



Flight Operations/Airworthiness Sections
Commercial Air Transport (A) - AOC Variation
New Aircraft /Type Approval

When the proposed approval process has been accepted by BCAA, It becomes the official Schedule
which will be used during the variation process

Operator Name			
Address			
AOC Variation Focal Point	Name	Telephone No.	E-Mail

PHASE ONE – PRE APPLICATION			
1-Submit Variation Letter of Intent			Remark
Date			
Initial acceptance/rejection of the AOC variation	Accepted <input type="checkbox"/>	Not-Accepted <input type="checkbox"/>	

B-Prospective Operator's Pre-Assessment Statement	Accepted <input type="checkbox"/>	Submitted Date	Date of accepted
	Not-Accepted <input type="checkbox"/>	Re-summitted Date	

2-Pre application meeting, if variation accepted	
1	Date
2	BCAA TEAM
3	Operator post holders

PHASE TWO : FORMAL APPLICATION	SUBMITTED DATE	APPROVED/ ACCEPTED DATE	Initial	Remarks
2.1 Variation fees				
2.2 Variation application form				
2.3 Approval process form				
A-FORMAL APPLICATION VARIATION ATTACHMENTS				
1-Flight operations				
1.1 Operations Manual Part A				
1.2 Operations Manual Part B				
1.3 Operations Manual Part C				
1.4 Operations Manual Part D				
1.5 Safety Management System manual (SMS)				
1.6 Cabin safety procedures manual				
1.7 Quality Manual				
1.8 Ground Operations Procedures Manual				
1.9 Dangerous Good Manual - if approved for dangerous goods transport by air				
1.10 Airplane flight manual (AFM)				
1.11 Flight crew operating manual (FCOM)				
1.12 Flight crew Quick reference hand book				
1.13 Cabin crew checklist				
1.14 Passenger briefing cards				
1.15 Passenger handing arrangement/contract				
1.16 Ground operation support arrangement/contract				
1.17 Application for Special Authorization sought				
1.18 Master Minimum Equipment List & Minimum Equipment list (MMEL & MEL)				
1.19 Bomb search checklist				
1.20 Emergency Evacuation Demonstration Plan				
1.21 Ditching demonstration Plan				
1.22 Demonstration Flight Plan				

2- Airworthiness				
2.1 Continuing Airworthiness Management Exposition (CAME/MME)				
2.2 The maintenance programme, including a maintenance schedule, will detail the maintenance requirements for individual aircraft.				
2.3 Minimum equipment list (MEL);				
2.4 Master Minimum Equipment list (MMEL)				
2.5 Configuration deviation list (CDL)				
2.6 Mass and balance control manual				
2.7 Training manual for maintenance personnel				

B- Formal Application Meeting				
Date				Remark
1- Objective. resolve any questions on the part of either BCAA, or the applicant, to establish a common understanding on the future procedure for the application process				
2- Attendees:				
3- Variation team				
4- AOC holder focal point				
5- Formal Application attachments review				
6- Approval process form review				
7- Variation Process Review				
8- Objective. resolve any questions on the part of either BCAA , or the applicant, to establish a common understanding on the future procedure for the application process				
PHASE THREE DOCUMENT EVALUATION				
A- Flight Operations. All or some of the following will be subject to amendment				
(1) Operations Manual Part A				
(2) Operations Manual Part B				
(3) Operations Manual Part D				
(4) Safety Management System manual (SMS)				
(5) Cabin safety procedures manual				
(6) Quality Manual				

(7) Cabin safety procedures manual				
(8) Ground Operations Procedures Manual				
(9) Dangerous Goods Manual				
(10) Airplane flight manual (AFM)				
(11) Flight crew operating manual (FCOM)				
(12) Flight crew Quick reference hand book (checklists)				
(13) Cabin crew checklist				
(14) Passenger briefing cards				
(15) Passenger handling arrangement/contract				
(16) Ground operation support arrangement/contract				
(17) Passenger briefing cards				
(18) Application for Special Authorization sought				
(19) Master Minimum Equipment List & Minimum Equipment list (MMEL & MEL)				
(20) Bomb search checklist				
(21) Emergency Evacuation Demonstration Plan				
(22) Ditching demonstration Plan				
(23) Demonstration Flight Plan				
B- Airworthiness				
Maintenance contractual arrangements				
statements of compliance for:				
ANTR-OPS, Subpart K & L Equipment requirements				
ANTR M and ANTR 145 Exposition Compliance statements				
Documents of purchase, leases, contracts or letters of intent				
Management Exposition				
Maintenance programme including maintenance schedule				
Training manual for maintenance personnel				
Compliance Part M Subpart G Checklist				
Compliance Checklist Part M, Subpart J				
C-Training				
A- Flight Crew Training				
(1) Approval TRTO/ FSTD certificates				
(2) Temporary Acceptance for line training and check captains and type rating instructors				
(3) Validation for the foreign licenses				
(4) Arrangements for flight instructors and				

examiners				
(5) Arrangement and dates for flight crew Operator conversion course				
B- Cabin Crew Training				
(1) Arrangement and dates for cabin crew conversion and difference or transition train				
(2) Facility to be used(SEP)				
C- Aircraft Dispatchers				
(1) Arrangement and dates for Aircraft dispatchers training				
D- Handling Personnel Training				
(1) Arrangement and dates for load control and station manager/station supervisor training				
E- Maintenance Personnel Training.				
F- Program for satisfying crew of inexperienced crew members				
4-DEMONSTRATION AND INSPECTION PHASE				
A- Flight Operations				
(1) Flight Crew Training Program Inspection				
(2) Cabin Crew Training Program Inspection				
(3) Flight Dispatchers Training Program Inspection				
(4) Handling Personnel Training Program Inspection				
(5) Flight Crew Training & Qualification Records Inspection				
(6) Cabin Crew Training and Qualification Records Inspection				
(7) Flight Dispatcher Training and Qualification Records Inspection				
(8) Handling Personnel Training & Qualification Records Inspection				
(9) Flight Dispatch - Release Inspection				
(10) Ground Operations Inspection				
(11) Cockpit ramp inspection				
(12) Cabin ramp inspection				
(13) Ground handling ramp inspection				
(14) Emergency evacuation demonstration inspection				
(15) Cockpit en route inspection				
(16) Cabin en route inspection				
B-Airworthiness				
Maintenance facilities ready for BCAA inspection				

Maintenance facilities and services				
Operator Representative Name	Signature			Date
FOR BCAA USE ONLY				
PHASE 5 CERTIFICATION PHASE				
A- Certification Report Contents				
(1) Copy of the variation application form				
(2) Copy of the operations specification application				
(3) Copy of AOC proposed approval process form				
(4) Copy of Certificate of Commerce				
(5) Copy of CAMO approval				
(6) Copy of economic operating license issue fees slip if applicable				
(7) Copy of AOC				
(1) Operations Specification (OPS SPECS)				
Recommendation Accepted <input type="checkbox"/> Remark	Not Accepted <input type="checkbox"/>			
FOI Name: Signature: _____ AWI Name: Signature: _____				

Recommendation

I hereby certify that the applicant meets the requirement of the ANTRs and recommend the issuance of the AOC in accordance with the draft Operations Specifications

A/Chief Airworthiness Inspection Name

Signature: _____

Date:

A/Chief Aircraft Operations Name

Signature: _____

Date:

Project Manager Name:

Signature: _____

Date:

I hereby certify that the applicant meets the requirement of the ANTRs and recommend the issuance of the accompanying AOC and Operations Specifications.

APPROVED

Director of Aeronautical Licensing Name:

Signature: _____

Date:

A/Undersecretary for Civil Aviation Affairs:

Signature: _____

Date:

AOC # :

ATTACHMENT:

NEW TYPE OF AIRCRAFT ADDED

For the new type of aircraft added variation, the first inspection will be the evaluation of the operator quality system.

The operator procedures shall have at least addressed the following:

Flight Crew Consideration

A – Training

1- As added aircraft of a different type the flight crew must undergo a type rating course at an approved TRTO/FTO or the operator approved training facility and Operators' conversion course. The Operations Manual Part D shall be amended to include the new type of aircraft and submitted for approval. If the flight crew is intended to operate more than one type their training and checking must conform to BCAA ANTR OPS 1.980 "operation on more than one type or variant". The Operations Manual part D will need a revision if the procedures have not yet been included.

2- To conduct the line flying under supervision and line checking portion of the conversion course, commanders with experience on the type will need to be used from outside the company if non within the company holds an applicable type rating and have sufficient experience. These commanders need to be submitted for B CAA acceptance prior to being authorized to conduct the line flying and line checking. These commanders need to satisfy the requirement of BCAA ANTR OPS 1.940 appendix 1, and Acceptable Mean of Compliance "Training Captain (TRI)" crewing inexperience flight crewmembers

3- The company captains will need to obtain the minimum number of hours in left seat with the line training captains and check in the right seat, prior to the company first officers being released for unrestricted duty. The plan to address this issue should be included with application for addition of new type.

4- First officers may be scheduled for flight duty with the qualified captains and checkers restricted duty.

5- It is important that these captains and check personnel, if contracted, undergo the appropriate portions of the company conversion course.

B- Simulator

1- The simulator chosen for the training shall be compatible with the cockpit configuration and equipment of the specific aircraft being acquired.

2- Comparison between the simulator and aircraft shall already have been accomplished by operator management to determine acceptability.

3- As a minimum, the training post holder shall submit original detailed photographs of cockpits of the simulator and the applicable aircraft with a report listing the differences between them

4- BCAA flight operations inspector will then determines if the simulator is compatible for training.

5- Before the initial type rating training begins determination has been made whether any differences or familiarization training are required to be added to the conversion course. If it is determined that differences training is required, the simulator may not be fit for the use of recurrent training. It is important for the operator considers these issues before applying for new aircraft type induction.

C- Cabin Crew Consideration

1- Cabin crew members will need to complete the conversion course for the new type before being assigned duties on aircraft. The Operations Manual Part D shall be amended to include the new type of aircraft and submitted for approval. All necessary training shall be done for the new aircraft type.

D- Maintenance Consideration

Refer to Airworthiness Team Member

E – Document Evaluation

1-General

A- After the formal application has been accepted, CAA RM certification commission will commence a thorough evaluation of all the documents and manuals that are required by the regulations to be submitted to CAA RM. If a document or manual is incomplete or deficient, or if non-compliance with regulations or safe operating practices is detected, the document or manual should be returned to the applicant for corrective action.

B- The complexity of the information that needs to be addressed in the applicant's documents and manuals depends upon the complexity of the proposed operation. Manuals are to be provided with procedures for the development, control and distribution of each manual, the means to keep the manual up to date and the means for the publication and distribution of amendments. Manuals shall require appropriate revision and amendment when new requirements, operations or equipment are introduced. Documents or manuals that are satisfactory will be approved or accepted, as required by the regulations

C- The set of documents and manuals must be complete and the detailed evaluation of them must satisfy CAA RM requirements before the inspection phase can begin.

2- Documents and Manuals to be evaluated are:

A- Flight Operations Division

1-Operations manual part A

2- AOM (Operations manual part B for each type of aircraft)

3-Operations manual part C

4-Operations manual part D

5-Airplane flight manual (AFM)

6-Flight crew operating manual (FCOM), Standard Operations Procedures Manual (SOPM) or analogical.

7-Flight crew Quick reference hand book (checklists).

8-Cabin safety procedure manual (CSPM) and procedures

9-Bomb search procedure/checklist

10-Passenger briefing cards

11-Ground operation support arrangement/contract (Handling)

12- Arrangements for crew training and qualification (including simulated training)

13-Aircraft performance manual

14-Mass and balance control manual

15-Aircraft loading and handling manual or ground handling manual

16-Operational control procedures, dispatch, flight following, etc.;

17-Maintenance Exposition

18-Maintenance programme including maintenance schedule

19- Training manual for maintenance personnel;

B-Flight Operations & Airworthiness Division:-

1-Application for the Approval of Special Authorization sought (OPS SPECS)

1.1- PBN (RNAV, RNP);

1.2-RVSM;

1.3-MNPS;

1.4-LVO;

1.5-ETOPS;

1.6-Dangerous Goods;

1.7-EFB

2-Master Minimum Equipment list & Minimum Equipment list (MMEL & MEL)

3-Configuration deviation list (CDL)

4-Configuration deviation list (CDL)

5-Lease Agreement

C-Flight Operations & Quality Control Division

Quality Manual

D-Flight Operations & Legal, Rulemaking and Human Resources Division

Lease Agreement

E- Flight Operations Division & SMS Service

Safety Management System Manual (SMSM)

F- Airworthiness requirements.

Refer to Airworthiness Section

G- Financial Statement

H-Legal requirements (if applicable)

I- Aviation Security

Security program

Security manual