



**PROCESS & APPLICATION:
AIR OPERATOR (AOC HOLDER) CERTIFICATION**

Purpose— This Advisory Circular (AC) provides guidance to individuals and companies seeking an Air Operator Certificate (AOC) to conduct commercial air transport operations carrying passengers and cargo.

Commercial air transport is defined by Rwanda Civil Aviation Regulations as carriage by air of persons and/or cargo for remuneration, hire or valuable consideration that is not considered aerial work.

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- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material,
- ACs should always be read in conjunction with the referenced regulations.

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SECTION 1 GENERAL

1.1 STATUS OF THIS ADVISORY CIRCULAR

This is a [1]2017 issuance of this AC.

1.2 BACKGROUND

- A. ICAO Standards in Annex 6-I, International Commercial Air Transport-Aeroplanes and Annex 6-III, International Commercial Air Transport-Helicopters require that, before issuing an Air Operator Certificate, the State must assess the capability of the operator to perform such operations. Rwanda is an ICAO Contracting State.
- B. This AC provides guidance for the preparation and submission of a formal application for certification under RCAR Part 12. It also outlines the overall process that will be followed by FSS personnel during the document evaluation and subsequent inspections and demonstrations necessary to AOC certification.
- C. The applicant for an air operator certificate in Rwanda will be subject to these evaluations and inspections.

1.3 APPLICABILITY

This AC is for use by operators that plan to, or conduct, commercial air transport under a Rwanda Air Operator's certificate using either a Rwanda or foreign-registered aircraft.

1.3.1 DEFINITIONS & ACRONYMS

- A. The following acronyms are used in this advisory circular—
 - 1) **AC** – Advisory Circular
 - 2) **RCAA** – Rwanda Civil Aviation authority
 - 3) **FAC** – Formal Application Checklist
 - 4) **FSS** – Flight Safety Services

- 5) **PASI (POPS)** – Pre-Application Statement of Intent (Prospective Operator Proposal)
- 6) **RCAR** – Rwanda Aviation Regulation

1.4 RELATED REGULATIONS

The following regulations are directly applicable to this advisory circular—

- Part 5, AMO Certification and Administration
- Part 6, Instruments and Equipment
- Part 9, ATO Certification and Administration
- Part 10, Operations of Aircraft
- Part 12, AOC Certification

1.5 RELATED PUBLICATIONS

For further information on this topic, operators are advised to review the following publications and regulatory requirements—

1) Rwanda Civil Aviation authority

- ◆ Rwanda Aviation Regulation, Part 12
- ◆ AC 00-002, Preparation of Acceptable Quality Assurance System
- ◆ AC 00-003, Preparation of an acceptable Safety Management System
- ◆ AC 00-005, Preparation of Acceptable Conformance Checklists

Copies may be obtained from the RCAA-FSS.

2) International Civil Aviation Organization (ICAO)

- ◆ Doc 8335. Manual on Operations Certification

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

3) Federal Aviation Administration (FAA)

- ◆ Order 8900.1, Flight Standards Information Management System (FSSMS)

Copies may be obtained through the Internet address of www.fsims.faa.gov.

1.6 CONTACT THE FLIGHT SAFETY SERVICES FIRST

- A. Contacting the FSS to discuss the requirements for certification as an air operator should be done early in the planning stages of starting an airline or air taxi.
- B. This action will save the individual or company a significant amount of money and time.
- C. The FSS will discuss the required process and requirements. They will provide the necessary application documents. They will give the applicant sample documents which may be adapted for his operation.

- The processes outlined in this advisory circular may seem complex at first reading.
- But in actual application, especially for small operators, it is greatly simplified as compared to the processes and time required for becoming an aviation operator in years past.
- The would-be applicant is encouraged to contact the FSS as early as possible to discuss and understand the requirements.
- Most of the required items are easily available to an aircraft operator.

SECTION 2 GETTING STARTED

2.1 USING THE TABLES IN THIS CIRCULAR

2.1.1 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 = air taxi with 9 or less passenger seats
- S = air taxi with 9 or less passenger seats operated by a single pilot
- H = helicopter operator

2.1.2 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.
- The darkened cells indicate there is not a requirement for that document or manual.
- 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).

- 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.
- That checkmark indicates that the particular manual, document or record is required for the general group of applicants.

EXAMPLE OF APPLICABLE REQUIREMENT							
Copies	Description	LC	L	C	B	S	H
1	Document 1	✓	✓				
2	Manual 2				✓	✓	✓

2.2 PRE-APPLICATION

The certification process an applicant must complete prior to being issued an AOC has more steps and specific evaluations than the process for obtaining the AOE. An applicant for an AOC will need an initial, personal briefing from the FSS team that will be making these evaluations. This is through a step called “Pre-Application Meeting.”

2.2.1 PRE-APPLICATION STATEMENT OF INTENT

- A. The FSS will send the applicant a package of forms to apply for an Air Operator Certificate.
- B. The first form in the package is the “Pre-Application Statement of Intent.” It is a two-page form that provides the FSS advance notice of the applicant intentions.

- C. The applicant should send this form to the FSS at least 3 months before he would like to begin commercial air transport flights. (If the applicant need help understanding the form, he should schedule an informal meeting with the FSS for assistance in its completion.)

Copies	Description	LC	L	C	B	S	H
1	Pre-Application Statement of Intent (PASI)	✓	✓	✓	✓	✓	✓

- D. 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 in a manner that will allow the FSS to determine the complexity of AOC certification that will be necessary.

2.2.1.1 PASI Section A – Type of Certificate

The applicant should check each box that applies to the present request.

A. This is to give notice of intent to make application for the AOC certification or authorization:	
1. <input type="checkbox"/> - Air Operator Domestic	3. <input type="checkbox"/> - Other Authorization (specify)
2. <input type="checkbox"/> - Air Operator International	

2.2.1.2 PASI Section B – Company Specific Information

- **Block B1** – The applicant should enter his official business name.
- **Block B2** – The applicant should enter the number assigned to his business
- **Block B3** – The applicant should enter the address where any official correspondence should be forwarded.

B. Company Specific Information	
1. Applying Company Name:	5. Proposed Start Operating Date:
2. Assigned Company Number	6. Economic Authority Approved? (if required)
3. Mailing Address:	7. Physical Address: Principal Base of Operations:
4. Telephone and FAX Information :	8. Internet and/or E-mail Address:

- **Block B4** – Enter the company telephone and fax numbers.
- **Block B5** – The applicant should enter the date that he would like to start flying.
- **Block B6** – If the applicant has Rwanda economic authority for airline or air taxi operations, the official number should be entered in this block.
- **Block B7** – Enter the physical address that the company will use as the principal base of operations.
- **Block B8** – Enter the company website or email address of the proposed Accountable Manager.

2.2.1.3 PASI Section C – Proposed Management Postholders

Enter the names and phone numbers of the persons who are proposed to be the managers.

C. Proposed Management Postholders		
Title/Post/Position	Name (Last, First, Middle)	Telephone & Email
1. Accountable Manager?		
2. Flight Operations?		
3. Maintenance?		
4. Crew Training?		
5. Safety?		
6. Ground Operations?		
7. Other?		

2.2.1.4 PASI Section D – Proposed Operations (AOC)

- **Block D1** – Describe the proposed areas of operations in general terms, e.g., *Rwanda, Middle East, North America, Western Europe*.
- **Block D2** – List any special operations authorizations that the applicant believes will be necessary to operate to or in the proposed areas of operations, e.g., *EDTO, RVSM*.
- **Block D3** – If the applicant are proposing scheduled operations, he should enter the city pairs proposed, e.g., *Hanoi-Paris, Hanoi-Bangkok*.

The applicant should be encouraged to keep the formal application for certification uncomplicated. The following authorizations will noticeably complicate an initial certification—

- EDTO
- NAT-HLA
- NORPAC
- CATEGORY III Approaches

D. Proposed Operations
1 Proposed Areas of Operations
2 Proposed Special Operations Authorizations
3 Proposed City Pairs (If scheduled operations)

2.2.1.5 PASI Section E – Aircraft Data

Enter the proposed aircraft fleet(s), number of aircraft to operate initially and capacities planned for those operations—.

E. Aircraft Data				
Aircraft Make-Model:	Number of Aircraft to be Operated	Maximum Takeoff Gross Weight	Passenger Carrying Capacity:	Cargo-Only Payload Capacity (kg)
1.				
2.				
3.				
4.				
5.				

2.2.1.6 PASI Section F – Proposed Initial Training

Enter the proposed initial training information for Method/Facilities/Contractors, e.g. *ground school/classroom/Flight Safety, Singapore*; or *flight training/simulator/Simcom, Sydney*; or *ground school/classroom*; or *flight training/aircraft*.

<p>F. Proposed Initial Training:</p> <p>Methods/Facilities/Simulators/Service Providers</p>
--

2.2.1.7 PASI Section G – Proposed Initial Maintenance System

Enter the maintenance system that is proposed at the beginning of the airline’s operations..

<p>G. Proposed Initial Maintenance System:</p> <p>Methods/Facilities/Service Providers</p>

2.2.1.8 PASI Section H – Other Pertinent Information

Use this block to provide any information that may be pertinent to the original certification process.

<p>H. Other Pertinent Information</p>
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2.2.1.9 PASI Block I – Certification of Intent

Signature of the applicant or a designated person representing the applicant (evidence of designation by the applicant is required).

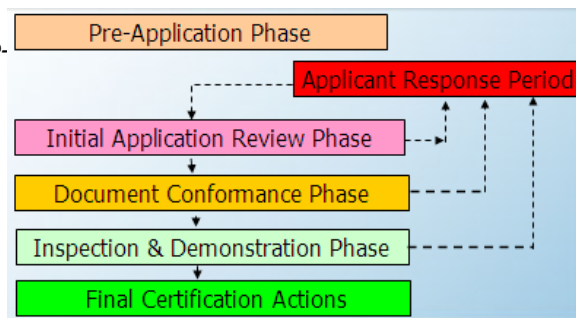
I. Certification of Intent: The statements and information contained on this form denote an intent to apply for RCAA certification.		
Signature	Date	Name and Title

2.3 PRE-APPLICATION MEETING

After the FSS 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. The FSS will advise the applicant on how to make a formal application, including which documents, contracts and proposed records that must be provided. The FSS will discuss the timelines that will be associated with the certification.

2.4 CERTIFICATION PROCESS

- A. 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.
- B. During that phase the applicant will be assigned a Certification Project Coordinator to follow his process and provide answers to his questions while he is getting the formal package together.



- Note that throughout the process, it is the applicant's responsibility to respond to the FSS's findings and comments to provide the required documents and make the necessary revisions to their processes and documentation.
- C. The *Formal Application Review Phase* is the period of time between the submission of the formal application package and actual evaluation of the documents. An FSS team will meet to determine if the applicant's application package is complete. If not, 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 FSS team will have a Formal Application meeting with him. In that meeting, an agreeable Schedule of Events will be worked out.
- D. The next phase is the *Document EVALUATION Phase*. Now the FSS will be actively reviewing 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 the FSS.
- E. When that phase is complete, next is the *Inspection and Demonstration Phase*. During this period, the FSS will inspect the applicant's facilities, technical support, aircraft, equipment, communications, observe training and checking of crews, and participate in actual demonstration of the airline or air taxis' capability.
- F. The final phase is the one in which the FSS completes their paperwork and issuance of approvals, including the Operations Specifications and the Air Operator Certificate. It is called the *Final Certification Actions Phase*. After that, the applicant is an "AOC holder."

- G. While this sounds like a long process, that will depend on the applicant and his responses to the FSS. The FSS expects that small air taxis will be handled in a short period of 30 to 45 days. A proposed airline using large aircraft should be handled in 45 to 90 days depending on the quality of their formal application.

SECTION 3 FORMAL APPLICATION FOR AN AIR OPERATOR CERTIFICATE

3.1 THE APPLICANT’S FORMAL APPLICATION TEAM

- A. After the Pre-Application Meeting, the applicant will want to put together the manuals, contracts, and other documents that the FSS indicated in writing that would be needed with the formal application.
- B. Operators of large aircraft should begin assembling a small staff to develop the documents, contracts and records that are required. This is the point where a consultant knowledgeable about airline safety certification could be of assistance to the applicant.
- C. Beware of using pilots and mechanics as the staff developing documents. Most of them have no specific knowledge of safety certification. They will fly and maintain the aircraft *after certification*. The applicant’s staff at this point should be limited to those persons necessary to get the procedures, policies and records into print.

3.2 ASSEMBLING THE FORMAL APPLICATION PACKAGE

Complete the two-page form called the Formal Application Statement. This is the checklist that advises the FSS that the required items are included in the formal application package.

Copies	Description	LC	L	C	B	S	H
1	Formal Application Form	✓	✓	✓	✓	✓	✓

3.2.1 AOC-FAC SECTION A – APPLICANT INFORMATION

Do not complete Section A until the day the applicant submits the formal package to the FSS. Enter that date into the block just before providing it to the FSS.

A. AOC INFORMATION:	
1. NAME OF AOC APPLICANT OR HOLDER	2. PERMANENT ADDRESS (Street or PO Box Number)
3. TELEPHONE AND FAX	4. CITY STATE/PROVINCE MAIL CODE COUNTRY
5. COMPANY ASSIGNED COORDINATOR	6. COORDINATOR CONTACT INFORMATION

3.2.2 AOC-FAC SECTION B – PURPOSE OF APPLICATION

Check the block(s) that apply to this application only.

B. PURPOSE OF APPLICATION:		
<input type="checkbox"/> 1. Initial AOC Application	<input type="checkbox"/> 2. Renewal of AOC	<input type="checkbox"/> 3. Additional Authorizations

3.2.3 AOC-FAC SECTION C – GENERAL

Check the block(s) that apply to this application only.

C. THE FOLLOWING GENERAL OPERATIONAL AUTHORITY IS SOUGHT:		
<input type="checkbox"/> 1. Domestic Scheduled Operations	<input type="checkbox"/> 4. International Charter Operations	<input type="checkbox"/> 7. Commuter Operations
<input type="checkbox"/> 2. Domestic Charter Operations	<input type="checkbox"/> 5. Single Pilot Operations Only	<input type="checkbox"/> 8. Large/Turbojet Operations
<input type="checkbox"/> 3. International Scheduled Operations	<input type="checkbox"/> 6. Basic Air Taxi Operations	<input type="checkbox"/> 9. Helicopter Operations

3.2.4 AOC-FAC SECTION D – SPECIAL AUTHORIZATIONS

Check the block(s) for the authorizations that are requested with this application only.

- At this point in the process, applicants are encouraged to keep the formal application for certification uncomplicated. Some of these authorizations may noticeably complicate the initial certification and lengthen the process
- Authorizations such as EDTO, CPDLC, AWO will normally not be included for initial AOC certification.

D. THE FOLLOWING OPERATIONS SPECIFICATIONS AUTHORIZATIONS ARE REQUESTED WITH ISSUANCE OF AOC:		
<input type="checkbox"/> 1. VFR Day Only	<input type="checkbox"/> 11. AWO CAT I	<input type="checkbox"/> 21. PBC Specifications
<input type="checkbox"/> 2. VFR Day and Night	<input type="checkbox"/> 12. AWO CAT II	<input type="checkbox"/> 22. CPDLC Operations
<input type="checkbox"/> 3. IFR Day	<input type="checkbox"/> 13. AWO CAT IIIa	<input type="checkbox"/> 23. PBS Specifications
<input type="checkbox"/> 4. IFR Day and Night	<input type="checkbox"/> 14. AWO CAT IIIb	<input type="checkbox"/> 24. EFB Approval
<input type="checkbox"/> 5. Single Engine IFR Operations	<input type="checkbox"/> 15. AWO CAT IIIc	<input type="checkbox"/> 25. NAT-HLA Operations
<input type="checkbox"/> 6. Single Pilot IFR with autopilot	<input type="checkbox"/> 16. AWO LVTO	<input type="checkbox"/> 26. Carriage of Dangerous Goods
<input type="checkbox"/> 7. Helicopter Off Shore Operations	<input type="checkbox"/> 17. EVS Operations	<input type="checkbox"/> 27. Continuous Airworthiness Program
<input type="checkbox"/> 8. Aviation Medical Services	<input type="checkbox"/> 18. HUD Operations	<input type="checkbox"/> 28. Other: (specify)
<input type="checkbox"/> 9. RVSM Operations	<input type="checkbox"/> 19. PBN-APRCH	
<input type="checkbox"/> 10. EDTO Operations	<input type="checkbox"/> 20. PBN RNP-10	

3.2.5 AOC-FAC SECTION D – CHANGES SINCE PASI SUBMISSION

If there have been changes, check YES. Otherwise check NO. If there were changes, cite the PASI Block that was changed and a general discussion of change, e.g. *Block C3-Change Director of Maintenance to John Jones, 242-359-1934; Block D1-Add Europe.*

E. ARE THERE CHANGES TO THE INFO SUBMITTED IN THE PROSPECTIVE OPERATOR (POPS) FORM?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
If YES, list those changes in this block:		

3.2.6 AOC-FAC SECTION F – RESUMES OF MANAGEMENT POSTHOLDERS

- A. The correct answer to this section is YES. The resumes of management postholders must be included in the formal application package for the required management. It must be clear from the resume that the person meets the minimum qualifications of Part 12 or a deviation as provided for in paragraph (g) of that Appendix must be requested.

F. ARE THE RESUMES OF ALL MANAGEMENT POSITIONS REQUIRED BY PART 12 INCLUDED?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
IF NO - List those positions for which no person has yet been identified or for which no resume is attached:		

- B. If NO, the missing resume must be identified in Block E4. Any time the applicant changes the postholder of a required management position, the resume of the proposed person must be submitted to the FSS before that person acts as a required manager of an airline or air taxi.

Copies	Description	LC	L	C	B	S	H
1	Management resumes for all required positions	✓	✓	✓	✓	✓	✓

3.2.7 AOC-FAC SECTION G – REGULATIONS COMPLIANCE CHECKLISTS

- A. Check that all Regulations Compliance Checklist that are included in the applicant’s formal application package.

G. THE FOLLOWING REGULATIONS COMPLIANCE CHECKLISTS ARE ATTACHED TO THIS APPLICATION:								
<input type="checkbox"/>	Part 6	<input type="checkbox"/>	Part 13	<input type="checkbox"/>	Part 16			
<input type="checkbox"/>	Part 10	<input type="checkbox"/>	Part 14	<input type="checkbox"/>	Part 17			
<input type="checkbox"/>	Part 12	<input type="checkbox"/>	Part 15	<input type="checkbox"/>	Part 18			

Copies	Description	LC	L	C	B	S	H
2	Part 6 Regulations Compliance Checklists	✓	✓	✓	✓		✓
2	Part 10 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 12 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 13 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 14 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 15 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 16 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 17 Regulations Compliance Checklist	✓	✓	✓	✓	✓	✓
2	Part 18 Regulations Compliance Checklist.	⊙	⊙	⊙	⊙	⊙	⊙

⊙ = Only when seeking certification to carry Dangerous Goods.

- B. The FSS provides these Regulations Compliance Checklists in Microsoft Word read-only format to assist in their proper completion. They are included in the forms package provided at the Pre-Application meeting.

3.2.8 AOC-FAC SECTION G – ALL REQUIRED MANUALS SUBMITTED?

- A. The applicant will list those manuals, documents and records required for submission with the formal application that have not been included.

The applicant should understand that the FSS is not required to begin the Document Evaluation phase until all required documents are available.

- B. Refer to Section 4 of this advisory circular for a presentation of the manuals, documents and forms that are required for the formal application submission for the complexity of the applicant's proposed operations.

H. ARE THE REQUIRED COPIES OF ALL APPLICABLE MANUALS IN THE QUANTITY OUTLINED IN AC 12-001 SUBMITTED?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
<i>If NO, list the manuals that are not included</i>		

3.2.9 AOC-FAC SECTION I – LEASES & OTHER DOCUMENTS

If the AOC applicant intends to contract for service providers to perform functions or services that are assigned by regulations to AOC holders, those proposed or signed contracts should be provided for evaluation during the Document Evaluation Phase. The applicant should list in H4 any of these contracts that have not yet been completed.

I. ARE THE REQUIRED COPIES OF ALL LEASES AND OTHER DOCUMENTS OUTLINED IN AC 12-001 SUBMITTED?		
<input type="checkbox"/> 1. YES	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
<i>If NO, list the documents that are not included</i>		

3.2.10 AOC-FAC SECTION L – EARLY TRAINING PRIORITIES

These blocks must be completed if the applicant is requesting authorization to begin training during the Document Evaluation phase. The FSS may elect to change the schedule of manual review to assign a priority to those documents and inspections necessary to that training.

J. IS THE APPLICANT REQUESTING IN THE SOE EARLY EVALUATION AND APPROVAL OF OPERATIONS OR MAINTENANCE TRAINING?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
<i>If YES, list the specific training curriculums, simulators, training facilities and personnel requiring early evaluation/inspection:</i>		

3.2.11 AOC-FAC SECTION K – CHECKING PERSONNEL

These blocks provide for the inclusion of training and checking persons and their resumes to accelerate their consideration if qualification of crew members is to be requested on a priority basis.

K. ARE THE RESUMES OF ALL PERSONS NOMINATED TO FLIGHT AND CABIN CREW TRAINING & CHECKING INCLUDED?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
<i>If NO, list the specific personnel not yet identified:</i>		

3.2.12 AOC-FAC SECTION L – PROPOSED SCHEDULE OF EVENTS


- A. The Schedule of Events (SOE) is a method of proposing the schedule for key events in the certification process. Completion of this form provides for a discussion of the proposed SOE during certification meetings between the RCAA and the applicant.

L. IS A COMPLETED COPY OF THE PROPOSED SCHEDULE OF EVENTS INCLUDED WITH THE APPLICATION?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable

- B. The failure to provide a SOE or to agree upon a practical SOE may dramatically delay the certification pending mutual agreement necessary to complete the process.

Copies	Description	LC	L	C	B	S	H
1	Proposed Schedule of Events (SOE)	✓	✓	✓	✓		

- C. The application should provide this form with the formal application package. At that time, this SOE should have inserted projected dates in the “Date Proposed” column. Those dates may be modified after RCAA review.

		AOC Proposed Schedule of Events		<small>INSTRUCTIONS Print or type. Complete the applicant information and the column labeled "Date Proposed." Submit with formal application for AOC certificate.</small>			
Name of Applicant		Date Submitted		Revision Number		RCAA Control Number	
EVENTS		DATE PROPOSED		DATE ACCOMPLISHED		NOTE	
PHASE 2 – INITIAL APPLICATION REVIEW							
Submit Formal Application Package							
Application Acceptance Meeting							

3.2.13 AOC-FAC SECTION M (AIR OPERATOR COMPLEXITY)

- A. The Air Operator Complexity tables are provided in paper form and on a CD during the Pre-Application Meeting. The applicant may submit this information in printed or typed form.

Copies	Description	LC	L	C	B	S	H
1	Air Operator Complexity Tables	✓	✓	✓	✓	✓	✓

- B. The FSS maintains an informational database of the Air Operator Certificates (AOCs) issued and those applicants in the certification process. These tables provide the FSS with the initial and on-going information to enter in that database. AOC holders will be asked to provide updates to the complexity at least twice a year.

M. ARE COMPLETED COPIES OF THE AIR OPERATOR COMPLEXITY SUMMARY FORMS INCLUDED?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable
N. ARE COMPLETED COPIES OF THE INDIVIDUAL AIRCRAFT SUMMARY FORMS INCLUDED?		
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. NO	<input type="checkbox"/> 3. Not Applicable

- C. If the aircraft to be used have not yet been issued a Rwanda Certification of Airworthiness, the applicant must also provide the aircraft forms with the application showing that the aircraft is properly equipped for the operations to be conducted.

3.2.14 AOC-FAC SECTION O – CERTIFICATION OF PERSON SUBMITTING

Finally, Section M is for the applicant’s representative to sign that this formal application is complete and includes all required documents and manuals. The date signed should be the date the package is delivered to the FSS.

<small>O. I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT AND THAT ALL REQUIRED DOCUMENTS AND MANUALS ARE INCLUDED OR OTHERWISE IDENTIFIED. I FURTHER CERTIFY THAT THIS COMPANY IS COMMITTED TO FULFILL ALL SPECIFIC REQUIREMENTS FOR THIS CERTIFICATION.?</small>		
Signature	Date	Name and Title

SECTION 4 REQUIRED MANUALS, DOCUMENTS & RECORDS

- A. 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.
- B. For clarity, the tables are further separated according to whether the submission requirement is for a—
 - 1) Manual;
 - 2) Document; or
 - 3) Record

One copy of all submitted documents will be retained as the FSS's copy unless otherwise indicated by the symbol [/1].

4.1 GENERAL USE MANUALS, DOCUMENTS & RECORDS

The applicant is required to provide manuals, documents and records relating to the overall operations and/or maintenance necessary to an AOC holder.

4.1.1 GENERAL USE MANUALS

- A. The following manuals relating to overall policies and/or procedures for the operations and maintenance of an AOC will be provided by the applicant in the formal application—

The entry “1+1” in the “copies” column indicates that the applicant must provide 1 hard copy of the manual/document and one digital copy.

Copies	Description	LC	L	C	B	S	H
1 +1	Operations Manual - Part A (GOM/FOM)	✓	✓	✓	✓		✓
1 +1	Operations Manual - Part C (Route Guide)	✓	✓				
1 +1	Operations Manual - Part D (FOTM)	✓	✓	✓	✓		
1 +1	Operations Manual - Part E (CCM Manual)		✓				

1 + 1	Flight Supervision & Operational Control Manual (Dispatch Procedures Manual)		✓				
1	Route and Airport Guide			✓	✓	✓	✓
1 + 1	Maintenance Control Manual (MCM/MOE)	✓	✓	✓	✓	✓	✓
1 + 1	Maintenance Training Manual/Program (MTM)	✓	✓	✓			
1 + 1	Station/Ground Handling Manual	⊗	⊗	⊗			
1 + 1	Cargo Operations Manual	⊗	⊗	⊗			
1 + 1	Safety Management System Manual (SMS)	✓	✓	✓			
1 + 1	Quality Assurance Manual/Program (QAM)	✓	✓	✓			
1 + 1	Emergency Response Manual (ERM)	✓	✓	✓			
1 + 1	Passenger Handling Manual	✓	✓	✓			
1 + 1	Security Program/Manual	✓	✓	✓	✓	✓	✓
1 + 1	Prescriptive Fatigue Management Program (PFMS)	✓	✓	✓			
1 + 1	Fatigue Risk Management Program (FRMS)	✓	✓	✓			

⊗ = When all or part of the ground handling is provided by service providers without supervision.

B. The following separate program manuals related to specific operational policies and/or procedures may be required in the applicant's formal application. (The applicable requirements will be discussed during the Pre-Application Meeting.)—

Where the text of these programs are located in the Operations or Maintenance Manuals, this must be identified by citing the Chapter/Section references.

Copies	Description	LC	L	C	B	S	H
1 + 1	ETDO Operations Manual/Program	✓	✓				
1 + 1	De-Icing Program (policy/procedures)	✓	✓	✓			
1 + 1	All-Weather Operations Program (policy/procedures)	✓	✓	✓			
1 + 1	PBN Operations Program (policy/procedures)	✓	✓				
1 + 1	RVSM Operations Program (policy/procedures)	✓	✓				
1 + 1	Accident Prevention Program	✓	✓				
1 + 1	Dangerous Goods Program ((policy/procedures) (if requesting authority to carry)	⊙	⊙	⊙	⊙	⊙	⊙

⊙ = Required if applicant proposes to carry dangerous goods.

4.1.2 PROPOSED GENERAL USE DOCUMENTS

The following documents relating to the overall operations and/or maintenance of an AOC should be provided by the applicant in the formal application—

Copies	Description	LC	L	C	B	S	H
1	Required Management Resumes	✓	✓	✓	✓	✓	✓
1	Resumes for persons nominated for checking	✓	✓	✓	✓		✓
1	Contract or subscription to aeronautical charts/information	✓	✓	✓	✓	✓	✓
1	Ground Handling Arrangements	⊗	⊗	⊗			
1	Flight Planning Arrangements	⊗	⊗	⊗			
1	Flight Tracking Arrangements	⊗	⊗	⊗			
1	Flight Locating/Flight Progress Arrangements	⊗	⊗	⊗			
1	Aeronautical Communications Arrangements?	⊗	⊗	⊗			
1	Arrangements for Training/Facility/Personnel/Simulators	⊗	⊗	⊗	⊗		⊗
1	Other contracts?	⊗	⊗	⊗	⊗		⊗

⊗ = When all or a part of these functions are contracted to service providers.

4.1.3 PROPOSED GENERAL USE RECORDS

The following records required for the overall operations and/or maintenance of an AOC should be provided—

Copies	Description	LC	L	C	B	S	H
1	Aircraft Maintenance Records Provisions	✓	✓	✓	✓	✓	✓
1	Aircraft Journey/Tech Record (including fuel and oil records)	✓	✓	✓	✓	✓	✓
1	Maintenance Deferred Defects Log	✓	✓	✓	✓	✓	✓
1	Maintenance Condition & Summary Record				✓	✓	✓
1	Operations Flight Planning Record	✓	✓	✓	✓	✓	✓
1	Flight Crew Qualification Record	✓	✓	✓	✓	✓	✓
1	Cabin Crew Qualification Record		✓				
1	Crew Flight/Duty Record	✓	✓	✓	✓	✓	✓
1	Copy of Service Provider Personnel Qualification Records (if required)	⊗	⊗	⊗			

- ⊗ = When all or a part of these functions are contracted to service providers.
 ↻ = Must be in operator files for inspections

4.2 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.

4.2.1 FLEET (AIRCRAFT TYPE-SPECIFIC) MANUALS

- A. The following manuals relating to policies and/or procedures for the operations and/or maintenance of an aircraft-specific fleet of an AOC holder will be provided by the applicant in the formal application—

Copies	Description	LC	L	C	B	S	H
1 + 1	Operations Manual - Part B (AOM1) [SOPs, Checklists/Profiles/Briefings/Limitations]	✓	✓	✓			
1 + 1	Aircraft Systems Operations (FCOM/AOM2)	✓	✓	✓			
1 + 1	Pilot Operating Handbook (POH)				✓	✓	✓
1 + 1	Approved Flight Manual (AFM) for each fleet model	✓	✓	✓	✓	✓	✓
1 + 1	Minimum Equipment List (MEL)	✓	✓	✓	✓	✓	✓
1	Master Minimum Equipment List (MMEL)	✓	✓	✓	✓	✓	✓
1	Manufacturers Dispatch Deviation Guide	✓	✓	✓			
1 + 1	Configuration Deviation List & Procedures	✓	✓	✓			
1 + 1	Runway Analysis Program	✓	✓	✓			
1 + 1	Flight Data Analysis Program	✓	✓	✓			
1 + 1	Aircraft Performance Planning Manual/Program	✓	✓	✓			
1 + 1	Aircraft Loading & Handling Manual (Fueling/ Loading/Service Programs)	✓	✓	✓			
1 + 1	Mass & Balance Control Program/Manual	✓	✓	✓			
1 + 1	Aircraft Deicing Program	✓	✓	✓			
1 + 1	Aircraft Maintenance Program/Schedule	✓	✓	✓			✓
1 + 1	Airframe Maintenance Program	✓	✓	✓			✓
1 + 1	Supplemental Structures Inspection Program	✓	✓	✓			
1 + 1	Corrosion Prevention and Control Program	✓	✓	✓			
1 + 1	Powerplant Maintenance Program	✓	✓	✓			✓

1 + 1	Component Maintenance Program	✓	✓	✓			
1	Manufacturers Maint Planning Documents (MPD)	✓	✓	✓			
1 + 1	Aircraft Inspection Program				✓	✓	✓
1	Manufacturer's Maint Inspection Documents				✓	✓	✓
↻	Manufacturers Maintenance Manual – Aircraft	✓	✓	✓	✓	✓	✓
↻	Manufacturers Maintenance Manual – Power-plants	✓	✓	✓	✓	✓	✓
↻	Manufacturers Maintenance Manual – Components	✓	✓	✓	✓	✓	✓

↻ = Must be in operator files for inspections

B. The following separate fleet-specific program manuals related to specific operational policies and/or procedures may be required in the applicant's formal application. (The applicable requirements will be discussed during the Pre-Application Meeting.)—




- The program manuals listed in 4.1.1B of this advisory circular may be considered fleet-specific.


Copies	Description	LC	L	C	B	S	H
1 + 1	Mass & Balance Program	✓	✓	✓			
1 + 1	Flight Data Analysis Program	✓	✓	✓			
1 + 1	LOSA Program	✓	✓	✓			

4.2.2 FLEET TYPE-SPECIFIC DOCUMENTS

The following documents relating to the operations and/or maintenance of an aircraft-specific fleet of an AOC holder should be provided by the applicant in the formal application—

Copies	Description	LC	L	C	B	S	H
1	Letter from manufacturer advising the latest revision to their pilot operating manuals	✓	✓	✓	✓	✓	✓
2	QRH (Condensed Operating Checklists)	✓	✓	✓	✓	✓	✓
2	Aircraft Bomb Search Procedure Checklist	✓	✓	✓	✓	✓	✓
2	Passenger Briefing Cards		✓	✓	✓	✓	✓
1	Proposed plan for completion of Initial Flight Operations Demonstrations	✓	✓	✓	✓	✓	✓
1	Proposed plan for Emergency Evacuation Demonstration	✓	✓	✓			
1	Proposed plan for Emergency Ditching Demonstration	✓	✓	✓			

	Maintenance Task Cards	✓	✓	✓			✓
	Contract from each Maintenance Service Provider	⊙	⊙	⊙	⊙	⊙	⊙
	Copy of Certificates & Authorizations from each Maintenance Contractor	⊙	⊙	⊙	⊙	⊙	⊙

⊙ = When function is contracted to a service provider.
 = Must be in applicant's record retention facilities.

4.2.3 FLEET TYPE-SPECIFIC RECORDS

The following record required for the operations and/or maintenance of an aircraft-specific fleet of an AOC holder should be provided—


Copies	Description	LC	L	C	B	S	H
2	Load & Performance Planning Record	✓	✓	✓	✓	✓	✓


4.3 INDIVIDUAL AIRCRAFT MANUALS, DOCUMENTS & RECORDS

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

4.3.1 INDIVIDUAL AIRCRAFT MANUALS

The following manual should be provided by the applicant in the formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
	Approved Flight Manual	✓	✓	✓	✓	✓	✓

 = Must be in aircraft for all operations of aircraft.

4.3.2 INDIVIDUAL AIRCRAFT DOCUMENTS

The following documents relating to an individual aircraft should be provided by the applicant in his formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
1	Copy of Airworthiness Certificate	✓	✓	✓	✓	✓	✓
1	Copy of Registration Certificate	✓	✓	✓	✓	✓	✓
1	Lease for Aircraft Use (or ownership papers)	✓	✓	✓	✓	✓	✓
1	Aircraft Insurance Policy	✓	✓	✓	✓	✓	✓
1	Weight and Balance Report	✓	✓	✓	✓	✓	✓

1	Equipment List	✓	✓	✓	✓	✓	✓
1	LOPA		✓				
1	Configuration Regulations Compliance Checklist		✓				

4.3.3 INDIVIDUAL AIRCRAFT RECORDS

The following aircraft records should be provided by the applicant in the formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
☞	Airframe Maintenance Records	✓	✓	✓	✓	✓	✓
☞	Powerplant Maintenance Records	✓	✓	✓	✓	✓	✓
☞	Propeller Maintenance Records (if propeller-driven aircraft)	✓	✓	✓	✓	✓	✓
☞	Component Maintenance Records	✓	✓	✓	✓	✓	✓
☞	Aircraft Survival and Equipment Records	✓	✓	✓	✓	✓	✓
☞	Flight Deck Voice and Data Recorder Records	✓	✓	✓			

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

SECTION 5 CONCEPT OF INTEGRATED FLIGHT SAFETY DOCUMENTS

- A. Applicants operating large aircraft will be required to provide their manuals under the integrated flight safety documents concept.
- B. This requirement includes the provision of those documents as a "system." The manuals will have—
 - 1) An appearance similar and unique to the operator;
 - 2) Ease of revision using a logical revision procedure;
 - 3) A list of effective pages, containing the revision number and revision date of each page;
 - 4) A table of contents to at least one level of header formatting in each chapter;
 - 5) An index of words and phrases for each manual of not more than 3 levels;
 - 6) A glossary of terms and acronyms for each manual;
 - 7) A logical and consistent formatting; and
 - 8) The application of systems safety methodology to the authoring of the text.
- C. The application of systems safety methodology will include consideration of the design of each process and procedure to ensure that—
 - 1) The written procedures answer the who, what, when, where and how for their application;
 - 2) The application of a specific process and procedures are consistent in their interface with other related processes;

- 3) There are sufficient verification actions within the process to ensure that it produces the desired results to the required standard;
- 4) There are provisions for recurring quality auditing to ensure that the processes and procedures are working as designed; and
- 5) There is clear assignment of management responsibility and authority for the proper functioning of those processes and procedures.

SECTION 6 PROVISION OF DIGITAL DOCUMENTS FOR COMMENTING

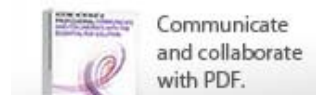
Applicants that are required to submit integrated flight safety documents will also provide these documents in digital form on a CD, consolidated into a searchable folder.

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 circular.

6.1 ACCEPTABLE SOFTWARE

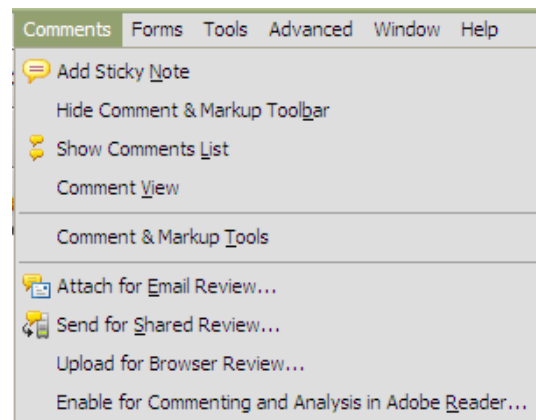
- A. Adobe Acrobat is a software that provides the ability for exchanging digital files containing the FSS comments and applicant replies citing their corrections.
- B. In order to start the process the **applicant must have Adobe Acrobat Professional version 7** or above.
- C. All other persons in the commenting process only have to have the free version of Adobe Reader which may be downloaded from www.adobe.com.

Acrobat 8 Professional



6.2 APPLICANT SET-UP OF DOCUMENTS

- A. The applicant uses WORD or some other software to author the manuals and documents.
- B. When those manuals and documents are completed in hard-copy, the applicant will set up a file folder for each manual.
- C. The applicant will convert each chapter (the entire book) into Adobe Acrobat documents
- D. The applicant will then ENABLE each document for commenting in Adobe Reader through the following process—
 - 1) **Open** the document in Adobe Acrobat Professional.
 - 2) Select the **Comments** menu from the top tool bar.
 - 3) Select “**Enable of Commenting and Analysis in Adobe Reader.**”
 - 4) This action will cause a **Save As** screen to appear.
 - 5) Simply save “over” the old document by selecting **Save** without changing the title.
 - 6) This will bring up a message box asking if the user wants to “replace the existing file.” Select **Yes**.



- 7) After this action occurs, the file is now enabled for commenting in Adobe Reader. **Close** the file.
- E. Repeat this action to enable all chapters within each folder for each manual.
- F. Burn these folders on a CD, providing both a digital and a hard copy of the manual to the FSS for commenting.

This method is also acceptable for providing the manual revisions as ENABLED chapters.

SECTION 7 CERTIFICATION ACTIONS & POLICIES

7.1 FORMAL APPLICATION REVIEW (CURSORY REVIEW)

7.1.1 GENERAL

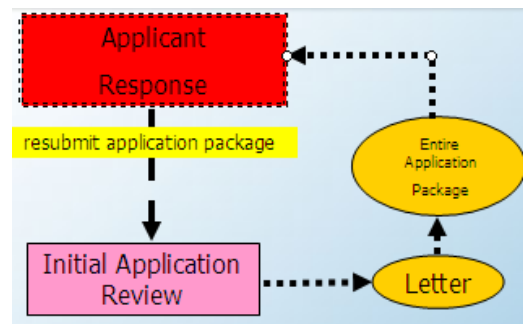
The applicant's submission of the formal application and the required documents to the FSS marks the beginning of the Formal Application Review Phase. The FSS now has 15 days to conduct a cursory review the applicant's application package and decide if it complete and adequate to continue into the important Document Evaluation Phase.

7.1.2 STATUS OF SUBMITTED DOCUMENTS

The FSS will review the application and compile a "Status of Submitted Documents" table. This table will be up-dated at least weekly throughout the Document Evaluation. As up-dated, a paper copy will be provided to the applicant.

7.1.3 APPLICATION NOT COMPLETE

- A. 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.
- B. The process is depicted in this diagram for clarity.
- C. It is the applicant's responsibility to provide a complete and adequate application package.
- D. The applicant must take the necessary actions to have a complete and adequate application package before resubmission.



7.1.4 FORMAL APPLICATION ACCEPTANCE OR REJECTION MEETING

- A. If the applicant's formal application is incomplete and/or in an unacceptable form to allow subsequent technical evaluations, the FSS will have a formal meeting with him to return the entire certification package and discuss the primary unacceptable issues.
- B. If the applicant's formal application is complete and in acceptable form to allow subsequent technical evaluations by the assigned inspectors, the FSS will have a formal meeting with him to address any outstanding scheduling issues before initiating the *Document Evaluation Phase*.
- C. During this meeting, the SOE submitted by the applicant will be edited by the FSS to include realistic target dates for key events that will occur in the remainder of certification. From this point, the FSS will up-date the SOE weekly to reflect the changing target dates and factors causing the changes. A paper copy of each edited SOE will be provided to the applicant.

7.1.5 POSSIBLE DELAYS ASSOCIATED WITH A DIFFERENT STATE OF REGISTRY

- A. If the State of Registry of the aircraft is not Rwanda, the FSS will notify the appropriate State of our intent to begin a detailed evaluation of the applicant's documents following the formal application meeting.
- B. 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 within the following 30 days.
- C. Without those approvals, the FSS will not be able to complete the certification process to allow the use of these aircraft on an AOC.

7.2 DOCUMENT EVALUATION PHASE CONSIDERATIONS

7.2.1 UNSUBMITTED MANUALS, DOCUMENTS OR RECORDS

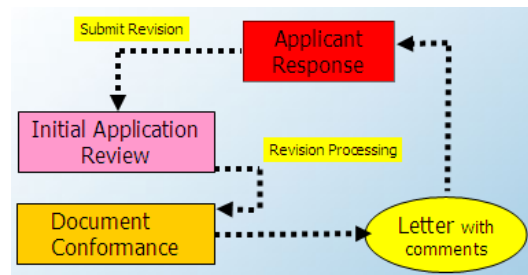
- A. There is a 30-day review caveat for all required, but unsubmitted, manuals, documents or records. From the moment that document is "stamped" in to our office, the FSS has 30 days to act on that document.
- B. If the applicant failed to submit any document in a timely manner that failure may result in adverse delays in completing the certification of the applicant as an AOC holder.
- C. The FSS suggests that the applicant obtain a receipt for any document that he submits to the FSS that was not included at the time of the formal application submission.

7.2.2 DOCUMENT REVISION TURNAROUND

- A. The 30-day review caveat also applies to manuals, document or records that are reviewed and returned to the applicant for correction/revision.
- B. The applicant's failure to act on the requested correction/revision may result in significant delays to the certification process. Again, the FSS suggests that the applicant obtain a receipt upon resubmission of the document.

7.2.3 RULES FOR CORRECTION/REVISION

- A. Any 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.
- B. 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.



7.2.4 FLIGHT TRAINING CAN BEGIN WHEN....

The FSS has reviewed the applicant's company and aircraft procedures and checklists and given written interim approval to his Flight Operations Training Program Manual (FOTM).

7.3 INSPECTION & DEMONSTRATION PHASE

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

7.3.1 INTERIM (PRE-INSPECTION PHASE) OBSERVATIONS & INSPECTIONS

The following observations and inspections may happen at any point after the FSS 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 FSS review.

	Description	LC	L	C	B	S	H
1.	Operations Training Facilities & Equipment Inspections	✓	✓	✓	✓		✓
2.	Operations Simulator/Training Device Inspections	✓	✓	✓	✓		✓
3.	Operations Training-in-Progress Inspections	✓	✓	✓	✓		✓
4.	Operations Flt Crew Proficiency Check Inspections	✓	✓	✓	✓	✓	✓
5.	Operations Check Airman Inspections	✓	✓	✓	✓		✓
6.	Cabin Crew Member Competency Check Inspections		✓				
7.	Maintenance Training Facility Inspections	✓	✓	✓			
8.	Maintenance Training-in-Progress Inspections	✓	✓	✓			

7.3.2 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 FSS.

	Description	LC	L	C	B	S	H
1.	Operations Structure & Support Inspection	✓	✓	✓	✓		✓
2.	Maintenance Main Base & Facility Inspections	✓	✓	✓	✓		✓
3.	Contractor Maintenance Facility Inspections	✓	✓	✓			
4.	Aircraft Records Inspection	✓	✓	✓	✓	✓	✓
5.	Maintenance Aircraft Inspection	✓	✓	✓	✓	✓	✓

7.4 INSPECTION & DEMONSTRATION PHASE CONSIDERATIONS

- A. The following inspections and demonstrations should be expected for the different groupings of operators during the inspection and demonstration phase. These inspections must be judged satisfactory in order to complete the certification process.
- B. The specifics of the each evaluation may be obtained from the FSS.

7.4.1 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 air taxi operators with aircraft having 9 or less passenger seats).

	Description	LC	L	C	B	S	H
1.	Flight Crew Records Inspection	✓	✓	✓	✓	✓	✓
2.	Cabin Crew Member Records Inspection		✓				
3.	Scheduled Services Airport Inspection		✓	✓			
4.	Operations Station Inspection	✓	✓	✓			
5.	Maintenance Station Inspection	✓	✓	✓			
6.	Ground Handling Arrangements	✓	✓	✓			
7.	Partial Emergency Evacuation Demonstration		✓				
8.	Planned Ditching Demonstration	✓	✓	✓	✓	✓	✓

7.4.2 INITIAL FLIGHT OPERATIONS DEMONSTRATIONS

- A. The operational inspections listed below will be conducted during initial certification and will involve the actual flight of the aircraft to allow the FSS to assess the applicant's ability to conduct flight operations.
- B. In the case of large aircraft and commuter operations this will consist of either demonstration or validation flights, with the other inspections conducted during those operations.

7.4.2.1 Demonstration/Validation Flights

The following demonstration/validation flights are required—

	Description	LC	L	C	B	S	H
1.	Formal Demonstration Flights (For Passenger Authority)		✓	✓			
2.	Formal Validation Flights (For EDTO Authority)		✓	✓			
2.	Formal Validation Flights (For Cargo-Only Authority)	✓					

7.4.2.2 Inspections associated with Demonstration/Validation 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 validation flights.)

	Description	LC	L	C	B	S	H
1.	Maintenance Control Inspection	✓	✓	✓	✓		
2.	Operational Control Inspection	✓	✓	✓	✓		
3.	Operations Flight Preparation Records Inspection	✓	✓	✓	✓	✓	✓

4.	Operations Aircraft Exterior Inspection	✓	✓	✓	✓	✓	✓
5.	Operations Cabin Ramp Inspection	✓	✓	✓	✓	✓	✓
6.	Operations Flight Deck Ramp Inspection	✓	✓	✓	✓	✓	✓
7.	Operations Flight Deck Enroute Inspection	✓	✓	✓			
8.	Operations PIC Route Check Observation	✓	✓	✓	✓	✓	✓
9.	Operations Cabin Enroute Inspection		✓	✓			
10.	Maintenance Cabin Enroute Inspection		✓	✓			
11.	Maintenance Flight Deck Enroute Inspection	✓	✓	✓			

7.5 FINAL CERTIFICATION ACTIONS PHASE CONSIDERATIONS

7.5.1 AOC & OPERATIONS SPECIFICATIONS

- A. 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.
- B. 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)	✓	✓	✓	✓	✓	✓
	Operations Specifications	✓	✓	✓	✓	✓	✓

7.5.2 METHODS OF APPROVALS

- A. There are other methods used by the FSS to indicate the issuance of approvals and acceptances that are required by ICAO and the Rwanda Civil Aviation Regulations.
- B. It is important that an AOC holder understand that any revision to the following AOC holder methodology, system, documents, manuals or records must have the written approval or acceptance of the RCAA-FSS before use in commercial air transport related functions.
- C. The current method of indicating those approvals include— *(This list is not all inclusive and may be supplemented by the assigned Principal Inspector.)*
 - OPSPECS = Operations Specification signed by Principal Inspector and AOC holder manager.

PRIOR ACCEPTANCE OR APPROVAL REQUIRED							
How?	Description	LC	L	C	B	S	H
OPSPECS	Flight, Duty and Rest Period Scheme	✓	✓	✓	✓	✓	✓
OPSPECS	Method of Flight Supervision	✓	✓	✓	✓	✓	✓

OPSPECS	Weight and Balance System	✓	✓	✓	✓	✓	✓
OPSPECS	Minimum Safe Altitudes	✓	✓	✓	✓	✓	✓
OPSPECS	Additional Airport Altitude Safety Margins	✓	✓	✓	✓	✓	✓
OPSPECS	Dangerous Goods Procedures and Training	✓	✓	✓	✓	✓	✓
OPSPECS	Flight Operation Training Manual	✓	✓	✓	✓		✓
OPSPECS	Aircraft Type-Specific Minimum Equipment List	✓	✓	✓	✓	✓	✓
OPSPECS	Aircraft Type-Specific Operating Manual	✓	✓	✓	✓	✓	✓
OPSPECS	Maintenance Control Manual	✓	✓	✓	✓	✓	✓
OPSPECS	Approved Maintenance Organization Manual	✓	✓	✓	✓		✓
OPSPECS	Aircraft Type-Specific Maintenance Program	✓	✓	✓			
OPSPECS	Aircraft Type-Specific Inspection Program				✓	✓	✓
OPSPECS	Aircraft Type-Specific Condensed Checklists	✓	✓	✓	✓	✓	✓
OPSPECS	Passenger Briefing Card	✓	✓	✓	✓	✓	✓
OPSPECS	Aircraft Lease	✓	✓	✓	✓	✓	✓
OPSPECS	Postholder of Required Management Position	✓	✓	✓	✓	✓	✓

 = This function will be delegated on a case-by-case basis.

7.5.3 REQUIRED VALIDATION FLIGHTS

Validation flights are those first flights after the RCAA-FSS has issued operational authorization (via opspecs) to conduct the following types of flights. An authorized representative of the RCAA-FSS will evaluate the AOC holder’s procedures and competency during these initial flights.

	Description	LC	L	C	B	S	H
1.	Initial Passenger Carrying Flights		✓	✓			
2.	Initial Cargo-Only Flights	✓	✓				
3.	Initial PBN RNP-10 flights	✓	✓	✓			
4.	Initial RVSM Flights	✓	✓	✓			
5.	Initial ETDO Flights	✓	✓	✓			

SECTION 8 ADDITIONAL CONSIDERATIONS

8.1 REQUIREMENT FOR ON-GOING & PROGRAMMED SURVEILLANCE

A. Rwanda is required by ICAO Standards to have a system of surveillance for its AOC holders. That system is outlined in the AOC Administration Manual.

B. The minimum numbers of these inspections that must be completed on a quarterly or annual basis are included in the National Surveillance Program Bulletin.



All safety issues identified during the inspections must be resolved before the annual re-issuance of the AOC.

8.2 OTHER AUTHORIZATIONS REQUIRING A FORMAL CERTIFICATION PROCESS

Each of the following authorizations will require a separate formal certification process to ensure that associated requirements are met—

	Description	LC	L	C	B	S	H
1	Adding a variant (Different Make/Model) Aircraft	✓	✓	✓	✓		✓
2	RVSM Operations	✓	✓	✓	✓		
3	All Weather Operations (Category II and III approaches and LVTO)	✓	✓	✓			✓
4	RNAV-10 Navigation	✓	✓	✓			
4	RNAV/RNP-1/2 Navigation	✓	✓	✓			
4	RNP-APRCH Operations	✓	✓	✓			
5	NAT-HLA Operations (NAT/NORPAC)	✓	✓	✓			
5	CPDLC Operations	✓	✓	✓			
6	Extended Diversion Time Operations (EDT0)	✓	✓	✓			
2	EVS (EVA/HUD) Operations	✓	✓	✓	✓		
8	Single Pilot Night and IMC Operations				✓	✓	✓
8	Single Engine Turbine-Powered Night and IFR				✓	✓	✓

End of Advisory Circular