



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

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

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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 an variant aircraft to an existing fleet of that aircraft type requires RCAA approval before any operations of that aircraft. The RCAA must—

- 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.

- 1) Determine that this aircraft is compatible with the operations and maintenance procedures previously approved for the specific aircraft fleet; and
 - 2) Ensure that any differences between the variant aircraft and the specific fleet have been addressed by the air operator.
- B. This AC outlines the preparation and submission of a formal application for the addition of the aircraft. It also outlines the overall process that will be followed by FSS personnel during the document conformance evaluation and subsequent inspections and demonstrations necessary to this addition.
- C. The air operator seeking the addition of a variant aircraft 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 addition of an aircraft to a fleet of aircraft type currently approved for operations under 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) **FAC** = Formal Application Checklist
 - 3) **FSS** = Flight Safety Services
 - 4) **PASI** = Pre-Application Statement of Intent
 - 5) **RCAA** = Rwanda Civil Aviation Authority
 - 6) **RCAR** = Rwanda Civil Aviation Regulation

1.4 RELATED REGULATIONS

The following regulations are directly applicable to this advisory circular—

- RCAR Part 6, Instruments and Equipment
- RCAR Part 10, Operations of Aircraft
- RCAR 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- Flight Safety Services (RCAA-FSS)
 - ◆ Rwanda Civil Aviation Regulation, Part 12
 - ◆ AC 12-002, Add New Aircraft Type to AOC
- 2) International Civil Aviation Organization (ICAO)
 - ◆ Doc 8335. Manual on Operations Certification

Copies may be obtained from the RCAA.

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. The AOC holder should contact the FSS early in the planning stage to discuss the requirements for adding an variant aircraft to any existing fleet that has been approved for the operator.
- B. This action will ensure that the operator makes the appropriate application.
- C. The FSS will discuss the required process and requirements. They will provide the necessary application documents.

SECTION 2 DETERMINING COMPLEXITY OF APPROVAL PROCESS**2.1 HOW VARIANT IS THE VARIANT AIRCRAFT?**

- A. The RCAA highly recommends that the AOC holder conduct an evaluation of the complexity of the differences between the proposed aircraft and the existing fleet of that aircraft type.

This evaluation should be accomplished using the "Evaluate variant Aircraft (Same Make/Model)" checklist located in Appendix A to this AC.
- B. The AOC holder's evaluation team should consist of aircraft type-specific qualified operations and airworthiness personnel.
- C. This completed evaluation form will be the basis for the RCAA decision regarding the extent of the formal application and approval process.

2.2 DETERMINE THE COMPLEXITY OF THE DIFFERENCES

- A. The AOC holder's evaluation team will determine, for each element of the evaluation checklist, the complexity level assigned to that element from the following listing—
 - Level 0 – No document revision or personnel briefing or training required.
 - Level 1 – Document revision required, but no personnel briefing or training required.
 - Level 2 – Document revision required and personnel briefings required to ensure workforce understand differences.
 - Level 3 – Document revision required and formal ground training required to ensure workforce understand complexity of differences.
 - Level 4 – Document revision required, formal ground training required and flight training required to ensure pilots are aware of specific flight characteristics.

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

- If any of the complexity levels are determined to be 3 or 4, the formal application process is required.
 - The extent of the process will be determined by the RCAA by applying the submission requirements of this AC.
- B. The completed evaluation checklist with a complexity level assigned to each element must be formally provided to the RCAA.

2.3 RCAA PRELIMINARY EVALUATION

- A. The RCAA will assign a team of type-qualified operations and airworthiness inspectors to go to the aircraft to audit the AOC holder's evaluation.
- B. This team will review each element to confirm the assigned complexity levels before the RCAA decision is made regarding the extent and complexity of the application
 - The results of this preliminary evaluation will be provided to RCAA management.
- C. The RCAA will issue a formal letter of their decision regarding the formal application document submissions and the inspection and demonstrations that will be required.

2.4 IF FORMAL APPLICATION IS REQUIRED

If formal application is required, use the guidance in AC 12-002 for the processing of the applications and the formal inspection and demonstrations required.

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APPENDIX A

Evaluate Variant Aircraft (Same Make/Model)

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

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

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

1	FLIGHT DECK	YES	NO	NA	LEVEL	DOC REVISION
1.1	Flight Management System Presentation and Operation					
1.2	Primary Flight Guidance Presentation and Operation					
1.3	Other Instrumentation Location and Marking?					
1.4	Other Switch Location and Operation					
1.5	Warning Indications and Sounds Presentation?					
1.6	Circuit Breaker Location					
1.7	Communications Equipment					
2	CRITICAL INFORMATION	YES	NO	NA	LEVEL	DOC REVISION
2.1	Instrument Approach Minimums					
2.2	Passenger Information Cards					
2.3	Condensed Checklists					
2.4	Expanded Checklists					
2.5	Aircraft Limitations					
2.6	Aircraft Performance					
2.7	Aircraft Weight and Balance					
2.8	Weight and Balance Computations					

2.9	Operational Flight Plan Computations					
2.10	Aircraft Operation Manual					
2.11	Minimum Equipment List (Installation & Dispatch)					
2.12	Training Programme or Syllabi					
2.13	Operational Bulletin					
2.14	Maintenance Program					
2.15	Main Program Bridging Doc					
2.16	Reliability Program					
2.17	Engine Condition Monitoring					
2.18	Illustrated Parts Catalog					
3	AIRCRAFT SYSTEMS	YES	NO	NA	LEVEL	DOC REVISION
3.1	Aircraft General					
3.2	Air Conditioning and Pressurization					
3.4	Automatic Pilot					
3.5	APU					
3.6	Electrical					
3.7	Emergency Equipment Location and Use					
3.8	Powerplant					
3.9	Fire Protection					
3.10	Flight Controls					
3.11	Fuel					
3.12	Hydraulics					
3.13	Ice & Rain Protection					
3.14	Instrumentation and					
3.15	Landing Gear					
3.16	Navigation					

End of Advisory Circular