



ADVISORY CIRCULAR

CAA-AC-OPS041
November 2022

INCLUSION OF AIRCRAFT ON AOC

1.0 PURPOSE

- 1.0.1 This Advisory Circular (AC) provides guidance to air operators seeking to add a variant of an aircraft type currently approved under their Air Operator Certificate (AOC) for commercial air transport operations carrying passengers and cargo
- 1.0.2 This Advisory Circular (AC) also provides guidance to air operators seeking to add a new type of aircraft to their Air Operator Certificate (AOC) for commercial air transport operations carrying passengers and cargo.
- 1.0.3 This Advisory Circular (AC) is an Initial issue dated November 2022.

2.0 REFERENCES

Regulation 10 and 24 of the Civil Aviation (Air Operators Certification and Administration) Regulations, 2022;

3.0 GENERAL

- 3.0.1 The addition of a variant aircraft to an existing fleet of that aircraft type requires UCAA approval before any operations of that aircraft. UCAA must—
 - 1) Determine that this aircraft is compatible with the operations and maintenance procedures previously approved for the specific aircraft fleet; and
 - 2) Ensure that any differences between the variant aircraft and the specific fleet have been addressed by the air operator.
- 3.0.2 This AC outlines the preparation and submission of a formal application for the addition of the aircraft. It also outlines the overall process that will be followed by UCAA personnel during the document conformance evaluation and subsequent inspections and demonstrations necessary to this addition.

- 3.0.3 The air operator seeking the addition of a variant aircraft will be subject to the evaluations and inspections listed in this AC.
- 3.0.4 The addition of a new aircraft type to an air operator certificate requires UCAA approval before any operations of that aircraft-specific type by the air operator.
- 3.0.5 This AC outlines the preparation and submission of a formal application for the addition of the new aircraft-specific type to an existing air operator certificate. It also outlines the overall process that will be followed by UCAA personnel during the document conformance evaluation and subsequent inspections and demonstrations necessary to the addition of the new aircraft type to the AOC.
- 3.0.6 The air operator seeking the addition of a new aircraft type to an existing air operator certificate will be subject to the evaluations and inspections listed in this AC.

4.0 APPLICATION & PROCESS: ADDING AIRCRAFT (SAME MAKE/MODEL) TO AOC

4.1 DETERMINE THE COMPLEXITY OF APPROVAL PROCESS

4.1.1 How Variant is the Variant Aircraft?

- 4.1.2 UCAA highly recommends that the AOC holder conduct an evaluation of the complexity of the differences between the proposed aircraft and the existing fleet of that aircraft type. This evaluation should be accomplished using the “Evaluate variant Aircraft (Same Make/ Model)” checklist located in Appendix A to this AC.
- 4.1.3 The AOC holder’s evaluation team should consist of aircraft type-specific qualified operations and airworthiness personnel.
- 4.1.4 This completed evaluation form will be the basis for UCAA decision regarding the extent of the formal application and approval process.

4.2 DETERMINE THE COMPLEXITY OF THE DIFFERENCES

- 4.2.1 The AOC holder’s evaluation team will determine, for each element of the evaluation checklist, the complexity level assigned to that element from the following listing—
 - Level 0 – No document revision or personnel briefing or training required.
 - Level 1 – Document revision required, but no personnel briefing or training required.
 - Level 2 – Document revision required and personnel briefings required to ensure workforce understand differences.
 - Level 3 – Document revision required and formal ground training required to ensure workforce understand complexity of differences.

- Level 4 – Document revision required, formal ground training required and flight training required to ensure pilots are aware of specific flight characteristics.

4.2.2 The completed evaluation checklist with a complexity level assigned to each element must be formally provided to UCAA.

Note: 1. If all of the complexity levels are determined to be 1 or 2 only, the application process will be limited to the evaluation of the submitted documents and observation of briefings.

2. If any of the complexity levels are determined to be 3 or 4, the formal application process is required. UCAA will determine the extent of the process by applying the submission requirements of this AC.

4.3 UCAA PRELIMINARY EVALUATION

4.3.1 UCAA will assign a team of type-qualified operations and airworthiness inspectors to go to the aircraft to audit the AOC holder's evaluation.

4.3.2 This team will review each element to confirm the assigned complexity levels before a UCAA decision is made regarding the extent and complexity of the application.

4.3.3 UCAA will then issue a formal letter of its decision regarding the formal application document submissions and the inspection and demonstrations that will be required.

4.4 IF FORMAL APPLICATION IS REQUIRED

If formal application is required, use the guidance in item 5.0 (Adding New Aircraft type to AOC) below for the processing of the applications and the formal inspection and demonstrations required.

5.0 PROCESS & APPLICATION: ADDING NEW AIRCRAFT TYPE TO AOC

5.0.1 Using the Tables in This Circular,

5.0.2 ABBREVIATIONS FOR TYPE OF OPERATOR

The following abbreviations are used throughout this document to indicate the requirements for each group of applicants—

- **LC** = large aircraft, no passenger seats
- **L** = large aircraft, 20+ passenger seats
- **C** = aircraft with 10 to 19 passenger seats
- **B** = Charter Operations with 9 or less passenger seats
- **S** = Charter Operations with 9 or less passenger seats operated by a single pilot
- **H** = helicopter operator

5.0.3 APPLICABLE REQUIREMENTS

- a. Throughout this advisory circular, different tables will be used to outline the requirements applicable to the general groupings of applicants.
- b. The checkmark [] in a column will indicate that the requirement listed on that row is applicable to that particular group. It is very important to the understanding of the requirements outlined in this advisory circular that the reader should not go beyond this point without the concept of how the checkmark symbol is used in these tables. The darkened cells indicate there is not a requirement for that document or manual. That checkmark indicates that the particular manual, document or record is required for the general group of applicants.
- c. In the example below, “Document 1” would be required only for groupings **LC** and **L** (not for **C**, **B**, **S**, or **H**). “Manual 2” would be required only for groupings **B**, **S** and **H** (not for **LC**, **L** or **C**).

EXAMPLE OF APPLICABLE REQUIREMENT							
Copies	Description	LC	L	C	B	S	H
1	Document 1	<input type="checkbox"/>	<input type="checkbox"/>				
2	Manual 2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1 PRE-APPLICATION

An applicant for inclusion of a new type of Aircraft onto an AOC will need an initial, personal briefing from the UCAA team that will be making these evaluations. This is through a step called “Pre-Application Meeting.”

5.1.1 PRE-APPLICATION STATEMENT OF INTENT

- a. The AOC holder should complete a “Pre-Application Statement of Intent.” **Form: AC-OPS001**. It is a two-page form that provides UCAA advance notice of the applicant’s intentions.
- b. The applicant should send this form to UCAA at least 60 working days before they would like to begin commercial air transport flights using the new aircraft type. (If the applicant needs help understanding the form, they should schedule an informal meeting with UCAA for assistance in its completion.)

Copies	Description	LC	L	C	B	S	H
1	Pre-Application Statement of Intent (PASI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- c. This form is simply a general statement of the applicant's intentions. It does not commit the applicant to hire any persons or buy any aircraft. The purpose of the form is to state his intentions to add a new or variant aircraft to an existing aircraft type-specific fleet.

5.1.2 PRE-APPLICATION MEETING

- 5.1.2.1 After UCAA has reviewed the applicant's pre-application statement, they contact him to schedule a meeting. This meeting is to personally brief the applicant and any other persons of his choice on the certification process and requirements.
- 5.1.2.2 UCAA will advise the applicant on how to make a formal application, including which documents, contracts and proposed records that must be provided. UCAA will discuss the timelines that will be associated with the approval of a new type of aircraft for the AOC holder.

5.2 CERTIFICATION PROCESS

- 5.2.1 The briefing will outline that the safety certification is a 5-phase process. The *Pre- Application Phase* is the period between the filing of the statement of intent and the filing of the formal application.
- 5.2.2 During that phase the applicant will be assigned a Certification Project Manager to follow this process and provide answers to the applicant's questions while he is getting the formal package together.

Note: Throughout the process, it is the applicant's responsibility to respond to UCAA's findings and comments to provide the required documents and make the necessary revisions to their processes and documentation.

- 5.2.3 The *Formal APPLICATION Phase* is the period of time between the submission of the formal application package and actual evaluation of the documents. A UCAA team will meet to determine if the applicant's application package is complete. The Applicant shall also submit an acceptable Schedule of Events that will be reviewed by UCAA and the applicant during the Formal Application meeting.
 - If it's not complete, the entire package is returned to the applicant for additional work or documents.
 - If the applicant's formal application package is acceptable for further review, the UCAA team will schedule a Formal Application meeting with him, after which phase two is closed.
- 5.2.4 The next phase is the *Document EVALUATION Phase*. In this phase UCAA will be reviewing in-depth the applicant's manuals, documents and proposed records for acceptability. The applicant will probably have to act on a priority basis to revise these documents so that they are acceptable to UCAA.

5.2.5 When that phase is complete, next is the ***Demonstration Phase***. During this period, UCAA will inspect the applicant’s facilities, technical support, aircraft, equipment, communications, observe training and checking of crews, and evaluate the AOC holder’s demonstration of capability for operating the new aircraft type.

5.2.6 The ***Final Certification Phase*** is the one in which UCAA completes their paperwork and issuance of approvals, including the issuance of an Operations Specifications authorizing the use of the new aircraft type in commercial air transport.

6.0 REQUIRED MANUALS, DOCUMENTS & RECORDS

6.0.1 The tables below summarize the numbers of each manual, document and records that must be submitted with the formal application. They are separated, first, according to three categories of use—

- 1) **General Use.** Those manuals, documents and records that provide the general policies and procedures the applicant intends their personnel to use during maintenance and flight operations.
- 2) **Fleet Type Specific.** Those manuals, documents and records that provide the policies and procedures the applicant intends their personnel to use during maintenance and operations of an aircraft type.
- 3) **Individual Aircraft.** Those manuals, documents and records that must be available for the individual aircraft by serial number.

For clarity, the tables are further separated according to whether the submission requirement is for a—

1. Manual;
2. Document; or
3. Record

6.1 MODIFICATIONS TO GENERAL USE MANUALS, DOCUMENTS & RECORDS

The applicant has already provided the manuals, documents and records relating to the overall operations and/or maintenance necessary to an AOC holder. Only the revisions to those manuals that are necessary to include the new aircraft type should be submitted. Hence no submission is required for manuals not revised.

6.1.1 MODIFIED GENERAL USE MANUALS

6.1.1.1 If any of the following manuals relating to overall policies and/or procedures for the operations and maintenance of an AOC were modified to accommodate the new aircraft type, those modified pages must be provided as a revision with the application package—

Copies	Description	LC	L	C	B	S	H
2	Operations Manuals (GOM Parts A, B, C and AFM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Cabin Crew Member Manual (CCM)		<input type="checkbox"/>				
2	Training Manual (GOM Part D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Maintenance Control Manual (MCM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Line Station Manual		<input type="checkbox"/>	<input type="checkbox"/>			
2	Ground Handling Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6.1.1.2 If any of the separate program manuals related to specific operational policies and/or procedures were revised, those revisions shall be provided with the applicant's formal application. (The need for new program manuals will be identified during the Pre-Application Meeting.)—

6.1.2 MODIFIED GENERAL USE DOCUMENTS

If any of the following documents relating to the overall operations and/or maintenance of an AOC were revised or added to accommodate the new aircraft type, that revision must be submitted with the application—

Copies	Description	LC	L	C	B	S	H
1	Resumes for persons nominated for training/ checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
1	Ground Handling Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1	Contracts for Training/Facility/Personnel/ Simulators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
1	Other contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

6.1.3 MODIFIED GENERAL USE RECORDS

If any of the following records relating to the overall operations and/or maintenance of an AOC were revised or added to accommodate the new aircraft type, that revision must be submitted with the application—

Copies	Description	LC	L	C	B	S	H
2	Aircraft Journey/Tech-log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Maintenance Deferred Defects Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Maintenance Condition & Summary Record				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Operations Flight Planning Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Flight Crew Qualification Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Cabin Crew Qualification Record		<input type="checkbox"/>				
2	Crew Flight/Duty Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Service Provider Personnel Qualification Records (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6.1.4 FLEET TYPE SPECIFIC MANUALS, DOCUMENTS & RECORDS

The applicant is required to provide manuals, documents and records relating to aircraft-specific fleet operations and/or maintenance that are necessary to an AOC holder.

6.1.4.1 FLEET TYPE-SPECIFIC MANUALS

6.1.4.1.1 The following manuals relating to policies and/or procedures for the operations and/or maintenance of the new aircraft type, the AOC the applicant must submit those manuals with this application—

Copies	Description	LC	L	C	B	S	H
2	Standard Operating Procedures (SOPs) [Checklists/Profiles/Briefings/Limitations]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Pilot Operating Handbook (POH)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Approved Flight Manual (AFM) for each fleet model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Minimum Equipment List (MEL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Master Minimum Equipment List (MMEL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Configuration Deviation List (CDL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Runway Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Aircraft Performance Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Fueling/Loading/Serviceing Manual(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Aircraft Deicing Procedures/Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Aircraft Maintenance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2	Supplemental Structures Inspection Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Corrosion Prevention and Control Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Aging Aircraft Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1	Manufacturer's Maintenance Inspection Documents				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Aircraft Maintenance Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.1.4.1.2 The following separate fleet-specific program manuals related to specific operational policies and/or procedures may be required in the applicant’s formal application—.

Note: The applicable requirements will be discussed during the Pre-Application Meeting.

Copies	Description	LC	L	C	B	S	H
2	Mass & Balance Program Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6.1.4.2 **FLEET TYPE-SPECIFIC DOCUMENTS**

The following documents relating to the operations and/or maintenance of the new aircraft type must be submitted with the application—

Copies	Description	LC	L	C	B	S	H
1	Letter from manufacturer advising the latest revision to their pilot operating manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Operating Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Passenger Briefing Cards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Maintenance Task Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	Contract from each Approved Maintenance Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Certificates & Authorizations from each Maintenance Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.1.4.3 **FLEET TYPE-SPECIFIC RECORDS**

The following records required for the operations and/or maintenance of the new aircraft type must be submitted with the application—

Copies	Description	LC	L	C	B	S	H
2	Load & Performance Planning Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.2 INDIVIDUAL AIRCRAFT MANUALS, DOCUMENTS & RECORDS

The applicant is also required to provide manuals, documents and records relating to individual aircraft during the certification.

6.2.1 INDIVIDUAL AIRCRAFT MANUALS

The following manuals should be provided by the applicant in the formal application package: -

Copies	Description	LC	L	C	B	S	H
<input type="checkbox"/>	Approved Flight Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= *Must be in aircraft for all operations of aircraft.*

6.2.2 INDIVIDUAL AIRCRAFT DOCUMENTS

The following documents relating to an individual aircraft should be provided by the applicant in his formal application package: -

Copies	Description	LC	L	C	B	S	H
1	Copy of Certificate of Airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Copy of Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Lease of Aircraft (or ownership papers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Aircraft Insurance Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Weight and Balance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Installed Equipment List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	LOPA		<input type="checkbox"/>				
1	Configuration Conformance Report		<input type="checkbox"/>				

6.2.3 INDIVIDUAL AIRCRAFT RECORDS

Access to the aircraft records shall be by the applicant at the start of Phase 4 of the process—

Copies	Description	LC	L	C	B	S	H
<input type="checkbox"/>	Airframe Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Power plant Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Propeller Maintenance Records (if propeller-driven aircraft)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Component Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Aircraft Survival and Equipment Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Flight Deck Voice and Data Recorder Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= *These records must be available for inspection in applicant's designated facilities.*

7.0 ADDITIONAL DOCUMENT REQUIREMENTS

7.1 FLIGHT SAFETY DOCUMENTS SYSTEM

Applicants operating large aircraft will be required to provide their manuals under the flight safety documents system concept. The integrated flight safety document is concept is explained in CAA-AC-OPS043.

7.2 PROVISION OF DIGITAL DOCUMENTS FOR COMMENTING

7.2.1 Applicants that are required to submit their documents under the flight safety documents system will also provide these documents in digital form on a CD, consolidated into a searchable folder.

7.2.2 All other applicants desiring timely and efficient processing of the evaluation of their documents should also provide their documents in digital form as outlined in this Advisory Circular.

8.0 CERTIFICATION ACTIONS & POLICIES

8.1 FORMAL APPLICATION REVIEW

8.1.1 GENERAL

The applicant's submission of the formal application and the required documents to UCAA marks the beginning of the Formal Application Review Phase.

8.1.2 STATUS OF SUBMITTED DOCUMENTS

UCAA will review the application and compile a “Status of Submitted Documents” table. This table will be up-dated throughout the Document Evaluation. As up-dated, a paper copy will be provided to the applicant.

8.1.3 APPLICATION NOT COMPLETE

8.1.3.1 If the application package is not complete and adequate to begin technical evaluation of the documents, the entire package will be returned to the applicant.

8.1.3.2 It is the applicant’s responsibility to provide a complete and adequate application package.

8.1.3.3 The applicant must take the necessary actions to have a complete and adequate application package before resubmission.

8.1.4 FORMAL APPLICATION ACCEPTANCE OR REJECTION MEETING

8.1.4.1 If the applicant’s formal application is incomplete and/or in an unacceptable form to allow subsequent technical evaluations, UCAA will have a formal meeting with him to return the entire certification package and discuss the primary unacceptable issues.

8.1.4.2 If the applicant’s formal application is complete and in acceptable form to allow subsequent technical evaluations by the assigned inspectors, UCAA will have a formal meeting with him to address any outstanding scheduling issues before initiating the *Document Evaluation Phase*.

8.1.4.3 During this meeting, the Schedule Of Events (SOE) submitted by the applicant will be edited by UCAA to include realistic target dates for key events that will occur in the remainder of certification. From this point, UCAA will up-date the SOE to reflect the changing target dates and factors causing the changes. A paper copy of each edited SOE will be provided to the applicant.

8.1.5 POSSIBLE DELAYS ASSOCIATED WITH A DIFFERENT STATE OF REGISTRY

8.1.5.1 If the State of Registry of the aircraft is not Uganda, UCAA will notify the appropriate State of our intent to begin a detailed evaluation of the applicant’s documents following the formal application meeting.

8.1.5.2 It will remain the applicant’s responsibility to ensure that the civil aviation authorities of the State of Registry approve the Maintenance Control Manual, Aircraft Maintenance Program, and, in some cases, the Aircraft MEL.

8.1.5.3 Without those approvals, UCAA will not be able to complete the certification process to allow the use of these aircraft on an AOC.

8.2 **DOCUMENT EVALUATION PHASE CONSIDERATIONS**

8.2.1 **UNSUBMITTED MANUALS, DOCUMENTS OR RECORDS**

- 8.2.1.1 If the applicant fails to submit any document in a timely manner that failure may result in adverse delays in completing the certification of the applicant as an AOC holder.
- 8.2.1.2 UCAA suggests that the applicant obtain a letter confirming receipt for any document that he submits to UCAA that was not included at the time of the formal application submission.

8.2.2 **DOCUMENT REVISION TURNAROUND**

- 8.2.2.1 The applicant's failure to act on the requested correction/revision may result in significant delays to the certification process.

8.3 **RULES FOR CORRECTION/REVISION**

- 8.3.1 Any approved or accepted document that is returned to the applicant for correction/revision is – after he has taken the corrective actions – a revision to the original document. The applicant's procedures for revision of manuals and documents must be followed.
- 8.3.2 Do not resubmit it as an "original." It must be resubmitted as "Revision #?" and so noted on the document pages revised and in the List of Effective Pages.

8.4 **FLIGHT TRAINING CAN BEGIN WHEN....**

UCAA has reviewed the applicant's company and aircraft procedures and checklists and given approval to his Training Program Manual (GOM Part D).

8.5 **DEMONSTRATION PHASE**

- 8.5.1 This phase consists of a series of sampling inspections by UCAA as the applicant begins training and takes possession of their facilities and aircraft.
- 8.5.2 These inspections may overlap with some document evaluation actions depending on the applicant's readiness.

8.6 INTERIM (PRE-INSPECTION PHASE) OBSERVATIONS & INSPECTIONS

The following observations and inspections may happen at any point after UCAA has approved the supportive documents for the applicant's training and maintenance arrangements, even though the Document Evaluation Phase has not yet been completed for all documents requiring UCAA review.

	Description	LC	L	C	B	S	H
1.	Operations Training Facilities & Equipment Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2.	Operations Simulator/Training Device Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3.	Operations Training-in-Progress Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4.	Operations Flt Crew Proficiency Check Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Operations Check Pilot Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6.	Cabin Crew Member Competency Check Inspections		<input type="checkbox"/>				
7.	Maintenance Training Facility Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	Maintenance Training-in-Progress Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

8.6.1 INSPECTION OF FACILITIES, AIRCRAFT & SUPPORT ARRANGEMENTS

After completion of the Document Evaluation Phase, the following observations and inspections will be conducted to assess that infrastructure and support arrangements are acceptable to the UCAA.

	Description	LC	L	C	B	S	H
1.	Operations Structure & Support Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2.	Maintenance Main Base & Facility Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3.	Contractor Maintenance Facility Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Aircraft Records Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintenance Aircraft Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.6.2 PREPARATION FOR THE OPERATIONAL INSPECTIONS

The following inspections and demonstrations will be conducted prior to the beginning of the demonstration flights. Note that these inspections and demonstrations must be conducted prior to the demonstration flight days (except in the case of Charter operators with aircraft having 9 or less passenger seats).

	Description	LC	L	C	B	S	H
1.	Flight Crew Records Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Cabin Crew Member Records Inspection		<input type="checkbox"/>				
3.	Scheduled Services Airport Inspection		<input type="checkbox"/>	<input type="checkbox"/>			
4.	Operations Station Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Maintenance Station Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Ground Handling Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

8.7 DEMONSTRATIONS

8.7.1 PRE-OPERATIONS DEMONSTRATIONS

In accordance with UCAA guidance the following pre-operations demonstrations of capability will be conducted.

	Description	LC	L	C	B	S	H
1.	Emergency Evacuation Demonstration (20+ Passenger capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Emergency Evacuation Capability Inspection (19 or less Passenger capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ditching Demonstration (20+ Passenger capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ditching Capability Inspection (19 or less Passenger capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Procedures (Tabletop) Demonstration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.7.2 DEMONSTRATION FLIGHTS

8.7.2.1 The operational inspections listed below will be conducted during initial certification and will involve the actual flight of the aircraft to allow UCAA to assess the applicant’s ability to conduct flight operations.

8.7.2.2 In the case of large aircraft and commuter operations this will consist of demonstration flights with the other inspections conducted during those operations.

8.7.2.3 Demonstration Flights

The following demonstration flights are required—

	Description	LC	L	C	B	S	H
1.	Formal Demonstration Flights (For Passenger Authorization)		<input type="checkbox"/>	<input type="checkbox"/>			
2.	Formal Demonstration Flights (For EDTO Authorization)		<input type="checkbox"/>	<input type="checkbox"/>			
2.	Formal Validation Flights (For Cargo-Only Authorization)	<input type="checkbox"/>					

8.7.2.4 Inspections associated with Demonstration Flights

The following inspections should be conducted immediately prior to or during demonstration flights. (Where possible, these inspections should also be conducted prior to or during demonstration flights.)

	Description	LC	L	C	B	S	H
1.	Maintenance Control Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Operational Control Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Operations Flight Preparation Records Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Operations Aircraft Exterior Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Operations Cabin Ramp Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Operations Flight Deck Ramp Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Operations Flight Deck Enroute Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

8.	Operations PIC Route Check Observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Operations Cabin Enroute Inspection		<input type="checkbox"/>	<input type="checkbox"/>			
10.	Maintenance Cabin Enroute Inspection		<input type="checkbox"/>	<input type="checkbox"/>			

8.8 FINAL CERTIFICATION ACTIONS PHASE CONSIDERATIONS

8.8.1 AOC & OPERATIONS SPECIFICATIONS

8.8.1.1 The following documents are the primary evidence to international civil aviation authorities that an AOC holder has completed the safety certification process and on-going surveillance is being conducted.

8.8.1.2 These must be received by the applicant before conducting any commercial air transport operations. No operations other than those listed in these documents are authorized for an AOC holder or its management, pilots, or aircraft.

	Description	LC	L	C	B	S	H
	Air Operator Certificate (AOC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Operations Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX A

Evaluate Variant Aircraft (Same Make/Model)

COMPLETE THIS CHECKLIST FOR INCLUSION WITH THE FORMAL APPLICATION FOR UCAA APPROVAL TO ADD THIS AIRCRAFT TO THE AOC HOLDER'S FLEET.

VARIANT AIRCRAFT EVALUATION FOR AIRCRAFT: _____		
CHECKLIST DATE:		COMPLETED BY:

- For each subject area, check NO if there are no differences between this aircraft and the existing AOC holder's fleet of this make and model.
- For each subject area, check YES if there is a difference between this aircraft and the existing AOC holder fleet of this make and model.
- For each element, enter the complexity level of differences (as specified in Section 2 of this AC) in the LEVEL column
- In the DOC REVISIONS column, enter the manual and chapter or paragraph where revisions were made to accommodate the inclusion of this aircraft in the AOC holder's fleet of this make and model.

1	FLIGHT DECK	YES	NO	NA	LEVEL	DOC REVISION
1.1	Flight Management System Presentation and Operation					
1.2	Primary Flight Guidance Presentation and Operation					
1.3	Other Instrumentation Location and Marking?					
1.4	Other Switch Location and Operation					
1.5	Warning Indications and					

	Sounds Presentation?					
1.6	Circuit Breaker Location					
1.7	Communications Equipment					
2	CRITICAL INFORMATION	YES	NO	NA	LEVEL	DOC REVISION
2.1	Instrument Approach Minimums					
2.2	Passenger Information Cards					
2.3	Condensed Checklists					
2.4	Expanded Checklists					
2.5	Aircraft Limitations					
2.6	Aircraft Performance					
2.7	Aircraft Weight and Balance					
2.8	Weight and Balance Computations					

2.9	Operational Flight Plan Computations					
2.10	Aircraft Operation Manual					
2.11	Minimum Equipment List (Installation & Dispatch)					
2.12	Training Programme or Syllabi					
2.13	Operational Bulletin					
2.14	Maintenance Program					
2.15	Main Program Bridging Doc					

2.16	Reliability Program					
2.17	Engine Condition Monitoring					
2.18	Illustrated Parts Catalog					
3	AIRCRAFT SYSTEMS	YES	NO	NA	LEVE	DOC REVISION
					I	
3.1	Aircraft General					
3.2	Air Conditioning and Pressurization					
3.4	Automatic Pilot					
3.5	APU					
3.6	Electrical					
3.7	Emergency Equipment Location and Use					
3.8	Power plant					
3.9	Fire Protection					
3.10	Flight Controls					
3.11	Fuel					
3.12	Hydraulics					
3.13	Ice & Rain Protection					
3.14	Instrumentation and					
3.15	Landing Gear					
3.16	Navigation					