point name			

(4)	AOC holder team
-----	-----------------

(a)	AOC holder focal point name			
(b)	Flight operations post holder name			
(c)	Crew training post holder name			
(d)	Ground operations post holder name			
(e)	Maintenance system post holder name			
(f)	Aviation security manager			

(5)	Objective. To ensure that, the AOC applicant has submitted the AOC variation formal application; formal application attachments review the variation process and establish a common understanding on the future procedure for the AOC variation approval process	
-----	--	--

b	Formal Application Attachments	Submitted Date	Initial	Remarks
----------	---------------------------------------	-----------------------	----------------	----------------

(1)	Copy of the AOC Variation Study Fee Slip			
-----	--	--	--	--

(2)	Cover Letter for the Formal Application			
-----	---	--	--	--

(3)	Operator Location Change - Address and/or Operational Base Approval Process Form - This Form			
-----	--	--	--	--

(4)	Flight Operations Standards Directorate Formal Application Attachments			
-----	--	--	--	--

(a)	Operations manual part A			
(b)	All contracts and agreements signed with operator new name			



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(5)	Airworthiness Standards Directorate Formal Application Attachments			
(a)	Refer to CARC Form 18-0318			
c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The AOC variation 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 variation 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 AOC variation team members will review the AOC variation process with the AOC holder team in details; and			
(2)	The AOC variation team members 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 AOC variation team members' letter to the AOC holder of any missing attachment(s)			
(2)	The AOC variation project manager will inform in writing the AOC variation team members and the AOC holder focal point the start of phase three - document evaluation phase			



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Flight Operations Standards Directorate Application Attachments			
(1)	Operations manual part A			
(2)	All contracts and agreements signed with operator new address and/or operational base			
b	Airworthiness Standards Directorate Formal Application Attachments			
(1)	Refer to CARC Form 18-0318			
c	Documents None Compliance. The AOC variation 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 AOC variation 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 variation team members will inform the AOC variation 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 certification team member letter to the AOC variation 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 variation project manager will inform the AOC variation team members and the AOC holder focal point in writing the start of phase four - demonstration & inspection phase			



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
a	Demonstration and Inspection Schedule			
(1)	The AOC variation team members will provide the AOC holder with their directorate's demonstration and inspections required for AOC variation, and will ask the AOC holder to provide them with the demonstration and inspection schedule for each directorate and to copy the AOC variation project manager			
(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 variation 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)	Aviation security and facilitation directorate letter			
(b)	Airworthiness standards directorate letter			
b	Flight Operations Standards Directorate Inspection			
(1)	Organization and infrastructure inspection			
(2)	Flight dispatch - release inspection			
(3)	Operations control inspection			
c	Aviation Security and Facilitation Directorate Inspection			
(1)	Aviation security program inspection			
d	Airworthiness Standards Directorate Inspection			
(1)	Refer to CARC Form 18-0318			
e	Demonstration and Inspection None Compliance. The AOC variation team members shall provide the AOC holder with the demonstration and inspection none compliance applicable to their directorate in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC variation 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			



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
----------	--	--------------------------	----------------	----------------

f	Completion of Phase Four - Demonstration and Inspection Phase. The AOC variation 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			

f	Demonstration & Inspection Phase Summary			
----------	---	--	--	--

(1)	The demonstration and inspection phase completion date is based on the last AOC variation team member letter to the AOC variation 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 AOC variation			
-----	---	--	--	--

(2)	The AOC variation project manager will inform the AOC variation team members in writing the start of phase five - certification phase, to prepare their directorate's documents required for the AOC and/or operations specification amendment that is needed to be part of the AOC variation report and setting a date for the final AOC certification meeting			
-----	---	--	--	--

Accountable Manager Name	Signature	Date



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

FOR CARC USE ONLY

5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Variation Meeting		
(1)	The AOC variation project manager will call for the final variation meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	AOC variation team		
(a)	AOC variation project manager name		
(b)	Flight operations standards focal point - Flight operations inspector name		
(d)	Airworthiness standards directorate focal point name - if applicable		
(4)	Objective. The AOC variation team members to provide the AOC variation project manager with their directorate's documents required for the AOC and/or operations specification amendment that is needed to be part of the AOC variation report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Airworthiness Standards Directorate Documents		
(a)	Copy of the CAMO approval - address change only		
(2)	Flight Operations Standards Directorate Documents		
(1)	Copy of AOC the variation application form - prospective operator's pre-assessment statement		
(2)	Copy of AOC the variation study fee slip		
(3)	Copy of the operator location change - address and/or operational base approval process form		
(4)	Copy of the operations manual part A approval letter		
(5)	Copy of the airplane lease agreement approval letter - if applicable		
(6)	Copy of the operator location change - address and/or operational base fee slip		
(7)	Copy of the flight operations standards new address and/or operational base approval letter - - address change only		
(8)	Copy of the Air Operator Certificate (AOC) issuance letter - address change only		
(3)	Chief Commissioners Amendment of the Air Operator Certificate (AOC) to Include the Operator New Address and/or Operational Base Approval		
(a)	Copy of the Air operator certificate (AOC) - address change only		



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Variation
Operator Location Change - Address and/or Operational Base Approval Process Form

b	Certification Report Contents	Documents Status	
		YES	NO

(4) Director Flight Operations Standards Amendment of Operations Specification (OPS SPECS) to Include the Operator New Address and/or Operational Base Approval

(a) Copy of the Operations Specification (OPS SPECS) - address change only

c	AOC Variation Project Manager to Copy Airworthiness Standards Directorate with	Documents Status	
		YES	NO

(a) The Air Operator Certificate (AOC) - address change only

AOC Variation Project Manager Name	Signature	Date