



CIVIL AVIATION PUBLICATION

OPS 01

AIR OPERATOR CERTIFICATION

INDEX



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OPS 01

AIR OPERATOR CERTIFICATION

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CHAPTER 1

GENERAL

1.1 PURPOSE

This Civil Aviation Publication (CAP) 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 The Civil Aviation Regulations as carriage by air of persons and/or cargo for remuneration, hire or valuable consideration that is not considered aerial work.
- Those functions that are aerial work are defined in CAR AWK.
- All other operations are considered General Aviation and required to comply with CAR OPS 2A/H, as applicable.

1.2 BACKGROUND

ICAO Annex 6 Part I - International Commercial Air Transport-Aeroplanes and ICAO Annex 6 Part III Standards, 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.

This CAP provides guidance for the preparation and submission of a formal application for certification under CAR OPS 1/3, as applicable. It also outlines the overall process that will be followed by CAA-B personnel during the document conformance evaluation and subsequent inspections and demonstrations necessary to AOC certification.

The applicant for an air operator certificate will be subject to these evaluations and inspections.

1.3 APPLICABILITY

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

1.4 DEFINITIONS & ACRONYMS

CAR DEF (Definitions) contains definitions used in the regulations. The following acronyms are used in this Civil Aviation Publication;

CAP	– Civil Aviation Publication
CAR	– Civil Aviation Regulation
FAC	– Formal Application Checklist
MOPSC	– Maximum Operational Passenger Seating Capacity
SOD	– Safety Oversight Department
PASI	– Pre-Application Statement of Intent

1.5 RELATED PUBLICATIONS

For further information on this topic, operators are advised to review the CAR OPS 1/3, as applicable and other CAPs on the CAA-B website. (www.bcaabahamas.com)

1.6 GENERAL INFORMATION AND FIRST STEPS

1.6.1 Contact the CAA-B

Contacting the CAA-B to discuss the requirements for certification as an air operator should be done early in the planning stages.

This action will save the individual or company a significant amount of money and time.

The CAA-B 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 CAP 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 CAA-B as early as possible to discuss and understand the requirements.
- Most of the required items are easily available to an aircraft operator.

1.6.2 Aircraft Purchase/Lease

It could be a waste of money to purchase or lease an aircraft before the applicant understands the process and timelines. The time to begin finalizing the arrangements for the purchase or lease of an aircraft is after the CAA-B advises the applicant in the Formal Application Meeting that his application is acceptable for beginning the Document Conformance Phase.

1.6.3 Advisory Services

The applicant is advised to consider carefully whether the services of regulatory/safety advisors is either necessary and/or appropriate at this point. He may decide that such support is right for him at a later stage in the application process, but experience has shown that the engagement of consultant experts at the outset may be unnecessary and costly, and the work that they propose may even be counter-productive. The applicant is advised to ensure from the very beginning that he himself understands fully the implications of his AOC application.

1.7 CHARGES

The scheme of charges payable by organisations/individuals to the CAA-B for the issue/renewal of approvals, licences and authorisations is available from the CAA-B on request. These charges cover the normal AOC process. However there could be additional charges if the applicant fails to meet his/her obligations and additional inspections are required for operations and continued airworthiness.

It should be noted that an Inspector may have to be trained on the proposed aircraft type at no cost to the CAA-B. Any bi-lateral arrangements required to support the proposed operation may involve additional costs to the operator.

Note: If, after a period of 6 months from the Pre-application Meeting, the application process has not been substantially progressed by the operator, the CAA-B will consider the refusal of the application. Fees paid will not be refunded.

1.8 PRINCIPAL PLACE OF BUSINESS

Every applicant for an AOC must have their principal place of business in The Bahamas manned and with access to financial, operational and continuing airworthiness records. This requires;

- (a) a Bahamian registered company;
- (b) an office in The Bahamas which must be acceptable to the CAA-B and for a small operator, it should be 65m² or slightly less if combined with common areas.
- (c) permanent manning of the office by either the Accountable Manager, postholder(s) or operations control personnel.

Note: The CAA-B will consider all proposals provided the operator can justify that they meet the definition of Principal Place of Business.

1.9 GETTING STARTED

1.9.1 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 (cargo only)
- ▷ L = large aircraft with MOPSC of 20 or more passenger seats
- ▷ C = aircraft with MOPSC of 10 - 19 passenger seats
- ▷ B = air taxi with MOPSC of 9 or less passenger seats
- ▷ S = air taxi with MOPSC of 9 or less passenger seats operated by a single pilot
- ▷ H = helicopter operator

1.9.2 Applicable Requirements

Throughout this Civil Aviation Publication, different tables will be used to outline the requirements applicable to the general groupings of applicants. The checkmark [✓] in a column will indicate that the requirement listed on that row is applicable to that particular group.

- It is very important to the understanding of the requirements outlined in this CAP 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.



The shaded cells indicate there is not a requirement for that document or manual.

In the example below, “Document 1” would be required only for groupings LC and L (not for C, B, S, or H). “Manual 2” would be required only for groupings B, S and H (not for LC, L or C).

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

CHAPTER 2

ECONOMIC AUTHORISATION

2.1 TWO PARALLEL APPLICATION PROCESSES

It is important to understand that there are two parallel processes that must be completed. One is for the air operator economic authority, which is the Air Transport Licence (ATL) to advertise and conduct business that involves the transport of persons and property by air. The other application is for the safety authority (Air Operator Certificate) to actually operate aircraft in that business.

Those applicants that plan to actually operate their own or leased aircraft to pursue their business goals must complete the process for the issuance of an Air Operator Certificate (AOC). This certificate is the safety authority that allows the holder to operate aircraft for commercial air transport purposes.

The process for obtaining the Air Transport Licence is, for most applicants, a simple one. Application must be made to the CAA-B for the economic authority to conduct business in The Bahamas for the purpose of transporting passengers and property for remuneration, hire or for other valuable consideration. There will be an evaluation to determine that the individual or company is economically capable of supporting the operations proposed.

The law requires that all persons, both outside operators and The Bahamas AOC holders engaged in commercial air transport must have “economic” authority from the CAA-B. Those operators that intend to apply for an Air Operator Certificate issued by the CAA-B must obtain this economic authority before the “safety” (AOC) certification can be completed.

Application for this “economic” authority may be made at the same time as the formal application. The content of that application shall include the following;

CONTENTS OF APPLICATION FOR ECONOMIC AUTHORISATION							
Copies	Description	LC	L	C	B	S	H
1	Application for Air Operator Economic Authorisation	✓	✓	✓	✓	✓	✓
1	Check payable to: Director-General CAA-B	✓	✓	✓	✓	✓	✓
1	Résumé of President of Company (including current & previous employment and personal addresses)	✓	✓	✓	✓	✓	✓
1	Documentation on Incorporation, (including article and memorandum of association, certificate of good standing)	✓	✓	✓	✓		✓
1	Statement of Nationality of Beneficial Owners, (including valued shares held by each source and availability of funds)	✓	✓	✓	✓	✓	✓
1	Financial Projections covering first year of operation (including projected revenues and operating expenses)	✓	✓	✓			



1	Bank Credit Reference Letter	✓	✓	✓	✓		✓
1	Business License (or receipt)	✓	✓	✓	✓	✓	✓
1	Scheduled Services Timetable (if scheduled)	✓	✓	✓	✓	✓	✓

2.2 ECONOMIC DOCUMENT REQUIRED

The following document is primary evidence to international authorities that a business entity is authorised by The Bahamas to advertise and arrange the transportation of passengers or cargo from, to or within this country.

Note that Civil Aviation Law and Regulations specifically prohibits the arrangement of these types of flights in aircraft of operators that do not hold an Air Operator Certificate (AOC)

This document must be received by the applicant before advertising or arranging flights for remuneration, hire or valuable consideration.

	Description	LC	L	C	B	S	H
	Air Transport Licence	✓	✓	✓	✓	✓	✓

Note: The CAA-B may state conditions or limitations on the ATL, especially for an AOC holder based outside of The Bahamas.



CHAPTER 3

PRE-APPLICATION PHASE

3.1 OVERVIEW

An applicant for an AOC will need an initial, personal briefing from the CAA-B team that will be evaluating his application. This is through a “Pre-Application Meeting” held after a pre-application Statement of Intent is submitted.

3.2 PRE-APPLICATION STATEMENT OF INTENT

The CAA-B will send the applicant a package of forms to apply for an Air Operator Certificate.

The first form in the package is the “Pre-Application Statement of Intent.” It is a two-page form that provides the CAA-B advance notice of the applicant’s intentions.

The applicant should send this form to the CAA-B 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 CAA-B for assistance in its completion.)

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

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 for the applicant to state his intentions in a manner that will allow the CAA-B to determine the complexity of AOC certification that will be necessary.

3.3 COMPLETION OF PRE-APPLICATION STATEMENT OF INTENT

3.3.1 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 authorisation:	
1. <input type="checkbox"/> - Air Operator Domestic	3. <input type="checkbox"/> - Scheduled
2. <input type="checkbox"/> - Air Operator International	4. <input type="checkbox"/> - Unscheduled (Charter)



3.3.2 PASI Section B – Company Specific Information

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

- ▷ **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.
- ▷ **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 The Bahamas 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.

3.3.3 PASI Section C – Proposed Management Postholders

Enter the names and contact details of the persons who are proposed to be the responsible managers in the following areas.



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

3.3.4 PASI Section D – Proposed Operations (AOC)

D. Proposed Operations
1. Proposed Areas of Operations
2. Proposed Specific Approvals required
3. Proposed City Pairs (If scheduled operations)

- ▶ **Block D1** – Describe the proposed areas of operations in general terms, e.g., The Bahamas or the following regions. Do not state worldwide.
 - Africa-Indian Ocean Region (**AFI**);
 - Asia Region (**ASIA**);
 - Caribbean Region (**CAR**);
 - European Region (**EUR**);
 - Middle East Region (**MID**);
 - North American Region (**NAM**);
 - North Atlantic Region (**NAT**);
 - Pacific Region (**PAC**);
 - South American Region (**SAM**)

- ▶ **Block D2** – List any Specific Approvals that the applicant believes will be necessary to operate to or in the proposed areas of operations, e.g., *RNP (AR) APCH, EDTO, RVSM, AWO, ADS, CPDLC, PBCS, Steep Approaches*.

- ▶ **Block D3** – If the applicant is proposing scheduled operations, he should enter the city pairs proposed, e.g., *Nassau-Johannesburg, Nassau-Rio De Janeiro*.



3.3.5 PASI Section E – Aircraft Details

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

E. Aircraft Details			
Aircraft Make-Model:	Number of Aircraft to be Operated	Max Gross Take-off Mass/ Passenger Carrying Capacity:	Cargo Payload Capacity (kg)
1.		/	
2.		/	
3.		/	
4.		/	
5.		/	

3.3.6 PASI Section F – Proposed Initial Training

Enter the proposed initial training information for Method/Facilities/Contractors, e.g. *ground school/classroom/Flight Safety, New Jersey; or flight training/simulator/CAE London; or ground school/classroom; or flight training/aircraft.*

F. Proposed Initial Training:
Methods/Facilities/Service Providers

3.3.7 PASI Section G – Proposed Initial Maintenance System

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

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

3.3.8 PASI Section H – Other Pertinent Information

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



H. Other Pertinent Information

3.3.9 PASI Section 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:		
Signature	Date	Name and Title

3.4 PRE-APPLICATION MEETING

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

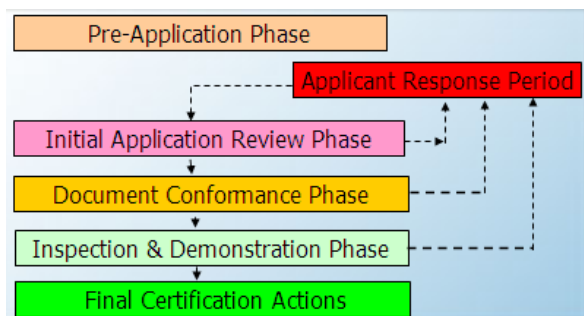
One of the key things that the applicant will be told in the pre-application meeting is that if he does not already have an aircraft, the purchase or lease of an aircraft should be postponed to a point later in the process.

By this time, the applicant must be certain of the type of aircraft that he would like to operate. (If the applicant changes aircraft type after the **Formal Application Phase** has commenced, he may experience severe delays.)

The applicant should be negotiating the purchase or lease, but should not complete the deal unless he can afford to have it sitting on the ground for another 2 to 3 months. If, however, the aircraft the applicant is planning to purchase or lease is going to required extensive maintenance to bring it to AOC standards, he may choose to begin that process now.

3.5 CERTIFICATION PROCESS

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.



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

To ensure that the applicant is given an opportunity to fully understand the certification process, the pre-application meeting will discuss all CAA-B requirements and the following aspects:

- (a) Schedule of events
- (b) Operation specifications and limitations
- (c) List of manuals/documents the applicant must prepare
- (d) Management structure and personnel qualifications
- (e) Documents of purchase, leases, contracts and/or letters of intent including:
 - (1) Aircraft
 - (2) Station facilities and services
 - (3) Weather information and services
 - (4) Communications facilities and services
 - (5) Maintenance facilities and services
 - (6) Maintenance contractual arrangements
 - (7) Aeronautical charts and related publications
 - (8) Airport analysis and obstruction data
 - (9) Training facilities and contract services
- (f) Compliance statements
- (g) Other documents and publications the Project Manager may consider relevant
- (h) List of aircraft the applicant intends to operate. (type, model and series)
- (i) Aircraft registration process
- (j) Radio Station Licence
- (k) List of proposed destinations or areas of operation
- (l) Insurance requirements



(m) CAA charges

Throughout the certification process, the applicant will have to provide documents and manuals for the CAA's evaluation and approval or acceptance. The applicant is encouraged to coordinate informal meetings or communicate with certification team members to request advice and clarify questions about these documents.

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

The **Initial Application Review Phase** is the period of time between the submission of the formal application package and actual evaluation of the documents. A CAA-B 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 CAA-B team will have a Formal Application meeting with him. In that meeting, an agreeable Schedule of Events will be worked out.

The next phase is the **Document Conformance Phase**. Now the CAA-B will be actively reviewing the applicant's manuals, documents and proposed records for acceptability. The applicant must be prepared to give suitable priority to any revisions to these documents that are required by the CAA-B in order for them to achieve acceptability.

When that phase is complete, next is the **Inspection and Demonstration Phase**. During this period, the CAA-B 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.

The final phase is the one in which the CAA-B 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."

While this sounds like a long process, it will depend on the applicant and his responses to the CAA-B. The CAA-B 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 a minimum of 45 to 90 days depending on the quality of their formal application and supporting documentation.

3.6 OPERATIONS NOT IN THE NATIONAL INTEREST

Applicants are advised that some operations that are proposed, or conducted, under an AOC issued by The Bahamas may not be in the national interest of the government of The Bahamas and may therefore result in the application process or the commercial air transport operation being varied or suspended.

The type of operation may include, but is not limited to;

- (a) Sanctions imposed by one State against another;
- (b) No-fly zones created by the United Nations or individual States;



- (c) Quasi-legal activities, which could breach the laws of any State;
- (d) Operations of a sensitive nature, which involve religious, political or other issues and have the potential to embarrass any State.

An applicant, or an operator, is encouraged to firstly research the implications of the proposed operation and then to discuss with the CAA-B, in advance, any proposed operations which may have the potential to create a diplomatic reaction.



CHAPTER 4

FORMAL APPLICATION PHASE

4.1 THE APPLICANT’S FORMAL APPLICATION TEAM

After the Pre-Application Meeting, the applicant will want to put together the manuals, contracts, and other documents that the CAA-B indicated in writing that would be needed with the formal application. .

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.

Beware of using pilots and maintenance personnel 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 prepare acceptable procedures, policies and records.

4.2 ASSEMBLING THE FORMAL APPLICATION PACKAGE

The applicant must complete the two-page form called the Formal Application Statement. This is the checklist that advises the CAA-B that the required items are included in the formal application package.

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

4.2.1 AOC-FAC Section A – APPLICANT

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

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

4.2.2 AOC-FAC Section B – PURPOSE OF APPLICATION

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

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



4.2.3 AOC-FAC Section C – TYPE OF OPERATION

C. THE FOLLOWING TYPES OF OPERATION WILL BE CONDUCTED:		
<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

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

4.2.4 AOC-FAC Section D – SPECIFIC APPROVALS/AUTHORISATIONS

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

At this point in the process, applicants are encouraged to keep the initial application for certification uncomplicated. Some of these authorisations may noticeably complicate the initial certification and lengthen the process.

Authorisations shown in blocks 13, 14, 15, 19 and 27 should not be included for initial AOC certification.

D. THE FOLLOWING OPERATIONS SPECIFICATIONS AUTHORISATIONS 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. PBS Specifications
<input type="checkbox"/> 3. IFR Day	<input type="checkbox"/> 13. AWO CAT IIIA	<input type="checkbox"/> 23. HUD Operations
<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. VFR Day-Only	<input type="checkbox"/> 15. AWO CAT IIIC	<input type="checkbox"/> 25. CPDLC Operations
<input type="checkbox"/> 6. VFR Day and Night	<input type="checkbox"/> 16. AWO LVTO	<input type="checkbox"/> 26. NAT HLA Operations
<input type="checkbox"/> 7. IFR Day	<input type="checkbox"/> 17. EVS Operations	<input type="checkbox"/> 27. EDTO Operations
<input type="checkbox"/> 8. IFR Day and Night	<input type="checkbox"/> 18. RVSM Operations	<input type="checkbox"/> 28. Aviation Medical Services
<input type="checkbox"/> 9 Single Engine IFR Operations	<input type="checkbox"/> 19. RNP (AR) APCH	<input type="checkbox"/> 29. Other: (specify)
<input type="checkbox"/> 10. Helicopter Off Shore Operations	<input type="checkbox"/> 20. Single Pilot IFR with autopilot	

4.2.5 AOC-FAC Section E – 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
<p><i>If YES, list those changes in this block:</i></p> 		



4.2.6 AOC-FAC Section F – RÉSUMÉS OF MANAGEMENT POSTHOLDERS

The correct answer to this Section is YES. The résumés of management postholders must be included in the formal application package for the required management. It must be clear from the résumé that the person meets the minimum qualifications of CAR OPS 1/3 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 SCHEDULE 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:		

If NO, the missing résumé must be listed. Any time the applicant changes the postholder of a required management position during the application phase, the résumé of the proposed person must be submitted to the CAA-B.

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

4.2.7 AOC-FAC Section G – CONFORMANCE REPORTS

Check all conformance reports that are included in the applicant’s formal application package. For all initial certification applicants, conformance reports are required to be submitted.

G. THE FOLLOWING REGULATIONS COMPLIANCE CHECKLISTS ARE ATTACHED TO THIS APPLICATION:			
<input type="checkbox"/> CAR OPS 1/3 Chapter 11,12 & 19	<input type="checkbox"/> CAR OPS 1/3, Chapter 13	<input type="checkbox"/> CAR DG (Dangerous Goods)	
<input type="checkbox"/> CAR OPS 1/3 Operations Manual			

Copies	Description	LC	L	C	B	S	H
2	CAR OPS 1/3 Operations Manual Conformance Report	✓	✓	✓	✓	✓	✓
2	CAR OPS 1/3 Chapter 13 Conformance Report	✓	✓	✓	✓	✓	✓
2	CAR OPS 1/3 Chapter 11, 12 & 19 Conformance Report	✓	✓	✓	✓	✓	✓
2	CAR DG Conformance Report.	#	#	#	#	#	#

= Only when seeking specific approval to carry Dangerous Goods.

The CAA-B provides these conformance reports 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. They may be submitted in legible hand-printed form, typed or computer entries. The following instructions for completion apply;



(1) Regulation CHAPTER	(2) Regulation Text	(3) Company Manual Reference	(4) Company Comments	(5) Status	(6) Inspector/Date
------------------------------	---------------------------	------------------------------------	----------------------------	---------------	-----------------------

- ▷ **Column 1** - The specific CAR OPS 1/3 requirement paragraph number is already listed.
- ▷ **Column 2** - The text of the regulation is provided for reference
- ▷ **Column 3** – The AOC holder will insert the company manual page/paragraph meeting this requirement.
- ▷ **Column 4** – The AOC holder may insert comments on their methods of meeting the requirement or why it is not applicable to their operation.
- ▷ **Column 5 through 6** – For CAA-B entry.

The following instructions are applicable to the completion of the applicable conformance reports.

- (a) The applicant will have an entry in either Column (3) or (4) for each line requirement within the conformance Report.
- (b) The specific manual reference (manual title, page, paragraph) will be inserted in Column 2 where the requirement is addressed in the applicant’s manuals.
- (c) The phrase “Not Applicable” will be inserted in Column (4) where the requirement is not applicable to the AOC operations conducted by the applicant.
- (d) Where the requirement is met by a method other than the Operations or Maintenance Manuals, the specific method should be outlined in Column (4). If it is a document or record, a copy should be attached to the report.
- (e) If the applicant proposes to apply for an exemption from the applicable requirement, the phrase “*applying for exemption*” will be inserted in Column (4). A separate request should be submitted in writing outlining the basis for the exemption and provided to the CAA-B with the Conformance Report (s).
- (f) Where the requirement is met by the use of a form, contract, or other document, that document will be referenced in Column (4).
- (g) The single-pilot air taxi applicant must insert the phrase “*We understand this requirement and will comply*” in Column (4), rather than a specific manual reference. Other applicants may use this phrase if it is believed that no manual or other document reference is necessary for conformance.
- (h) On those requirements which state that an action by the Authority is necessary, such as “approval” or “acceptance,” the applicant’s answer in Column (4) must show that they understand the need for compliance with the requirement, such as, “*we understand that we must have the written approval of the CAA-B before beginning any training*” or “*we*



understand that we must have the written acceptance of the CAA-B before using this procedure” or “we understand that we must complete demonstrations for the CAA-B before we will be issued an AOC (or revised operations specifications).”

The applicant should complete the Conformance Reports as its personnel are putting together its system of policies and procedures for operations and maintenance to ensure that the proper safety standards have been addressed. Final documents should not be submitted until all requirements and implications of specific regulations have been addressed.

4.2.8 AOC-FAC Section H – ALL REQUIRED MANUALS SUBMITTED?

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 CAA-B is not required to begin the Document Conformance phase until all required documents are available.

Refer to Chapter 5 of this Civil Aviation Publication for a presentation of the manuals, documents and forms that are required for the formal application submission for the applicant’s proposed operations.

Check the block that applies to this application only.

H. ARE THE REQUIRED COPIES OF ALL APPLICABLE MANUALS IN THE QUANTITY OUTLINED IN CAP OPS 01 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>		

4.2.9 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 Conformance 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 CAP OPS 01 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>		

4.2.10 AOC-FAC Section J – EARLY TRAINING PRIORITIES

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



Check the block that applies to this application only.

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>		

4.2.11 AOC-FAC Section K – TRAINING & CHECKING PERSONNEL

These blocks provide for the inclusion of training and checking persons (Instructors and Examiners) 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>		

4.2.12 AOC-FAC Section L – PROPOSED SCHEDULE OF EVENTS

The Schedule of Events (SOE) is a method of planning and tracking the progress of certification. It allows both the applicant and the CAA-B to have a weekly tracking record of the progress of the certification.

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

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.

Check the block that applies to this application only.

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

Note that it will be the responsibility of the applicant or his representative to complete the non-shaded areas on the sample SOE included in the formal application package. After that, the assigned CPC will update it weekly

The instructions for initial completion of the SOE as follows;



[1] Submitted (Clock) Date	[2] Necessary Action Or Event	[3] Responsible Person And Organization	[4] Target Date	[5] Completed Date
----------------------------------	--	--	--------------------	-----------------------

- (1) **Submitted (Clock) Date.** The date the applicant has made the necessary documents, equipment, personnel and/or records available to the CAA-B will be entered in this block.
- (2) **Document-Action-Event.** One of the following will be entered in this block by the AOC applicant or CAA-B ;
 - (a) Document submitted; or
 - (b) Event that is to take place; or
 - (c) Action expected.
- (3) **Responsible Person and Organization.** Insert the name of the person assigned by the applicant or CAA-B person that will be responsible for completing the action, event or document review.
- (4) **Target Date.** The date that the responsible person believes that the items will be accomplished in final.
- (5) **Completed Date.** The date the material was submitted to the CAA-B or the date the CAA-B completes their evaluation work and officially advises the AOC applicant

	Submission of a revised Operations Manual (OMA)	Alex Rolle	02/02/22	
	Review and approval of the General Operations Manual and conformance with CAR OPS 1			

4.2.13 AOC-FAC Section M – AIR OPERATOR COMPLEXITY

The Air Operator Complexity tables are provided in paper form and on a CD/data storage device 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	✓	✓	✓	✓	✓	✓



The CAA-B maintains an informational database of the Air Operator Certificates (AOCs) issued and those applicants in the certification process. These tables provide the CAA-B 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.

Check the block that applies to this application only.

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

4.2.14 AOC-FAC Section N – AIRCRAFT SUMMARY FORMS

Section N is a reminder to ensure all aircraft summary forms are included.

Check the block that applies to this application only.

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

4.2.15 AOC-FAC Section O – CERTIFICATION OF PERSON SUBMITTING

Finally, Section M is for the applicant’s representative (normally the proposed Accountable Manager) 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 CAA-B.

O. DECLARATION		
I CERTIFY THAT I AM AUTHORISED 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.		
Signature	Date	Name and Title



CHAPTER 5

REQUIRED MANUALS, DOCUMENTS & RECORDS

5.1 GENERAL

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;

- (a) **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.
- (b) **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.
- (c) **Individual Aircraft.** Those manuals, documents and records that must be available for the individual aircraft by serial number.

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

- ▷ Manual;
- ▷ Document; or
- ▷ Record

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

5.2 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.

5.2.1 General Use Manuals

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;

Copies	Description	LC	L	C	B	S	H
2	Flight Safety Document System Plan	✓	✓	#			
2	Operations Manual (Part A, GOM or FOM)	✓	✓	✓	✓		✓
2	Operations Regulations Manual					✓	
2	Cabin Crew Member Manual (CCM)		✓				
2	Route and Airport Guide	✓	✓				
1	Route and Airport Guide			✓	✓	✓	✓



2	Flight Operations Training Manual (FOTM)	✓	✓	✓	✓		
2	Continuing Airworthiness Management Exposition	✓	✓	✓	✓	✓	✓
2	Station Manual		✓	✓			
2	Ground Handling Manuals	#	#	#			
2	Safety Management System Manual (SMS)	✓	✓	✓			
2	Quality Assurance & Auditing Manual (QAM)	✓	✓	✓			
2	Emergency Response Programme (ERP)	✓	✓	✓			
1	Loading/Loadmaster Manual	✓					

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

The following separate programme 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	Winter Operations Manual	✓	✓	✓			
2	De-Icing Manual	✓	✓	✓			
2	All-Weather Operations Manual	✓	✓	✓			
2	EDTO Operations Manual	✓	✓	✓			
2	NAT HLA (MNPS) Operations Manual	✓	✓	✓			
2	RVSM Operations Manual	✓	✓	✓			
2	Accident Prevention Programme	✓	✓				
2	Dangerous Goods Manual (if requesting authority to carry)	#	#	#	#	#	#

= Required if applicant proposes to carry dangerous goods.

5.2.2 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 training/ checking	✓	✓	✓	✓		✓
1	Contract or subscription to aeronautical charts/ information	✓	✓	✓	✓	✓	✓
1	Ground Handling Arrangements	#	#	#			
1	Flight Planning Contract	#	#	#			

1	Flight Locating/Flight Progress Contract	#	#	#			
1	Aeronautical Communications Contract?	#	#	#			
1	Contracts for Training/Facility/Personnel/Simulators	#	#	#	#		#
1	Other contracts?	#	#	#	#		#

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

5.2.3 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
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

5.3 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.

5.3.1 Fleet Type-Specific Manuals

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.

Note: There is no need for a MEL if there is no MMEL for the aircraft.



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	Fuelling/Loading/Service Manual(s)	✓	✓	✓			
2	Aircraft De-icing Procedures/Manual	✓	✓	✓			
2	Airframe Maintenance Programme	✓	✓	✓			✓
2	Supplemental Structures Inspection Programme	✓	✓	✓			
2	Corrosion Prevention and Control Programme	✓	✓	✓			
2	Aging Aircraft/Damage Tolerance Programme	✓	✓	✓			
2	Powerplant Maintenance Programme	✓	✓	✓			✓
2	Component Maintenance Programme	✓	✓	✓			
1	Manufacturers Maintenance Planning Documents (MPD)	✓	✓	✓			
2	Aircraft Inspection Programme				✓	✓	✓
1	Manufacturer's Maintenance Inspection Documents				✓	✓	✓
#	Manufacturers Maintenance Manual – Aircraft	✓	✓	✓	✓	✓	✓
#	Manufacturers Maintenance Manual – Powerplants	✓	✓	✓	✓	✓	✓
#	Manufacturers Maintenance Manual – Components	✓	✓	✓	✓	✓	✓

#= *Must be in operator files for inspections*

The following separate fleet-specific programme 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 following programme manuals may be considered fleet-specific.

Copies	Description	LC	L	C	B	S	H
2	Mass & Balance Programme Manual	✓	✓	✓			
2	Flight Data Analysis Programme Manual	✓	✓	✓			
2	LOSA Programme Manual	✓	✓	✓			

5.3.2 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	Condensed Operating Checklists	✓	✓	✓	✓	✓	✓
2	Passenger Briefing Cards		✓	✓	✓	✓	✓
##	Maintenance Task Cards	✓	✓	✓			✓
##	Contract from each Maintenance Service Provider	#	#	#	#	#	#
##	Copy of Certificates & Authorisations from each Maintenance Contractor	#	#	#	#	#	#

= *When function is contracted to a service provider.*

= *Must be in applicant's record retention facilities.*

5.3.3 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	✓	✓	✓	✓	✓	✓

5.4 INDIVIDUAL AIRCRAFT MANUALS, DOCUMENTS & RECORDS

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

5.4.1 Individual Aircraft Manuals

The following manual should be provided by the applicant in the formal application (or at an 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.*

5.4.2 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		✓				

5.4.3 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.*

5.5 CONCEPT OF INTEGRATED FLIGHT SAFETY DOCUMENTS

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

This requirement includes the provision of those documents as a "system." The manuals will

have;

- ▷ An appearance similar and unique to the operator;
- ▷ Ease of revision using a logical revision procedure;
- ▷ A list of effective pages, containing the revision number and revision date of each page;
- ▷ A table of contents to at least one level of header formatting in each chapter;
- ▷ An index of words and phrases for each manual of not more than 3 levels;
- ▷ A glossary of terms and acronyms for each manual;
- ▷ A logical and consistent formatting; and
- ▷ The application of systems safety methodology to the authoring of the text.

The application of systems safety methodology will include consideration of the design of each process and procedure to ensure that;

- (a) The written procedures answer the who, what, when, where and how for their application;
- (b) The application of a specific process and procedures are consistent in their interface with other related processes;
- (c) There are sufficient verification actions within the process to ensure that it produces the desired results to the required standard;
- (d) There are provisions for recurring quality auditing to ensure that the processes and procedures are working as designed; and
- (e) There is clear assignment of management responsibility and authority for the proper functioning of those processes and procedures.



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CHAPTER 6

PROVISION OF DIGITAL DOCUMENTS FOR COMMENTING

6.1 GENERAL

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

The required documents as outlined in this CAP may be sent in digital form on a CD or flash drive or may be placed on a cloud platform such as dropbox or sharefile.

6.2 ACCEPTABLE SOFTWARE

Adobe Acrobat is a software application that provides the ability for exchanging digital files containing the CAA-B comments and applicant replies citing their corrections.

In order to start the process the applicant must have Adobe Acrobat Professional version 7 or above.

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.



6.3 APPLICANT SET-UP OF DOCUMENTS

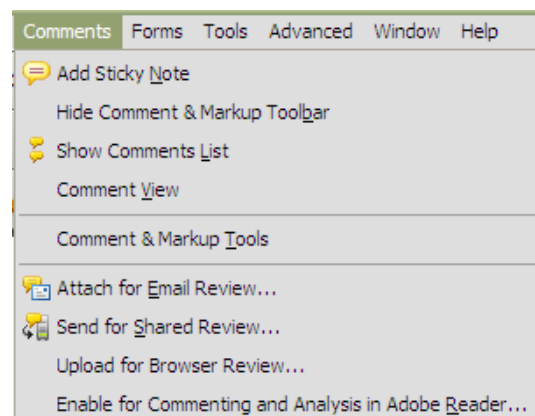
The applicant uses WORD or some other software to author the manuals and documents.

When those manuals and documents are completed in hard-copy, the applicant will set up a file folder for each manual.

The applicant will convert each chapter (the entire book) into Adobe Acrobat (PDF) documents

The applicant will then ENABLE each document for commenting in Adobe Reader through the following process;

- ▷ Open the document in Adobe Acrobat Professional.
- ▷ Select the Comments menu from the top tool bar.
- ▷ Select “Enable of Commenting and Analysis in Adobe Reader.”
- ▷ This action will cause a Save As screen to appear.
- ▷ Simply save “over” the old document by selecting Save without changing the title.





- ▷ This will bring up a message box asking if the user wants to “replace the existing file.” Select Yes.
- ▷ After this action occurs, the file is now enabled for commenting in Adobe Reader. Close the file.

Repeat this action to enable all chapters within each folder for each manual.

Burn these folders on a CD or data storage device, or provide a cloud-based application for CAA-B review and commenting.

Note: A hardcopy need not be submitted unless requested by the CAA-B

CHAPTER 7

CERTIFICATION ACTIONS & POLICIES

7.1 INITIAL APPLICATION REVIEW

7.1.1 General

The applicant's submission of the formal application and the required documents to the CAA-B marks the beginning of the Initial Application Review Phase. The CAA-B now has 15 days to review the applicant's application package and decide if it is complete and adequate to continue into the Document Conformance Phase.

7.1.2 Status of Submitted Documents

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

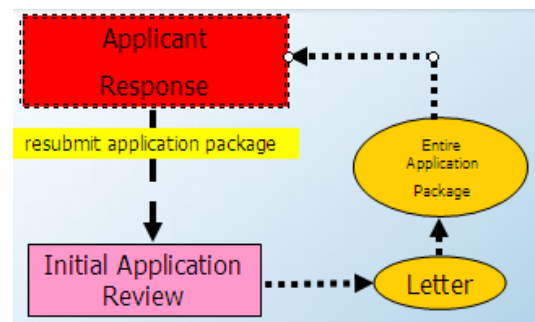
7.2 APPLICATION NOT COMPLETE

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.

The process is depicted in this diagram for clarity.

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

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



7.3 FORMAL APPLICATION ACCEPTANCE OR REJECTION MEETING

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

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

During this meeting, the SOE submitted by the applicant will be edited by the CAA-B to include realistic target dates for key events that will occur in the remainder of certification. From this point, the CAA-B 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.

7.4 POSSIBLE DELAYS ASSOCIATED WITH A DIFFERENT STATE OF REGISTRY

If the State of Registry of the aircraft is not The Bahamas, the CAA-B will notify the appropriate State of our intent to begin a detailed evaluation of the applicant’s documents following the formal application meeting.

It will remain the applicant’s responsibility to ensure that the civil aviation authorities of the State of Registry approve the Continuing Airworthiness Management Exposition, Aircraft Maintenance Programme, and, in some cases, the Aircraft MEL within the following 30 days.

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

7.5 DOCUMENT CONFORMANCE PHASE CONSIDERATIONS

7.5.1 Un-submitted Manuals, Documents or Records

There is a 30-day review caveat for all required, but un-submitted, manuals, documents or records. From the moment that document is “stamped” in its office, the CAA-B has 30 days to act on that document.

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.

The CAA-B suggests that the applicant obtain a receipt for any document that he submits to the CAA-B that was not included at the time of the formal application submission.

7.5.2 Document Revision Turnaround

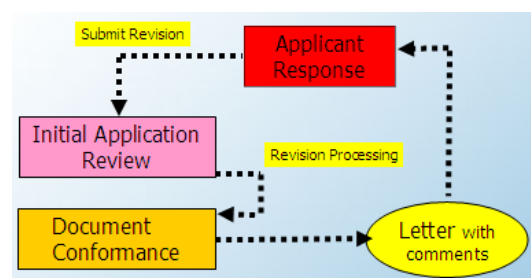
The 30-day review caveat also applies to manuals, document or records that are reviewed and returned to the applicant for correction/revision.

The applicant’s failure to act on the requested correction/revision may result in significant delays to the certification process. Again, the CAA-B suggests that the applicant obtain a receipt upon resubmission of the document.

7.5.3 Rules for Correction/Revision

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.

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.





7.6 COMMENCEMENT OF FLIGHT TRAINING

Flight training may commence when the CAA-B has reviewed the applicant’s company and aircraft procedures and checklists and given written interim approval to his Flight Operations Training Programme Manual (FOTM).

7.7 PURCHASE OR LEASE OF THE AIRCRAFT

Now is the time to finalize the aircraft purchase or lease. If not provided previously, the manuals, documents and records previously identified in the tables labelled “Individual Aircraft” must now be submitted to the CAA-B as soon as possible.

Note: The lease agreement document must:

- (a) identify the aircraft by make, model, series, serial no., registration, etc.;
- (b) clearly identify all parties to the lease;
- (c) clearly identify who retains custody and operational control of the aircraft;
- (d) clearly identify who is responsible for the airworthiness of the leased aircraft;
- (e) include the commencement and termination date of the lease.

7.8 INSPECTION & DEMONSTRATION PHASE

This phase consists of a series of sampling inspections by the CAA-B as the applicant begins training and takes possession of their facilities and aircraft.

These inspections may overlap with some document evaluation actions depending on the applicant’s readiness.

7.9 INTERIM (PRE-INSPECTION PHASE) OBSERVATIONS & INSPECTIONS

The following observations and inspections may happen at any point after the CAA-B has approved the supportive documents for the applicant’s training and maintenance arrangements, even though the Document Conformance Phase has not yet been completed for all documents requiring CAA-B 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	✓	✓	✓			

7.10 INSPECTION OF FACILITIES, AIRCRAFT & SUPPORT ARRANGEMENTS

After completion of the Document Conformance Phase, the following observations and inspections will be conducted to assess that infrastructure and support arrangements are acceptable to the CAA-B.

	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	✓	✓	✓	✓	✓	✓

7.11 INSPECTION & DEMONSTRATION PHASE CONSIDERATIONS

7.11.1 General

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.

The specifics of the each evaluation may be obtained from the CAA-B.

7.11.2 Preparation for the Operational Inspections

The following inspections and demonstrations will be conducted prior to the beginning of the demonstration flights.

Note: These inspections and demonstrations must be conducted prior to the demonstration flights

	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	✓	✓	✓	✓	✓	✓

Note: The partial emergency evacuation demonstration depends on the aircraft certification and aircraft cabin configuration.

7.11.3 Operational Inspections, Including Demonstration Flights

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

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.

7.11.4 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 EDTO Authority)		✓	✓			
3.	Formal Validation Flights (For Cargo-Only Authority)	✓	✓	✓			

7.11.5 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.	Continuing Airworthiness Management 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	✓	✓	✓			

7.12 AIRWORTHINESS INSPECTION

7.12.1 CAR OPS 1/3, Chapter 13 Inspection

An inspection of the operator’s CAR OPS 1/3, Chapter 13 continuing airworthiness system in conjunction with the continuing airworthiness postholder. This will take place at the locations where the continuing airworthiness activities take place and the continuing airworthiness records are kept. Senior managers able to answer questions below are required to be in attendance. As a minimum it will review:

- ▷ The CAME contents and revision process
- ▷ The management of Aircraft Maintenance Programme(s)
- ▷ The Aircraft Technical Log System, completion and retention.
- ▷ The accomplishment and control of Airworthiness Directives.
- ▷ Continued airworthiness aspects caused by modifications and repairs.
- ▷ Engine Trend Monitoring Programme(s).
- ▷ Corrosion Prevention and Control Programme, if applicable.
- ▷ The Aircraft Reliability Programme (if applicable).
- ▷ The management of the Minimum Equipment List.
- ▷ Special Approvals (RVSM, P-RNAV, EDTO, AWOPS, etc.)
- ▷ Aircraft Flight Manual management to ensure is the latest revision is provided for.
- ▷ The accepted contracts and arrangements for maintenance and any sub-contracted continuing airworthiness management support services.
- ▷ The facilities to support the continuing airworthiness and maintenance management tasks.
- ▷ The control and management of subcontractors
- ▷ The completeness and effectiveness of the Quality Assurance System including the audits of any sub-contracted organisations providing continuing airworthiness management services;



- ▷ The effectiveness and compliance with the Safety Management System including any sub-contracted organisations providing continuing airworthiness management services;
- ▷ The required meetings held with minutes of them on file;
- ▷ Continuing airworthiness records;
- ▷ Continued staff sufficiency and their competence, including any sub-contracted continuing airworthiness management service providers;
- ▷ Sampling that the procedures in the MME and associated documents are being followed;
- ▷ Control of mandatory requirements.

7.13 FINAL CERTIFICATION ACTIONS PHASE CONSIDERATIONS

7.13.1 AOC & Operations Specifications

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.

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

	Description	LC	L	C	B	S	H
	Air Operator Certificate (AOC)	✓	✓	✓	✓	✓	✓
	Operations Specifications	✓	✓	✓	✓	✓	✓

7.13.2 Methods of Approvals

There are other methods used by the CAA-B to indicate the issuance of approvals and acceptances that are required by ICAO and the CAR OPS 1/3.

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 CAA-B before use in commercial air transport related functions.

The current method of indicating those approvals include; *(This list is not all inclusive and may be supplemented by the assigned Principal Inspector.)*

- ▷ LOEP = Principal Inspector initials and date on the list of effective pages.
- ▷ STAMP = Principal Inspector initial and date on a stamped portion of all pages.
- ▷ LETTER = Letter issued by Principal Inspector.

▷ OPS SPECS = Operations Specification page signed by Director General.

PRIOR ACCEPTANCE OR APPROVAL REQUIRED							
How?	Description	LC	L	C	B	S	H
OPS SPECS	Flight, Duty and Rest Period Scheme	✓	✓	✓	✓	✓	✓
OPS SPECS	Method of Flight Supervision	✓	✓	✓	✓	✓	✓
OPS SPECS	Weight and Balance System	✓	✓	✓	✓	✓	✓
OPS SPECS	Minimum Safe Altitudes	✓	✓	✓	✓	✓	✓
OPS SPECS	Additional Airport Altitude Safety Margins	✓	✓	✓	✓	✓	✓
OPS SPECS	Dangerous Goods Procedures and Training	✓	✓	✓	✓	✓	✓
LOEP	Flight Operation Training Manual	✓	✓	✓	✓		✓
LOEP	Aircraft Type-Specific Minimum Equipment List	✓	✓	✓	✓	✓	✓
LOEP	Aircraft Type-Specific Operating Manual	✓	✓	✓	✓	✓	✓
LOEP	Continuing Airworthiness Management Exposition	✓	✓	✓	✓	✓	✓
LOEP	Approved Maintenance Organization Manual	✓	✓	✓	✓		✓
LOEP	Aircraft Type-Specific Maintenance Programme	✓	✓	✓			
LOEP	Aircraft Type-Specific Inspection Programme				✓	✓	✓
STAMP	Aircraft Type-Specific Condensed Checklists	✓	✓	✓	✓	✓	✓
STAMP	Passenger Briefing Card	✓	✓	✓	✓	✓	✓
LETTER	Aircraft Lease	✓	✓	✓	✓	✓	✓
LETTER	Examiner Designation	#	#	#	#	#	#
LETTER	CAA-B Designated Representatives	#	#	#	#	#	#
LETTER	Postholder of Required Management Position	✓	✓	✓	✓	✓	✓

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

7.14 REQUIRED VALIDATION FLIGHTS

Validation flights are those first flights after the CAA-B has issued operational authorisation (via ops specs) to conduct the following types of flights. An authorised representative of the CAA-B 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 RNP-1 flights	✓	✓	✓			
4.	Initial RVSM Flights	✓	✓	✓			
5.	Initial EDTO Flights	✓	✓	✓			
6.	Addition of international destination to a scheduled operation		✓	✓			



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CHAPTER 8

ADDITIONAL CONSIDERATIONS

8.1 REQUIREMENT FOR ON-GOING & PROGRAMMED SURVEILLANCE

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

The minimum numbers of these inspections that must be completed on a quarterly or annual basis are included in the CAA-B AOC Administration Manual.



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

8.2 OTHER AUTHORISATIONS REQUIRING A FORMAL CERTIFICATION PROCESS

Each of the following authorisations 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)	✓	✓	✓			✓
4	RNP (AR) APCH	✓	✓	✓			
5	North Atlantic High Level Airspace Operations (NAT HLA)	✓	✓	✓			
6	Extended Diversion Time Operations (EDTO)	✓	✓	✓			
7	Single Pilot Night and IMC Operations				✓	✓	✓
8	Single Engine Turbine-Powered Night and IFR				✓	✓	✓
9	Adding a helicopter to an aeroplane AOC (or vice versa)				✓	✓	✓
10.	Carriage of Dangerous Goods	✓	✓	✓	✓	✓	✓
11.	Others such as EFB, PBCS, ADS, CPDLC, LVTO, Steep approaches, shipborne operations (helo)	✓	✓	✓	✓	✓	✓

8.3 INCLUSION OF PRIVATE OPERATIONS UNDER AOC

Operation of any aircraft listed on an Air Operator Certificate (CAT) is part of a fully integrated management system comprising operational control, qualifications, training, composition and performance of air crew as well as management of airworthiness and reporting in a commercial activity environment.

However, in some special cases a flight of such an aircraft may not qualify as Commercial Air Transport (CAT) but as a non-commercial flight, e.g. when a private owner of an aircraft makes



use of the equipment for strictly personal purposes. In such a case it must be assured that the operation fully stays within the integrity of the AOC.

The operator may elect to comply with CAR OPS 1/3 requirements in all respects and operate non-revenue (private) flights to CAT standards. Provided this is clearly stated in the OMA the following guidance material is not applicable.

However, should the operator elect to operate to the standards applicable for private flights, some requirements of CAR OPS 2A/H may be applied. These requirements are available upon request to the CAA-B. To keep the integrity of the AOC these differences have to be fully documented in OMA and all personnel involved must be familiar with these procedures.

Note: Regardless of the option elected to use, one-off exemptions remain available to all operators based on a justifiable request.

The OMA must define and describe the possible differences between the standards applicable to commercial operations and non-commercial operations under the same AOC. The OMA must further provide guidance for their description and handling within the Management System of the certified operator.

The Accountable Manager of the AOC must guarantee the full integrity of the AOC for non-commercial operations with any aircraft listed on the AOC. This is to assure that the safe commercial air transport operations cannot be adversely affected by non-commercial operations under any circumstances.

All non-commercial flights will be conducted in accordance with the provisions of the AOC operations manual.