RWANDA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR
AC 12-002

PROCESS & APPLICATION:
ADDING NEW AIRCRAFT TYPE TO AOC

Purpose— This Advisory Circular (AC) provides guidance to air operators seeking to add a new type of aircraft to their Air Operator Certificate (AOC) for commercial air transport operations carrying passengers and cargo.

Table of Contents

SECTION 1   GENERAL

1.1   STATUS OF THIS ADVISORY CIRCULAR

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

1.2   BACKGROUND

A. The addition of a new aircraft type to an air operator certificate requires RCAA approval before any operations of that aircraft-specific type by the air operator.

B. This AC outlines the preparation and submission of a formal application for the addition of the new aircraft-specific type to an existing air operator certificate. It also outlines the overall process that will be followed by RCAA personnel during the document conformance evaluation and subsequent inspections and demonstrations necessary to the addition of the new aircraft type to the is addition.

C. The air operator seeking the addition of a new aircraft type to an existing air operator certificate will be subject to these evaluations and inspections listed in this AC.

1.3   APPLICABILITY

This AC is applicable to air operators to prepare for the additional of a new aircraft type to their existing air operator certificate.

1.3.1   DEFINITIONS & ACRONYMS

A. The following acronyms are used in this advisory circular—

   1) **AC** = Advisory Circular

   2) **EDTO** = Extended Diversion Time Operations

   3) **EFB** = Electronic Flight Bag

   4) **FAC** = Formal Application Checklist

   5) **FSS** = Flight Safety Service

   6) **POPS** – Prospective Operator Proposal Statement

   7) **RCAA** – Rwanda Civil Aviation Authority

   8) **RCAR**– Rwanda Civil Aviation Regulation

   9) **RVSM** = Reduced Vertical Separation Minimums

   10) **PBC** = Performance Based Communications

   11) **PBN** = Performance Based Navigation

   12) **PBS** = Performance Based Surveillance

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
- Part 14, AOC Personnel Qualification
- Part 16, Operational Control
- Part 17, Mass and Balance and Performance

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 00-005, Preparation of Acceptable Conformance Checklists

   ♦ AC 12-001, Air Operator Certification

   ♦ AC 12-004, Integrated Flight Safety Documents

> Copies may be obtained from the RCAA web-site.

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 (FSIMS)

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

1.6   CONTACT THE FLIGHT SAFETY SERVICE FIRST

A. The air operator should contact RCAA to discuss the requirements for the addition of an new aircraft type <u>early in the planning stages</u> before acquiring the aircraft.

B. This action will ensure that the air operator is fully aware of the requirements for a formal application and has the potential for save a significant amount of money and time.

C. The RCAA will discuss the required process and requirements. They will provide the necessary application documents.

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

An applicant for an AOC will need an initial, personal briefing from the RCAA 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 AOC holder should complete a "Pre-Application Statement of Intent." It is a two-page form that provides the RCAA advance notice of the applicant's intentions.

B. The applicant should send this form to the RCAA at least 60 working days before he would like to begin commercial air transport flights using the new aircraft type. (If the applicant need help understanding the form, he should schedule an informal meeting with the RCAA for assistance in its completion.)

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

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

#### 2.2.1.1   PASI Completion Instructions

The AOC holder should consult AC 12-001, Air Operator Certification for specific instructions for the completion of the PASI document

2.3   PRE-APPLICATION MEETING

A. After the RCAA 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.

B. The RCAA will advise the applicant on how to make a formal application, including which documents, contracts and proposed records that must be provided. The RCAA will discuss the timelines that will be associated with the approval of a new type of aircraft for the AOC holder.

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.
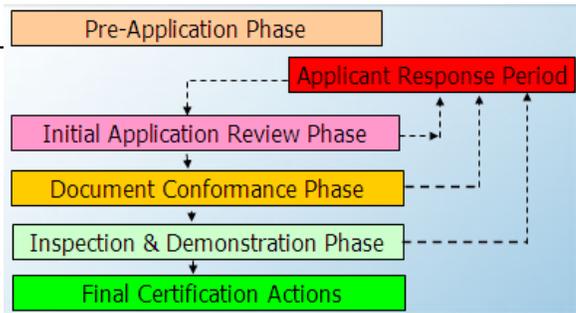
- Note that throughout the process, it is the applicant's responsibility to respond to the RCAA's findings and comments to provide the required documents and make the necessary revisions to their processes and documentation.

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 RCAA 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 RCAA team will schedule a Formal Application meeting with him.

    An acceptable Schedule of Events will be issued by the RCAA during the formal app meeting.

D. The next phase is the *Document EVALUATION Phase*. Now the RCAA 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 RCAA.

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

> - A small air taxi should complete the process for addition of a variant aircraft within 30 working days after submission of an acceptable formal application.
> - An AOC holder adding a large variant aircraft should complete the process within 45 working days after submission of an acceptable formal application.

F. The final phase is the one in which the RCAA completes their paperwork and issuance of approvals, including the issuance of Operations Specifications authorizing the use of the new aircraft type in commercial air transport. It is called the *Final Certification Actions Phase*.

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 RCAA 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.

3.2   ASSEMBLING THE FORMAL APPLICATION PACKAGE

A. Complete the two-page form called the Formal Application Checklist (FAC).

> Refer to AC 12-001, Air Operator Certification, for FAC completion instructions.

- This is the checklist that advises the RCAA that the required items are included in the formal application package.

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

B. The following portions of the FAC are not required to be completed for the addition of a new aircraft type to an existing AOC—

- AOC-FAC Section C, Check "Other Operations" and enter "Add ____ Aircraft Type."

- AOC-FAC Section E, Management Resumes, should only include the manager primarily responsible for ensuring that the operations of the new aircraft type will follow standard operating procedures and the AOC personnel are properly qualified.

- AOC-FAC Section F, Conformance Checklists, check "Other" and enter "Add ____ Aircraft Type."

- AOC FAC Section G, All Manuals Submitted, should address only the manuals listed in this advisory circular.

> The specific manuals, documents and records that required with this application are outlined in Section 4 of this AC.

- AOC-FAC Section L, Air Operator Complexity, should be confined to the additional operating and maintenance complexity required to operate the new aircraft type.

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 RCAA's copy unless otherwise indicated by the symbol [/1].

4.1   MODIFICATIONS TO GENERAL USE MANUALS, DOCUMENTS & RECORDS

The applicant has already provided the following manuals, documents and records relating to the overall operations and/or maintenance necessary to an AOC holder.

4.1.1   MODIFIED GENERAL USE MANUALS

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

> ● Only the revisions to these manuals that are necessary to include the new aircraft type.should be submitted.
> ● No submission is required for manuals not revised.

Copies	Description	LC	L	C	B	S	H
2	Operations Manual (Part A, GOM or FOM)	✓	✓	✓	✓		✓
2	Cabin Crew Member Manual (CCM)		✓				
2	Flight Operations Training Manual (FOTM)	✓	✓	✓	✓		
2	Maintenance Control Manual (MCM)	✓	✓	✓	✓	✓	✓
2	Station Manual		✓	✓			
2	Ground Handling Manuals	⊗	⊗	⊗			

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

B. if any of the separate program manuals related to specific operational policies and/or procedures were revised, those revisions shall be provided with the applicant's formal

application. (The need for new program manuals will be identified during the Pre-Application Meeting.)—

Copies	Description	LC	L	C	B	S	H

= *None Specified*

4.1.2 MODIFIED GENERAL USE DOCUMENTS

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

Copies	Description	LC	L	C	B	S	H
1	Resumes for persons nominated for training/ checking	✓	✓	✓	✓		✓
1	Ground Handling Arrangements	⊗	⊗	⊗			
1	Contracts for Training/Facility/Personnel/Simulators	⊗	⊗	⊗	⊗		⊗
1	Other contracts?	⊗	⊗	⊗	⊗		⊗

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

4.1.3 MODIFIED GENERAL USE RECORDS

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

Copies	Description	LC	L	C	B	S	H
2	Aircraft Journey/Tech Record	✓	✓	✓	✓	✓	✓
2	Maintenance Deferred Defects Log	✓	✓	✓	✓	✓	✓
2	Maintenance Condition & Summary Record				✓	✓	✓
2	Operations Flight Planning Record	✓	✓	✓	✓	✓	✓
2	Flight Crew Qualification Record	✓	✓	✓	✓	✓	✓
2	Cabin Crew Qualification Record		✓				
2	Crew Flight/Duty Record	✓	✓	✓	✓	✓	✓
☞	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 TYPE-SPECIFIC MANUALS

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

Copies	Description	LC	L	C	B	S	H
2	Standard Operating Procedures (AOM1) [Checklists/Profiles/Briefings/Limitations]	✓	✓	✓			
2	Aircraft Systems Operations (AOM2)	✓	✓	✓			
2	Pilot Operating Handbook (POH)				✓	✓	✓
1	Approved Flight Manual (AFM) for each fleet model	✓	✓	✓	✓	✓	✓
2	Minimum Equipment List (MEL)	✓	✓	✓	✓	✓	✓
1	Master Minimum Equipment List (MMEL)	✓	✓	✓	✓	✓	✓
1	Manufacturers Dispatch Deviation Guide	✓	✓	✓			
2	Runway Analysis Manual	✓	✓	✓			
2	Aircraft Performance Manual	✓	✓	✓			
2	Fueling/Loading/Servicing Manual(s)	✓	✓	✓			
2	Aircraft Deicing Procedures/Manual	✓	✓	✓			
2	Airframe Maintenance Program	✓	✓	✓			✓
2	Supplemental Structures Inspection Program	✓	✓	✓			
2	Corrosion Prevention and Control Program	✓	✓	✓			
2	Aging Aircraft/Damage Tolerance Program	✓	✓	✓			
2	Powerplant Maintenance Program	✓	✓	✓			✓
2	Component Maintenance Program	✓	✓	✓			
1	Manufacturers Maint Planning Documents (MPD)	✓	✓	✓			
2	Aircraft Inspection Program				✓	✓	✓
1	Manufacturer's Maint Inspection Documents				✓	✓	✓
☞	Manufacturers Maintenance Manual – Aircraft	✓	✓	✓	✓	✓	✓

		LC	L	C	B	S	H
☞	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.

Copies	Description	LC	L	C	B	S	H
2	Mass & Balance Program Manual	✓	✓	✓			

4.2.2   FLEET TYPE-SPECIFIC DOCUMENTS

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

Copies	Description	LC	L	C	B	S	H
1	Letter from manufacturer advising the latest revision to their pilot operating manuals	✓	✓	✓	✓	✓	✓
2	Condensed Operating Checklists	✓	✓	✓	✓	✓	✓
2	Passenger Briefing Cards		✓	✓	✓	✓	✓
☞	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 records required for the operations and/or maintenance of the new aircraft tlype must be submitted with the application—

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 Conformance Report		✓				

4.3.3 INDIVIDUAL AIRCRAFT RECORDS

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

Copies	Description	LC	L	C	B	S	H
☞	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   ADDITIONAL DOCUMENT REQUIREMENTS

5.1   INTEGRATED FLIGHT SAFETY DOCUMENTS

Applicants operating large aircraft will be required to provide their manuals under the integrated flight safety documents concept.

> The integrated flight safety document is concept is explained in AC 12-001 and AC 12-004.

5.2   PROVISION OF DIGITAL DOCUMENTS FOR COMMENTING

A. 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.

> The procedures for preparing the AOC holder's digital documents are outlined in AC 12-001.

B. 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

SECTION 6   CERTIFICATION ACTIONS & POLICIES

6.1   FORMAL APPLICATION REVIEW

6.1.1   GENERAL

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

6.1.2   STATUS OF SUBMITTED DOCUMENTS

The RCAA 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.

6.1.3   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.
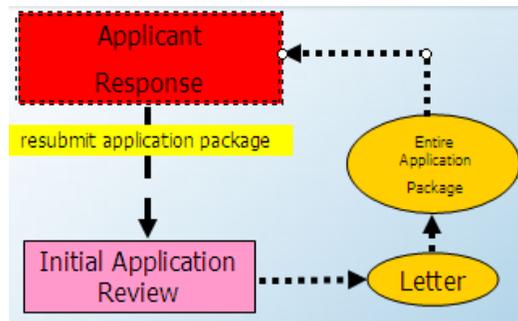
6.1.4 FORMAL APPLICATION ACCEPTANCE OR REJECTION MEETING

A. If the applicant's formal application is incomplete and/or in an unacceptable form to allow subsequent technical evaluations, the RCAA 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 RCAA 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 RCAA to include realistic target dates for key events that will occur in the remainder of certification. From this point, the RCAA 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.

6.1.5 POSSIBLE DELAYS ASSOCIATED WITH A DIFFERENT STATE OF REGISTRY

A. If the State of Registry of the aircraft is not Rwanda, the RCAA 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 RCAA will not be able to complete the certification process to allow the use of these aircraft on an AOC.

6.2 DOCUMENT EVALUATION PHASE CONSIDERATIONS

### 6.2.1 UNSUBMITTED MANUALS, DOCUMENTS OR RECORDS

A. There is a 30-day review caveat for all required, but unsubmittted, manuals, documents or records. From the moment that document is "stamped" in to our office, the RCAA 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 RCAA suggests that the applicant obtain a receipt for any document that he submits to the RCAA that was not included at the time of the formal application submission.

6.2.2 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 RCAA suggests that the applicant obtain a receipt upon resubmission of the document.

6.2.3　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.
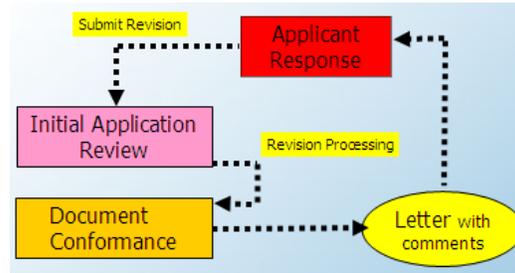
6.2.4　FLIGHT TRAINING CAN BEGIN WHEN....

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

6.3　INSPECTION & DEMONSTRATION PHASE CONSIDERATIONS

A.　This phase consists of a series of sampling inspections by the RCAA 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.

6.3.1　INTERIM (PRE-INSPECTION PHASE) OBSERVATIONS & INSPECTIONS

The following observations and inspections may happen at any point after the RCAA 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 RCAA 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	✓	✓	✓			

6.3.2　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 RCAA.

	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	✓	✓	✓	✓	✓	✓

6.3.3 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	✓	✓	✓			

6.4 DEMONSTRATIONS

6.4.1 PRE-OPERATIONS DEMONSTRATIONS

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

	Description	LC	L	C	B	S	H
1.	Emergency Evacuation Demonstration (20+ Passenger capacity)	✓	✓	✓	✓	✓	✓
2.	Emergency Evacuation Capability Inspection (19 or less Passenger capacity)	✓	✓	✓	✓	✓	✓
3.	Ditching Demonstration (20+ Passenger capacity)	✓	✓	✓	✓	✓	✓
4.	Ditching Capability Inspection (19 or less Passenger capacity)	✓	✓	✓	✓	✓	✓
5	Procedures (Tabletop) Demonstration	✓	✓	✓	✓	✓	✓

6.4.2 DEMONSTRATION FLIGHTS

A. The operational inspections listed below will be conducted during initial certification and will involve the actual flight of the aircraft to allow the RCAA 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.

6.4.2.1 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 Demonstration Flights (For ETOPS Authority)		✔	✔			
2.	Formal Validation Flights (For Cargo-Only Authority)	✔					

6.4.2.2 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	✔	✔	✔			

6.5 FINAL CERTIFICATION ACTIONS PHASE CONSIDERATIONS

6.5.1 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	✔	✔	✔	✔	✔	✔

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