



**Flight Operations Standards Directorate**  
**Commercial Air Transport Section - AOC Variation**  
**Non Schedule to Schedule Operations Approval Process Form**

<b>• Operator Name</b>			
<b>• AOC Holder Focal Point</b>	<b>Name</b>	<b>Telephone No.</b>	<b>E-Mail</b>

<b>1</b>	<b>PHASE ONE - PRE APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	<b>AOC Holder to Submit the AOC Variation Letter of Intent</b>	
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(1)	AOC holder making an initial inquiry by submitting AOC variation letter of intent, subject: AOC variation - non schedule to schedule operations approval 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>b</b>	<b>Initial Meeting</b>	
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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 arrangement	<b>• Date</b>		<b>• Time</b>	
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(3)	AOC variation 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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(c)	Economic regulatory directorate focal point name	
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(4)	AOC holder focal point name	
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(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 - non schedule to schedule operations. AOC holder will be briefed by the CARC responsible directorates focal points on:	
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(a)	The AOC variation process	
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(b)	The requirements of each CARC responsible directorates; and	
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(c)	The AOC variation application form - prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form	
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(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	
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1	<b>PHASE ONE - PRE APPLICATION PHASE</b>				<b>Remarks</b>
<b>c</b>	<b>AOC Holder Forward the AOC Variation Application Form - Prospective Operator's Pre-assessment Statement</b>				
(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 inform the AOC applicant 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 recommend in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s)				
<b>d</b>	<b>Quality System Inspection</b>				
(1)	Inspection arrangement	• <b>Date</b>		• <b>Time</b>	
(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 AOC variation project manager and AOC variation focal points ; or				
(b)	If operator did not meet JCAR OPS 1 requirement; director flight operations standards will inform the AOC applicant focal point in writing the rejection of the variation including reasons(s)				
<b>e</b>	<b>Pre Application Meeting</b>				
(1)	CARC will conduct quality system inspection on the AOC holder; and				
(2)	Meeting arrangements	• <b>Date</b>		• <b>Time</b>	
(3)	AOC variation team				
(a)	AOC variation project manager name				
(b)	Flight operations standards focal point - Flight operations inspector name				
	• Ground operations inspector team member name				
(c)	Airworthiness standards directorate focal point name				
(d)	Economic regulatory directorate focal point name				
(4)	AOC holder team				
(a)	AOC holder focal point name				
(b)	Flight operations post holder name				
(c)	Ground operations post holder name				
(d)	Maintenance system post holder name				



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1	<b>PHASE ONE - PRE APPLICATION PHASE</b>	<b>Remarks</b>
(5)	Objective. To determine that, the AOC holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for AOC variation - non schedule to schedule operations 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	
<b>f</b>	<b>Document Preparations/Amendment During Pre application Phase</b>	
<b>(1)</b>	<b>Economic Regulatory Directorate Documents - Financial, Economic and Legal Matters Assessment</b>	
(a)	Economic regulatory directorate focal point will define the applicable financial, economic and legal matters for the AOC variation - non schedule to schedule operations in accordance with JCAR Part 201	
<b>(2)</b>	<b>Flight Operations Standards Directorate Documents</b>	
(a)	Non schedule to schedule operations approval process form	
(b)	Operations manual part A	
(c)	Operations manual part C	
(d)	Ground operations procedures manual	
(e)	Arrangement / contract for ground handling operations - passenger and/or cargo handling operations	
<b>(3)</b>	<b>Airworthiness Standards Directorate Documents:</b>	
(a)	Refer to CARC Form 18-0318	
<b>g</b>	<b>Pre-application Meeting Summary</b>	
(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	



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<b>1</b>	<b>PHASE ONE - PRE APPLICATION PHASE</b>	<b>Remarks</b>		
<b>h</b>	<b>Document Evaluation During Pre application Phase</b>			
(1)	After the signatory of the AOC variation project manager minutes of meeting by the AOC variation team and the AOC holder focal point			
(a)	The AOC applicant starts the preparation for financial, economic and legal matters assessment for the AOC variation in accordance with JCAR Part 201			
(b)	The Economic regulatory directorate focal point will conduct the applicable financial, economic and legal matters assessment that ensures AOC holder meets JCAR Part 201 requirements for the AOC variation			
<b>j</b>	<b>Pre-application Phase Summary</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
(1)	The pre-application phase completion date is the date of the economic regulatory directorate issuance of the PEOL/letter that confirms AOC holder meets JCAR Part 201 requirements for the AOC variation and AOC holder completion of formal application preparation			



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<b>2</b>	<b>PHASE TWO - FORMAL APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	<b>Formal Application Meeting</b>
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(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
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(2)	Meeting arrangements	• <b>Date</b>		• <b>Time</b>	
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(3)	AOC variation team
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(a)	AOC variation project manager name		
(b)	Flight operations standards focal point - Flight operations inspector name		
	• Ground operations inspector team member name		
(c)	Airworthiness standards directorate focal point name		

(4)	AOC holder team
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(a)	AOC holder focal point name		
(b)	Flight operations post holder name		
(c)	Ground operations post holder name		
(d)	Maintenance system post holder name		

(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
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<b>b</b>	<b>Formal Application Attachments</b>	<b>Submitted Date</b>	<b>Initial</b>	<b>Remarks</b>
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(1)	Copy of the economic regulatory directorate PEOL			
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(2)	Copy of the AOC Variation Study Fee Slip			
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(3)	Cover Letter for the Formal Application			
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(4)	Non Schedule To Schedule Operations Approval Process Form - This Form			
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(5)	Flight Operations Standards Directorate Formal Application Attachments			
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(a)	Operations manual part A			
(b)	Operations manual part C			
(c)	Ground operations procedures manual			
(d)	Arrangement / contract for ground handling operations - passenger and/or cargo handling operations			



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2	<b>PHASE TWO - FORMAL APPLICATION PHASE</b>	Submitted Date	Initial	Remarks
(6)	<b>Airworthiness Standards Directorate Formal Application Attachments</b>			
(a)	Refer to CARC Form 18-0318			
<b>c</b>	<b>Formal Application Attachments Initial Assessment</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
(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			
<b>d</b>	<b>Acceptance/ Rejection of the Formal Application.</b> 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			
<b>e</b>	<b>If the formal application was verbally accepted</b>			
(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			
<b>f</b>	<b>Formal Application Phase Summary</b>			
(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			



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3	<b>PHASE THREE - DOCUMENT EVALUATION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
<b>a</b>	<b>Flight Operations Standards Directorate Application Attachments</b>			
(1)	Operations manual part A			
(2)	Operations manual part C			
(3)	Ground operations procedures manual			
(4)	Arrangement / contract for ground handling operations - passenger and/or cargo handling operations			
<b>b</b>	<b>Airworthiness Standards Directorate Formal Application Attachments</b>			
(1)	Refer to CARC Form 18-0318			
<b>c</b>	<b>Documents None Compliance.</b> 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			
<b>d</b>	<b>Completion of Phase Three - Document Evaluation Phase.</b> 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			
<b>e</b>	<b>Document Evaluation Phase Summary</b>			
(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			



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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
<b>a Demonstration and Inspection Schedule</b>				
(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			
(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)	Airworthiness standards directorate letter			
<b>b Flight Operations Standards Directorate Inspection</b>				
(1)	Operations control inspection			
(2)	Flight dispatch - release inspection			
(3)	Ground operations inspection			
(4)	Station(s) facilities inspection			
(5)	Route inspection			
<b>c Airworthiness Standards Directorate Inspection</b>				
(1)	Refer to CARC Form 18-0318			
<b>d Demonstration and Inspection None Compliance.</b> 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)	Airworthiness standards directorate demonstration and inspection none compliance letter			
<b>e Completion of Phase Four - Demonstration and Inspection Phase.</b> 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)	Airworthiness standards directorate letter			
(3)	Economic regulatory directorate			





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<b>4</b>	<b>PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>f</b>	<b>Demonstration &amp; Inspection Phase Summary</b>
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(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			
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(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			
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<b>Accountable Manager Name</b>	<b>Signature</b>	<b>Date</b>



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**FOR CARC USE ONLY**

<b>5</b>	<b>PHASE FIVE - CERTIFICATION PHASE</b>	<b>Remarks</b>	
<b>a</b>	<b>Final Variation Meeting</b>		
(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		
(c)	Economic regulatory directorate focal point name		
(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>b</b>	<b>Certification Report Contents</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>
<b>(1)</b>	<b>Economic Regulatory Directorate Documents</b>		
(a)	Copy of the Economic Operating License (EOL)		
<b>(2)</b>	<b>Flight Operations Standards Directorate Documents</b>		
(a)	Copy of the AOC variation application form - prospective operator's pre-assessment statement		
(b)	Copy of economic regulatory directorate PEOL		
(c)	Copy of the AOC variation study fee slip		
(d)	Copy of the - non schedule to schedule operations approval process form		
(e)	Copy of the operations manual part A approval letter		
(f)	Copy of the operations manual part C approval letter		
(g)	Copy of the ground operations procedures manual approval letter		
(h)	Copy of the non schedule to schedule operations fee slip		
(i)	Copy of the flight operations standards schedule operations approval letter		



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<b>b</b>	<b>Certification Report Contents</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>

**(3) Director Flight Operations Standards Amendment of the Operations specification (OPS SPECS) to Include the Schedule Operations Approval**

(a) Copy of the Operations specification (OPS SPECS)

<b>c</b>	<b>Project Manager to Copy Airworthiness Standards Directorate with</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>

(1) The Operations Specification (OPS SPECS)

<b>Project Manager Name</b>	<b>Signature</b>	<b>Date</b>