



Flight Operations Standards Directorate
Commercial Air Transport Section - AOC Certification Renewal
AOC Certification Renewal Approval Process Form

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

1	FORMAL APPLICATION PHASE	Remarks
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a	AOC Holder to Submit the AOC Certification Renewal Letter of Intent	
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(1)	AOC holder submits AOC certification renewal letter of intent at least 30 days before AOC certificate expiry date to CARC Chief Commissioner - the cover letter of the AOC certification renewal application form	
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(2)	The chief commissioner will forward the letter of intent - the cover letter of the AOC certification renewal application form and the AOC certification renewal application form to the director flight operations standards and copy CARC responsible directorates for AOC certification renewal	
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(3)	Director flight operations standards will call for the assignment of CARC directorates' AOC certification renewal focal points and will recommends in writing to CARC chief commissioner to nominate an AOC certification renewal project manager and the AOC certification renewal focal points	
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b	Formal Application Meeting	
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(1)	AOC certification renewal project manager will call the AOC certification renewal team for the AOC certification renewal formal application meeting	
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(3)	Meeting arrangements	• Date		• Time	
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(4)	AOC certification renewal team	
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(a)	AOC certification renewal 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		
	• Dangerous goods inspector team member name		
(c)	Aviation security and facilitation directorate focal point name		
(d)	Airworthiness standards directorate focal point name		
(e)	Economic regulatory directorate focal point name		

(5)	Objective. To review the AOC certification renewal application, the AOC and operations specification, set certification renewal date, duration, opening and closing meeting and audit schedule details	
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(6)	The AOC certification renewal project manager will inform the AOC holder and the AOC certification renewal team members in writing the certification renewal date, duration, opening and closing meeting and audit schedule details	
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2	DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Economic Regulatory Directorate Documents - Financial, Economic and Legal Matters Assessment			
(1)	Economic regulatory directorate focal point will conduct the applicable financial, economic and legal matters assessment that ensure AOC holder meets JCAR Part 201 requirements for the continuation of the Economic Operating License (EOL) validity			
b	Flight Operations Standards Directorate Documents			
(1)	Last quality system inspection			
(2)	Last safety management system inspection			
(3)	Last annual /certification renewal audit			
(4)	Operations manual part A - general / basic			
(5)	Operations manual part B - airplane operating matters			
(6)	Operations manual part C - route and aerodrome instructions and information			
(7)	Operations manual part D - training program			
(8)	Quality system manual			
(9)	Safety management system manual			
(10)	Ground operations procedures manual			
(11)	Dangerous goods manual - if applicable			
(12)	Cabin safety procedures Manual			
(13)	Cabin crew quick reference hand book (QRH)			
(14)	Aircraft flight manual(s) (AFM)			
(15)	Flight crew quick reference hand book(s) (QRH)			
(16)	Minimum equipment list(s) (MEL)			
c	Aviation Security and Facilitation Directorate Documents			
(1)	Aviation security program			
d	Airworthiness Standards Directorate Documents			
(1)	Refer to CARC form 18-0305			



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3	INSPECTION PHASE	Remarks
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a	Audit Opening Meeting
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(1)	The AOC certification renewal team members will conduct the required AOC certification renewal inspection applicable to their directorates starting with the certification renewal audit opening meeting	
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(2)	Audit opening meeting arrangements	• Date		• Time	
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(3)	AOC certification renewal team
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(a)	AOC certification renewal 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		
	• Dangerous goods inspector team member name		
(c)	Aviation security and facilitation directorate focal point name		
(d)	Airworthiness standards directorate focal point name		

(4)	AOC applicant team
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(a)	Flight operations post holder name		
(b)	Crew training post holder name		
(c)	Ground operations post holder name		
(d)	Maintenance system post holder name		
(e)	Safety management system manager name		
(f)	Quality manager name		
(g)	Aviation security manager name		

(5)	Objective. To define certification renewal audit objective "To ensure that, AOC holder continues meeting certification requirements in accordance with JCARs", audit scope and audit schedule	
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b	Flight Operations Standards Directorate Inspection	Accomplished Date	Initial	
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(1)	Crew Training Inspection
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(a)	Flight crew training records inspection		
(b)	Cabin crew training records inspection		
(c)	Flight dispatchers training records inspection		



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3	INSPECTION PHASE	Accomplished Date	Initial	Remarks
(2)	Flight Operations Inspection			
(a)	Operational control inspection			
(b)	Flight dispatch - release inspection			
(3)	Ground Operations Inspection			
(a)	Handling personnel training records inspection			
(b)	Ground operations inspection			
(c)	Dangerous goods inspection			
(4)	Quality system inspection			
(5)	Safety management system inspection			
(6)	Organization and infrastructure inspection			
c	Aviation Security and Facilitation Directorate Inspection			
(1)	Aviation security program inspection			
d	Airworthiness Standards Directorate Inspection			
(1)	Refer to CARC form 18-0305			
e	Audit Closing Meeting			Remarks
(1)	The AOC certification renewal team member will close the AOC certification renewal inspection with the audit closing meeting			
(2)	Audit closing meeting arrangements	• Date	• Time	
(3)	AOC certification renewal team			
(a)	AOC certification renewal 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			
	• Dangerous goods inspector team member name			
(c)	Aviation security and facilitation directorate focal point name			
(d)	Airworthiness standards directorate focal point name			



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3	INSPECTION PHASE	Remarks
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(4)	AOC applicant team	
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(a)	Flight operations post holder name		
(b)	Crew training post holder name		
(c)	Ground operations post holder name		
(d)	Maintenance system post holder name		
(e)	Safety management system manager name		
(f)	Quality manager name		
(g)	Aviation security manager name		

(5)	Objective. To define and agree on the certification renewal audit none compliance in accordance with JCARs	
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f	Inspection Phase None Compliance. After the completion of the audit closing meeting the AOC certification renewal team members shall provide the AOC holder with the inspection none compliance applicable to their directorates in writing and to copy the AOC certification renewal project manager	Accomplished Date	Initial	Remarks
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(1)	Flight operations standards directorate inspection none compliance letter			
(2)	Aviation security and facilitation directorate inspection none compliance letter			
(3)	Airworthiness standards directorate inspection none compliance letter			

g	Completion of Inspection Phase The AOC certification renewal team members will inform the AOC certification project manager in writing the satisfactory completion inspection phase
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(1)	Flight operations standards directorate letter			
(2)	Aviation security and facilitation directorate letter			
(3)	Airworthiness standards directorate letter			
(4)	Economic regulatory directorate focal point letter			

g	Inspection Phase Summary
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(1)	The inspection phase completion date is based on the last AOC certification renewal team member letter to the AOC certification renewal project manager for the satisfactory completion of inspection phase. The satisfactory completion of the inspection phase means, AOC holder meets JCARs requirements for AOC certification renewal			
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(2)	The AOC certification project manager will inform the AOC certification team members in writing the start of certification phase, to prepare their directorate's documents required for the AOC renewal that is needed to be part of the AOC certification renewal report and setting a date for the final AOC certification meeting			
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Accountable Manager Name	Signature	Date



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4	CERTIFICATION PHASE	Remarks
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a	Final Certification Renewal Meeting
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(1)	AOC certification renewal project manager will call for the final certification renewal meeting
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(2)	Meeting arrangements	• Date		• Time	
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(3)	AOC certification renewal team
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(a)	AOC certification renewal project manager name	
(b)	Flight operations standards focal point - Flight operations inspector name	
(c)	Airworthiness standards directorate focal point name	

(4)	Objective. The AOC certification renewal team members to provide the AOC certification renewal project manager with their directorate's documents required for the AOC renewal that is needed to be part of the AOC certification renewal report
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b	AOC Certification Renewal Report Contents	Documents Status	
		YES	NO

(1)	Airworthiness Standards Directorate Documents
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(a)	Copy of the airworthiness standards CAMO approval		
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(2)	Flight Operations Standards Directorate Documents
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(a)	AOC certification renewal application form		
(b)	AOC certification renewal approval process form		
(c)	Copy of the AOC certification renewal fee slip		
(d)	Copy of the air operator certificate (AOC) renewal approval letter		

(3)	Chief Commissioners Issuance of the Air Operator Certificate (AOC)
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(a)	Copy of the Air Operator Certificate (AOC)		
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c	AOC Certification Renewal Project Manager to Copy Airworthiness Standards Directorate with	Documents Status	
		YES	NO

(1)	The Air Operator Certificate (AOC)		
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AOC Certification Renewal Project Manager Name	Signature	Date