





AVIATION SAFETY FORMS MANUAL		 
Title	AIR OPS – CHECKLIST – AOC, DECLARATION, AOA & OPSSPEC APPLICATION, RENEWAL AND AMENDMENT	
Reference	FOF-CMC-002	

Organisation name:		Certificate/Authorisation no.:	
Audit file no.:	Location:	Date(s):	
Point of contact name:	Title:	Phone & E-mail:	

1.	CAR BR, CHAPTER III - ARTICLE 13 - CERTIFICATION, OVERSIGHT AND ENFORCEMENT			All
2. To ensure compliance with the civil aviation regulations, the national competent authority will:				
(a) receive and assess the applications made, and, where applicable, issue or renew certificates and receive declarations made to them, in accordance with Chapter II;				
(b) perform oversight of holders of certificates, of natural and legal persons that made declarations, and of flight simulation training devices subject to this Regulation;				
(c) conduct the necessary investigations, inspections, including ramp inspections, audits and other monitoring activities to identify possible infringements by legal or natural persons subject to this Regulation of the requirements set out in civil aviation regulations;				
(d) take all necessary enforcement measures, including amending, limiting, suspending or revoking certificates issued by them, grounding of aircraft and imposing penalties (when rendered possible), in order to terminate identified infringements;				
(e) prohibit, limit or make subject to certain conditions the activities referred to in Chapter II, in the interest of safety;				
(f) ensure an appropriate level of qualification of their staff involved in certification, oversight and enforcement tasks, including by providing adequate training.				
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable		Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified	
Remarks:				



2.	CAR BR, CHAPTER III - ARTICLE 14 - VALIDITY OF CERTIFICATES AND DECLARATIONS			All
1.	Certificates issued by the competent authority, and declarations made by natural and legal persons in accordance with the civil aviation regulations shall be subject to the rules, conditions and procedures laid down in such regulations and other administrative requirements and shall be valid for the period prescribed by the competent authority.			
2.	If the competent authority considers that a legal or a natural person to which a certificate has been issued or which has made a declaration no longer complies with the applicable requirements of the civil aviation regulations, the competent authority may take appropriate corrective action and safeguard measures including limitation or suspension of the certificate. From the date at which that corrective action and safeguard measures initiated, the certificate or declaration concerned may, by way of derogation from paragraph 1, no longer be valid.			
3.	In the event a certificate or a declaration was made invalid in accordance with paragraph 2 and once the implementation of the appropriate corrective action and safeguard measures achieve an acceptable level of safety, the competent authority may decide that the certificate or declaration concerned shall again be valid in accordance with paragraph 1.			
4.	This Article shall be without prejudice to the applicable foreign operator's regulations on operators subject to an operating ban.			
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified	

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3.	CAR BR, CHAPTER III - ARTICLE 15 - ACCEPTANCE OF FOREIGN-COUNTRY CERTIFICATION	All
1.	<p>The national competent authority may either issue the certificates provided for in the civil aviation regulations, on the basis of certificates issued in accordance with the laws of a foreign country, or accept certificates and other relevant documentation attesting compliance with civil aviation rules which were issued in accordance with the laws of a foreign country, where such possibility is provided for in:</p> <p>(a) international agreements concerning the recognition of certificates concluded between the UAE and a foreign country;</p> <p>2. In order to achieve and maintain confidence in the regulatory systems of foreign countries, the competent authority shall be authorised to conduct the necessary technical assessments and evaluations of the laws of foreign countries and of foreign aviation authorities. For the purpose of conducting such assessments and evaluations, the GCAA may conclude working arrangements.</p>	
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

4.	AMC2 ARO.GEN.300(a);(b);(c) Oversight	All
EVALUATION OF OPERATIONAL SAFETY RISK ASSESSMENT <p>As part of the initial certification or the continuing oversight of an operator, the competent authority should normally evaluate the operator's safety risk assessment processes related to hazards identified by the operator as having an interface with its operations. These safety risk assessments should be identifiable processes of the operator's management system.</p> <p>As part of its continuing oversight, the competent authority should also remain satisfied as to the effectiveness of these safety risk assessments.</p> <p>(a) General methodology for operational hazards</p> <p>The competent authority should establish a methodology for evaluating the safety risk assessment processes of the operator's management system. When related to operational hazards, the competent authority's evaluation under its normal oversight process should be considered satisfactory if the operator demonstrates its competence and capability to:</p> <ol style="list-style-type: none"> (1) understand the hazards and their consequences on its operations; (2) be clear on where these hazards may exceed acceptable safety risk limits; (3) identify and implement mitigations, including suspension of operations where mitigation cannot reduce the risk to within safety risk limits; (4) develop and execute effectively robust procedures for the preparation and the safe operation of the flights subject to the hazards identified; (5) assess the competence and currency of its staff in relation to the duties necessary for the intended operations and implement any necessary training; and (6) ensure sufficient numbers of qualified and competent staff for such duties. <p>The competent authority should take into account that:</p> <ol style="list-style-type: none"> (1) the operator's recorded mitigations for each unacceptable risk identified are in place; (2) the operational procedures specified by the operator with the most significance to safety appear to be robust; and (3) the staff on which the operator depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures. 		

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EVALUATION OF OPERATORS' VOLCANIC ASH SAFETY RISK ASSESSMENT

In addition to the general methodology for operational hazards, the competent authority's evaluation under its normal oversight process should also assess the operator's competence and capability to:

- choose the correct information sources to use to interpret the information related to volcanic ash contamination forecast and to resolve correctly any conflicts among such sources; and
- take account of all information from its type certificate holders (TCHs) concerning volcanic ash-related airworthiness aspects of the aircraft it operates, and the related pre-flight, in-flight and post flight precautions to be observed.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

5.	ARO.GEN.310 Initial certification procedure - organisations	All
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- Upon receiving an application for the initial issue of a certificate for an organisation, the competent authority will verify the organisation's compliance with the applicable requirements. This verification may take into account the statement referred to in ORO.AOC.100 (b).
- When satisfied that the organisation is in compliance with the applicable requirements, the competent authority will issue the certificate(s), as established in Appendices I to II. The certificate(s) will be issued for a period of 2 years. The privileges and scope of the activities that the organisation is approved to conduct will be specified in the terms of approval attached to the certificate(s).
- To enable an organisation to implement changes without prior competent authority approval in accordance with ORO.GEN.130, the competent authority will approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

6.	AMC1 ARO.GEN.310(a) Initial certification procedure-organisations	All
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VERIFICATION OF COMPLIANCE

- Upon receipt of an application for an air operator certificate (AOC), the competent authority should:
 - assess the management system and processes, including the operator's organisation and operational control system;
 - review the operations manual and any other documentation provided by the organisation; and
 - for the purpose of verifying the organisation's compliance with the applicable requirements, conduct an audit at the organisation's facilities. The competent authority should require the conduct of one or more demonstration flights operated as if they were commercial flights, or an in-flight inspection should be conducted at the earliest opportunity
- The competent authority should ensure that the following steps are taken:
 - The organisation's written application for an AOC should be submitted at least 90 days before the date of intended operation, except that the operations manual may be submitted later, but not less than 60 days before the date of intended operation. The application form should be printed in language(s) of the competent authority's choosing.

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(2) An individual should be nominated by the responsible person of the competent authority to oversee, to become the focal point for all aspects of the organisation certification process and to coordinate all necessary activity. The nominated person should be responsible to the responsible person of the competent authority for confirming that all appropriate audits and inspections have been carried out. He/she should also ensure that the necessary specific or prior approvals required by (b)(3) are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the organisations’ nominated persons. Account should be taken of the relevance of the nominee's previous experience and known record.

(3) Submissions that require the competent authority's specific or prior approval should be referred to the appropriate department of the competent authority. Submissions should include, where relevant, the associated qualification requirements and training programmes.

(c) The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel, should be assessed. This assessment should also include the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.

(d) In order to verify the organisation’s compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, including interviews of personnel and inspections carried out at the organisation’s facilities.
The competent authority should only conduct such an audit after being satisfied that the application shows compliance with the applicable requirements.

(e) The audit should focus on the following areas:



- (1) detailed management structure, including names and qualifications of personnel required by ORO. GEN.210 and adequacy of the organisation and management structure;
- (2) personnel:
 - (i) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges;
 - (ii) validity of licences, ratings, certificates or attestations as applicable;
- (3) processes for safety risk management and compliance monitoring;
- (4) facilities-adequacy with regard to the organisation’s scope of work;
- (5) documentation based on which the certificate should be granted (organisation documentation as required by Part-ORO, including technical manuals, such as operations manual or training manual).

(f) In case of non-compliance, the applicant should be informed in writing of the corrections that are required.

(g) When the verification process is complete, the person with overall responsibility, nominated in accordance with (b)(2), should present the application to the person responsible for the issue of an AOC together with a written recommendation and evidence of the result of all investigations or assessments which are required before the operator certificate is issued. Approvals required should be attached to the recommendation. The competent authority should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. In cases where an application for an organisation certificate is refused, the applicant should be informed of the right of appeal as exists under the GCAA requirement.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

7.	ARO.GEN.330 Changes - organisations	All
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(a) Upon receiving an application for a change that requires prior approval, the competent authority will verify the organisation's compliance with the applicable requirements before issuing the approval.

(b) The competent authority will prescribe the conditions under which the organisation may operate during the change, unless the competent authority determines that the organisation's certificate needs to be suspended.

(c) When satisfied that the organisation is in compliance with the applicable requirements, the competent authority will approve the change.

(d) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received competent authority approval as defined in (a), the competent authority will suspend, limit or revoke the organisation's certificate.

(e) For changes not requiring prior approval, the competent authority will assess the information provided in the notification sent by the organisation in accordance with ORO.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority will:

(1) notify the organisation about the non-compliance and request further changes;

(2) in case of level 1 or level 2 findings, act in accordance with ARO.GEN.350.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

8. AMC1 ARO.GEN.330 Changes - organisations	All
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(a) Changes to personnel specified in Part-ORO
Any changes to Accountable manager specified in ORO.GEN.210(a) that affect the certificate or terms of approval/approval schedule attached to it, require prior approval under ARO.GEN.330(a) and ORO.GEN.130(a) and (b).
When an organisation submits the name of a new nominee for any of the persons nominated as per ORO.GEN.210(b), or for a safety manager as defined under AMC1 ORO.GEN.200(a)(1), the competent authority should require the organisation to produce a written résumé of the proposed person's qualifications. The competent authority should reserve the right to interview the nominee or call for additional evidence of his or her suitability before deciding upon his or her acceptability.

(b) A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the competent authority and when it was approved.



(c) The organisation should provide each management system documentation amendment to the competent authority, including for the amendments that do not require prior approval by the competent authority. Where the amendment requires competent authority approval, the competent authority, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the competent authority should acknowledge receipt in writing within 10 working days.

(d) For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

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9.	ARO.GEN.345 Declaration - organisations	All
<p>(a) Upon receiving a declaration from an organisation carrying out or intending to carry out activities for which a declaration is required, the competent authority will verify that the declaration contains all the information required:</p> <p>(1) pursuant to ORO.DEC.100 of Part-ORO to this Regulation; or</p> <p>(2) (..)</p> <p>After having verified the required information, the competent authority will issue an authorisation and an operations specifications, as established in Appendices III and II. The authorisation will be issued for a limited period not exceeding 2 years. The privileges and scope of the activities that the organisation is approved to conduct will be specified in the terms of approval included in the operations specifications.</p> <p>(b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, the competent authority will notify the organisation about the non-compliance and request further information. If deemed necessary, the competent authority will carry out an inspection of the organisation. If the non-compliance is confirmed, the competent authority will take action as defined in ARO.GEN.350.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		
10.	AMC1 ARO.GEN.345 Declaration - organisations	All
<p>ACKNOWLEDGEMENT OF RECEIPT</p> <p>The competent authority should acknowledge receipt of the declaration and issue the authorisation as per AMC-08.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		
11.	ARO.OPS.100 Issue of the air operator certificate	All
<p>(a) The competent authority will issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in ORO.AOC.100.</p> <p>(b) The certificate will include the associated operations specifications.</p> <p>(c) The approval of a dry lease-in agreement will be suspended or revoked whenever:</p> <p>(1) the certificate of airworthiness of the aircraft is suspended or revoked</p> <p>(2) the aircraft is included in the list of operators subject to operational restrictions or it is registered in a State of which all operators under its oversight are subject to an operating ban pursuant to CAR-FOR.</p> <p>(d) When asked for prior approval of a dry lease-in agreement in accordance with point ORO.AOC.110(d), the competent authority will ensure proper coordination with the State of Registry of the aircraft as necessary to exercise the oversight responsibilities of the aircraft.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		



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12.	ARO.OPS.200 Specific approval procedure	All
<p>(a) Upon receiving an application for the issue of a specific approval or changes thereof, the competent authority will assess the application in accordance with the relevant requirements of Part-SPA and conduct, where relevant, an appropriate inspection of the operator.</p> <p>(b) When satisfied that the operator has demonstrated compliance with the applicable requirements, the competent authority will issue or amend the approval. The approval will be specified in the operations specifications, as established in Appendix II.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

13.	ORO.GEN.115 Application for an AOC	CAT
<p>(a) The application for an air operator certificate or an amendment to an existing certificate shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of CAR-BR and the applicable rules.</p> <p>(b) Applicants for an initial certificate shall provide the competent authority with documentation demonstrating how they will comply with the requirements established in CAR-BR and the applicable rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

14.	ORO.GEN.125 Terms of approval and privileges of an AOC holder	CAT
A certified operator shall comply with the scope and privileges defined in the operations specifications attached to the operator's certificate.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

15.	ORO.GEN.130 Changes related to an AOC holder	CAT
<p>(a) Any change affecting:</p> <p>(1) the scope of the certificate or the operations specifications of an operator; or</p> <p>(2) any of the elements of the operator's management system as required in ORO.GEN.200 (a)(1) and ORO.GEN.200(a)(2), shall require prior approval by the competent authority.</p> <p>(b) For any changes requiring prior approval in accordance with CAR-BR and the applicable rules, the operator shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with CAR-BR and the Applicable Rules and to amend, if necessary, the operator certificate and related terms of approval attached to it. The operator shall provide the competent authority with any relevant documentation. The change shall only be implemented upon receipt of formal approval by the competent authority. The operator shall operate under the conditions prescribed by the competent authority during such changes, as applicable.</p> <p>(c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority.</p>		

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Remarks:			

16.	AMC1 ORO.GEN.130 Changes related to an AOC holder	CAT
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APPLICATION TIME FRAMES	
(a) The application for the amendment of an air operator certificate (AOC) should be submitted at least 30 days before the date of the intended changes.	
(b) In the case of a planned change of a nominated person in accordance with ORO.GEN.210(b) or of a safety manager as defined under AMC1 ORO.GEN.200(a)(1), the operator should inform the competent authority at least 20 days before the date of the proposed change.	
(c) Unforeseen changes should be notified at the earliest opportunity, in order to enable the competent authority to determine continued compliance with the applicable requirements and to amend, if necessary, the AOC and related terms of approval.	

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

17.	AMC1 ORO.GEN.130(b) Changes related to an AOC holder	CAT
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MANAGEMENT OF CHANGES REQUIRING PRIOR APPROVAL	
For changes requiring prior approval, the operators should conduct a safety risk assessment and provide it to the competent authority upon request.	

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			



18.	ORO.GEN.135 Continued validity of an AOC	CAT
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(a) The operator's certificate shall remain valid subject to:	
(1) the operator remaining in compliance with the relevant requirements of CAR-BR and the applicable rules, taking into account the provisions related to the handling of findings as specified under ORO.GEN.150 of this Part;	
(2) the competent authority being granted access to the operator as defined in point ORO.GEN.140 to determine continued compliance with the relevant requirements of CAR-BR and the applicable rules;	
(3) the certificate not being surrendered or revoked.	
(b) Upon revocation or surrender the certificate shall be returned to the competent authority without delay.	

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

19.	ORO.GEN.140 Access	All except NCO
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(a) For the purpose of determining compliance with the relevant requirements of CAR-BR and its applicable rules, the operator shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, SPO authorisation or declaration, whether it is contracted or not, to any person authorised by the competent authority.	
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(b) Access to the aircraft mentioned under (a) shall, **in the case of CAT**, include the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the commander for the flight crew compartment in accordance with CAT.GEN.MPA.135 in the interest of safety.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

20. ORO.AOC.100 Application for an air operator certificate	CAT
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(a) Prior to commencing commercial air transport operations, the operator shall apply for and obtain an air operator certificate (AOC) issued by the competent authority.

(b) The operator shall provide the following information to the competent authority:

- (1) the official name and business name, address, and mailing address of the applicant;
- (2) a description of the proposed operation, including the type(s), and number of aircraft to be operated;
- (3) a description of the management system, including organisational structure;
- (4) the name of the accountable manager;
- (5) the names of the nominated persons required by ORO.AOC.135(a) together with their qualifications and experience;
- (6) a copy of the operations manual required by ORO.MLR.100;
- (7) a statement that all the documentation sent to the competent authority have been verified by the applicant and found in compliance with the applicable requirements.

(c) Applicants shall demonstrate to the competent authority that:

- (1) they comply with all the requirements of Annex V to CAR-BR, this Part, Part-CAT and Part-SPA to this Regulation and the applicable Airworthiness Regulation.
- (2) all aircraft operated have a certificate of airworthiness (CofA) in accordance with CAR 21 or are dry leased in accordance with ORO.AOC.110 (d); and
- (3) its organisation and management are suitable and properly matched to the scale and scope of the operation.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

21. AMC1 ORO.AOC.100 Application for an air operator certificate	CAT
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APPLICATION TIME FRAMES



The application for the initial issue of an AOC should be submitted at least 90 days before the intended start date of operation. The operations manual may be submitted later, but in any case not later than 60 days before the intended start date of operation.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

22. AMC1 ORO.AOC.100(a) Application for an air operator certificate	CAT
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OPERATOR SECURITY PROGRAMME

In accordance with CAR PART VII - Aviation Security, as part of granting the AOC, the CAT operator should provide the competent authority with the operator's security programme, including security training. The security programme should be adapted to the type and area of operation, as well as to the aircraft operated.



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Remarks:			

23	ORO.AOC.105 Operations specifications and privileges of an AOC holder				CAT
The privileges of the operator, including those granted in accordance with Part-SPA, shall be specified in the operations specifications of the certificate.					
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable		Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable		<input type="checkbox"/> Not verified
Remarks:					

24.	ORO.AOC.120 Approvals to provide cabin crew training and to issue cabin crew attestations	CAT
<p>(a) When intending to provide the training course required in CAR-CC, the operator shall apply for and obtain an approval issued by the competent authority. For this purpose, the applicant shall demonstrate compliance with the requirements for the conduct and content of training course established in CC.TRA.215 and CC.TRA.220 of that CAR and shall provide the competent authority with:</p> <p>(1) the date of intended commencement of activity;</p> <p>(2) the personal details and qualifications of the instructors as relevant to the training elements to be covered;</p> <p>(3) the name(s) and address(es) of the training site(s) at which the training is to be conducted;</p> <p>(4) a description of the facilities, training methods, manuals and representative devices to be used; and</p> <p>(5) the syllabi and associated programmes for the training course.</p> <p>(b) If the competent authority decides, in accordance with CAR-PART II, that operators may be approved to issue cabin crew attestations, the applicant shall, in addition to (a):</p> <p>(1) demonstrate to the competent authority that:</p> <p>(i) the organisation has the capability and accountability to perform this task;</p> <p>(ii) the personnel conducting examinations are appropriately qualified and free from conflict of interest; and</p> <p>(2) provide the procedures and the specified conditions for:</p> <p>(i) conducting the examination required by CC.TRA.220;</p> <p>(ii) issuing cabin crew attestations; and</p> <p>(iii) supplying the competent authority with all relevant information and documentation related to the attestations it will issue and their holders, for the purpose of record-keeping, oversight and enforcement actions by that authority.</p> <p>(c) The approvals referred to in (a) and (b) shall be specified in the operations specifications.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

25.	ORO.AOC.125 Non-commercial operations of aircraft listed in the operations specifications by the holder of an AOC	CAT
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Title	AIR OPS – CHECKLIST – AOC, DECLARATION, AOA & OPSSPEC APPLICATION, RENEWAL AND AMENDMENT	
Reference	FOF-CMC-002	

(a) The AOC holder may conduct non-commercial operations in accordance with Part-NCC or Part-NCO with aircraft listed in the operations specifications of its AOC or in its operations manual, provided that the AOC holder describes such operations in detail in the operations manual, including the following:

- (1) an identification of the applicable requirements;
- (2) a description of any differences between operating procedures used when conducting CAT operations and non-commercial operations;
- (3) means of ensuring that all personnel involved in the operations are fully familiar with the associated procedures;

(b) An AOC holder shall comply with:

- (1) Part-SPO when conducting maintenance check flights with complex motor-powered aircraft;
- (2) Part-NCO when conducting maintenance check flights with other than complex motor-powered aircraft.

(c) An AOC holder conducting operations referred to in points (a) and (b) shall not be required to submit a declaration in accordance with this Part.



(d) The AOC holder shall specify the type of flight, as listed in its operations manual, in the flight-related documents (operational flight plan, loadsheet and other equivalent documents).

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

26.	AMC1 ORO.AOC.125(a) Non-commercial operations of an AOC holder with aircraft listed on its AOC	CAT
FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS When aircrew members are assigned to perform a series of flights that combine several types of operation (CAT, NCC/NCO), the operator should:		
(a) comply at any time with the provisions for cumulative flight times and duty periods for any CAT operation; and (b) include any combination of types of operation in its safety risk management process to ensure that the fatigue risks arising from such operations do not affect the CAT operation.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

27.	AMC2 ORO.AOC.125(a) Non-commercial operations of an AOC holder with aircraft listed on its AOC	CAT
APPLICABLE REQUIREMENTS An AOC holder should apply either of the options below to its non-commercial operations:		
(a) the same operational procedures as those used for its CAT operations. In this case, the AOC holder should state this option in the operations manual and ensure that the procedures comply with Part-CAT. No further descriptions are required; or (b) different operational procedures from those used for its CAT operations. In this case, the procedures should comply with Part-ORO, except for Subpart-DEC, and Part-NCC for complex motor-powered aircraft or with Part-NCO for other than complex motor-powered aircraft, as appropriate.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

28.	AMC1 ORO.AOC.125(a)(2) Non-commercial operations of an AOC holder with aircraft listed on its AOC	CAT
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DIFFERENT OPERATING PROCEDURES FOR NON-COMMERCIAL OPERATIONS



When developing operating procedures for non-commercial operations that are different from the ones used for its CAT operations, the AOC holder should identify the hazards and assess and mitigate the risks associated with each specific non-commercial operation, as part of the safety risk management process in compliance with ORO.GEN.200.

This process should consider at least the following elements:

- (a) Flight profile (including manoeuvres to be performed, any simulated abnormal situations in flight, duties and responsibilities of the crew members);
- (b) Continuing airworthiness, as applicable. This includes the case when the aircraft is returned to the AOC holder after having been used by another operator for operations in accordance with ORO.GEN.310;
- (c) Levels of functional equipment and systems (MEL, CDL);
- (d) Operating procedures, minima, and dispatch criteria;
- (e) Operating a flight with a double purpose (e.g. a relocation flight used as a line training flight or a maintenance check flight used as a line training flight);
- (f) Specific approvals held by the AOC holder;
- (g) Flight and duty time limitations and rest requirements and cumulative fatigue;
- (h) Selection, composition, and training of flight crew and cabin crew;
- (i) Multi-pilot operation as per Part-CAT vs. single-pilot operation when operating according to Part-NCC or Part-NCO;
- (j) Flights performed with aircrew that includes aircrew members of another operator, who have not completed a familiarisation training and who may not be familiar with the AOC holder's operational procedures;



Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

29.	AMC2 ORO.AOC.125(a)(2) Non-commercial operations of an AOC holder with aircraft listed on its AOC	CAT
PLANNING FLIGHTS WITH AN INCREASED LEVEL OF RISK		
<p>(a) Significant aspects such as the ones below should be addressed in the risk assessment and risk mitigation process by any operator conducting such flights:</p> <ul style="list-style-type: none"> (1) which pilots are involved in their operation; (2) what is the purpose of the flight; and (3) how it is to be accomplished — what flight procedures are to be applied. <p>(b) The AOC holder should prepare the non-commercial operations with an increased level of risk taking into consideration the following elements, as applicable:</p> <ul style="list-style-type: none"> (1) pre-flight briefing; (2) duties and responsibilities of the flight crew members involved, task sharing; (3) special operating procedures; (4) manoeuvres to be performed in flight, minimum and maximum speeds and altitudes for all portions of the flight; (5) operational limitations; (6) potential risks and contingency plans; 		

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(7) adequate available airspace and coordination with the air traffic control (ATC);			
(8) selection of flight crew members; and			
(9) additional flight crew training at regular intervals to ensure recency (considering also a flight of a similar risk profile in the simulator, if needed).			
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

30.	ORO.AOC.135 Personnel requirements AMC1 ORO.GEN.210(b).G ORO.SPO.100 – Item (a)	CAT NCC SPO	
(a) In accordance with point ORO.GEN.210 (b), the operator shall nominate persons responsible for the management and supervision of the following areas: (1) flight operations; (2) crew member training; (3) ground operations; (4) continuing airworthiness or for the continuing airworthiness management contract in accordance with CAR M, as the case may be. (b) Adequacy and competency of personnel (1) The operator shall employ sufficient personnel for the planned ground and flight operations. (2) All personnel assigned to, or directly involved in, ground and flight operations shall: (i) be properly trained; (ii) demonstrate their capabilities in the performance of their assigned duties; and (iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole. (c) Supervision of personnel (1) The operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organisation and the number of personnel employed. (2) The duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities. (3) The supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.			
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			
31.	AMC1 ORO.AOC.135(a) Personnel requirements AMC1 ORO.GEN.210(b).G ORO.SPO.100 – Item (a)	CAT NCC SPO	

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NOMINATED PERSONS

- (a) The person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the operation.
- (b) A description of the functions and the responsibilities of the nominated persons, including their names, should be contained in the operations manual.
- (c) The holder of an AOC should make arrangements to ensure continuity of supervision in the absence of nominated persons.
- (d) The person nominated by the holder of an AOC should not be nominated by another holder of an AOC, unless agreed with the competent authorities concerned.
- (e) Persons nominated should be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the operation.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

32.	AMC2 ORO.AOC.135(a) Personnel requirements AMC1 ORO.GEN.210(b).G AMC2 ORO.SPO.100(a) Personnel requirements	CAT NCC SPO
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COMBINATION OF NOMINATED PERSONS RESPONSIBILITIES

- (a) The acceptability of a single person holding several posts, possibly in combination with being the accountable manager, should depend upon the nature and scale of the operation. The two main areas of concern should be competence and an individual's capacity to meet his/her responsibilities.
- (b) As regards competence in different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.
- (c) The capacity of an individual to meet his/her responsibilities should primarily be dependent upon the scale of the operation. However, the complexity of the organisation or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.
- (d) In most circumstances, the responsibilities of a nominated person should rest with a single individual. However, in the area of ground operations, it may be acceptable for responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.



Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

33.	ORO.AOC.140 Facility requirements ORO.SPO.100 – Item (a)	AOC SPO
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In accordance with ORO.GEN.215, the operator shall:

- (a) make use of appropriate ground handling facilities to ensure the safe handling of its flights;
- (b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and
- (c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

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34.	ORO.AOC.150 Documentation requirements ORO.SPO.100 – Item (a)	AOC SPO
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- (a) The operator shall make arrangements for the production of manuals and any other documentation required and associated amendments.
- (b) The operator shall be capable of distributing operational instructions and other information without delay.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
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Remarks:	
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35.	ORO.DEC.100 Declaration NCO.GEN.102.G Declaration	NCC and SPO NCO
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The operator of complex motor-powered aircraft engaged in non-commercial operations, the operator of complex motor-powered aircraft engaged in non-commercial specialised operations, and the commercial specialised operator shall:

- (a) provide the competent authority with all relevant information prior to commencing operations, using the form contained in Appendix I to this Part;
- (b) notify to the competent authority a list of the alternative means of compliance it intends to use and obtain the necessary approval(s);
- (c) maintain compliance with the applicable requirements and with the information given in the declaration;
- (d) notify the competent authority without delay of any changes to its declaration or the means of compliance it uses through submission of an amended declaration using the form contained in Appendix I to this Part; and
- (e) notify the competent authority when it ceases operation.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
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Remarks:	
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36.	AMC1 ORO.DEC.100(a).G Declaration AMC1 NCO.GEN.102(a).G Declaration	NCC and SPO NCO
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Authorisation of declared operations

Prior to commencing declared operations, the operator should obtain a written authorisation and an operations specifications issued by the competent authority following the declaration.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
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Remarks:	
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37.	AMC1 ORO.DEC.100(d) Declaration AMC1 NCO.GEN.102(d).G Declaration	NCC and SPO NCO
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CHANGES

The new declaration should be submitted before the change becomes effective indicating the date as of which the change would apply.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
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Remarks:	
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38. ORO.SPO.100 Common requirements for commercial specialised operators	SPO
<p>(a) A commercial specialised operator shall in addition to ORO.DEC.100 also comply with ORO.AOC.135, ORO.AOC.140 and ORO.AOC.150.</p> <p>(b) Aircraft shall have a certificate of airworthiness (CofA) in accordance with CAR 21 or shall be leased-in in accordance with (c).</p> <p>(c) A commercial specialised operator shall obtain prior approval of the competent authority and comply with the following conditions:</p> <p>(1) for wet leasing-in an aircraft of a foreign operator:</p> <p>(i) that the safety standards of a foreign operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by CAR-PART V;</p> <p>(ii) that the aircraft of a foreign operator has a standard CofA issued in accordance with Annex 8 to the Convention on International Civil Aviation;</p> <p>(iii) that the duration of the wet lease-in does not exceed seven months in any 12 consecutive month period;</p> <p>(2) for dry leasing-in an aircraft registered in a foreign country:</p> <p>(i) that an operational need that cannot be satisfied through leasing an aircraft registered in the UAE has been identified;</p> <p>(ii) that the duration of the dry lease-in does not exceed seven months in any 12 consecutive month period;</p> <p>(iii) that the safety standards of the foreign aircraft with regard to continuing airworthiness are equivalent to the applicable requirements established by CAR-PART V;</p> <p>(iv) that the aircraft is equipped in accordance with Part-SPO.</p>	
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:	

39. AMC1 ORO.SPO.100(a) Personnel requirements	SPO
NOMINATED PERSONS	
<p>(a) The person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the commercial specialised operation.</p> <p>(b) A description of the functions and the responsibilities of the nominated persons, including their names, should be contained in the operations manual.</p> <p>(c) A commercial specialised operator should make arrangements to ensure continuity of supervision in the absence of nominated persons.</p> <p>(d) The person nominated by a commercial specialised operator should normally not be nominated by another commercial specialised operator.</p> <p>(e) Persons nominated should be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the commercial specialised operation.</p>	
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:	

40. AMC1 ORO.SPO.100(c) Common requirements for commercial specialised operators	SPO
LEASING OF AIRCRAFT FROM A FOREIGN COUNTRY OPERATOR — INFORMATION TO BE PROVIDED TO THE COMPETENT AUTHORITY	
The operator intending to lease-in an aircraft should provide the competent authority with the following information:	

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(a) the aircraft type, registration markings and serial number;
(b) the name and address of the registered owner;
(c) a copy of the valid certificate of airworthiness;
(d) a copy of the lease agreement or description of the lease provisions, except financial arrangements;
(e) duration of the lease.

The information mentioned above should be accompanied by a statement signed by the lessee that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

41.	AMC1 ORO.SPO.100(c)(1) Common requirements for commercial specialised operators	SPO								
WET LEASE-IN OF AN AIRCRAFT REGISTERED IN A FOREIGN STATE If the operator is not intending to apply competent authority's safety requirements for air operations and continuing airworthiness when wet leasing-in an aircraft registered in a foreign State, it should demonstrate to the competent authority that the standards complied with are equivalent to the following requirements: (a) Part-SPO; (b) Part-ORO: (1) ORO.GEN.110 and Section 2 of Subpart GEN; (2) ORO.MLR, excluding ORO.MLR.105; (3) ORO.FC; (c) Part-SPA, if applicable; (d) for continuing airworthiness management of the foreign operator, Part-M Subpart-B, Subpart-C and Subpart-G, excluding M.A.707, and M.A.710; (e) for the maintenance organisation used by the foreign operator during the lease period: Part-145; and (f) the operator should provide the competent authority with a full description of the operating procedures and safety assessment demonstrating compliance with the requirements safety objectives set out in points (b) (1)-(3).										
<table border="1"> <tr> <td>Evaluation result</td> <td>Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable</td> <td>Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable</td> <td><input type="checkbox"/> Not verified</td> </tr> <tr> <td>Remarks:</td> <td colspan="3"></td> </tr> </table>			Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified	Remarks:			
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified							
Remarks:										

42.	AMC2 ORO.SPO.100(c)(1) Common requirements for commercial specialised operators	SPO								
WET LEASE-IN The lessee should maintain a record of occasions when lessors are used, for inspection by the competent authority.										
<table border="1"> <tr> <td>Evaluation result</td> <td>Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable</td> <td>Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable</td> <td><input type="checkbox"/> Not verified</td> </tr> <tr> <td>Remarks:</td> <td colspan="3"></td> </tr> </table>			Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified	Remarks:			
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified							
Remarks:										
43.	ORO.SPO.110 Authorisation of high risk commercial specialised operations	SPO								



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- (a) A commercial specialised operator shall apply for and obtain an authorisation issued by the competent authority of the operator prior to commencing a high risk commercial specialised operation:
- (1) that is carried out over an area where the safety of third parties on the ground is likely to be endangered in the event of an emergency, or
 - (2) that, as determined by the competent authority of the place where the operation is conducted, due to its specific nature and the local environment in which it is conducted, poses a high risk, in particular to third parties on the ground.
- (b) The operator shall provide the following information to the competent authority:
- (1) the official name and business name, address, and mailing address of the applicant;
 - (2) a description of the management system, including organisational structure;
 - (3) a description of the proposed operation, including the type(s), and number of aircraft to be operated;
 - (4) the risk assessment documentation and related standard operating procedures, required by SPO.OP.230;
 - (5) a statement that all the documentation sent to the competent authority has been verified by the operator and found in compliance with the applicable requirements.
- (c) The application for an authorisation or its amendment shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of CAR-BR and the applicable rules.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

44.	ORO.SPO.115 Changes	SPO
<p>(a) Any change affecting the scope of the authorisation or the authorised operations shall require prior approval of the competent authority. Any change not covered by the initial risk assessment, shall require the submission of an amended risk assessment and SOP to the competent authority.</p> <p>(b) The application for approval of a change shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with CAR-BR and the applicable rules and to amend, if necessary, the authorisation. The operator shall provide the competent authority with any relevant documentation.</p> <p>(c) The change shall only be implemented upon receipt of formal approval by the competent authority.</p> <p>(d) The operator shall operate under the conditions prescribed by the competent authority during such changes, as applicable.</p>		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

45. ORO.SPO.120 Continued validity	SPO
<p>(a) An operator holding a specialised operation authorisation shall comply with the scope and privileges defined in the authorisation.</p> <p>(b) The operator's authorisation shall remain valid subject to:</p> <ol style="list-style-type: none"> (1) the operator remaining in compliance with the relevant requirements of CAR-BR and the applicable rules, taking into account the provisions related to the handling of findings as specified under ORO.GEN.150; 	

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- (2) the competent authority being granted access to the operator as defined in ORO.GEN.140 to determine continued compliance with the relevant requirements of CAR-BR and the applicable rules; and
- (3) the authorisation not being surrendered or revoked.
- (c) Upon revocation or surrender the authorisation shall be returned to the competent authority without delay.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

46. CAT.GEN.MPA.180 Documents, manuals and information to be carried	CAT
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- (a) The following documents, manuals and information shall be carried on each flight, as originals or copies unless otherwise specified:
- (6) the operations specifications relevant to the aircraft type, issued with the AOC, including an English translation when the operations specifications have been issued in another language;

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

47. SPA.GEN.105 Application for a specific approval	All
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- a) The operator applying for the initial issue of a specific approval shall provide to the competent authority the documentation required in the applicable Subpart, together with the following information:
- (1) the name, address and mailing address of the applicant;
- (2) a description of the intended operation.
- (b) The operator shall provide the following evidence to the competent authority:
- (1) compliance with the requirements of the applicable Subpart;
- (2) that the relevant elements defined in the mandatory part of the operational suitability data established in accordance with CAR 21 are taken into account.
- (c) The operator shall retain records relating to (a) and (b) at least for the duration of the operation requiring a specific approval, or, if applicable, in accordance with Part-ORO.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

48. AMC1 SPA.GEN.105(a) Application for a specific approval	All
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- DOCUMENTATION**
- (a) Operating procedures should be documented in the operations manual.
- (b) If an operations manual is not required, operating procedures may be described in a manual specifying procedures (procedures manual). If the aircraft flight manual (AFM) or the pilot operating handbook (POH) contains such procedures, they should be considered as acceptable means to document the procedures.

Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	<input type="checkbox"/> Not verified
Remarks:			

AVIATION SAFETY FORMS MANUAL		 
Title	AIR OPS – CHECKLIST – AOC, DECLARATION, AOA & OPSSPEC APPLICATION, RENEWAL AND AMENDMENT	
Reference	FOF-CMC-002	

49.	SPA.GEN.110 Privileges of an operator holding a specific approval	All
The scope of the activity that an operator is approved to conduct shall be documented and specified in the operations specifications.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

50.	SPA.GEN.115 Changes to a specific approval	All
When the conditions of a specific approval are affected by changes, the operator shall provide the relevant documentation to the competent authority and obtain prior approval for the operation.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

51.	SPA.GEN.120 Continued validity of a specific approval	All
Specific approvals shall be issued for an unlimited duration and shall remain valid subject to the operator remaining in compliance with this Part and additional requirements associated with the specific approval and taking into account the relevant elements defined in the mandatory part of the operational suitability data established in accordance with CAR 21.		
Evaluation result	Documented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable	Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Not applicable <input type="checkbox"/> Not verified
Remarks:		

GCAA USE ONLY			
Overall assessment and other remarks:			
Evaluator's name:	ID no:	Date:	Signature: