



ADVISORY CIRCULAR

CAA-AC-OPS001

November 2022

CERTIFICATION OF AN AIR OPERATOR

1.0 PURPOSE

1.0.1 This Advisory Circular (AC) describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under the Uganda Civil Aviation Regulations, 2022. The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This AC provides basic information applicable to the certification process.

1.0.2 Because there are a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion of acceptable methods for preparing these documents is not included in this AC. Operators will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with the Authority personnel. The information in this AC and the reading material referenced will assist the intending operator in completing the process with minimal delays and complications.

1.0.3 This Advisory Circular (AC) cancels CAA-AC-OPS001B dated July 2020.

2.0 REFERENCE

- I. Regulation 4, 5, 6, 7, 8, 9 and 10 of the Civil Aviation (Air Operators Certification and Administration) Regulations, 2022;
- II. ii Regulation 26 of the Civil Aviation (Operation of Aircraft - Commercial Air Transport Aeroplanes) Regulations, 2022;
- III. iii Regulation 4 of the Civil Aviation (Operation of Aircraft) (Commercial Air Transport) (General Aviation) (Helicopters) Regulations, 2022;
- IV. iv The Civil Aviation (Personnel Licensing) Regulations, 2022;
- V. v The Civil Aviation (Approved Maintenance Organisations) Regulations, 2022;
- VI. vi The Civil Aviation (Instruments and Equipment) Regulations 2022; and
- VII. vii The Civil Aviation (Airworthiness of Aircraft) Regulations, 2022.

3.0 AIR SERVICE LICENSE

A prospective operator will not be granted an AOC before applying for and being granted an Air Service License (ASL) issued under the respective Air Services Licensing

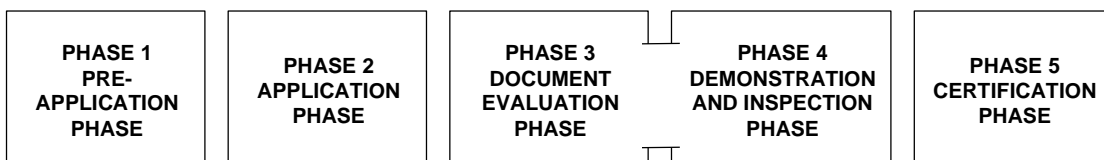
Regulation as required by Regulation 7(1) (d) of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2022.

4.0 BACKGROUND

4.0.1 To conduct commercial air transport operations under the Civil Aviation Regulations, an air operator must have his principal place of business located and registered in Uganda. The Authority recognises the responsibility of commercial air transport operators to provide air transportation with the highest degree of safety possible in the public interest. The certification process is designed to ensure that prospective AOC holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the operator is able to comply with the applicable Aviation Laws and Regulations and the international standards pertaining to the operation of aircraft as published in relevant Annexes to the Chicago Convention on International Civil Aviation.

4.0.2 There are five phases in the air operator certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. (See Appendix 6 for a detailed flow chart of the entire certification process). The five phases are:

- a) Pre-application
- b) Formal Application
- c) Document Evaluation
- d) Demonstration and Inspection
- e) Certification



4.0.3 In some cases, the guidance and suggested sequence of events in this AC may not be entirely achieved. In such situations, the Authority and the Operator would proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certified until the Authority is assured that the aviation law and regulations will be complied with in an acceptable and continuing manner.

4.0.4 Currently certificated Air Operators (Where applicable) will require aligning their documentations in line with the Civil Aviation Regulations and will be subjected to the five phase certification process as detailed in this AC. However, as specified in parts of this AC, the operator may be exempted from certain processes, particularly in the demonstration phase, if the Authority deems the operator complies with the requirements.

5.0 PRE-APPLICATION PHASE

- 5.0.1 As far in advance as possible (90 days minimum) of an anticipated start of operations, an applicant should contact the Authority and inform it of their intent to apply for an AOC Certificate. The applicant will be invited to meet briefly with the Authority personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the applicant intends to proceed with the certification, **Form: AC-OPS001** [Pre-Application Statement of Intent (**PASI**)] will be furnished. A sample of this form with instructions for completing it is in **Appendix 1**. The PASI form should be completed, signed by the applicant, and returned to the Authority.
- 5.0.2 The Authority personnel will review the PASI. If the information is incomplete or erroneous, the PASI will be returned to the applicant with the reasons for its return noted in Section 2. If the information is complete and acceptable, the Authority will schedule a pre-application meeting with the applicant and the selected Authority certification team members.
- 5.0.3 The Authority office will designate one certification team member as the Certification Project Manager (CPM). The CPM is the official Authority spokesperson throughout the certification project.
- 5.0.4 The purpose of the pre-application meeting is to confirm the information on the PASI and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certified as an air operator.
- 5.0.5 It is important to establish good working relationships and clear understandings between the Authority and the operator's representatives. The Authority recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the Authority and adjusted to during these initial meetings.
- ~~5.0.6~~ The applicant should be informed of the need to have a guaranteed financial, economic and legal status for the proposed operation. The financial viability of the operation may be the most critical factor in reaching a decision on whether or not an AOC should be awarded. The applicant needs guaranteed access to sufficient financial resources to obtain all the required equipment, facilities and manpower and to fully support operations in the early stages when revenues are difficult to predict and may, in any case, be very low. Marginal or severely limited resources frequently result in an adverse effect on safety and efficiency; experience indicates that operators tend to take short cuts on such vital matters as required maintenance, acquisition of adequate spare parts, training of personnel and other similar matters with safety implications. The prospective Operator

shall be required to provide an Air Services License (ASL) as proof of capability and adequacy of financial resources.

5.0.7 To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:

- a) A description of the application process for obtaining an AOC (CAA-AC-OPS001);
- b) An introduction to the specific UCAA regulations;
- c) A Pre Application Statement of Intent (PASI) form to be completed by the applicant (see Appendix 1 to this Advisory Circular);
- d) Instructions for completing the pre-assessment statement form (see Appendix 1 to this Advisory Circular);
- e) Guidance on the evaluation of an applicant for certification;
- f) Guidance on the issuance of an AOC and associated Operations Specifications;
- g) A list of the documents that should accompany the formal application;
- h) A blank schedule of events form (**Form: AC-OPS001-3: Air Operator Certification Job Aid and Schedule of Events for Commercial Air Transport Operators**) which must be completed by the prospective Operator and submitted with the formal application letter; and
- i) Any other UCAA advisory material necessary for the certification process should also be provided.

5.0.8 Regulation 6.(1)(a) and (d) of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2022 specify that an application for an AOC shall be made in a form and manner prescribed by the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application.

The Formal application must be made by a letter [see **Appendix 2**] requesting certification as an air operator. The Accountable Manager must sign the letter. The letter shall include a statement that it serves as the formal application for an Air Operator Certificate.

It shall also contain:

- a. The full and official name of the applicant.
- b. The physical location address of the applicant's intended primary operating location.
- c. The applicant's mailing address (if different from that on its letterhead)
- d. The identity of key management personnel such as the Accountable Manager, Head of Flight Operations, Chief Pilot, Head of Safety, Head of Maintenance, Head of Quality, as applicable.

Additional documents must be submitted with the formal application. These documents are briefly described in the following subparagraphs 5.8.1 through 5.8.18 and will be discussed with the Operator in detail during the pre-application meeting.

5.0.9 **Draft Operations Specifications** – The applicant will identify the desired Operations Specifications appropriate to the intended operation from the UCAA’s standard operations specifications provided at the pre-assessment meeting. These desired operations specifications will include the applicant’s intended authorizations, conditions and limitations specific to the aircraft type or types and to the proposed operations, and will form the basis for the operations specifications that will ultimately be issued in association with the AOC.

5.0.10 **Air Operator Certification Job Aid and Schedule of Events Form** – The schedule of events (see Appendix 3) is a key document that lists items, activities, programmes, and aircraft and/or facility acquisitions that must be accomplished or made ready for the Authority’s inspection before certification. It should include dates when the crewmembers will start company indoctrination procedures.

In addition, the schedule of events should include dates when;

- a) maintenance personnel training will start;
- b) maintenance facilities will be ready for the Authority’s inspection;
- c) each of the required manuals will be available for evaluation;
- d) aircraft will be ready for inspection;
- e) terminal facilities will be ready for inspection;
- f) emergency evacuation demonstrations, ditching demonstrations;
- g) demonstration flights are planned to be performed; and
- h) the date of the proposed assessment of Management Personnel.

These estimated dates must be logical in terms of sequence. For example, the estimated date for crewmember basic company procedures indoctrination ground training to begin should be after the date that sections of the company manuals pertinent to crewmember performance will be completed and submitted. Reasonable time for the Authority to review, inspect and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the CPM should be notified as soon as practical.

5.0.11 **Company Operations manual.** The General Operations Manual (GOM), which may be provided in separate parts, should set out the applicant’s general policies, the duties and responsibilities of personnel, operational control policy and procedures, and the instructions and information necessary to permit flight and ground personnel to perform their duties with a high degree of safety. The size, as well as the number of volumes, of the operations manual will depend upon the size and complexity of the proposed operations.

5.0.12 **Method of control and supervision of operations.** The Operator should set out proposals for control and supervision of operations including dispatch, flight watch or flight following, and communication procedures.

5.0.13 **MCM.** The Operator shall provide a Maintenance Control Manual (MCM) for use and guidance for maintenance and operational personnel (as applicable). The MCM should describe the administrative arrangements between the applicant and the AMO. It should also define the procedures to be used, the duties and responsibilities of operations and maintenance personnel and the instructions and information to ensure that maintenance and operational personnel involved perform their duties at the required standards of completion and safety.

5.0.14 **Aircraft Maintenance programme.** The operator shall provide an aircraft maintenance programme for the use and guidance of maintenance and operational personnel. The aircraft maintenance programme, including a maintenance schedule, will detail the maintenance requirements for individual aircraft. A Reliability programme, (where applicable) should be part of the maintenance programme.

5.0.15 **Training and Checking Manuals.** It is recognised that aircraft acquisition, facility arrangements, and certain training programme elements may not be fully developed at the time of formal application. The company initial training curriculum portion of the Training Manual must be attached to the formal application letter.

Initial training curricula for Crew and ground personnel must include at least the following curricula segments:

- a) Company Procedures Indoctrination Training
- b) Initial Emergency Equipment Drills Training
- c) Initial Aircraft Ground Training
- d) Initial Aircraft Flight Training
- e) Crew Resource Management (CRM) Training
- f) Upset and recovery training
- g) Human Performance
- h) Dangerous goods
- i) Controlled Flight into Terrain (CFIT)
- j) Details of the initial and recurrent flight crew training, transition (conversion), re-qualification, upgrade, recency of experience, familiarization, differences and other specialized training including Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards;
- k) Cabin crew members and flight dispatch/flight operations officers training program that ensures that they have the required training and qualifications before being scheduled to perform flight duties including details of the cabin crew's safety duties and functions in the cabin crew training programme.

5.0.16 **Management Structure and Qualification** – Regulation 15 and 16 of The Civil Aviation (Air Operators Certification and Administration) Regulations, 2022 establish basic management positions and the minimum qualifications for air operators proposing to conduct scheduled, Non-scheduled or charter commercial air transportation operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity of the planned operation. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's company manuals, operating provisions, the UCARs and the planned operations relevant to the position.

The application must contain resumes of the nominated personnel, licenses, ratings, and aviation experience for each of the following positions, or their equivalent:

- a) Accountable Manager;
- b) Head of Flight Operations;
- c) Chief Pilot;
- d) Head of Safety;
- e) Head of Quality; and
- f) Head of Maintenance.

5.0.17 If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for deviation, however, must be made in a separate petition, which presents specific justification. This request for a deviation should be made to the Authority as soon as practicable to enable the individual who will hold the position to be involved early in the certification process.

5.0.18 Already certificated air operators requiring recertification to the new Regulations are advised to address qualifications of Accountable Manager and key management personnel in order to demonstrate their full compliance with the Regulations. However, the Authority may consider deviation in line with paragraph 5.8.9

5.0.19 **Documents of Purchase, Leases, Contracts, and/or Letters of Intent Attachments** – These attachments should provide evidence that the operator leases, owns or is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Some examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- a) Aircraft;
- b) Station facilities and services;
- c) Weather gathering facilities and services;
- d) Communications facilities and services;
- e) Maintenance facilities and services;
- f) Maintenance contractual arrangements;
- g) Aeronautical charts and related publications;
- h) Aerodrome analysis and obstruction data; and
- i) Contract training and training facilities. (etc....)

5.0.20 **Initial Statement of Compliance** – This attachment should be a complete listing of all Regulations applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or

preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable and acceptable to the Authority. The following examples are samples of how relevant sections of Regulations should be presented in a Statement of Compliance.

EXAMPLE 1

Statement of Compliance - method of compliance *not developed* at time of formal application. Regulation 51 of the Civil Aviation (Air Operator Certification and Administration) Regulations - Aeronautical Data Control System: This system is currently under development and will be submitted for approval on (date).

EXAMPLE 2

Statement of Compliance - method of compliance *fully developed - preferred presentation*. Regulation 54 of the Civil Aviation (Air Operator Certification and Administration) Regulations – ‘De-icing and Anti-icing Programme’: Flight Operations Manual (FOM) page 129, para. 243; Maintenance Control Manual (MCM) page 45, Para. 12.5

EXAMPLE 3

Statement of Compliance - method of compliance **fully developed - acceptable presentation**. Regulation 144 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport Aeroplanes) Regulations – ‘Reporting mechanical irregularities’: The air operator instructs the pilot in command (PIC) on the requirements for and methods of completing the technical log of the aeroplane. The PIC is required to review the technical log before each flight and to ascertain the airworthiness status of the aeroplane by checking each previous log entry. The MCM instructs maintenance personnel on the requirement to record discrepancies discovered during pre-flight checks and other types of checks.

5.0.20.1 **SMS documentation.** The Civil Aviation (Safety Management) Regulations, 2022 require operators of aircraft authorized to conduct international commercial air transport, to respectively implement SMS. The SMS documentation should include an SMS manual and/or other related documents.

5.0.20.2 **Financial Economic and Legal Matters Assessment** – This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic, and legal matters assessment. A copy of an Air Service License will serve as prove of compliance.

5.0.20.3 **List of Aircraft** – This attachment should consist of a list of aircraft, (by make, model, and series) that the applicant intends to operate.

5.0.20.4 **List of Aerodromes and Areas of Operation** – A list should be provided of the destination and alternate aerodromes designated for proposed scheduled operations and areas of operation for non-scheduled operations.

5.0.20.5 **Familiarity with Pertinent Regulations and Advisories** – A thorough understanding of pertinent regulations and advisory materials is critical to the success of the entire certification process. The operator and key management personnel must understand which regulations apply to the intended operation. A sample list of Regulations as they apply to various kinds and types of operations is in Appendix 4.

5.0.20.6 **Informal Co-ordination of Draft Manuals** – During the pre-application phase and throughout the certification process, the operator will have to prepare documents and manuals for the Authority's evaluation and approval or acceptance. The operator is encouraged to informally co-ordinate drafts of these documents with the CPM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the operator and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the operator.

6.0 FORMAL APPLICATION PHASE

6.0.1 It is required that the formal application package be submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the Authority as far in advance of the proposed start-up date as possible.

6.0.2 The Authority will perform a cursory review of the formal application package to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

6.0.3 The operator's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or rescheduling conflicting dates, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.

6.0.4 If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The Authority's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

- 6.0.5 During the certification process, the applicant may formally terminate all efforts toward certification or the UCAA office may determine that the applicant will not be able to proceed with the certification process.

UCAA may:

- a) deny an application for an AOC if it finds that the applicant is not properly or adequately equipped or is not able to conduct safe operations;
- b) terminate the certification process for lack of contact or inactivity of greater than 90 calendar days;
- c) terminate the certification process when it is clear that continuing the process will not result in approval or acceptance (e.g., multiple failures of the applicant's submissions);
or
- d) restart the certification process if the applicant makes a change in aircraft make or model.

7.0 DOCUMENT EVALUATION PHASE

7.0.1 Evaluation of Manuals and Documents for Acceptance or Approval – After the formal application has been accepted, Inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the Authority. The Authority will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by the Regulations. Approvals are indicated by signed Approval page (in the manual) and stamped List of Effective Pages of the manual being approved, a formal approval letter, or both as appropriate. Acceptance of information that does not require formal approval will be indicated by a letter or by the lack of the Authority's objection to the information.

7.0.2 Documents Review – The following is a non-exhaustive list of the documents and manuals that should be provided by the applicant for evaluation by the Authority during this phase. It is important to keep in mind that the AOC certification process is a joint project between different specialties, and one should confer with another to ensure all manuals are coordinated and there is no contradiction or differences in procedures described in different manuals (e.g. defects rectification and MEL procedures). The time involved in the processing of information which must be addressed in the operator's manuals and other documents depends on the complexity of the planned operation.

- a) Management Personnel resume's outlining proposed management qualifications and aviation experience.
- b) General Operations Manual (may be in one or more parts).
- c) Maintenance Control Manual (may be in one or more parts).

- d) Aircraft Maintenance Programmes and supporting manuals such as Corrosion Prevention Control Programme (CPCP).
- e) Mass and balance procedures/programme.
- f) Training Programme Manual.
- g) SMS Manual
- h) Security Manual
- i) Quality Manual
- j) Aircraft Flight Manual.
- k) Aircraft Operating Manual / Flight Crew Operating Manual.
- l) Minimum Equipment List (MEL)
- m) Configuration Deviation List (CDL).
- n) Cockpit checklist.
- o) Passenger briefing cards.
- p) Noise and emission plan (if applicable).
- q) Airport Runway Analysis
- r) Deviation requests.
- s) Dangerous Goods Manual (if applicable).
- t) Cabin Crew Manual (if applicable).
- u) Dispatch/flight following/flight locating procedures Manual.
- v) Maintenance Reliability Programme (if applicable).
- w) Plan for Demonstration Flights.
- x) Emergency evacuation demonstration plan.
- y) Ditching demonstration plan.
- z) Initial Statement of Compliance.
- aa) Draft Operations Specifications.

Statement of Compliance - The certification team will evaluate the Initial statement of compliance, the purpose of which is to ensure that the applicant has met all regulatory requirements applicable to the proposed operation. The statement also indicates to the certification team where the regulatory requirements have been addressed in the applicant's manuals, programmes and procedures. The final statement of compliance needs to be completed and accepted by the CAA prior to the commencement of the Demonstration and Inspection Phase. This is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programmes, and/or procedures.

- 7.0.3 Draft operations specifications** - Operations Specifications form part of the AOC. The standard Operations Specifications will have been given to the applicant at the pre-application meeting and a list of desired operations specifications will be identified by the applicant to form the draft operations specifications. This draft will have been edited by the applicant and the certification team to add necessary authorizations, conditions and limitations to produce operations specifications appropriate to the applicant's intended operation. Information on the operations specifications should be available in the operations manual. Subsequent amendments to the specifications can be initiated later by the operator or the Authority as required by changing circumstances.
- 7.0.4 Management personnel résumés providing qualifications and aviation experience.** The list should include a duly filled Management Bio Data form, (**Form: AC-OPS001-4 Management Personnel Biographical Data**) the management positions, the names of the individuals involved and their qualifications and relevant management experience and their licences, ratings and aviation experience.
- 7.0.5 Aircraft Flight Manuals** – Aircraft Flight manuals are required for individual aircraft. Arrangements for the administration, control and amendment of copies of the flight manuals should be examined together with the means for providing aircraft performance and limitations information to the flight crew.
- 7.0.6 Operations manual** - The Operations Manual is the means by which the applicant intends to control all aspects of the intended operation. Its structure normally consists of four parts: A general section; B aircraft operating information; C areas, routes and aerodromes; and D training. The arrangements for the administration and control of the operations manual should have already been evaluated during the cursory review in the formal application phase of the certification process. Further information on the development of an Operations Manual may be obtained in Schedule 3 of The Civil Aviation (Air Operator Certification and Administration) Regulations, 2022; CAA-AC-OPS022 and CAA-MAN-PSI-006 (Information and Instructions for passenger safety manual). The operations manual should provide, in a clear and concise manner, the necessary policy guidance and instructions to the applicant's personnel on how operations are to be conducted. The operations manual should not contain information that is not relevant to the proposed operations. The subsequent ground and flight operational inspections will determine the capability of the applicant's organization to effectively carry out the policies and instructions set forth in the operations manual.
- 7.0.7 Security manual** - The Security manual should describe the operator security programme, which should meet the requirements of the National Civil Aviation security programme of Uganda. The manual should include the security procedures applicable to the type of operations.
- 7.0.8 MCM** - This manual sets out the applicant's intentions and procedures with regard to maintaining the airworthiness of the aircraft used, during their operational life. This applies whether or not the applicant for an AOC also intends to apply for approval as an AMO or intends to contract out maintenance to an AMO.

7.0.9 Aircraft Maintenance programme - The aircraft maintenance programme should describe the operator's specific maintenance tasks and their frequency of completion necessary for the continued safe operation of those aircraft to which it applies. An Aircraft maintenance programme is required for individual aircraft, taking into account the requirements of the State of design of the aircraft.

7.0.10 Plan for emergency evacuation demonstration - The applicant needs to submit a plan for demonstrating aircraft evacuation. The full capacity actual demonstration may not be required, where the operator applies to the Authority for an exemption with evidence that;

- (a) a satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator; and
- (b) there is an engineering analysis, which shows that an evacuation is still possible within the required duration of 90 seconds, where the operator's aircraft configuration differs with regard to number of exits or exit type or number of cabin crew member or location of the cabin crew member.

Where an operator requests for an exemption and the exemption is approved, the operator shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of the operator's crew member's emergency training and evacuation procedures.

A description of the emergency equipment installed on the aircraft needs to be attached to the plan.

7.0.11 Plan for ditching demonstration - Where over-water flights are included in the proposed operation, the operator should submit a plan to demonstrate ditching equipment and the ability to carry out ditching procedures including the preparation of passengers, aircraft and ditching equipment.

7.0.12 Plan for demonstration flights - Where the Authority has determined that demonstration flights are required, a plan for these demonstration flights should be prepared so that the applicant can demonstrate the ability to operate and maintain aircraft and conduct the type of operation specified. The determination by the Authority as to whether or not demonstration flights will be required, and if such flights are required, their number and type, will depend on the Authority's assessment of the capabilities of the operational and maintenance systems established by the Operator.

8.0 DEMONSTRATION AND INSPECTION PHASE

8.0.1 The operational demonstration and inspection phase involves the inspection of base and station facilities, operational control and supervision facilities training programmes and training facilities. The regulations require an applicant to demonstrate the ability to comply with regulations and safe operating practices before beginning actual commercial operations. These demonstrations include actual performance of activities and/or operations while being observed by Authority inspectors. This includes on-site evaluations of Aircraft, aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the Authority evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the applicant's management effectiveness during this

phase. Deficiencies will be brought to the attention of the applicant and corrective action must be taken before a certificate is issued.

- 8.0.2 Although the document evaluation and the demonstration and inspection phases have been discussed separately in this AC, these phases overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase:
- a) Conduct of training programmes (classroom, simulators, aircraft, and flight and ground personnel training).
 - b) Crewmember and Flight Operations Officer testing and certification.
 - c) Station facilities (equipment, procedures, personnel, fuelling/de-fuelling, de-icing, technical data).
 - d) Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
 - e) Flight control (Flight Supervision and Monitoring system or Flight Following system)
 - f) Maintenance and inspection programmes (procedures, record keeping).
 - g) Aircraft (conformity inspection, aircraft maintenance records, etc.).
 - h) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
 - i) Mass and balance programme (procedures, accuracy, and document control).
 - j) Passenger emergency evacuation demonstration (aborted takeoff demonstration and ditching demonstration).
 - k) Demonstration Flights. Includes full-scale simulation of revenue operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable Regulations.

NOTE: *An applicant for an air operator certificate (AOC) may concurrently seek Authority approval of its AMO. The applicant needs to co-ordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. This is because the Demonstration Flights cited under Regulation 31 of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2022 require the applicant to demonstrate to the Authority all proposed flight and ground operations. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organisation to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement.*

9.0 CERTIFICATION PHASE

- 9.0.1 After the document compliance and the demonstration/inspection phases have been completed satisfactorily, the Authority will prepare an Air Operator Certificate and an OpSpecs. The OpSpecs contains authorisations, limitations, and provisions specific to an operator's operation. The operator must acknowledge receipt of these documents.

9.0.2 The certificate holder is responsible for continued compliance with the Regulations and the authorisations, limitations, and provisions of its certificate and OpSpecs. As a certificate holder's operation changes, the OpSpecs will be amended accordingly. The process for amending OpSpecs is similar to the certification process. In some cases, it may be a less complex procedure depending on the subject of the amendment. The Authority is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the Regulations and safe operating practices.

10. AMENDMENT OF AOC AND OPERATIONS SPECIFICATIONS

10.0.1 The Authority may amend an air operator certificate (AOC) if the Authority determines that the amendment is necessary for the safety of commercial air transport and in the public interest or the AOC holder applies for an amendment, and the Authority determines that the amendment is necessary for safety of commercial air transport and in the public interest.

10.0.2 Where the Authority stipulates in writing that an emergency exists requiring the immediate amendment of the AOC in the public interest with respect to safety of commercial air transportation, such an amendment is effective on the date the AOC holder receives notice of the amendment.

10.0.3 An AOC holder shall operate in accordance with the amendment unless it is subsequently withdrawn.

10.0.4 Amendments stipulated by the Authority, other than emergency amendments, shall become effective thirty days after notice is issued to the AOC holder.

10.0.5 Amendments proposed by the AOC holder shall be made in writing using FORM: AC-OPS001 (PASI) at least thirty days prior to the intended date of any operation under that amendment. The proposed amendments may include Operations Specifications, Authorisations including Carriage of dangerous goods and Limitations.

10.0.6 A person shall not perform a commercial air transport operation for which an AOC amendment is required, unless that person has received notice of the approval from the Authority.

11.0 EXPLANATION OF APPENDICES IN THIS ADVISORY CIRCULAR

11.0.1 Appendix 1 provides instructions on how **Form:AC-OPS001**. Pre-Application Statement of Intent (PASI) Application Form should be completed. Section 1, items 1 through 15, should be completed and signed by the applicant and returned to the appropriate Authority office. Sections 2 and 3 are reserved for Authority use.

11.0.2 Appendix 2 provides a sample formal application letter.

11.0.3 Appendix 3 provides a certification job aid and schedule of events.

11.0.4 Appendix 4 provides a list of applicable UCARs

11.0.5 Appendix 5 provides definitions of terms as they are used in the certification process.

11.0.6 Appendix 6 provides a detailed flow chart of the entire certification process.



APPENDIX 1

INSTRUCTIONS FOR COMPLETING AUTHORITY FORM: AC-OPS001 PRE-APPLICATION STATEMENT OF INTENT (PASI) FORM

(TO BE COMPLETED BY AN APPLICANT FOR AN AIR OPERATOR CERTIFICATE)

SECTION 1A: All applicants shall complete this section

1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same." State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Enter the estimated commencement date of operations.
4. The information provided in this block in (1), (2), and (3) will be used to assign a company identification number. You may indicate up to three (3), 3-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of Key management personnel.

SECTION 1B: All applicants shall complete this section, as appropriate

6. Indicate if the applicant for an Air Operator Certificate intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of his maintenance.
7. The proposed type of operation shall be indicated. Check as many boxes as applicable.
8. The proposed type of Approved Maintenance Organisation ratings shall be indicated. Check as many boxes as applicable.

SECTION 1C: Air Operators shall complete block 9

9. To be filled by AOC applicant showing Data for Aircraft used for Operations. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For leased aircraft, provide a copy of the lease agreement.

SECTION 1D: All applicants shall complete this section

10. Indicate geographic areas of intended operation and proposed route structure.
11. Additional information that provides a better understanding of the proposed operation or business (attach additional sheets, if necessary):
12. Proposed training (aircraft and/or flight simulation training device):

SECTION 1E: *All applicants shall complete this section*

The signature and the information contained in this form denote an intent to apply for an AOC and/or approval as a maintenance organization, as appropriate.

The Pre-Application Statement of Intent (PASI) Form denote intent to seek Authority certification as an air operator. The Accountable Manager must sign the PASI Form. If the PASI Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the PASI Form a letter authorizing the signatory to sign on his behalf.

SECTIONS 2: For Authority use

The prospective applicant must address this PASI form to the Office of the Director General, Civil Aviation Authority. Upon receipt of the PASI the fields in this section are filled out. The form is then forwarded to the Certification Project Manager (CPM).

SECTIONS 3: For Authority use

Upon receipt of the PASI the Certification Project Manager will fill out the fields in this section. The CPM will complete the “Assigned Certification Team Members” “Pre-application number”. The “Assigned Certification Number” field will be filled out during the Certification Phase of the Air Operator.



FORM

FORM: AC-OPS001

September 2022

PRE-APPLICATION STATEMENT OF INTENT (PASI)/ APPLICATION FORM

To be completed by an applicant for an air operator certificate (AOC)

Section 1A. To be completed by all applicants

1. Name and Mailing address of Company (include business name if different from Company Name)

2. Address of the principal (main) base where operations will be conducted, including telephone, fax and e-mail.

3. Proposed start-up date:

4. Requested company (3 letters ICAO) identifier in order of preference.
(1). (2). (3).

5. Management and key staff personnel

Name(Surname/First/Middle).	Title.	Telephone (include mobile) & address (if different from company) include country code.

Section 1B. To be completed by Air Operator

6. Air operator intends to perform its maintenance as an AMO (complete 7 and 8).
 Air operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others (complete 7 and 11).
 Air operator intends to perform maintenance under an equivalent system (complete 7 and 11).
 AMO (complete 8).

7. Air operator proposed types of

- Passengers and cargo
 Cargo only
 Scheduled operations
 Charter flight operations
 Casevac operations

8. AMO proposed ratings:

- Airframe
 Powerplant
 Propeller
 Avionics
 Computers
 Instruments
 Accessory
 Specialized service

Section 1D. Blocks 10, 11 and 12 to be completed by Air Operator.		
10. Geographic areas of intended operations and proposed route structure.		
11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
12. Proposed Training (Aircraft and/or Simulator).		
Section 1E To be completed by all applicants		
The signature and the information contained in this form denote an intent to apply for an AOC.		
Type of Organisation:		
Signature.	Date (day/month/year).	Name and Title (Block Letters).
Section 2. To be completed by the Authority.		
Received by (Name and Office):		Date received (day/month/year).
Assigned Certification Project Manager:		
Date forwarded to the Certification Project Manager (CPM) (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only.	
Remarks:		
Section 3. To be completed by the Certified Project Manager (CPM).		
Received by:	Date (day/month/year):	
Pre-application Number:	Assigned Certification Number:	
Assigned FOI:	Date:	
Remarks:		

APPENDIX 2

SAMPLE FORMAL APPLICATION LETTER

(Applicant Reference)

The Director,
Safety, Security and Economic Regulation
Uganda Civil Aviation Authority
P.O Box 5536, Kampala,
Uganda

[Date]

This letter serves as a formal application for a Uganda Air Operator Certificate. (Name of Applicant), initially intends to be certificated and operate as a [scheduled, Non Scheduled or charter passenger, aerial work, cargo, or passenger and cargo] commercial air transport operation under the Uganda Civil Aviation Regulations. We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of our Air Service License which has been issued by the Authority.

Our desired date of commencement of operations is

(Name of Applicant) will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base will be located at (appropriate address). A copy of our contract with (name of approved maintenance organisation) is enclosed.

Our management personnel are as follows:

Accountable Manager – (Name of Nominated personnel)
Head of Flight Operations – (Name of Nominated personnel)
Chief Pilot – (Name of Nominated personnel)
Head of Maintenance – (Name of Nominated personnel)
Head of Quality – (Name of Nominated personnel)
Head of Safety – (Name of Nominated personnel)

Attached to this application are the following documents;
(PASI, List of all manuals, management bio data forms, aircraft lease etc...)

Also enclosed is the revised Schedule-of-Events and Initial Statement of Compliance which was agreed to at our last meeting with your representatives.

Sincerely,

XXXXXXXXXX
Accountable Manager

APPENDIX 3

FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS

OFFICIAL NAME OF COMPANY			LOCATION ADDRESS				
MAILING ADDRESS (if different from location)			PRE-CERTIFICATION NUMBER:				
			Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
AUTHORITY REFERENCE	OPS Insp.	AWI Insp.					
I. PRE-APPLICATION PHASE							
A. Initial Orientation: Inspector: _____							
1. Certification Advisory Circular provided to applicant.							
2. Pre-Application Statement of Intent (PASI) Forwarded to the Authority.							
B. Certification Team Designated (at least one operations, one airworthiness inspector)							
CPM	Name	Speciality					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
C. Conduct Pre-Application Meeting							
1. Verify PASI Information							
2. Overview of Certification Process							
3. Provide Certification Package Containing:							
a. Job aid and Schedule of events							
b. Draft Operations Specifications							
c. Other Applicable Publications and Documents							
4. Explain Formal Application Submissions							
Remarks:							

FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS

AUTHORITY Reference	II. FORMAL APPLICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	A. Review Applicant's Submission					
	1. Formal Application Letter/Form					
	a. Full and Official name (Legal)					
	b. Mailing Address					
	c. Primary Operating Location (Principal Operations/ Maintenance Base)					
	d. Name and address of applicants agent for service					
	e. Key Management Personnel Names					
	2. Formal Application Attachments					
	a. Job Aid and Schedule of events					
	b. Initial compliance statement					
	c. Company Operations Manuals					
	i. Operations Manual.					
	ii. Maintenance Control Manual					
	iii. Aircraft Maintenance Programme					
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training					
	e. Management and Key Staff qualifications/resumes					
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent					
	B. Evaluation of Authority Resources Based on Job Aid and Schedule of Events					
REMARKS:						
	C. Formal Application Meeting					
	1. Schedule of events					
	Date: _____ Time: _____					
	2. Discuss each Submission					
	3. Resolve Discrepancies/Open Items					
	4. Review Certification Process					
	5. Review Impact if Schedule of Events items are not met					
	D. Issue Letter Accepting/Rejecting Application					
REMARKS:						

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
REMARKS:						
	A. Evaluate Applicable Training Programmes 1. Training Curricula					
	a. Company Procedures Indoctrination					
	b. Emergency Equipment Drills Training					
	c. Ground Training (Handling/Servicing/De-icing)					
	d. Flight Training					
	e. Recurrent Training					
	f. Transition/Upgrade Training					
	g. Differences Training					
	h. Security					
	i. Dangerous Goods					
	j. Flight Examiner/Flight Instructor					
	k. Crew Resource Management					
	2. Fit/Ops/Officer Training					
REMARKS:						
	B. Evaluate Management Qualifications					
	1. Accountable Manager					
	2. Head of Flight Operations					
	3. Head of Maintenance					
	4. Head of Quality					
	a. Quality Manager for Operations (if applicable)					
	b. Quality Manager for Maintenance (if applicable)					
	5. Chief Pilot					
	6. Head of Safety					
	8. Request for Deviation Letter (If Applicable)					
	9. Other					
REMARKS:						

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	C. Evaluate Operator's Manual System					
	1. Completed Operations Manual					
	a. Emergency exit plan					
	b. Carry-on Baggage plan					
	2. Completed Maintenance Control Manual					
	3. Authority Approved Aircraft Flight Manual					
	4. Aircraft Checklists					
	a. Normal					
	b. Abnormal					
	c. Emergency					
	5. Cabin Attendant Manual					
	6. Flight Supervision and Monitoring/Flight Following					
	7. Station/Facility Operations					
	8. Emergency Response Plan (ERP)					
	9. Aerodrome Data & En Route Manual (Charts and Plates)					
	10. Aerodrome/Runway Analysis (Performance)					
	11. Minimum Equipment List					
	12. Configuration Deviation List					
	13. Maintenance Technical Manuals:					
	14. Fuelling/Refuelling/Defueling					
	15. Ground Handling Manual					
	16. Mass and Balance Control Programme					
	17. Dangerous Goods Manual					
	18. Security Manual					
	19. Reliability Programme					
	20. Completed Continuous Airworthiness Maintenance Programme					
	21. Passenger Briefing Cards					

Remarks:

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	D. Other Evaluations					
	1. Aircraft Lease					
	2. Maintenance Contracts/Agreements					
	3. Servicing Contracts/Agreements					
	4. Exemption/Deviation Requests/Justification					
	5. Plan for Emergency Evacuation Demonstration					
	6. Plan for Ditching Demonstration					
	7. Plan for Demonstration Flight					
	8. Exit Row Seating Program					
	9. Initiate Operations Specifications preparation					
	10. Training Contracts					
	11. De-icing/Anti Icing					
	12. Final Statement of Compliance					

Remarks:

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	IV. DEMONSTRATION & INSPECTION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	A. Evaluate Operator Conducting Training					
	1. Training Facilities					
	2. Training Schedules:					
	3. Flight Crewmember Training Evaluation					
	a. Company Procedures Indoctrination					
	b. Emergency Equip. Drills Training					
	c. Ground Training					
	d. Flight Training					
	e. Differences Training					
	4. Check Pilot/Instructor					
	5. Cabin Crew					
	a. Company Procedures Indoctrination					
	b. Emergency Equip. Drills Training					
	c. Ground Training					
	6. Crew Resource Management					
	7. Flight Supervision and Monitoring/Flight Following					
	8. Dangerous Goods Training					
	a. Crewmembers					
	b. Ground personnel					
	9. Security Training					
	10. Maintenance Training					
	a. Head of Maintenance					
	b. Quality Manager					
	c. Quality system Personnel					

Remarks:

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	B. Testing/Certification					
	1. Pilots					
	2. Flight Engineers					
	3. Flt/Ops/Officers					
	4. Cabin Crew Members					
	C. Aircraft Conformity Inspection					
	D. Main Operations Base					
	E. Main Maintenance Base					
	F. Station/Facilities (Operations)					
	G. Station/Facilities (Maintenance)					
	H. Flight Supervision and Monitoring/Flight Following					
	I. Recordkeeping Locations					
	1. Crewmember					
	a. Training					
	b. Flight & rest Times					
	c. Qualification					
	2. Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel Training					
	i. Head of Maintenance					
	ii. Head of Quality and staff					
	iii. Contract Employees					
	J. Flight/Trip Records					
	K. Emergency Evacuation Demonstration					
	L. Ditching Demonstration					
	M. Demonstration Flight Evaluation					
	N. Air Service License					
Remarks:						

**FORM: AC-OPS001-3 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF
EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS**

AUTHORITY Reference	V. CERTIFICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Remarks
	A. Approve Operations Specifications					
	B. Present Certificate & Operations Specifications					
Remarks:						
	C. Prepare Certification Report					
	1. Assemble Report					
	a. Formal Application Letter and PASI					
	b. Final Statement of Compliance					
	c. Copy of Operations Specifications					
	d. Copy of Certificate					
	e. Summary of Difficulties					
	2. Distribute Report					
Remarks:						
	D. Develop Post Certification Surveillance Programme					
	1. Within Geographic Area					
	2. Outside Geographic Area					
Remarks:						

APPENDIX 4

THE CIVIL AVIATION REGULATIONS

SECTION 1 – Applicable Parts of the Regulations

1. The Civil Aviation (Operation of Aircraft – Commercial Air Transport Aeroplanes) Regulations, 2022;
2. The Civil Aviation (Operation of Aircraft) (Commercial Air Transport) (General Aviation) (Helicopters) Regulations, 2022;
3. The Civil Aviation (Air Operator Certification and Administration) Regulations, 2022;
4. The Civil Aviation (Aircraft Registration and Marking) Regulations, 2022;
5. The Civil Aviation (Airworthiness) Regulations, 2022;
6. The Civil Aviation (Approved Maintenance Organisation) Regulations, 2022;
7. The Civil Aviation (Instruments and Equipment) Regulations, 2022;
8. The Civil Aviation (Security) Regulations, 2017;
9. The Civil Aviation (Approved Training Organization) Regulations, 2022;
10. The Civil Aviation (Safe Transportation of Dangerous Goods by Air) Regulations, 2022;
11. The Civil Aviation (Fatigue Management) Regulations, 2022;
12. The Civil Aviation (Aerial Work) Regulations, 2022; and
13. The Civil Aviation (Rules of the Air) Regulations, 2020.

SECTION 2 – Other References that May Be Applicable to Certification as an AOC Holder

All other issued Advisory Circulars.

SECTION 3 - Applicable International Rules and Documents (ICAO Annexes)

Annex 1 to the ICAO convention ... Personnel Licensing
Annex 2 to the ICAO Convention ... Rules of the Air
Annex 6 to the ICAO Convention ... Operation of Aircraft
Annex 8 to the ICAO Convention ... Airworthiness of Aircraft
Annex 10 to the ICAO Convention ... Telecommunications
Annex 11 to the ICAO Convention ... Air Traffic Services
Annex 12 to the ICAO Convention ... Search and Rescue
Annex 17 to the ICAO Convention ... Aviation Security
Annex 18 to the ICAO Convention ... Transportation of Dangerous Goods.
Annex 19 to the ICAO Convention ... Safety Management Systems.

OTHER ICAO DOCUMENTS

Circular 253-AN/151	Human Factors Digest No. 12 Human Factors in Aircraft Maintenance and Inspection
Document 4444-RAC/501	- Rules of the Air and Air Traffic Service
Document 7030	- Regional Supplementary
Document 8168-OPS	- Aircraft Operations
Document 8335-AN/879	- Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9859-AN/460	Safety Management Manual (SMM)
Document 9284-AN/905	Technical Instructions for the Safe Transport of Dangerous Goods by Air
Document 9365-AN/910	All Weather Operations
Document 9376-AN/914	- Preparation of an Operations Manual
Document 9379-AN/916	Manual and Procedures for Establishment and Management of a States Personnel Licensing system
Document 9760-AN/919	- Manual of Procedures for an Airworthiness Organisation
Document 9642-AN/941	Continuous Airworthiness Manual
(etc....)	

ICAO information may be obtained by writing to:

International Civil Aviation Organisation
999 University Street, Montreal, Quebec, Canada H3C 5H7.

APPENDIX 5: DEFINITIONS

The following appendix defines terms used in this Advisory Circular and/or the certification process.

“Agent for Service” The person upon whom service of all notices and processes and all orders, decisions, and requirements of the Uganda Civil Aviation Authority shall be made.

“Inspectorate Office” means the AUTHORITY Office, which has responsibility for administering the certificate and is charged with the overall inspection of the certificate holder’s operations.

“Commercial Air Transport” means an aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.

“Scheduled operation” means an aircraft operation conducted by a commercial air transport operator for which the certificate holder or its representative offers in advance the departure location, departure time, and arrival location.

“Charter operation” means operations for which the departure time, departure location and arrival locations are specifically negotiated with the operator’s customer or the customer’s representative.

“Passenger carrying operation” means any aircraft operation carrying any person other than a crewmember, company employee, authorised government representative, or person accompanying a shipment.

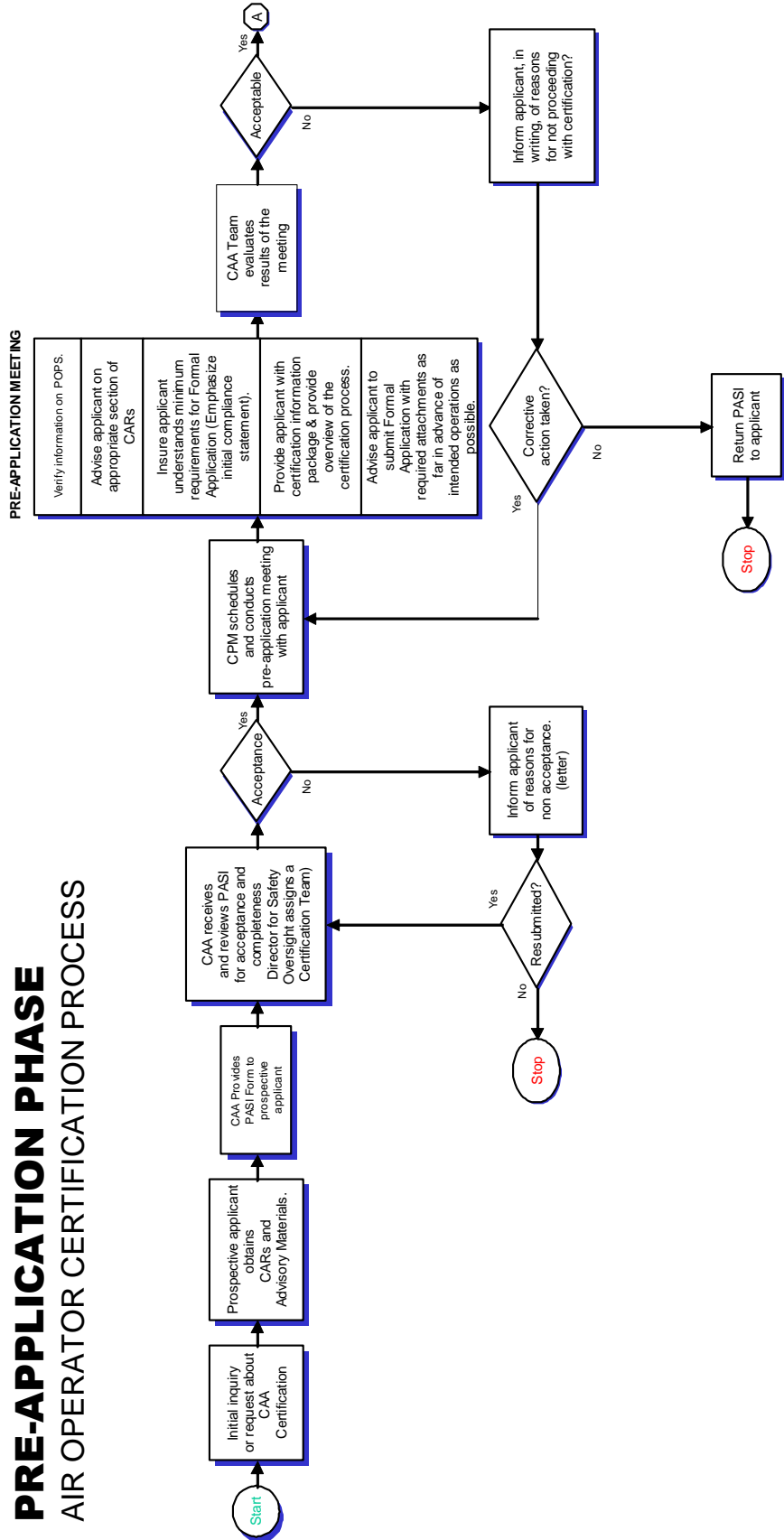
“Principal base of operations” means the primary operating location of a certificate holder as designated by the Authority.

APPENDIX 6: CERTIFICATION PROCESS FLOW CHART.

Page 1 of 5

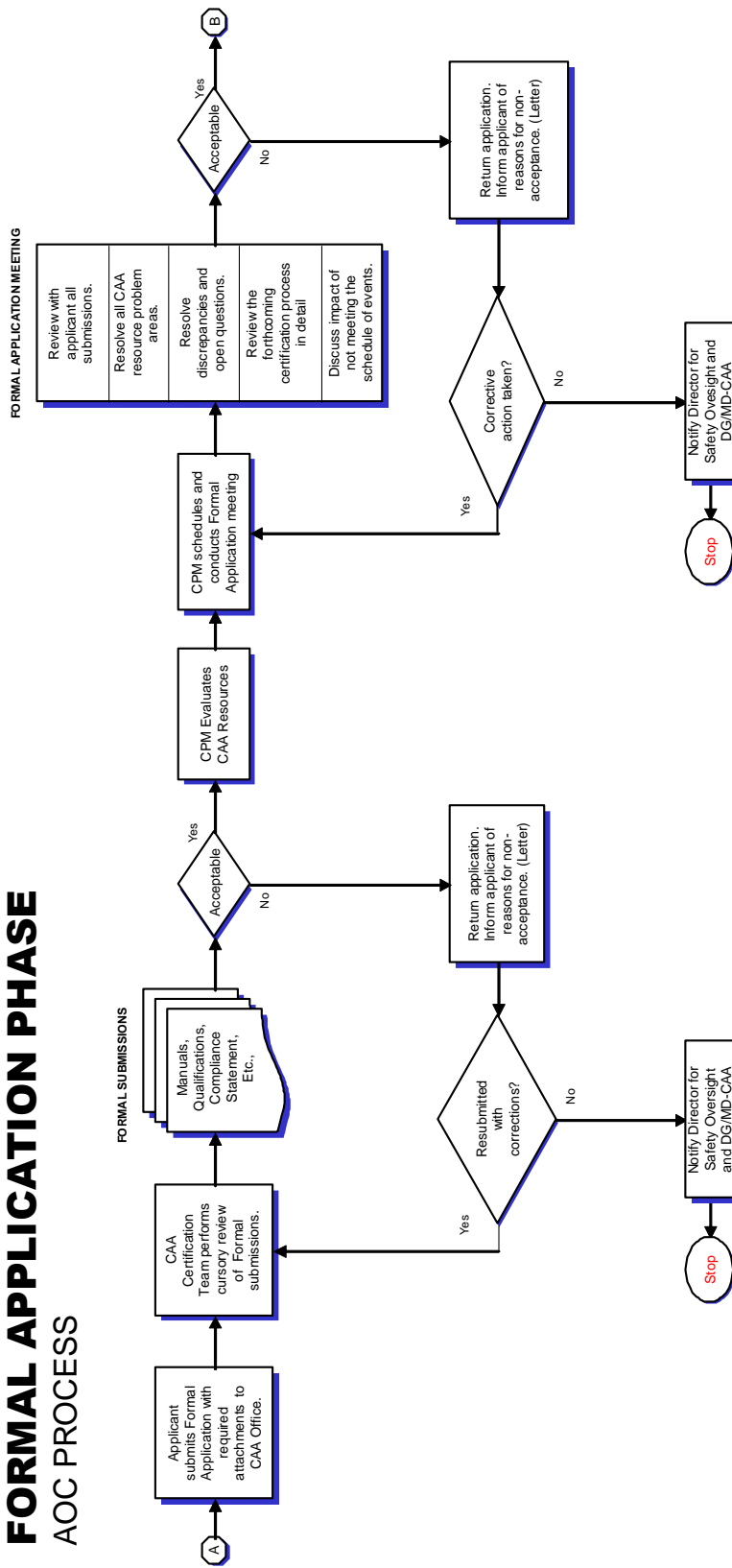
The flow charts on the following pages are representative of the Air Operator Certification Process.

**PRE-APPLICATION PHASE
AIR OPERATOR CERTIFICATION PROCESS**

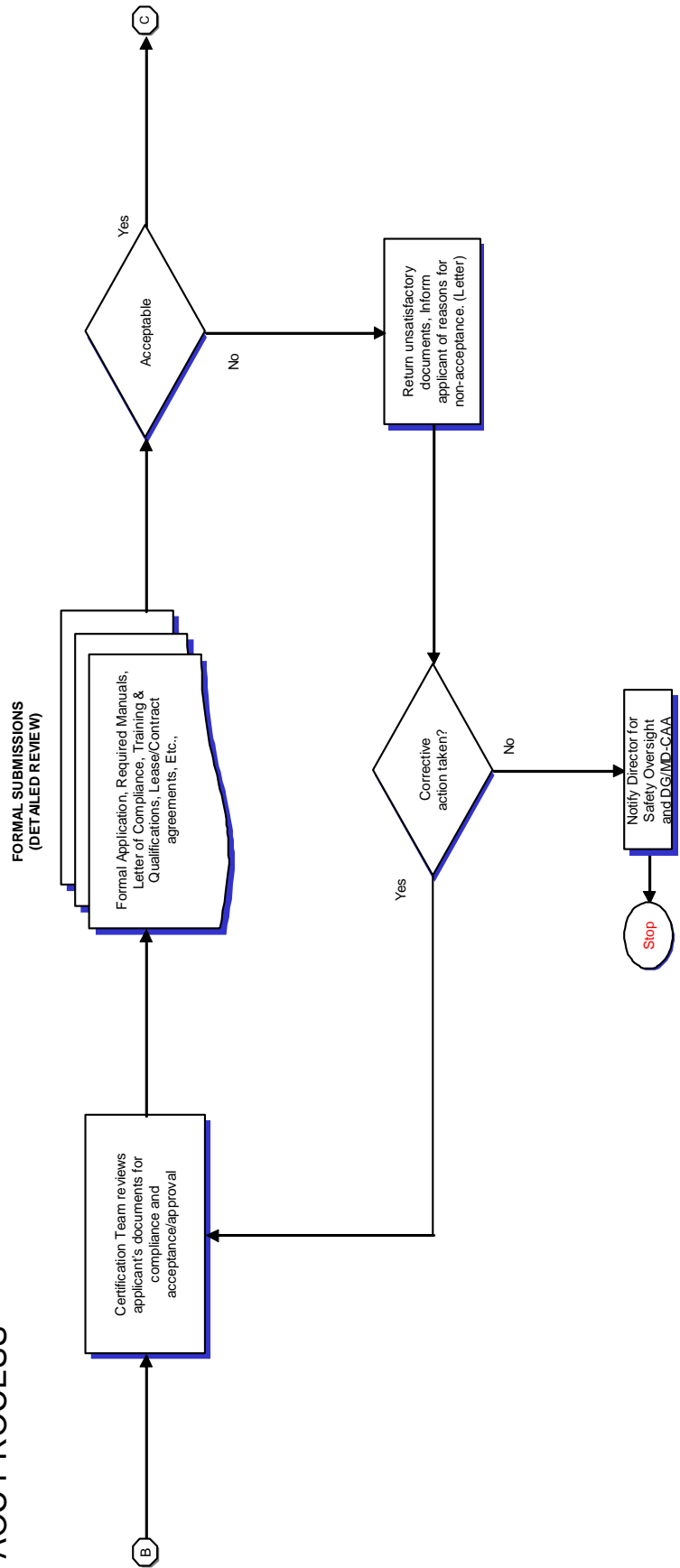


**APPENDIX 6 -
CERTIFICATION
PROCESS FLOW
CHART.**
Page 2 of 5

**FORMAL APPLICATION PHASE
AOC PROCESS**

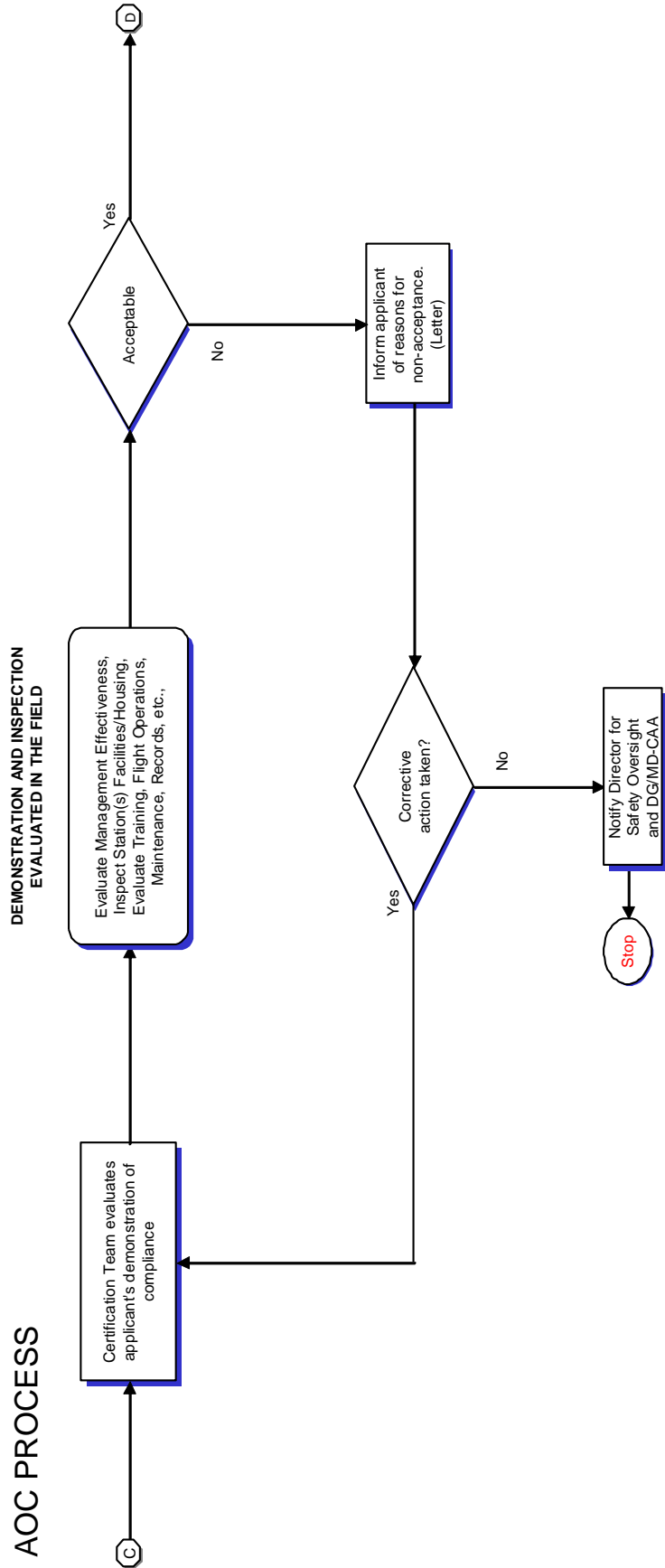


DOCUMENT COMPLIANCE PHASE AOC PROCESS



**APPENDIX 6 -
CERTIFICATION
PROCESS FLOW
CHART.**
Page 4 of 5

**DEMONSTRATION AND
INSPECTION PHASE
AOC PROCESS**



**APPENDIX 6 -
CERTIFICATION
PROCESS FLOW
CHART.**
Page 5 of 5

CERTIFICATION PHASE
AOC PROCESS

