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الهيئة العامة للطيران المدني
UAE General Civil Aviation Authority

CIVIL AVIATION ADVISORY PUBLICATION

CAAP 8

(Revised on 01 October 2010)

AOC

***PROCEDURES FOR THE ISSUANCE AND RENEWAL
OF AN
AIR OPERATOR CERTIFICATE (AOC) TO CONDUCT COMMERCIAL AIR
TRANSPORT OPERATIONS***

Enquiries regarding the content of this publication should be addressed to: Flight Operations Section, email fops@gcaa.ae

1 PURPOSE

This Civil Aviation Advisory Publication (CAAP) provides guidance to those operators or individuals, who propose to apply for approval to conduct commercial air transport operations. An operator of an aircraft based in the UAE must have an authority to operate under Civil Aviation Law Article 6, regardless of the category of operation. All commercial operators based in the UAE must obtain an Air Operator Certificate (AOC) and Operations Specifications from the GCAA before conducting commercial activities. Whilst proposed operators of UAE registered private category aircraft must have an authority to operate, they do not need to obtain an Air Operator Certificate. However, the requirements for producing an Operations Manual and the procedures to be followed to obtain the Private Operator's Certificate (POC) are essentially the same for all operators, although some material may not be applicable to proposed operators of small aircraft. The procedures detailed in this CAAP enable an operator to determine their capability of meeting the GCAA's requirements. There is also a GCAA Inspector checklist for the processing of applications to ensure applicants are fully aware of the requirements. Existing operators wishing to vary their AOC with a different type of aircraft or operation should follow the same general process. The Certification phase is applicable also for AOC renewal. This CAAP does not address exempted foreign operators or maintenance organisations, individual Emirate requirements or bilateral arrangements that may be specified for operations on a particular route or in a particular area.

2 STATUS OF THIS CAAP

This is the CAAP 8, AOC initial issue dated 01 January, 2003 and this seventh edition is dated 1st Oct 2010. It will remain current until withdrawn or superseded.

3 APPLICABILITY

This guidance material applies to individuals or organisations requiring information about the UAE approval process to conduct commercial air transport operations. The information contained in this CAAP also provides operators of private category aircraft, especially turbo-jet aircraft and aircraft over 5700 kgs, with the requirements for producing an Operations Manual and the procedures to be followed to achieve the required Private Operator's Certificate. This CAAP also applies when an AOC holder proposes to add a different aircraft, whether leased or owned, to their Operations Specifications or substantially change the type of operation such as from cargo to passenger carrying. The requirements of the Certification Phase will be audited as part of the AOC renewal.

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5 POLICY

- (a) Foreign aircraft of any category are not permitted to be based in the UAE without authority. An aircraft shall be deemed to be based in the UAE when, in the opinion of the GCAA, its principal operations, administration and/or maintenance facilities are located in the UAE.
- (b) The initial issue of an Air Operator Certificate in respect of an operator who proposes to operate any commercial service must be authorised by the Director General of the General Civil Aviation Authority.
- (c) The Operator must be considered a UAE corporate body; That is;
 - i. a UAE national company, which has commercial aviation activities stated in the “articles of association” as approved by an Emirate Economic Department, or
 - ii. any company, which is located in a promulgated Free Trade Zone and sponsored by the applicable Emirate Government Department.
- (d) The commercial aviation activities must be clearly defined; and the type of operations to be authorised and explained in the pre application meeting are:
 - i. carriage of passengers and cargo.
 - ii. carriage of cargo only.
 - iii. carriage of mail.
 - iv. sight seeing flight
 - v. ferry or training flight
 - vi. aerial work activities, such as banner towing, aerial photography and survey, fire suppression, agricultural operations, external load operations, aerial reconnaissance, aerial advertising, air shows and demonstration, carriage and dropping of parachutists and navigation and calibration
 - vii. other activities as determined by the GCAA
- (e) Unless specifically authorised by the GCAA, former Soviet Union or Commonwealth of Independent States aircraft without a western type certificate shall not be permitted to operate under a UAE Air Operator Certificate.
- (f) All airworthiness and flight operational managerial appointments, manuals, documents and facilities must be approved by the GCAA. Foreign facilities require specific inspection and approval.
- (g) All inspections and processing will be conducted at either no cost to the GCAA or after payment of the appropriate fees.
- (h) All foreign licences must be validated prior to operating a UAE registered aircraft and engineers/pilots will be required to be issued with a UAE licence.
- (i) All operations/applicants must undergo a financial fitness/competence by the GCAA. A separate approval to operate must be obtained from the applicable Emirate(s)' Department of Civil Aviation/Department of Transport for the intended aerodrome(s) of operation. Abu Dhabi based operator is also required to undergo additional financial fitness assessment by the Department of Transport Abu Dhabi.

- (j) All Emirate and other required approvals shall be obtained prior to GCAA processing of an application.
- (k) All turbo jet aircraft, turboprop aircraft above 9000 kg MTOW, and helicopters above 5700 kg MTOW require simulator support.
- (l) Ownership of the aircraft must be legally established for inclusion on the Certificate of Registration.
- (m) Unless specifically authorised by the GCAA, a foreign registered aircraft operated under the provisions of a UAE Air Operator Certificate, which is not entered on the UAE aircraft registry after the one year exemption period shall be removed from the Operations Specifications and required to leave the UAE.
- (n) Unless specifically authorised by the GCAA, an operator which has had a foreign registered aircraft removed from their Operations Specifications during the one year exemption period, shall not be permitted to add any other foreign registered aircraft to their Operations Specifications unless there is at least an equal number of that operator's aircraft on the UAE aircraft registry.
- (p) Unless specifically authorised by the GCAA, holders of a UAE Air Operator Certificate shall not permit the use of their organisation's callsign, or ICAO designated code, to any other operator or organisation.
- (q) Maintenance organisations based in the UAE shall be approved by the GCAA. Any organisation supporting UAE registered aircraft or authorised operators shall be required to become a UAE Approved Maintenance Organisation.
- (r) Operators operating competence shall be judged only until a sufficient period of demonstration of such competence is complete
- (s) Operators for an AOC/Authorisation, or variation of an AOC/Authorisation, shall allow the GCAA to examine all safety aspects of the proposed organisation as laid down in Civil Aviation Regulation including Part IV, CAR Ops 1/3 and Part V This examination shall also include surveillance on the operator to ensure continued operating competence

6 REFERENCES

- (a) UAE Civil Aviation Regulations
- (b) Federal Aviation Administration (FAA).
 - (i) FAA Order 8400.10 Volume 2.
- (c) International Civil Aviation Organisation (ICAO).
 - (i) ICAO Doc 8335-AN/879, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance.
 - (ii) ICAO Doc. 9376, Preparation of an Operations Manual.

7 OVERVIEW

The initial issue of an Air Operator Certificate to an applicant takes place in five distinct phases:

- (a) Pre-application.
- (b) Formal application.
- (c) Document evaluation.
- (d) Inspection and proving flights.
- (e) Certification.

8 PRE-APPLICATION PHASE

8.1 General

The pre-application phase occurs when the applicant meets with GCAA Inspectors and discusses generally his initial plans and the viability of different proposals. The applicant should contact the nearest GCCA office and bring a pre-application statement of intent to this meeting regarding the proposed operation and sequence of events. Please arrange the pre-application meeting by contacting the nearest GCAA office on either 02 4054537 (Abu Dhabi Head Office) or 04 2111506 (Dubai Office) when details of your proposed operation are known. The pre application meeting will be attended by the GCAA assigned inspectors from Flight Operations, Airworthiness, Safety and Security and Licensing (if required) in order to establish sectional coordination.

8.2 Pre-application Statement of Intent

The pre-application statement of intent is reviewed by the Director General and this statement should be in the form of a letter from the owner and/or sponsor. It should contain at least the following information and attachment:

- (a) Type of operation.
- (b) Type(s) of aircraft.
- (c) Area(s) of operation.
- (d) Route structure and traffic potential
- (e) Nature of aircraft and/or simulator training programme.
- (f) Location of main base and other facilities.
- (g) Management organisation structure and qualifications of Accountable Manager, Operations, Training, Ground, Security, Quality, SMS and Maintenance System Post Holders.
- (h) Proposed company trading name and corporate body sponsor.
- (i) Approximate date of commencement.
- (j) Trade licence
- (k) Passport copy of owner(s)
- (l) Photograph of owner(s)
- (m) No objection letter or approval to base aircraft at the relevant airport from the Department of Civil Aviation/Department of Transport
- (n) Duly filled GCAA form GAF-AOC-001
- (o) Security clearance (through GCAA website)
- (p) Economic viability
- (q) Financial fitness assessment- the following documents, when applicable, are required
 - (i) Audited Financial Statements
 - (ii) Financial performance i.e. their Profit & Loss Statement and Balance sheet
 - (iii) An approved budget copy (not the whole document) giving their Profit & Loss Statement, Balance Sheet and Cash Flow Statement
 - (iv) List of banks and the type of facility and limit available

Note- for Abu Dhabi operators, applicant must obtain financial fitness certificate and no objection from Abu Dhabi Transport Authority (additional)

The following is the address for applicant to submit the statement of intent and documents to the GCAA:

The Director of Aviation Safety
General Civil Aviation Authority
PO BOX 30500
Dubai, UAE
Fax 04 2820847

Note: Form GTF-AOC-001 and Security Clearance application are accessible or can be made through the GCAA website (www.gcaa.ae)

8.3 Process

On the basis of information provided during this phase, the GCAA will provide the applicant with the following information:

- (a) Application procedures including forms like GAF-AMA- 011 (aeroplane) and GAF-AMA-013 (helicopter) and GTF-NPA-004).
- (b) Documents required.
- (c) General operating and airworthiness advice.
- (d) Approval requirements from other authorities.
- (e) Regulatory feasibility.
- (f) GCAA fees.

The GCAA requires 30 working days for a final decision to be made on the preliminary assessment.

9 FORMAL APPLICATION PHASE

9.1 General

The application process cannot commence unless the Director General gives his approval to proceed. Based on the information provided, a preliminary assessment will be made to ensure the proposed operation is in the national interest. This could take up to 30 days. The formal application phase commences when the applicant lodges a formal application for an AOC, accompanied by various documents and manuals intended to prove or describe the manner in which he intends to operate, and the GCAA makes formal assessment of the degree of completeness of the applicant's proposal. The formal application must be submitted to the GCAA Head Office at least **90** days prior to the intended start date of revenue operations except that the Operations Manual may be submitted later but not less than 60 days before the date of intended operation. From past experience, 60 days is the minimum in case any delay is encountered and it is highly desirable that a greater time be allowed. The application for the variation of the AOC/ POC must be submitted at least 30 days, or as otherwise agreed , before the date of intended operation. The application for the renewal of an AOC must be submitted at least 30 days, or as otherwise agreed, before the end of the existing period of

validity. The GCAA must be given at least 10 days prior notice of a proposed change of a nominated post holder.

Submission of the formal application is associated with a meeting attended by the accountable manager, nominated post holders and key personnel from both the applicant and the GCAA. The formal application must be signed by the corporate body or national sponsor. An accompanying letter shall include the full name and address of the applicant and contact numbers for the applicant's agent or coordinator. The letter must contain particulars of the proposed operation including details of desired routes and frequencies to confirm the pre-application information. During the meeting associated with the lodging of the formal application, the GCAA will nominate assigned Inspectors. The GCAA Inspectors are available to meet with the operator's technical management and representatives to develop an action plan, and to ensure the application proceeds in a timely and coherent manner. The formal application letter must be accompanied by:

- (a) Required documentation.
- (b) Schedule of events, including personnel training.
- (c) Manuals.
- (d) Compliance statement form GAF –AMA-011 ((aeroplane) or GAF-AMA-013 (helicopter) (not required for existing UAE operators)).
- (e) Completed form GTFNPA-004
- (f) Aircraft, facility and services information.
- ~~(g)~~ Proof of adequate financial funds to support the proposed operation if necessary .

9.2 Documentation

The following are the documents required for submission and checked during the formal meeting:

- (a) AOC or POC application –duly filled GAF-AOC-001 form
- (b) Passport copy of owner (of corporate body) or national sponsor.
- (c) Department of Civil Aviation/Department of Transport –No objection
- (d) Trade licence
- (e) Aircraft ownership details-sale and purchase agreement or lease signed by names mentioned in the Power of Attorney
- (f) Approval from Ministry of Interior-Security Clearance
- (g) Insurance copies
- (h) Compliance statement – duly filled GAF-AMA 011 (aeroplane) or GAF-AMA-013 (helicopter)
- (i) Completed Form GTF-NPA-004 for Accountable Manager, Post Holders and other managerial personnel like flight safety officer, focal point cabin crew and person in charge Dangerous Goods.
- (j) Flight planning services agreement
- (k) Proposed organisation structure
- (l) Proposed quality structure
- (m) CAR subscription

- (n) AIP subscription
- (o) Copy of AED 50000 receipt –deposit
- (p) Evidence of continued amendment services of manuals
- (q) Evidence of latest manual revision
- (r) Weight and balance system- aircraft weighing report, trim sheet and etc
- (s) Notification of non compliance or waiver
- (t) Application of PBN (B-RNAV) as per CAAP 2
- (u) Application of PBN (RNP) as per CAAP 3
- (v) Application of RVSM as per CAAP 5
- (w) Application of MNPS as per CAAP 6
- (x) Application of FTO, TRTO and Simulator approval as per CAAP 12
- (y) Application for three letter ICAO Designation and Radio Telephony Call Sign for operator who intends to operate International Commercial Operations (aircraft above 5700kg and on frequent international routes)

9.3 Schedule of Events

The Schedule of Events is a list of items, activities, aircraft, and/or facility acquisitions, which the applicant must accomplish or make ready, and the dates on which they will be ready for GCAA inspection. The list should include, but is not limited to, the following and the dates at which they will take place:

- (a) Crew members training.
 - initial training
 - conversion training
 - basic indoctrination
 - aircraft systems
 - simulator
 - aircraft flight
 - flight attendant
- (b) Maintenance personnel training.
- (c) When all facilities will be ready for GCAA inspection.
- (d) When TRTO, flight simulator and aircraft will be ready for inspection.
- (e) C of R & C of A requirements
- (f) Emergency evacuation and ditching demonstrations.
- (g) Ground handling staff, dispatcher training.
- (h) Dangerous Goods Training (ref. CARs Part VI, Chapter2, Section 6).
- (i) Aviation Security Training (ref. CARs Part VII, Annex A to Section 10).
- (j) GCAA Inspector Training (if required).
- (k) When proving flights will begin.

- (l) When proposed operations will begin.

9.4 Manuals

The following are the manuals required for submission during the formal meeting:

- (a) General Operations Manual- Part A.
- (b) General Maintenance or Exposition Manual.
- (c) Aircraft Manuals and SOP – Part B.
- (d) Route Manual – Part C.
- (e) Training Manuals – Part D.
- (f) Dangerous Goods Procedures (to be incorporated in Operations Manual; (CARs Part VI, Chapter 2, Section 4.3 refers).
- (g) Cabin Crew Emergency Procedures Manual.
- (h) MEL.
- (i) Operators Security Program (may be incorporated in Operations Manual dependant upon aircraft inventory)
- (j) Dispatch Manual.
- (k) Dangerous Goods Emergency Response Guide
- (l) Goods Emergency Response Guide
- (m) SMS manual

9.5 Compliance Statement

The Compliance Statement refers to operations manual material referenced to the CAR-OPS 1 or 3 applicable to the type of operation the applicant is proposing. The applicant must provide a brief, narrative description or a reference to a specific section of the applicant's manual or other document which describes how each applicable regulation will be complied with. This compliance statement must be signed by the appropriate accountable manager using formGAF-AOC-001.

9.6 Management/Post Holders Qualification Resumes

9.6.1 General. The applicable GTF-NPA-004 are to be completed and to include a brief resume containing information on the individual qualifications, certificates, ratings, and experience of personnel selected for at least the following, or equivalent, positions. If there is sufficient justification, the GCAA may consider a person to hold more than 1 of the nominated posts— Operators are advised that a lack of technical management appointments during the application process will delay the process. The GCAA will assess the applicant's qualifications and experience as well as their managerial ability. A knowledge test in the form of an interview or written will be conducted before the nominated post holders are accepted.

The following are the posts that must be accepted by the GCAA.

- (a) Accountable Manager
- (b) Flight Operations

- (c) Maintenance system.
- (d) Crew training
- (e) Ground operations.
- (f) Aviation Security
- (g) Quality Assurance
- (h) Safety Management System (SMS)

Applicants must ensure that only qualified and trained personnel are appointed to be in-charge of Flight Safety, Security and Cabin. Their names are to be submitted to the GCAA for consideration.

9.6.2 Expected Qualifications and Level of Experience. The qualifications and level of experience of post holders and key operational staff will vary according to the scope and size of the proposed operation, and as a guide, the following expectations would exist in respect of flight technical staff employed by an operator planning passenger or cargo services in high-capacity aircraft.

(a) Post Holder Operations.

To serve as Director of Operations a person must have the qualifications and experience as specified in CAR OPS 1 or 3, Subpart C, paragraph 1.175 or 3.175 including its AC and IEM. The nominated post holder or his deputy should hold a valid Flight Crew Licence appropriate to the type of operation conducted under the AOC in accordance with the following:

If the AOC/ POC includes aeroplanes certificated for a minimum crew of 2 pilots, an Airline Transport Pilot's Licence issued or validated by the Authority is required.

If the AOC/POC is limited to aeroplanes certificated for a minimum crew of 1 pilot, a Commercial Pilot's Licence, and if appropriate to the operations, an Instrument Rating issued or validated by the Authority are required.

It is strongly recommended that the post holder should have at least 5 years supervisory or managerial experience within the last 6 years in a position that exercised operational control over any operations conducted with similar aircraft on international commercial operations. In the case of a person taking up this post for the first time ever, have at least 3 years experience on international commercial operations within the past 6 years, as pilot in command of the size and type of aircraft to be operated.

(b) Post Holder Maintenance System.

- To hold or has held the relevant engineering degree (aeronautical engineer);
- or aircraft maintenance engineer license;
- To hold or has held a previous similar position in a similar organisation or the position of Director of Maintenance or equivalent in the past;
- Shall have a minimum of 5 years working experience, 2 of which with aviation organisational experience;
- The post holder shall not be employed in any other organisation and shall have a full time employment contract with the organization;
- Shall not hold any other position in the company unless acceptable to the Authority;
- Shall have thorough familiarity with Maintenance systems and MME;
- Shall have comprehensive knowledge of UAE Laws and Regulations.

(c) Post Holder Crew Training.

The nominated post holder or his deputy must have the qualifications and experience as specified in CAR OPS 1 or 3, Subpart C, paragraph 1.175 or 3.175 including its AC and IEM. The post holder or his deputy should also be current Type Rating Instructor on a type/class operated under the AOC/POC. The post holder should also have a thorough knowledge of the AOC/ POC holder's crew training concept for Flight Crew and for Cabin Crew when relevant.

The post holder is expected to possess the following experience;

- i. 1000 hours flight time or 3 years experience in operations substantially similar to those proposed.
- ii. 1000 hours in command of aircraft substantially similar to those proposed to be operated.
- iii. 500 hours as a TRE/TRI on aircraft substantially similar to those proposed. Duty as a check pilot may include aircraft, simulator, line or base checking, or any combination thereof.
- iv. Hold licence and rating(s) appropriate to the proposed Operation.
- v. Prior to the commencement of revenue services, hold unrestricted approval as a TRE/TRI on the major type of aircraft to be operated. Should the fleet change in the future, he shall maintain the TRE/TRI on at least one major type in current operation.

(d) Post Holder Ground Operations.

The nominated post holder should have a thorough knowledge of the AOC/Authorisation holder's ground operations concept

9.1.1 Post holder Quality Assurance

The post holder Quality assurance may be further separated in to two areas:

- QA Operations;
- QA Maintenance.

As general guidelines, he/she shall:

- To hold or has held a license relevant with aircraft type to be operated;
- To hold or has held a previous similar position or at least managerial appointment such as an auditor or other similar appointment;
- Shall have 5 years working experience, 2 of which in aviation organisational experience;
- Shall have completed auditing techniques training;
- Shall not be employed in any other organisation and he shall have a full time employment contract with the organization;
- Does not hold any other position in the company;
- Shall have sound knowledge in the fields of flight operations, maintenance, crew training and ground operations, including the standards required by the Authority, and any additional requirements defined by the operator.

(e) Post Holder Aviation Security

The nominated post holder should have successfully attended AVSEC 1, 2, and 3 basic and AVSEC professional Manager's courses.

(f) Post Holder SMS.

To serve as a post holder SMS, a Person must be trained and have knowledge on all aspects of SMS. The training required shall cover all elements of the SMS system including safety risk management, safety assurance, safety promotion and quality..

9.7 Aircraft, Facilities, and Services

9.7.1 General. This attachment should provide evidence that the applicant will have available aircraft, facilities, and support services to conduct the type of operation proposed. The evidence may be in the form of proof of purchase, formal contracts, or lease agreements. If formal purchase, lease, or contract agreements have not been completed, letters showing agreement between the contracting parties will suffice until formal contracts or agreements are available. Aircraft ownership details must be authenticated. Documents showing details of the insurance of the aircraft, its occupants and third parties are also required.

9.7.2 Aircraft Equipment. Aircraft equipment shall meet CAR requirements. In addition;

- a. All aeroplanes over 5700 kg or authorised to carry 20 passengers operating in UAE airspace to be fitted with an airborne collision avoidance system with a minimum performance level of at least ACAS II.
- b. All aircraft operating in UAE airspace above FL 290 to be RVSM approved.
- c. The GCAA requires all aircraft operating in UAE airspace to comply with the PBN navigation accuracy requirements published in the Aeronautical Information Publication.
- d. All aeroplane of a maximum certificated take-off mass in excess of 27000 kg shall be fitted with Quick Access Recorder (QAR) or other alternative mean acceptable to the GCAA, for the purpose of establishing a flight data analysis program.

10 DOCUMENT EVALUATION PHASE

10.1 General

The document evaluation phase involves detailed study of the manuals and other documents, which accompanied the formal application, for content and compliance. This study of the procedures and content of these documents gives the GCAA a preliminary assessment of the candidate's technical fitness and operators are reminded to submit professional documents, which reflect their operation and aircraft. The set of documents and manuals should be complete and the detailed evaluation of them must satisfy the GCAA's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in turn make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of document evaluation may continue until shortly before certification.

Nevertheless, the satisfactory evaluation of the documents as originally submitted is a prerequisite for the inspection phase to begin. The GCAA will review the list of documents and manuals ensuring adequacy and compliance for the type of operation proposed by the operator. The documents and manuals should be presented for consideration not less than 60 days prior to the commencement of the proposed operations to avoid delay. It is only at this stage, when the GCAA has all required documents, that the proposed operator will be advised as to the time the application process will take. Operators are reminded that incomplete documentation will affect the application completion date.

All documents should be organized according to criteria which are essential to provide easy access to information required for flight and ground operations contained in the various operational documents comprising the system, as well as to manage the distribution and revision of operational documents. This system which is part of ICAO Annex 6, is known as Flight Safety Documents System.

Information contained in a flight safety documents system should be grouped according to the importance and use of the information as follows:

- (a) time critical information e.g information that can jeopardize the safety of the operation if not immediately available e.g flight crew instructor, flight staff instruction,
- (b) time sensitive information e.g information that can affect the level of safety or delay the operation if not available in a short time period.
- (c) frequently used information e.g Operations Manual, Operator's policies, QRH etc
- (d) reference information, e.g information that is required for the operation but does not fall under (b) and (c) above, and
- (e) information that are grouped based on the phase of operation in which it is used.

Time critical information should be placed early and prominently in the flight safety documents system.

Time critical information, time sensitive, information, and frequently used information should be placed in cards, and quick reference guide.

10.2 Operations Manual

Information must be presented in clear unambiguous English text and/or graphics in a readily amendable format. The applicant shall ensure that the structure of the operations manual follows the requirements as stated in IEM OPS 1.1045 (c) and consists of the following parts.

- Part A General/Basic
- Part B Aeroplane Operating matters
- Part C Route and Aerodrome Instruction and Information
- Part D Training

Operations manual i.e. general, specific type and training manuals may be bound in a single cover. Alternatively, different parts may be individually bound according to title, or presented as a set of bound sections. The content of the manual is subject to the GCAA assessment and the elements/subjects that require specific approvals by the GCAA are found in IEM OPS 1.1040(b) or CAR OPS 1 and 3 regulations that bear the statement 'shall/may be approved by the Authority.'

CAR OPS 1/3.1045 (a) prescribes the main structure of the Operations Manual. Appendix 1 to CAR OPS 1/3. 1045, on the other hand, contains a comprehensive detailed and structured list of all items to be covered in the Operations Manual. Since a high degree of standardization of operations Manuals will lead to improved flight safety, the structure described in the IEM OPS 1/3 1045 (c) should be used by applicant. To facilitate comparability and usability of the Operations Manuals by personnel, applicant should not deviate from the numbering system used. If there are sections which,

because of the nature of the operations, do not apply, applicant still maintains the numbering system and insert 'Not applicable' or ' Intentionally blank' where appropriate.

The contents of the operations manual may not be varied without the GCAA's consent. At the operator's discretion, additional material may be included for information and guidance and such additional material shall not require approval.. A copy of the relevant part of the Operations Manual shall be available to each operating crew member employed by the operator and a full electronic copy to be provided to, and retained by, the GCAA. Electronic copy of the Operations Manual, easily accessible to the crew members, is also acceptable, provided, the operator takes the responsibility to ensure that crew members are equipped with personal computer, lap top or other electronic mean for access.

10.3 Type related and Aircraft Flight Manual

Part B of the Operations Manual constitute aeroplane operating matters (type related) and Standard Operating Procedures (SOP). Material produced by the operator in Part B of the Operations Manual may be supplemented with or substituted by applicable parts of the Aeroplane Flight Manual required by CAR-OPS 1.1050 or, where such a document exists, by an Aeroplane Operating Manual produced by the manufacturer of the aeroplane. In the case of performance class B aeroplanes, it is acceptable that a "Pilot Operating Handbook" (POH) or equivalent document is used as Part B of the Operations Manual, provided that the POH covers the necessary items.

The manual however, shall contain information and instructions relating to;

- (a) The identification of the aircraft.
- (b) The operating procedures and limitations of the aircraft.
- (c) The performance and loading of the aircraft.
- (d) Emergency and supplementary procedures.

10.4 Route Manual

The Route and Aerodrome instructions and information shall be in Part C of the Operation Manual. For Part C, material produced by the applicant may be supplemented with or substituted by applicant Route Guide material produced by a specialised professional company.

10.5 Training Manuals

Appendix to CAR OPS 1.1045 (c) contains a comprehensively detailed and structured list of all items to be covered in the Training Manual.

Note: Depending on the size and complexity of the operation, the Training Manual may be a stand alone document or incorporated in the Operations Manual. Dispatcher training should be part of the Dispatch Manual.

10.6 Cabin / Flight Dispatch/ Ground Operations Manuals

The Cabin, Flight Dispatch and Ground Operations Manuals can be a stand alone document of the Operation Manual If an operator opts to do so, the OMA, under Chapter 0 - Organisation and Control of Manual, should specify this arrangement. In addition, references to the Cabin, Flight Dispatch and Ground Operations Manuals are to be made in the OMA relevant parts if that particular parts, concern these elements.

10.7 Dangerous Goods Emergency Response Guide and Training Courses

CAR Part 6, Chapter 2 requires that operators who carry dangerous goods by air shall provide dangerous goods familiarisation training for any employees whose duties include a function concerned with the carriage of passengers or cargo.

A dangerous goods emergency response guide covering emergencies and appropriate response procedures shall be required for the instruction and guidance of personnel. This guide is required to be carried as part of on-board aircraft documentation.

10.8 Aircraft Search Procedure Checklist

The checklist needs to be carried on board and describes the procedure to be followed in searching for a bomb in the case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other dangerous devices when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference. The checklist should be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft.

10.9 Maintenance Manuals

The maintenance Management Exposition (MME) is the document that defines the procedures upon which the approval of the operator is based. These procedures shall be endorsed by the Accountable Manager and shall be complied with, as applicable in order to ensure that all maintenance is carried out on time and to an approved standard.

Refer to CAR Part V and CAR OPS1 CAR OPS 3 subpart M for specific requirements.

11 INSPECTION PHASE

11.1 General

The inspection phase is the phase in which the physical facilities and equipment proposed for use by the applicant are assessed for acceptability. The applicant is required to demonstrate his ability to comply with regulations and safe operating practices before actual revenue operations can begin. The demonstrations are to prove that the applicant has an adequate organization, method of control and supervision of flight operations, training programs as well as ground handling and maintenance arrangement that are consistent with the nature and extent of operations specified. Staffs that require specific authorization (for example, Type Rating Examiner and Instructor) will be assessed, and proving flights will be conducted. The applicant must satisfy the GCAA that sufficient qualified personnel are employed and that such personnel are employed on a full time basis where appropriate. Amongst other requirements the applicant shall provide adequate facilities and equipment sufficient to permit the staff to carry out their duties related to the conduct of operations in compliance with regulations and manuals, and in safety. During this phase, the GCAA Flight Operations, Airworthiness and Safety and Security Sections will conduct internal coordination meetings to ensure the application process develops in a timely manner.

11.2 Inspection

The following is the scope of inspection to be adopted by the GCAA for operator's information.

- 11.2.1 Management and Administration Structure
- status of operations management
 - conformity with the relevant part of the Operations Manual

- qualifications/experience of key individuals
- administrative Infrastructure
- adequacy of staff, facilities, equipment and finances
- communications with staff
- office support
- printing and/or distribution facilities
- rostering
- rights of access by GCAA Inspectors

11.2.2 Crew notification/ bulletin.

- communications facilities
- operational notices
- policy bulletins
- distribution of amendments and documents
- passenger and freight records

11.2.3 Flight Crew Records.

- flight and duty time
- licence and medical validity
- type endorsement validity
- recency
- OPC/LPC check
- route and aerodrome check
- training
 - ◆ initial
 - ◆ conversion
 - ◆ aircraft
 - ◆ simulator
 - ◆ CAT I, II, III
 - ◆ emergency procedures
 - ◆ dangerous goods
 - ◆ specific
 - ◆ PBN; MNPS; FANS; RVSM
 - ◆ ETOPS
 - ◆ ACAS
 - ◆ CRM

11.2.4 Aircraft Records.

- maintenance
- fuel consumption
- load control
- autoland
- navigation accuracy log

11.2.5 Crew Scheduling.

- ease of access during scheduled operational hours
- practicality of use
- coverage of all relevant staff
- accuracy
- validity and compliance

11.2.6 Operations and Dispatch Centre.

- library appropriate to operation
- document amendment status
- adequate accommodation and storage facilities
- adequate communication and/or distribution facilities
- officer in charge - duties/training/qualifications

11.2.7 Load Control.

- adequate working facilities
- equipment and documents
- load control system.
- trained and approved staff
- communications adequate and effective
 - ◆ to/from flight planning area
 - ◆ to/from loaders
- security of items being loaded/unloaded
- cargo restraint devices in use
- carriage of live animals
- dangerous goods requirements understood and in use
- last minute change procedures

11.2.8 Passenger Handling Facilities.

- Passenger handling
 - ◆ ticketing
 - ◆ seat assignment
 - ◆ security/control
 - ◆ access to airside
 - ◆ check of carry-on baggage
- Safety aspects on tarmac
 - ◆ aerobridge/directions to board
 - ◆ staff in attendance with passengers
 - ◆ positioning of steps
 - ◆ protection from jet blast/propellers
 - ◆ clear of taxiing aircraft
 - ◆ clear of moving vehicles
 - ◆ night/rain aspects

11.2.9 Training Facilities.

- classrooms
 - ◆ number/size adequate for purpose
 - ◆ student accommodation
 - ◆ blackboards / white board and screens
 - ◆ lighting, heating, cooling and ventilation
 - ◆ training aids - examinations
 - ◆ security of storage
 - ◆ examination rooms
 - ◆ adequate for purpose

11.2.10 Aircraft.

- Flight deck equipment
 - ◆ adequate/functional
 - ◆ GPWS
 - ◆ ACAS II

- ♦ altitude alert
- ♦ navigation equipment (RNP)
- ♦ communication equipment
- ♦ fire extinguisher, axe, gloves, portable oxygen bottle
- ♦ crew oxygen mask stowage, smoke goggles
- ♦ accessibility of controls needed in emergency drills
- ♦ jumpseat operation
- ♦ crew seat adjustments
- Cabin Equipment
 - ♦ passenger safety information cards
 - ♦ signs: visibility, ambiguity, exit operation
 - ♦ supplemental oxygen: numbers, locations
 - ♦ fire extinguishers
 - ♦ therapeutic oxygen
 - ♦ first aid
 - ♦ life jackets, flotation cushions
 - ♦ life rafts, emergency locator beacons
 - ♦ public address system
 - ♦ cargo tie downs and restraints
- Manuals, checklist and documents
 - ♦ normal and emergency checklists
 - ♦ operations manuals
 - ♦ flight planning and dispatch documents

11.2.11	Engineering	Refer to CARs Part V
11.2.12	Dangerous Goods	Refer to CARs Part VI, Chapter 2
11.2.13	Aviation Security	Refer to CARs Part VII

11.3 Proving Flights

The requirement for proving flights depends on the size and complexity of the operation. The number of flights will be solely at the discretion of the GCAA and operators are advised that proving flights may need to be extended to ensure operating competence is achieved in all areas. These flights shall normally be with passengers but non revenue and represent the operator's proposed routes.

12 CERTIFICATION PHASE

12.1 General

The certification phase follows the satisfactory completion of all the previous phases. It begins when the GCAA takes the necessary administrative action to actually issue an AOC with the associated Operations Specifications. At some stage during the inspection phase it will usually become apparent that the applicant is likely to qualify for certification issue, and at that point parts of the certification phase can commence. If the inspection phase is unsatisfactory no further action will be taken until the deficiencies are rectified. The certification requirements of this phase are also checked during the renewal of an AOC.

12.2 Checklist for issue of AOC (GCAA Inspector use only)

This Section is indicative of the procedures to be followed by the GCAA in the processing of an application. Before the Director General issues an AOC, the GCAA Inspector will complete the form GTF-AOC-002 as a result of the work conducted during the previous phases. Form GTF-AOC-002 requires the following items to be assessed and satisfied by Director of Safety, Chief of Sections and the relevant Inspectors

ITEM

- (a) Preliminary Assessment - Policy
- (b) Assessment - Technical
- (c) Flight Operations Post holders approval
- (d) Statement of Compliance
- (e) Flight Operations Documents compliance
- (f) Contract or lease agreement
- (g) Flight Operations inspections on facilities, training, management effectiveness, staffing, special operations, operation control records, aircraft, quality system, flight safety and etc
- (h) Demonstration including proving flights
- (i) Airworthiness responsibility
- (j) Airworthiness coordination
- (k) Exposition and Maintenance Control Manual
- (l) Pending audits/ investigation
- (m) Aircraft technical log
- (n) Reporting of un-airworthy conditions
- (o) Airworthiness facility inspection
- (p) Airworthiness aircraft inspection
- (q) Maintenance records
- (r) Changes affecting Maintenance
- (s) Equivalent safety case
- (t) Miscellaneous like MEL , special operations and etc
- (u) Carriage of Dangerous Goods
- (v) Security
- (w) Licence and validation

13 RENEWAL OF AOC

An AOC remains valid for two years, or as stated on the Certificate and will only be renewed provided there is a demonstrated compliance with the regulations applicable to operations, airworthiness, licensing and security. A letter of request with duly filled form GTF-AOC-001 shall be used to apply for AOC renewal.

14 AMENDMENT TO AOC/OPERATIONS SPECIFICATIONS

14.1 Variation/amendment to the AOC/Operations Specifications

An operator, when applicable, shall include the following information in the application for amendment/ variation to an AOC

- (a) Duly filled GCAA form GTF-AOC-001
- (b) The official name and business name, address, and mailing address
- (c) A description of proposed operations
- (d) A description of the management organization
- (e) The name of the accountable manager
- (f) The names of post holders together with their qualification and experience and

(g) The Operations Manual

The amendment or revision to the Operations Specifications issued to operators shall include the following

- (a) Details of the amendment)
- (b) The reason for the amendment
- (c) The effective date
- (d) The request for any Approval required as a consequence of the amendment, or for any change required for the approval

In order to avoid editorial errors, an electronic copy of the complete text of the proposed Operations Specifications is to be submitted to the Principal Flight Operations Inspector together with the GCAA form GTF-AMA-001

15 SPECIMEN AIR OPERATOR CERTIFICATE / OPERATIONS SPECIFICATIONS

The contents and format of the AOC and its Operations Specifications with explanation, is as follows:




AIR OPERATOR CERTIFICATE
² **UNITED ARAB EMIRATES**
³ **GENERAL CIVIL AVIATION AUTHORITY**

⁴ AOC No: ⁴ AT-023 ⁵ Expiry date: 23- Sep -10	⁶ ABC Airline ⁷ Dba Trading Name: OTHER NAME ⁸ Address : Operator Address Ras Al Khaimah, UAE ⁹ Phone +97150506664 ⁹ Fax 97142111600 ⁹ Email Johnwinston@airlines.com	¹⁰ OPERATIONAL POINTS OF CONTACT: Contact details, at which operational management can be contacted without undue delay, are listed in: ¹¹ Operations Specifications page 4
<p><i>This certificate certifies that : ¹² Operator name is authorized to perform: commercial air operations, as defined in the attached operations specification, in accordance with the operations manual and ¹³ UAE Civil Aviation Regulations.</i></p>		
¹⁴ Date of Issue: 23 Sep 2010	¹⁵ Name & Signature : Title:	Mohammad Saif Alsuwaidi Director General

Notes:

1. *For the use of the Operator.*
2. *Name of the State of the Operator.*
3. *Identification of the issuing authority of the State of the Operator.*
4. *AOC number, AC: Air Carrier, AT: Air Transport, PO: Private Operator.*
5. *Date after which the AOC ceases to be valid (dd-mmm-yyyy).*
6. *Operator's registered name.*
7. *Operator's trading name, if different. "dba" (for "doing business as").*
8. *Operator's principal place of business address.*
9. *Operator's principal place of telephone, fax and E-mail.*
10. *The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate will be in operations specifications.*
11. *Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g.: "Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1 " or "... are listed in the operations specifications, page 1" or are listed in an attachment to this document"*
12. *Operator's registered name.*
13. *Insertion of reference to the appropriate civil aviation regulations.*
14. *Issuance date of the AOC (dd-mmm-yyyy).*
15. *Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC.*

Content and format of Operations Specifications (page 1)

	OPERATIONS SPECIFICATIONS UAE GCAA <i>(Subject to the approved conditions in the operations manual)</i>		دولة الامارات العربية المتحدة الهيئة العامة للطيران المدني UAE General Civil Aviation Authority	
	Phone no : +9714211500 Fax no : +9714211500 EMAIL: fops@gcaa.ae			
² AOC#: AC-0013		Operator name: ABC AIR		⁴ Date : DD MMM YYYY
Dba ³ : Other name		⁴ Name & Sign:		
⁵ Aircraft models: Ref to page 2 Section A				
⁶ Type of Operations: Ref to page 2 Section B			Passenger	Cargo
⁶ Others: Ref to page 2 Section B			Others: Ref to page 2 Section B	
⁷ Area of Operations: Sample: World wide, North America, Asia Pacific, Europe				
⁸ Special Limitations: Sample: 1. VFR Day Only 2. For UAE Operations, No Operations Specification required.				
SPECIAL AUTHORISATION				
	Yes	No	⁹ SPECIFIC APPROVAL	REMARKS
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		Ref to page 3 Section P
Low Visibility Operations				
¹⁰ Approach & Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT:___ RVR: m DH___ft * RVR:___m* (see remarks)	Ref to page 2 Section C
¹¹ Take Off	<input type="checkbox"/>	<input type="checkbox"/>		Ref to page 2 Section C
¹² RVSM N/A	<input type="checkbox"/>	<input type="checkbox"/>		Ref to page 2 Section F2
¹³ ETOPS N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum diversion time ¹⁴ : _____ minutes	Ref to page 2 Section F1
¹⁵ Navigations Specifications for PBN Operations	<input type="checkbox"/>	<input type="checkbox"/>		¹⁶ Ref to page 2 Section E
Continuing Airworthiness			¹⁷	Ref to page 3 Section L
¹⁸ Others:	<input type="checkbox"/>	<input type="checkbox"/>		Ref to page 3 Section P

See remark for any item not filled or for specific approval / authorisation

Notes.—

* See Attachment of Operations Specifications

1. Telephone , fax and E-mail contact details of the authority.
2. Associated AOC number.
3. Operator's registered name and the operator's trading name, if different. "dba" (for "doing business as").
4. Issuance date of the operations specifications (dd-mmm-yyyy) and signature of the authority representative.
5. Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series
6. Other type of transportation to be specified (e.g. emergency medical service).
7. Geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
8. List the applicable special limitations (e.g. VFR only, day only).
9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
10. Precision approach category (CAT I, II, IIIA, IIIB or IIIC). Only the minimum RVR in metres and decision height in feet will be display. One line is used per listed approach category.
11. Minimum take-off RVR in metres. One line per approval may be used if different approvals are granted).
12. "Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.
13. Extended range operations (ETOPS) currently applies only to twin-engined aircraft.
14. The threshold distance may also be listed (in NM), as well as the engine type.
15. Performance-based navigation (PBN): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with appropriate limitations or conditions listed in the "Specific Approvals" and/or "Remarks" columns.
16. Limitations, conditions and regulatory basis for operational approval associated with the performance-based navigation specifications (e.g. GNSS, DME/DME/IRU). see Performance-based Navigation Manual (Doc 9613).
17. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).
18. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).



OPERATIONS SPECIFICATIONS

OPERATOR NAME

AOC no: AT – 03x

دولة الامارات العربية المتحدة
الهيئة العامة للطيران المدني
UAE General Civil Aviation Authority

		1	2	3
A	Authorised Aircraft: MFG	AGUSTA	BOEING	EUROCOPTER
	<i>Manufacture, make, Model Series</i>	A109	B757	EC130
		E / S	200	B4
B	Type of Operations:			
1	Passenger	✓	✓	✓
2	Cargo	✓	✓	✓
3	Aerial	✓	✓	x
4	Ext Load	✓	✓	x
5	EMS	✓	✓	x
C	AWO [RVR (m)]:			
1	LVTO (<i>Low Vis</i>)	x	x	x
2	LVO (<i>Low Vis Ops</i>)			
2.1	CATII [RVR(m)/DH(ft)]	x	x	x
2.2	CATIIIA [RVR(m)/DH(ft)]	x	x	x
2.3	CATIIIB [RVR(m)/DH(ft)]	x	x	x
2.4	CATIIIC [RVR(m)/DH(ft)]	x	x	x
D	Approach:			
1	Precision			
1.1	ILS	✓	✓	✓
1.2	RNAV(GNSS/GPS)	x	x	x
2	Non Precision	✓	✓	✓
3	Cicrling	✓	✓	✓
E	PBN(Performance Based Navigation):			
1	RNP 0.1	x	x	x
2	RNP 0.3	x	x	x
3	RNP 1	x	x	x
4	RNP 3	x	x	x
5	RNP 4	x	x	x
6	RNP 5	x	x	x
7	RNP 10	x	x	x
8	BRNAV	x	x	x
F	CNS (Com, Nav & Surveillance) :			
1	ETOPS [Engine]	x	CFM56-30	x
	[Range(Nm)/Time(min)]	x	800/120	x
2	RVSM	x	x	x
3	MNPS	x	x	x
4	CPDLC / ADS	x	x	x
5	Polar Operations	x	x	x
6	Metric Altimetry	x	x	x
G	Authorised Aircraft :			
	Aircraft Registration Prefix : A6 - NOTE:* Only applicable with current Certificate of Airworthiness.	OEE,XRX,BDD	MLX, MLZ	MLB, MLI, MLT,

H	Destinations (ICAO Aerodrome Designators): <i>All destination shall be evaluated by operator and accepted by the Authority. Non Scheduled Air Carrier (AC) destination is approved as in Sub par H2.</i>			
1	Scheduled Operator Not Applicable			
2	Non scheduled or charter operations may be conducted into any suitable aerodrome provided it has the approved facilities and services necessary for the safe operation of the aeroplane. All operations shall be in accordance with the approved Operations Manual.			
K	ULR Operations: <i>ULR operations is approved for the following city pairing:</i>			
	Not Authorised			
L	Maintenance :			
	Aircraft shall not be operated unless it is maintained airworthy in accordance with the GCAA approved Maintenance Management Exposition (MME) or Maintenance Organisation Exposition (MOE)			
M	Telephony & Three letter designators: <i>The following are the authorised Telephony and Three letter designator</i>			
1	ICAO Three letter Designation: ABC			
2	ICAO Radio Telephony /Call sign:			
3	The use of designators other than the above requires GCAA authorisation			
N	Aircraft Lease : <i>The following are the authorised operations under lease agreement</i>			
	Not Authorised			
P	Other Approval:			
1	EFB	Not approved		
2	HUD /HGS	Not approved		
3	Dangerous Goods	Approved		
4	Special PIC	Not approved		
5	PRM/SOIA	Not approved		
6	ADS-B	Not approved		
7	RNP AR	Not approved		
Q	Remarks:			
	Rotary wing are authorised carrying firearms by security officers /guards as in National Aviation Security Program (NASP) Ref:OM-A sec 9.			
R	Personnel accepted by Authority			
	Position	Name	Phone	EMAIL
1	Accountable Manager			-
2	PH Flight Operations			-
3	PH Maintenance System			-
4	PH Crew Training			-
5	PH Ground Operations			-
6	PH Aviation Security			-
7	PH Quality Assurance			-
8	PH SMS / Safety			-
9	Quality Operations			-
10	Quality Maintenance			-
S	Point of contact			
1	Cabin crew			
2	Dangerous Good Officer			

Legend:

✓ Approved, X not Approved, - Not Applicable, XX alpha numeric will be the designated value, others: see remark section..

Descriptions of Operations Specifications of the above (Page 2 & 3)

Content and format of Operations Specifications (page 3)

Sec	Paragraph	Descriptions
	OPERATIONS SPECIFICATIONS	Title of page 2 of operations Specifications
	Operator Name	Name Of operator
	AOC no : AT-099	First 2-3 Alphabet either AC for Scheduled Air Carrier, AT (Air Transport / Unscheduled air charter), or PO (Private Operation) followed by three number 999
A	Authorised Aircraft :	Authorized aircraft from ICAO Taxonomy Team http://www.intlaviationstandards.org
	Manufacture	Manufacture Name eg: Boeing, Airbus, For long name, abbreviated will be used, such as British Aerospace will be BAe or Mc Donnell Douglas will be MD
	Make / Model	B737, A340, or BD6002B16 for C604
	Series	Series eg: B777-381=300, B777-312ER = 300ER, A340-342 = 300, popular name may be used for un common name, eg BD6002B16 Model = C604, or
B	Type of Operations:	Consist of 1-5 type of operations, other type of operations may be declared in remark section or authorized destinations
1	Passenger	Passenger operations
2	Cargo	Cargo operations, some passenger who have capability to carry cargo in the cargo bay (or Combi) and approved in operations manual may be ticked
3	Aerial	Aerial operations will be applicable for Photo flight, parachute drop or object dropping
4	Ext Load	External load dedicated to Helicopter or commonly known as underslung operations
5	EMS	EMS Emergency medical services
C	AWO [RVR (m)]:	Title if All Weather Operations approved will be ticked and the minimum RVR (m) will be describes in LVTO or RVR/DH will be describes in individual LVO
1	LVTO (Low Vis)	Low Visibility take off will be describes in term of RVR (m) see also appendix 1 to CAR OPS 1.430
2	LVO (Low Vis Ops)	Low visibility take off operations will be describes in stages if higher Category is approved the lower category will also be describes incase down graded / degraded mode
2.1	CATII [RVR(m)/DH(ft)]	AFM value of RVR / DH in CAT II or 300m RVR /100ft DH which ever higher
2.2	CATIIIA [RVR(m)/DH(ft)]	AFM value of RVR / DH in CAT IIIA or RVR 200m RVR /50ft DH which ever higher
2.3	CATIIIB [RVR(m)/DH(ft)]	AFM value of RVR / DH in CAT IIIB or RVR 75-200m RVR / No DH to 50ft DH which ever higher
2.4	CATIIC [RVR(m)/DH(ft)]	Reserve for Future approval
D	Approach:	Type of Approach
1	Precision	Ticked if approved or X if not approved conducting precision approach,
1.1	ILS	Instrument Landing System (Category I ILS) this approval constitute degraded mode, eg Localiser only, Back course etc as in the operators operations manuals
1.2	RNAV(GNSS/GPS)	GNSS or GPS approach
2	Non Precision	This approval constitute all Non precision approach such as VOR, VOR DME, ADF/NDB, ADF/DME, DME/DME or ASR (Airport Surveillance Radar) as describes in the operators operations manuals
3	Circling	Circling operations as describes in the operators operations manuals
E	PBN	(Performance Based Navigation):
1	RNP 0.1	RNP 0.1 normally requires SAAAR (Special Airport And Aircrew Authorisation Required)
2	RNP 0.3	This RNP is and onboard navigation equipment which consist of capability to maintain specific lateral deviation and equipped with internal monitoring and alerting system.
3	RNP 1	
4	RNP 3	
5	RNP 4	
6	RNP 5	
7	RNP 10	
8	BRNAV	
F	CNS	Communications Navigation and surveillance
1	ETOPS [Engine]	If ETOPS approved, the Engine type will be displayed and range and time, else X will be marked
	[Range(Nm)/Time(min)]	
2	RVSM	Reduced Vertical Separation Minima operational approval for each aircraft
3	MNPS	Minimum Navigation Performance Specification for each aircraft
4	CPDLC / ADS	Controller pilot Data link Communications / ADS for each aircraft
5	Polar Operations	Operations within Polar area that have been approved in the manuals and their training including the survival kit
6	Metric Altimetry	Aircraft which is equipped with M/FT changeable display

G	G Authorised Aircraft : Prefix : A6 -	3 digit of aircraft registrations (the prefix A6 have been included in the left column) NOTE:* Only applicable with current Certificate of Airworthiness
H	Destinations (ICAO Aerodrome designators)	The Aerodrome will be describes in 4 letter ICAO Designator. Non Scheduled Air Carrier (AC) destination is approved as in Sub par H2."
1	Scheduled Operations.	For scheduled operator, all destination shall be evaluated by operator and accepted by the Authority
2	Non scheduled or charter operations	Non scheduled or charter operations may be conducted into any suitable aerodrome provided it has the approved facilities and services necessary for the safe operation of the aircraft. All operations shall be in accordance with the approved Operations Manual
K	ULR Operations:	ULR operations is approved for the following city pairing: The city pairing have to be describes in the manual
L	Maintenance :	Aircraft shall not be operated unless it is maintained airworthy in accordance with the GCAA approved Maintenance Management Exposition (MME) or Maintenance Organisation Exposition (MOE)
M	Telephony & Three letter designators:	The following are the authorized Telephony and Three letter designators
1	ICAO Three letter Designation:	ABC (Three letter designation) Mandatory for Scheduled operations, for other international operations is recommended
2	ICAO Radio Telephony /Call sign:	Standard call sign for radio telephony Aircraft or ground stations communications, mandatory for Scheduled Air carrier operators.
3		The use of designators other than the above requires GCAA authorization
N	Aircraft Lease:	The following are the authorized operations under lease agreement The type and registration of foreign aircraft will be listed in this section, the details authorization of operations will be describes in the AOC (Air Operator Certificate) of the state of Operator.
P	Other Approval:	
1	EFB	Electronic Flight Bag will be describes with Class and Type of software, since this is case to case (not all aircraft, the user will be issued with separate letter)
2	HUD /HGS	Head Up Display / Head Up Guidance System
3	Dangerous Goods	Dangerous Goods authorization will be reflected by DGO followed by number from GCAA security department
4	Special PIC	Special PIC (Pilot In Command) for certain airports, which includes SAAAR
5	PRM/SOIA	Precision Runway Monitor (PRM)/Simultaneous Offset Instrument Approach (SOIA) currently
6	ADS-B	Navigation Surveillance compliance statement including area of monitoring system, in this case only major area that have an effect of traffic density. For example Hudson Bay, area covering 250000 sq miles and monitoring high traffic density, or specific aerodrome who implement ADS B requiring approval.
7	RNP AR	RNP AR, some known as RNP Approval Required
Q	Remarks:	
R	Personnel accepted by Authority	Self explanatory: This contact have to have easy access to phone and email separate application have to be made using GTF-NPA-004
1	Accountable Manager	
2	PH Flight Operations	
3	PH Maintenance System	
4	PH Crew Training	
5	PH Ground Operations	
6	PH Aviation Security	
7	PH Quality Assurance	
8	PH SMS / Safety	
9	Quality Operations	If the Quality Manager have been split to two function as operations quality and the other one maintenance quality.
10	Quality Maintenance	
S	Point of contact	
1	Cabin crew	This is applicable for those who operate with cabin crew
2	Dangerous Good Officer	This is applicable for those who operate with dangerous goods approved
	Legend:	The approval below will be marked with ✓ if approved or X if it is not approved / Not applicable or – if its not applicable
		Note : Section I,J & O is not used to prevent mis reading