


ECAA/OPS/DG/003



Manual For the Certification of an Air operator

APRIL 2019

Air Operators Certification and Surveillance Directorate

	<p>Company Name</p> <p style="text-align: center;">ETHIOPIAN CIVIL AVIATION AUTHORITY</p>	<p>Document No.</p> <p style="text-align: center;">ECA/AWS/OPS/AC/005</p>	
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APPROVAL PAGE


The Ethiopian Civil Aviation Authority approves this Manual for the Certification of an Air Operatorsto be used to entertain the applicant’s requests.

It is emphasized that all matters pertaining to the Inspectors’ duties and responsibilities for the Certification work cannot be fully covered in this Manual. Thus,Inspectors are expected to use good judgment in dealing with matters where specific guidance has not been given and changes in aviation technology be handled accordingly.

Comments and recommendations for revision/amendment actions to this publication should be forwarded to the Director Air Operation Certification and Surveillance Directorate.

Approved by.....


Date.....

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FORWARD


This Manual is prepared to serve as a guideline for the Air Operator Certification and Surveillance Directorate to facilitate the Certification process of an Air Operators. In addition, it clearly indicates the procedure that the Applicants should follow and fulfill to get the Certification from the Authority. The National and International Standards and Regulations to be fulfilled to get the Certification are outlined and have to be followed.

Revision/Amendment action to this publication should be forwarded to the Director Air Operators Certification and Surveillance Directorate which will come into effect after getting an Approval from the Director General Ethiopian Civil Aviation Authority.

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1. PURPOSE


- A. This manual describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct air transport operations or general aviation services under Ethiopian Civil Aviation Rules and Standards. The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This manual provides basic information applicable to the Certification Process.
- B. Because there are a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion of acceptable methods for preparing these documents is not in this manual. Operators will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with ECAA personnel. The information in this manual and the reading material referenced in this manual will assist the operator in completing the process with minimum delays and complications.

2. RELATED RULES AND STANDARDS/REFERENCES

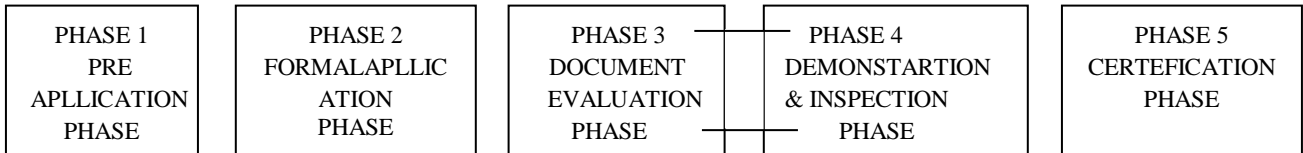
- A) Proclamation No 616/2008 and ECARAS 2017

3. BACKGROUND

- A. To conduct Air Transport Operations or general aviation services under ECAA Rules and Standards, an operator must be a citizen of Ethiopia as defined in the proclamation 616/2008 and ECARAS Part 9 Sec.9.1.1.6 except cargo operation. The ECAA recognizes the responsibility of Air Transport Operators to provide air transportation with the highest degree of safety possible in the public interest. The certification process is designed to ensure that prospective AOC holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the operator is able to comply with the ECAA requirements and the international standards pertaining to the operation of aircraft as published in relevant ANNEXES to the convention on international civil aviation.
- B. There are five phases in the air operator certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. (See appendix 6 for a detailed flow chart of the entire certification process). The five phases are:
 - (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification

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C. In some cases, the guidance and suggested sequence of events in this manual may not be entirely appropriate. In such situations, the Authority and the operator should proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certificated until the Authority is assured that all the requirements will be complied with in an appropriate and continuing manner.



4. PRE-APPLICATION PHASE

- A. As far in advance as possible of an anticipated start of operations, a prospective operator should contact the Authority and inform the Authority of its intent to apply for an AOC. The prospective operator will be invited to meet briefly with the concerned Authority personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, ECAAOC Form No 1, Prospective Operators Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it is in Appendix 1. The POPS should be completed, signed by the prospective operator, and returned to the Authority.
- B. Authority personnel will review the POPS. If the information is incomplete or erroneous, The POPS will be returned to the prospective operator with the reasons for its return noted in Section 2. If the information is complete and acceptable, the Authority will determine which certification team members will be assigned to the certification project and schedule a pre-application meeting with the prospective operator and the selected certification team members.
- C. The Authority will designate one certification team member as the Project Manager (PM). The PM is the official Authority spokesperson throughout the certification project. The assignment of certification team member will include one representative from Airworthiness, one from operations and one from personnel licensing. Before issuance of the AOC certificate each member will endorse.
- D. The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the operator's key management staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an air operator.
- E. It is important to establish good working relationships and clear understandings between

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the certification team members and the operator’s representatives. The Authority recognizes that a wide range of capabilities and expertise exists among operators. This background experience will be considered by team members and adjusted to during these initial meetings.

- F. To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
 - 1. The certification job aid that will be used by inspectors during the certification project
 - 2. A schedule of events which must be completed and submitted with the formal Application
 - 3. An example set of Operations Specifications (Ops Specs).
 - 4. Other publications or documents the PM believes will be useful to the operator.

- G. An application for an AOC shall be made in a form and manner acceptable to the Authority; and, containing any information the Authority request the applicant to Submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on either a form provided by the Authority or by letter [see Appendix 2.] Requesting certification as an air operator. The accountable manager must sign the form or letter. If a letter is submitted, it should include a statement that the letter serves as formal application for an Air Operator Certificate. It should also contain the full and official name of the applicant. The letter shall contain the physical location address of the applicant’s intended primary operating location. The applicant’s mailing address shall be included in the formal application letter if different than its letterhead. The letter shall also include the full name and address of the applicant’s designated agent. Additionally, the letter will confirm the identity of key management personnel such as the Accountable Manager, Director of Operations, Chief Pilot, Director of Safety, Director of Maintenance, Quality Manager, as applicable. Certain documents must be submitted with the formal application. These documents (attachments) are briefly described in paragraphs 4h through 4q and will be discussed in detail during the pre-application meeting.

- H. Draft Operations Specifications Attachment. This attachment describes the applicant’s intended authorizations, limitations, provisions, and privileges specific to the operator’s operations.

- I. Air Operator Certification Job Aid and Schedule of Events Attachment. The schedule of events [see Appendix 3] is a key document that lists items, activities, programs, and aircraft and/or facility acquisitions that must be accomplished or made ready for the inspection before certification. It should include dates when the crewmembers will start company indoctrination procedures. In addition, the schedule of


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events should include dates when maintenance personnel training will start; when maintenance facilities will be ready for the inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when emergency evacuation demonstrations; ditching demonstrations, and demonstration flights are planned to be performed, and the date of the proposed assessment of Chief Training and Checking Officer and other approved persons. These estimated dates must be logical in terms of sequence. For example, the estimated date for crewmember basic company procedures indoctrination ground training to begin should be after the date that sections of the company manuals pertinent to crewmember performance will be completed and submitted. Reasonable time for the Authority inspector to review, inspect, and approves each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.

- J. Company General Manuals Attachment. These manuals, which may be issued in separate parts for specific users, contain information about the operator’s general policies, duties and responsibilities of personnel, operational control policy, and procedures. These are commonly referred to as the Operations Manual and the Maintenance Control Manual. The Authority Rules and Standards requires these manuals to include instructions and information necessary to permit flight, ground and contract personnel to perform their duties and responsibilities with a high degree of safety.

- K. Training and Checking Manuals. It is recognized that aircraft acquisition, facility arrangements, and certain training program elements may not be fully developed at the time of formal application. The company initial training curriculum portion of the Training Manual (completed to the extent possible) must be attached to the formal application letter or form Initial training curricula must include at least the following curricula segments:
 - (1) Company Procedures Indoctrination Training
 - (2) Initial Emergency Equipment Drills Training
 - (3) Initial Aircraft Ground Training
 - (4) Initial Aircraft Flight Training

- L. Management Structure and Qualification Attachment.
 - (1) Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator’s company manuals, operating provisions, the ECAA requirements and the planned operations relevant to the position. This attachment must contain resumes of the qualifications licenses (including, license numbers), ratings, and aviation experience for each of the following positions, or

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their equivalent:


- (a) Accountable Manager (Chief Executive Officer or General Manager)
- (b) Director of Operations, or Senior Officer of Flying Operations
- (c) Chief pilot
- (d) Director of Safety, or Chief Flight Safety and Accident Prevention
- (e) Quality Manager
- (f) Director OF Maintenance

- (2) If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for deviation, however, must be made in a separate petition, which presents specific justification. This request for a deviation should be made to the Authority as soon as practical to enable the individual who will hold the position to be involved early in the certification process.

- M. Documents of Purchase, Leases, Contracts, and/or Letters of Intent Attachments. These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- (1) Aircraft
- (2) Station facilities and services
- (3) Weather gathering facilities and services
- (4) Communications facilities and services
- (5) Maintenance facilities and services
- (6) Maintenance contractual arrangements
- (7) Aeronautical charts and related publications
- (8) Aerodrome analysis and obstruction data
- (9) Contract training and training facilities
- (10) Insurance
- (11) Investment permits
- (12) Article of association and article of memorandum
- (13) Principal registration certificate

- N. Initial Statement of Compliance. This attachment should be a complete listing of all requirement of the Authority applicable to the proposed operation. Pertinent subparts and each relevant section of the requirement should be identified and accompanied by a


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brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each Rule and Standards listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and acceptable to the Authority.

- O. Financial, Economic, Business Plan and Legal Matters Assessment. This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic, business plan and legal matters assessment.
- P. List of Aircraft. This attachment should consist of a list of aircraft, (by make, model, and series) that the applicant intends to operate
- Q. List of Designated Destination and Alternate Aerodromes. This attachment is required if the applicant is applying for scheduled domestic or scheduled international operations.
- R. A thorough understanding of pertinent Rules and Standards and advisory materials is critical to the success of the entire certification process. The operator and key management personnel must understand which requirements apply to the intended operation.
- S. During the pre-application phase and throughout the certification process, the operator will have to prepare documents and manuals for the Authority evaluation and approval or acceptance. The operator is encouraged to informally co-ordinate drafts of these documents with the PM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the operator and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the operator.

5. FORMAL APPLICATION PHASE

- A. It is recommended that the formal application is submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the Authority as far in advance of the proposed start-up date as possible.
- B. The Authority will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal


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application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

- C. The operator’s key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant’s package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- D. If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The Authority’s acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

6. DOCUMENT EVALUATION PHASE

- A. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by Rules and Standards to be submitted to the Authority. The Authority will endeavor to complete these evaluations in accordance with the operator’s schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the Rules and Standards or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted. Approvals may be indicated by letter as appropriate, or by approval of Operations Specifications (Ops.Specs).
- B. The complexity of the information which must be addressed in the operator’s manuals and other documents depends on the complexity of the planned operation. The following list provides examples of information that must be provided by the operator and evaluated by the Authority during this phase:
 - (1) Management personnel resume outlining proposed management qualifications and civil aviation compliance histories.
 - (2) Operations Manual (may be in one or more parts).
 - (3) Maintenance Control Manual (may be in one or more parts). Includes the Approved Maintenance Organizations (AMO) Maintenance Procedures Manual (MPM).
 - (4) Aircraft maintenance programs and supporting manuals such as Maintenance

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Review Board (MRB) and Corrosion Prevention Control Program (CPCP).

- (5) Mass and balance procedures/program.
- (6) Training Program Manual.
- (7) Approved Aircraft Flight Manual.
- (8) Aircraft Operations Manual.
- (9) Minimum Equipment List (MEL) and MEL Management Program
- (10) Configuration Deviation List (CDL).
- (11) Cockpit checklist.
- (12) Passenger briefing cards.
- (13) Noise and emission plan (if applicable).
- (14) Airport Runway Analysis
- (15) Deviation requests.
- (16) Dangerous Goods.
- (17) Cabin Attendant Manual.
- (18) Dispatch/flight following/flight locating procedures.
- (19) Draft Operations Specifications (operations and airworthiness).
- (20) Maintenance Reliability Program (optional).
- (21) Plan for Demonstration Flights.
- (22) Emergency evacuation demonstration plan.
- (23) Ditching demonstration plan.
- (24) Fully completed Statement of Compliance.
- (25) Meteorology
- (26) Security training programme for flight and cabin crew.

C. The fully completed Statement of Compliance is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programs, and/or procedures.

7. DEMONSTRATION AND INSPECTION PHASE

A. The Authority requires an operator to demonstrate its ability to comply with Rules and Standards and safe operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations

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while being observed by Authority inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the inspectors evaluate the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.

B. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this manual, these phases overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase.

- (1) Conduct of training programs (classroom, simulators, aircraft, and flight and ground personnel training).
- (2) Crewmember and Flight Operations Officer testing and certification.
- (3) Station facilities (equipment, procedures, personnel, fuelling/Defueling, de-icing,
- (4) Technical data).
- (5) Record keeping procedures (documentation of training, flight and duty times, flight papers).
- (6) Flight control (Flight Supervision and Monitoring system or Flight Following system)
- (7) Maintenance and inspection programs (procedures, record keeping).
- (8) Aircraft (conformity inspection, aircraft maintenance records, etc.).
- (9) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
- (10) Mass and balance program (procedures, accuracy, and document control).
- (11) Passenger emergency evacuation demonstration (aborted takeoff demonstration and ditching demonstration).
- (12) Demonstration Flights. Includes full-scale simulation of revenue operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable Authority requirements.

D. The Demonstration and Inspection Phase outline under paragraph 8a. Through 8b. Is only applicable to the certification of an air operator.

NOTE: An applicant for an air operator certificate (AOC) shall get approval of its maintenance

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organization from the Authority. The applicant needs to co-ordinate the progress of both certification projects. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organization to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement.

8. CERTIFICATION PHASE

- A. After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the Authority will prepare an Air Operator Certificate and approve the Ops.Specs. The Ops.Specs contains authorizations, limitations, and provisions specific to an operator's operation. The operator must acknowledge receipt of these documents.
- B. The certificate holder is responsible for continued compliance with the Authority and the authorizations, limitations, and provisions of its certificate and Ops.Specs.

9. AMENDMENTS TO THE AOC AND THE OPERATIONS SPECIFICATIONS

- 9.1. Any subsequent changes to the operation specified or to the equipment approved for use may necessitate amendments to the operations specifications. It is appropriate that an AOC will itself be a very basic document and that all aspects of the operation that might be the subject of certification changes would be dealt with in the associated operations specifications which would evolve with the operation.
- 9.2. The process for the amendment of operations specifications will be similar to the original certification process, with the exception that in many cases it will be far less complex, dependent upon the subject of the change that necessitates the amendment. Where changes involve new types of operation, new geographical areas or new aircraft, the appropriate level of complexity will have to be applied to the process.
- 9.3. The Authority may amend any AOC if:-
 - 9.3.1. The Authority determines that safety in commercial air transport and the public interest require the amendment; or
 - 9.3.2. The AOC holder applies for an amendment, and the Authority determines that safety in commercial air transport and the public interest allows the amendment.
 - a) If the Authority stipulates in writing that an emergency exists requiring immediate amendment in the public interest with respect to safety in commercial air transportation, such an amendment is effective without stay on the date the AOC holder receives notice.
 - b) An AOC holder may appeal the amendment, but shall operate in accordance with it, unless it is subsequently withdrawn.
 - c) Amendments proposed by the Authority, other than emergency amendments,

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become effective 30 days after notice to the AOC holder, unless the AOC holder appeals the proposal in writing prior to the effective date. The filing of an appeal stays the effective date until the appeal process is completed.

- d) Amendments proposed by the AOC holder shall be made at least 30 days prior to the intended date of any operation under that amendment.
- e) No person may perform a commercial air transport operation for which an AOC amendment is required, unless it has received notice of the approval from the Authority.

10. RENEWAL OF AN AOC


- 10.1 The continued validity of an AOC is dependent upon an operator maintaining the requirements for an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified in the AOC and the associated operations specifications, under the supervision of Ethiopian Civil Aviation Authority.
- 10.2 The Authority will be responsible to conduct continuing surveillance of the operator/certificate holder's operation to ensure continued compliance with the Authority requirements and safe operating practices and continuously determine that the AOC remains valid.
- 10.3 The operator needs to apply for renewal of the AOC one month prior to the expiration date and the request for renewal shall include any desired changes to the basic information that was submitted prior to the original certification and during the ongoing operations. Such renewal does not involve a complete recertification procedure and thus will not be an onerous or prolonged process, because of the continuing surveillance exercised by the Authority.

11. AUTHORIZATION OR LIMITATION

Amendment of Authorization or Limitation may be initiated by the operator on special operations with written letter justifying the amendment. The ECAA will review the justification for the amendment and when it finds it that the operator has met the standard it will approve the amendment for authorization or limitation.

12. DANGEROUS GOODS AUTHORIZATION

- 12.1 ECARAS Part 9 requires that No AOC holder may transport Dangerous Goods unless approved to do so by the Authority and each AOC holder to comply with the provisions contained in the ICAO Technical Instructions for the Safe Transport Dangerous Goods by Air, ICAO Doc.9284 (Technical Instructions) on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside

	<p>Company Name</p> <p style="text-align: center;">ETHIOPIAN CIVIL AVIATION AUTHORITY</p>	<p>Document No.</p> <p style="text-align: center;">ECA/AWS/OPS/AC/005</p>	
<p>Document Title:</p> <p style="text-align: center;">MANUAL FOR THE CERTIFICATION OF AN AIR OPERATOR</p>		<p>Issue No.</p> <p style="text-align: center;">1</p>	<p>Page No.</p> <p style="text-align: center;">Page 12 of 44</p>

the territory of Ethiopia. Where Dangerous Goods are to be transported outside the territory of Ethiopia, the AOC holder shall review and comply with the appropriate variations noted by contracting states contained in Attachment 3 to the Technical Instructions.


- 12.2. The oversight of the transport of dangerous goods by air can be achieved by granting authorization, approvals and exemptions for the transport of dangerous goods under normal and specialized circumstances.
- 12.3 The aims of granting authorization, approvals and exemptions are to exercise control over the Transport of dangerous goods and to aid enforcement activities.
- 12.4. Authorization for the transport of dangerous goods under normal circumstances should be Granted to the operators by the Authority (i.e.: those goods which the Technical Instructions do not indicate as forbidden for transport on passenger aircraft or both passenger and cargo Aircraft)
- 12.5. An operator planning to transport dangerous goods as cargo under normal circumstances should submit an application containing as a minimum to Air Operators Certification and Surveillance Directorate:
- General information on the identity, contact information and planned operations of the Operator;
 - Content of the dangerous goods operation’s manual, and
 - Content of the dangerous goods training programs for each category of personnel;
- Application Form.
- 12.6 An operator must demonstrate before being authorized to transport dangerous goods that:
- Procedures are in place to handle, offer for transport or transport dangerous goods;
 - That arrangements have been made with ground handling agent(s) (if applicable);
 - That the operations manual or other staff instructions contain the required information; and
 - That training has been approved and given to the appropriate staff.

13. CONDITIONS OF THE PERMISSION/ AUTHORIZATION

All conditions imposed by ECAA will be in writing set out in the Permission. Permission will start at the time stated in the Permission or from the day that the Permission is issued. The Permission will also contain an expiry date or circumstances in which the Permission will expire.

14. REVOCATION OF A PERMISSION/ AUTHORIZATION

ECAA may at any time revoke Permission in the interest of the Safety of air navigation. This may occur as a result of the applicant/Air Operator not complying with the conditions of the Permission, or special circumstances arising and ECAA becoming aware that continuation of the Permission may threaten air safety. If ECAA decides to revoke Permission, it must be in writing and must state the reasons for the revocation.

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15. RENEWAL OF A PERMISSION/AUTHORIZATION

An Operator may apply for the renewal of a permission that is currently or has previously been held. A renewal may be given on the information provided in the original application but where the quantities, types, or packaging of DG changes, or the aircraft type or aircraft operator is changed, and then a new application and associated technical data is required. The applicant should be aware that a renewal application does not automatically entitle them to the granting of a further Permission in the same or similar terms. Each application will be assessed on its merits at the time of the application and the authorization shall be renewed yearly.


16. EXPLANATION OF APPENDIXES IN THIS TECHNICAL CIRCULAR

- A. Appendix 1 provides instructions on how **Form 30-001**: Prospective Operator’s Pre-Assessment Statement (POPS) should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the Authority. Sections 2 and 3 are reserved for the Authority use.
- B. Appendix 2 provides a sample formal application letter.
- C. Appendix 3 provides a certification job aid and schedule of events.
- D. Appendix 4 provides list of applicable ECAA Rules and Standards
- E. Appendix 5 provides definitions of terms as they are used in the certification process.
- F. Appendix 6 provides a details of operation specifications
- G. Appendix 7 provides a details of Air operator Certificate
- H. Appendix 8: Application for issuance/ renewal of air operators certificate (AOC)
(Commercial air transport operations)
- I. Appendix 9: provides a detailed flow chart of the entire certification process.
- J. Appendix 10. Formal Application Phase
- K. Appendix 11. Document Compliance Phase
- L. Appendix 12. Demonstration and Inspection Phase
- M. Appendix 13. Certification Phase
- N. Appendix 14. Formal Application Letter Evaluation Checklist

APPENDIX 1. INSTRUCTIONS FOR COMPLETING ECAA PROSPECTIVE OPERATOR’S PRE-ASSESSMENT STATEMENT (POPS). THIS FORM IS TO BE COMPLETED BY AN AIR OPERATOR OR MAINTENANCE ORGANISATION APPLICANT.

SECTION 1A. All applicants shall complete this section.

1. Enter the company’s official name and mailing address. Include any other business name if different from the company name).
2. This address shall be the physical location where primary operating activities are based. It is where the offices of management required by Rules and Standards are located. If the address is the same as item 1, enter “same.” Include secondary business addresses of operation and identify the type of operation conducted.

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3. Enter the estimated date when operations or services will begin.
4. This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organizations, a randomly selected number will be assigned.

5. Enter the names, titles, and telephone numbers of management personnel.

SECTION 1B. All applicants shall complete this section, as appropriate.

6. Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organization (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.

7. The proposed type of operation shall be indicated. Check as many boxes as apply.

8. The proposed type of maintenance organization and ratings shall be indicated. Check as many boxes as apply.

SECTION 1C. Air Operators shall complete Blocks 9, 10

9. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.


10. Indicate geographic areas of intended operation and proposed route structure.

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist the Authority personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment identify the approved maintenance organization selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

12. Identify the type of aircraft and/or simulators. For AOC's identify the type of aircraft and/or simulators intended to be used. For AMO's, identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

13. The Prospective Operator Pre-assessment Statement (POPS) denotes intent to seek the Authority certification as an air operator or approved maintenance organization. It must be signed as follows:

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Type of Organization

Authorized Signature

Individual

Owner

Partnership


At least one partner

Company, corporation, association, etc.

At least one authorized officer

The Accountable Manager must sign the POPS Form. If the POPS Form is signed by another individual which is not the Accountable Manager the accountable manager must submit with the POPS Form a letter addressing his/her authority to do so.

SECTIONS 2 and 3.For ECAA Use.

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APPENDIX 2. SAMPLE FORMAL APPLICATION LETTER

(Name of Applicant)
 (Appropriate Address)
 [Date]
 Civil Aviation Authority
 Attn: (Name), Manager
 (Appropriate Address)

Dear (Name):

This letter serves as formal application for a Ethiopian Civil Aviation Authority air operator certificate. (Name of Applicant), initially intends to certificate and operate as a [scheduled or non- scheduled passenger, freight, or mixed passenger and freight] commercial air transport operation or general aviation service under the requirements of the Authority. We intend to use (Number and Type) aero plane(s) between (location) and (location). We have enclosed a copy of [(our report of) or (our filing with) (identify the STATE agency)] for a Financial Economic/data, business plan and Legal Matters assessment. Our crew and ground personnel will be trained in(.....)

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base (if company intends to conduct maintenance under its AOC) will be located at (appropriate address) (if the company intends to apply under separate cover for an approved maintenance organization, so state here). A copy of our contract with (name of maintenance organization) is enclosed. Our management personnel are as follows and the organizational structure is and special authorization request are attached:

President and Accountable Manager – Mr. Rolland Malev
 Director of Operations and Dispatch – Mr. Peter Berman
 Director of Maintenance – Mr. Lee Wing
 Quality Manager – Mr. William Jackson
 Chief Pilot – Mr. Nathan Moskowitz
 Director of Training – Ms. Brenda Hoff
 Director of Safety – Mr. Bruno Luccasi

Also enclosed is the revised Schedule-of-Events and Initial Statement of Compliance which was agreed to at our-last meeting with your representatives. The proposed routes, area of operations, destinations and alternate aerodromes are listed below. We have retained the services of Mr. Anwar Hussun (appropriate address) as our designated agent. Sincerely,

Rolland Malev
 President
 Enclosur



APPENDIX 3

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

OFFICIAL NAME OF COMPANY				LOCATION ADDRESS																
MAILING ADDRESS (if different from location)				Pre Certification Number:																
				Initial	Proposed date	Accomplished date	Date returned for change	Remarks												
Authority Reference	OPS Insp.	AIR Insp.	AVI Insp.																	
I. PRE-APPLICATION PHASE																				
	A. Initial Orientation: Inspector: 1. Certification technical Circular Provided to applicant.																			
	2. Prospective Operator's Pre. Assessment Statement (POPS) a. Forwarded to Director ECAA B. Certification Team Designated (at least one operations, one maintenance, and one avionics inspector) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Specialty</th> </tr> </thead> <tbody> <tr> <td>PM</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				Name	Specialty	PM	_____	_____		_____	_____		_____	_____					
	Name	Specialty																		
PM	_____	_____																		
	_____	_____																		
	_____	_____																		
	C. Conduct Pre-application Meeting 1. Verify POPS Information 2. Overview of Certification Process 3. Provide Certification Package Containing: a. Certification Job Aid b. Schedule of events c. Model Operations Specifications d. Other Applicable Publications and Documents 4. Explain Formal Application Submissions																			
Remarks:																				



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AUTHORITY REFERENCE	III. DOCUMENT EVALUATION PHASE	Initial	Proposed date	Accomplished date	Date returned for change	Remarks
	4. Quality Manager/s					
	a. Quality Manager for operation (if applicable)					
	b. Quality Manager for Maintenance (if applicable)					
	5. Chief Pilot					
	6. Director of Safety					
	7. Request for Deviation Letter (if applicable)					
	8. Other					
	C. Evaluate Operator's Manual System					
	1. Completed Operations Manual					
	a. Emergency exit plan					
	b. Carry-on Baggage plan					
	c. Preservation and retention of flight recorder records					
	2. Aeronautical information publication(AIP)					
	3. Aeronautical information Rules and Standards and control(AIRAC)					
	4. Completed Maintenance Control Manual					
	5. Aeronautical information Circular					
	6. Authority Approved Aero plane Flight Manual					
	7. Aircraft Checklists					
	a. Normal					
	b. Abnormal					
	c. Emergency					
	8. Cabin Attendant Manual					
	9. Flight Supervision and Monitoring/Flight Following					
	10. Station /Facility Operations					
	11. Company Emergency Manual					
	12. Aerodrome Data and En-route Manual					
	13. Aerodrome/Runway Analysis (performance)					



AUTHORITY REFERENCE	III. DOCUMENT EVALUATION PHASE	Initial	Proposed date	Accomplished date	Date returned for change	Remarks
	14. Minimum Equipment List					
	a. (MEL Management Program)					
	15. Configuration Deviation List					
	16. Maintenance Technical Manuals					
	17. Fuelling/Refueling/Defueling					
	18. Ground Servicing Manual					
	19. Mass and Balance Control Program					
	20. Dangerous Goods					
	21. Security					
	22. Reliability Program					
	23. Completed Continuous Airworthiness Maintenance Program					
	24. Emergency Plan/Notification					
	25. Passenger Briefing Cards					

REMARKS:

	H. Other Evaluations					
	1. Aircraft Lease					
	2. Maintenance Contracts/Agreements					
	3. Servicing Contracts/Agreements					
	4. Exemption/Deviation Requests/Justification					
	5. Plan for Emergency Evacuation Demonstration					
	6. Plan for Demonstration Flight					
	7. Final Compliance Statement					
	8. Initiate Operations Specifications					
	9. Training Contracts					
	10. De-icing/Anti icing					
	11. Exit Row Seating					

REMARKS:

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AUTHORITY REFERENCE	IV. DEMONSTRATION AND INSPECTION PHASE	Initial	Proposed date	Accomplished date	Date Returned for Changes	Remarks
	B. Testing/Certification					
	1. Pilots					
	2. Flight Engineers					
	3. Flt/Ops/Officers					
	4. Cabin Attendants					
	C. Aircraft Conformity Inspection					
	D. Main Operations Base					
	E. Main Maintenance Base					
	F. Station/Facilities (Operations)					
	G. Station/Facilities (Operations)					
	H. Station /Facilities (Maintenance)					
	I. Flight Supervision and Monitoring /Flight Following					
	1. Crewmember					
	a. Training					
	b. Flight and rest times					
	c. Qualification					
	2. Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel Training					
	i. Director of Maintenance					
	ii. Quality Manager and Staff					
	iii. Contract Employees					
	J. Flight/Trip Records					
	K. Emergency Evacuation Demonstration					
	L. Ditching Demonstration					
	M. Demonstration Flight Evaluation					
	N. Proof of Economic Capacity					

REMARKS:

	<p style="text-align: center;">□□□□□□□□□□□□□□□□□□□□</p> <p style="text-align: center;">ETHIOPIAN CIVIL AVIATION AUTHORITY</p>	<p style="text-align: right;">ECAA OF/AWS/OPS002</p>	
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APPENDIX 5. DEFINITIONS

The following appendix defines terms used in this Technical Circular and /or the certification process.

“Designated Agent.” The person upon whom service of all notices and processes and all orders, decisions, and requirements of the Civil Aviation Authority shall be made.

“Certificate holding office” means the Authority Office, which has responsibility for administrating the certificate and is charged with the overall inspection of the certificate holder’s operations.

“Commercial Air Transport” means an aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.


“General Aviation services” means is all civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire

“Scheduled Operation” Means an aircraft operation conducted by a commercial air transport operator for which the certificate holder or its representative offers in advance the departure location, departure time, and arrival location.

“Charter Operation” Means operations for which the departure time, departure location and arrival locations are specifically negotiated with the operator’s customer or the customer’s representative.


“Passenger Carrying Operation” any aircraft operation carrying any person other than a crewmember, company employee, authorized government representative, or person accompanying a shipment.

“Principal base of Operations” Means the primary operating location of a certificate holder.

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APPENDIX 6

Provide detail operation specifications


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	Document Title OPERATIONS SPECIFICATIONS <i>(Subject to the approved conditions in the Operations Manual)</i>		Issue No. 2	Page No. Page 1 of 1
ETHIOPIAN CIVIL AVIATION AUTHORITY (1) Tel: _____ Fax : _____ E-mail : _____				
AOC _____ Date:(4) _____	No.(2)	Operator (3) _____ Commercial Name _____ Signature _____	Name _____	
Aircraft Mode(5):				
Types of Operations: Commercial <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Other (6) <input type="checkbox"/>				
Area(s) of Operation(7):				
Special Limitations (8):				
SPECIAL AUTHORIZATIONS	YES	NO	SPECIFIC APPROVALS (Description)(9)	REMARKS
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low Visibility Operations Approach and Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT ¹⁰ _____; RVR _____ m; DH _____ ft	




<i>Take-off</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>RVR¹¹ _____ m</i>
<i>Operational Credit(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>12</i>
<i>RVSM¹³ <input type="checkbox"/> N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>ETOPS¹⁴ <input type="checkbox"/> N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Threshold time¹⁵: _____ minutes Maximum Diversion time¹⁵ (____)minutes</i>
<i>AR Navigation Specifications for PBN operations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>16</i>
<i>EFB</i>			<i>17</i>
<i>Continuing Airworthiness</i>			<i>18</i>
<i>Other¹⁹</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes.

1. Telephone and fax contact details of the authority, including the country code. Email to be provided if available.
2. Insert the associated AOC number.
3. Insert the operator’s registered name and the operator’s trading name, if different. Insert “dba” before the trading name (for “doing business as”).
4. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.
5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at:
6. Other type of transportation to be specified (e.g. emergency medical service).
<http://www.intlaviationstandards.org/>.

	<p style="text-align: center;">□□□□□□□□□□□□□□□□□□□□</p> <p style="text-align: center;">ETHIOPIAN CIVIL AVIATION AUTHORITY</p>	<p style="text-align: right;">ECAA OF/AWS/OPS002</p>	
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7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
 8. List the applicable special limitations (e.g. VFR only, day only).
 9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
 10. Insert the applicable precision approach category (CAT II, IIIA, IIIB or IIIC). Insert the minimum RVR in meters and decision height in feet. One line is used per listed approach Category.
 11. Insert the approved minimum take-off RVR in meters. One line per approval may be used if Different approvals are granted.
 12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated Operational credit(s) granted.
 13. “Not applicable (N/A)” box may be checked only if the aircraft maximum ceiling is below FL 290.
 14. If extended diversion time operations (EDTO) approval does not apply, select “N/A”. Otherwise a threshold time and maximum diversion time must be specified.
 15. The threshold time and maximum diversion time may also be listed in distance (NM), as well As the engine type.
 16. Performance-based navigation (PBN): one line is used for each PBN AR navigation Specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the “Description” column.
 17. List the EFB functions with any applicable limitations
 18. Insert the name of the person/organization responsible for ensuring that the continuing Airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. Within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).
 19. Other authorizations or data can be entered here, using one line (or one multi-line block) per Authorization (e.g. special approach authorization, MNPS, approved navigation performance)
-

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APPENDIX –7

AIR OPERATOR CERTIFICATE

	Company Name □□□□□□□□□□□□□□□□□□ ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/OPS/OF/056	
	Document Title AIR OPERATOR CERTIFICATE		Issue No. 2
<i>Sample No.....</i>	Ethiopian Civil Aviation Authority	<i>Address of the Authority</i>	
AOC No. Expiry Date: (dd) / mm / (yyyy)	OPERATOR NAME Db a trading name: Operator Address: Tel: Fax: E-mail:	OPERATIONAL POINTS OF CONTACT <i>Contact details, at which operational management can be contacted without undue delay, are listed in (____).</i>	
<i>This certificate certifies that (____) is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual, Proclamation No. 616/2008 and Ethiopian Civil Aviation Authority Rules and Standards.....</i>			
Date of issue: (dd) / mm / (yyyy)	Name and Signature: Title		

	□□□□□□□□□□□□□□□□□□ ETHIOPIAN CIVIL AVIATION AUTHORITY	ECAA OF/AWS/OPS002	
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APPENDIX-8

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	Document Title APPLICATION FOR ISSUANCE/ RENEWAL OF AIR OPERATORS CERTIFICATE (AOC) (COMMERCIAL AIR TRANSPORT OPERATIONS)	Issue No. 2	Page No. Page 1 of 5

PART A: INSTRUCTION

- (a) When completed, this form should be sent to:

Air Operator Certification & Surveillance Directorate

Ethiopian Civil Aviation Authority

P. O. Box 978, Addis Ababa

ETHIOPIA

- (b) The form should be accompanied by an application fee of Birr 100 (hundred Ethiopian Birr).
- (c) Should there be insufficient space in any paragraph of this form to enable the required particulars to be completed; the relevant information may be given on separate sheets of paper with appropriate cross-reference to the paragraphs concerned.
- (d) Particulars should be typed or printed.
- (e) The application must be signed by the owner when applying as an individual, all partners when applying as partnership, or authorized officer when applying as organisation such as company or corporation.



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PART B: GENERAL INFORMATION

1. Name and Title of Applicant. _____
2. Nationality of the Applicant: _____
3. Permanent Address of Applicant (include telephone number, Fax No., e-mail address)

4. Air Service License Number and/or Investment Certificate Number _____
5. Operating or Business Name _____
6. Principal place of operation (designated home base) _____
7. Main Maintenance Base (if any) _____
8. Description of applicant’s business organization and structure.

9. Information on financial data and business plan:

10. Name and Address of Entities and/or individuals having major financial interest. _____
11. Information on management and key staff members (Director of Operation, Chief Pilot, Director of safety, Director of Maintenance, Chief Inspector etc...) Including title, name, training and practical experience.

12. AIRCRAFT INFORMATION

1	Type			
2	Model			
3	Manufacturer company			
4	State of manufacturer design			
5	Serial number			
6	Registration number			
7	Maximum Take-Off Weight (LBS)			
8	Maximum seating capacity			
9	Maximum Payload (Cargo Only)LBS			



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10	Minimum crew requirement			
11	Navigation equipment installed			
12	Communication equipment			
13	Type of operation certified			
	IFR			
	VFR			
	Day			
	Night			
	Icing			
	Over water			
14	Category of Aircraft			
	Aeroplane			
	Rotor Craft			
	Glider			
	Balloon			

13. Arrangements for maintenance and inspection of aircraft and associated equipment (Attach document for agreement if any) _____

14. Arrangements for ground handling _____

15. Arrangements for crew and ground personnel training:

16. Name and qualification (license type, number, etc.) of maintenance personnel and other ground staffs employed

17. Name and qualification of flying personnel employed (including license type and number)

18. Proposed type of operation

- (a) Scheduled
- (b) Non-scheduled (charter)
- (c) Passenger and Cargo
- (d) Cargo Only
- (e) Domestic



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- (f) International
- (g) Others (specify) _____

19. Nature of operation/Type of flight rules

- IFR VFR NIGHT DAY

20. Geographical Area of Operation (Routes and Aerodrome Information including geographical tracks, destination and alternate aerodromes, data and instrument approach procedures, desired aerodrome operating minima and basis from which the operation will be conducted) _____

21. Details of Flight follow up/Flight locating method _____

22. For special authorization request such as CAT II/III,RVSM,PBN,EDTO etc. use **ECAA/OPS/OF/053**

23. Submit the application with the attachment as required by ECAA Technical Circular (ECA/AWS/OPS/AC/005) including the following but not limited to:

- (a) General Operation Manual
- (b) General Maintenance Manual
- (c) Initial/New-hire Training
- (d) Document of purchase, contracts, lease and letter of intent.....
- (e) Insurance document

24. Proposed start-up date _____

25. Arrangement for Insurance Coverage _____



DECLARATION:

I the undersigned hereby apply for an air operator Certificate as described in this application and I declare that to the best of my knowledge and belief, the statements given in this application and the attachment hereto are true in every respect.

Date _____

Signatory's name (in Block Letter): _____

Signature _____

Position: _____

On behalf of: _____


Note: This application form duly filled, must reach the Authority on a date atleast 90 days before the date of intended operation.

FOR OFFICIAL USE ONLY:

Date received.....

Application received and checked by

Receipt Number.....

	Company Name	Document No.	
	ETHIOPIAN CIVIL AVIATION AUTHORITY	ECA/AWS/OPS/AC/005	
Document Title:	Issue No.	Page No.	
MANUAL FOR THE CERTIFICATION OF AN AIR OPERATOR	1	Page38 of 44	

Appendix 9

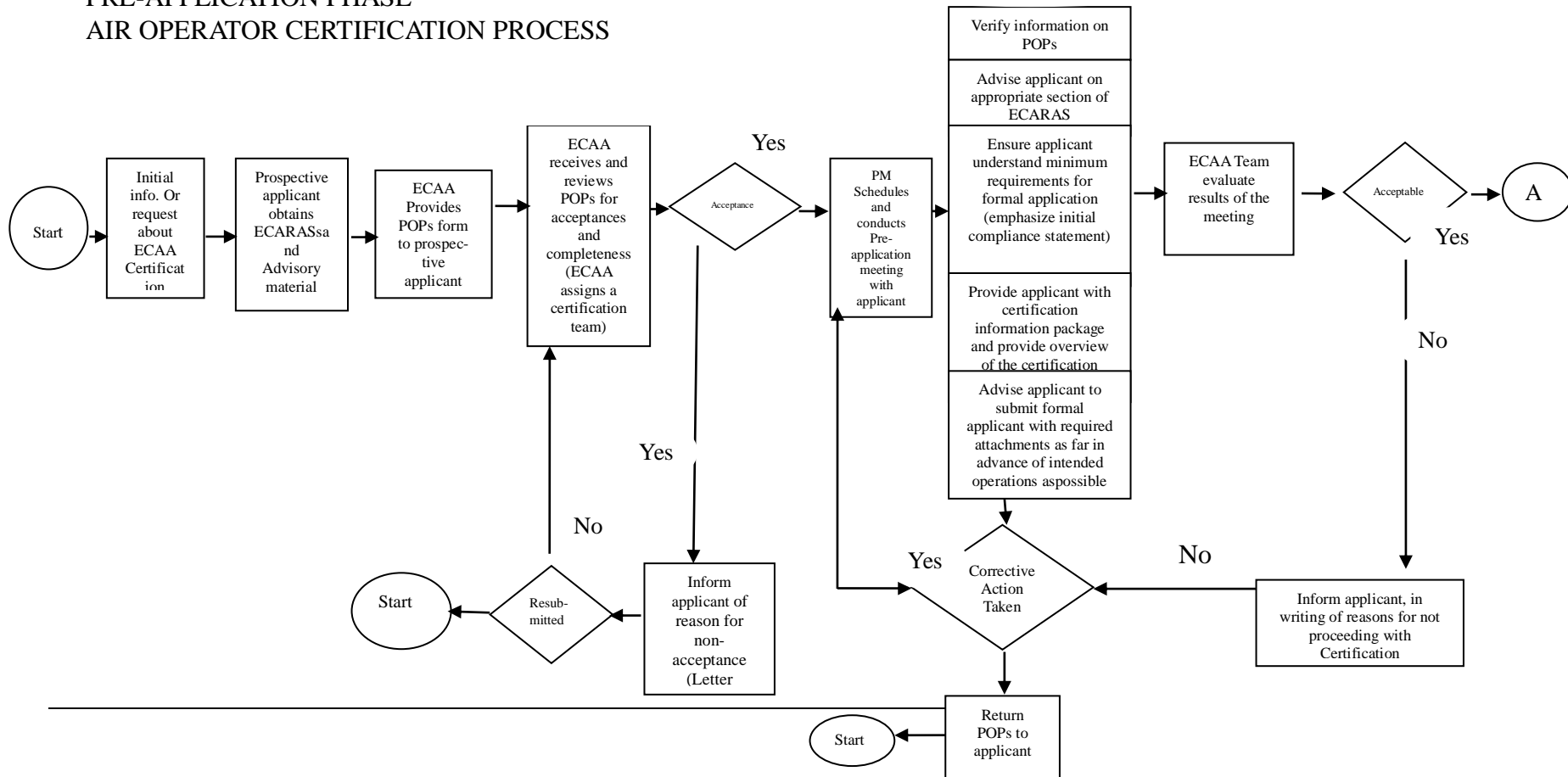
Provide Certification Process Flow Chart

The flow charts on the following pages are representative of the Air Operator Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organization.

PRE-APPLICATION PHASE

AIR OPERATOR CERTIFICATION PROCESS

Pre-application Meeting

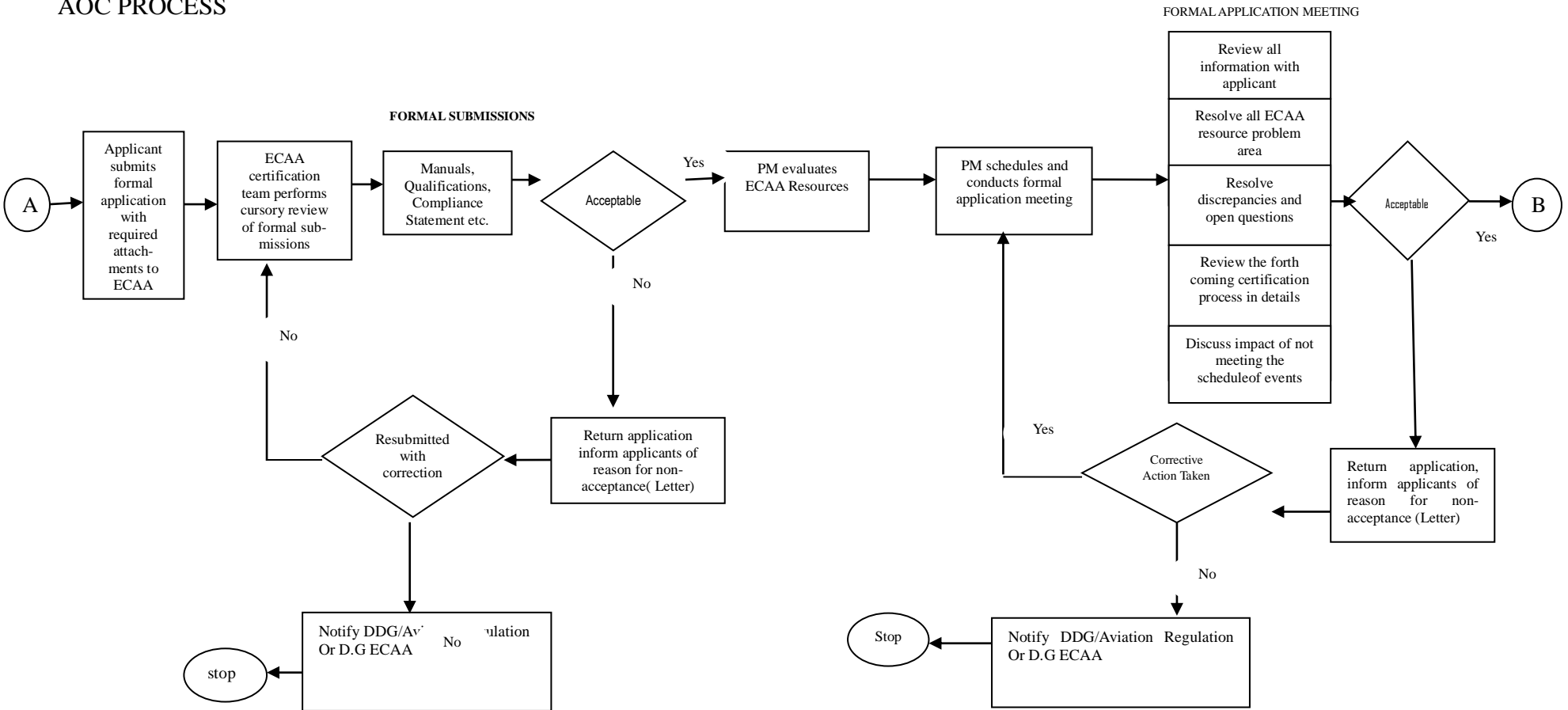




Appendix 10

FORMAL APPLICATION PHASE

AOC PROCESS



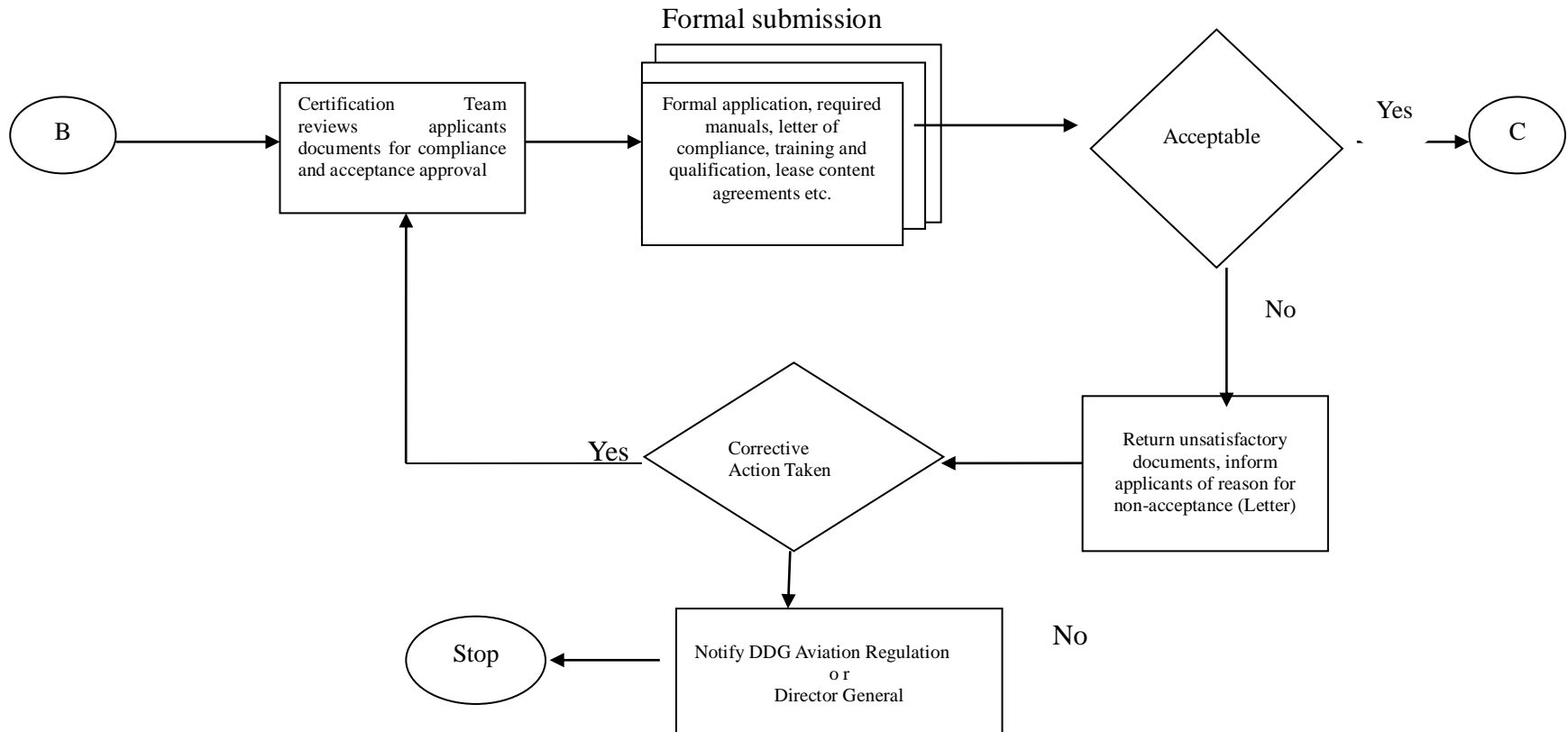



Appendix11

Certification Process Flow Chart

DOCUMENT COMPLIANCE PHASE

AOC PROCESS



	Company Name ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECA/AWS/OPS/AC/005	
Document Title: MANUAL FOR THE CERTIFICATION OF AN AIR OPERATOR		Issue No. 1	Page No. Page 41 of 44

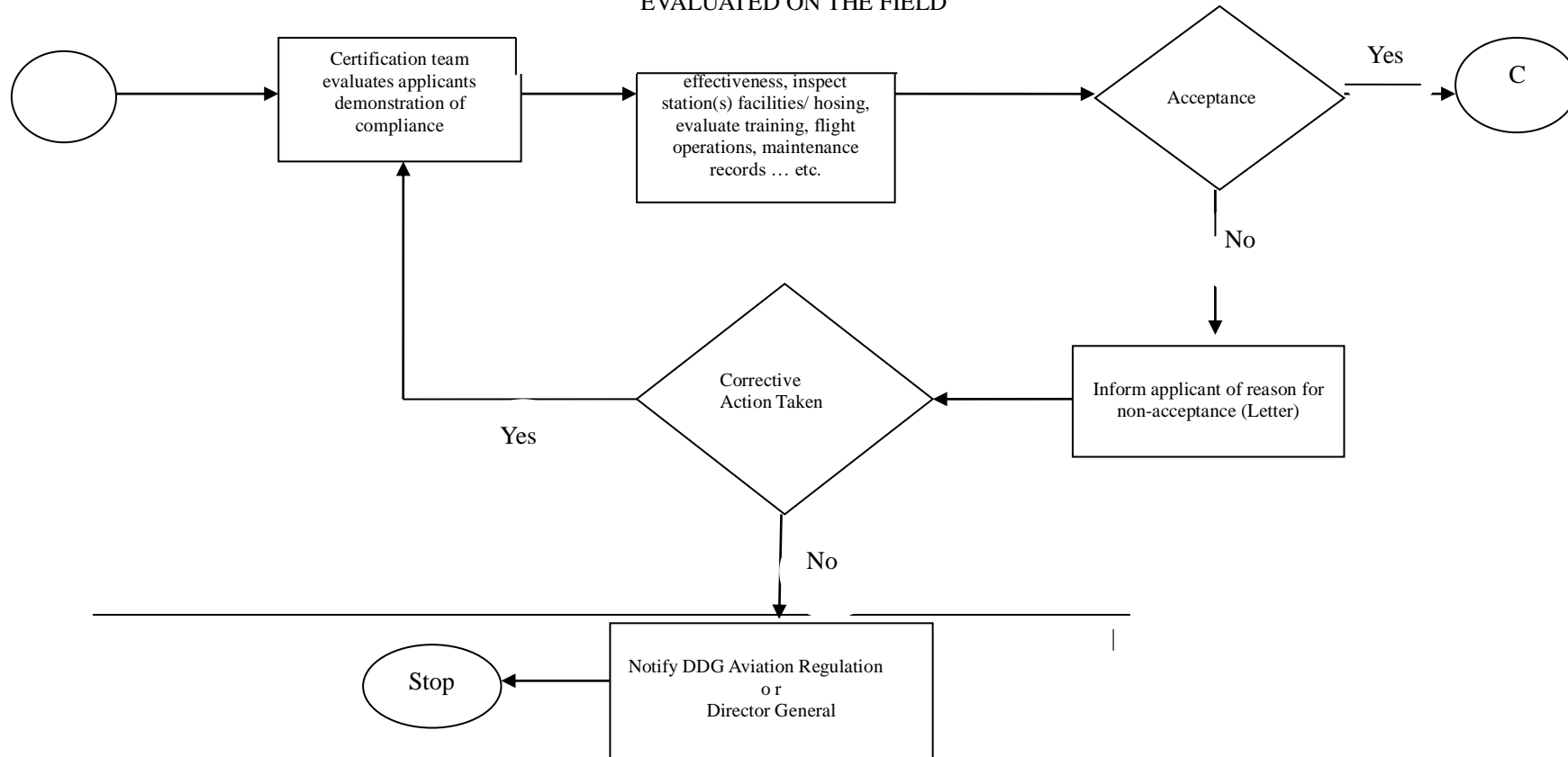
Appendix 12

Certification Process Flow Chart

DEMONSTRATION AND INSPECTION PHASE

AOC PROCESS

FORMAL DEMONSTRATION & INSPECTION EVALUATED ON THE FIELD





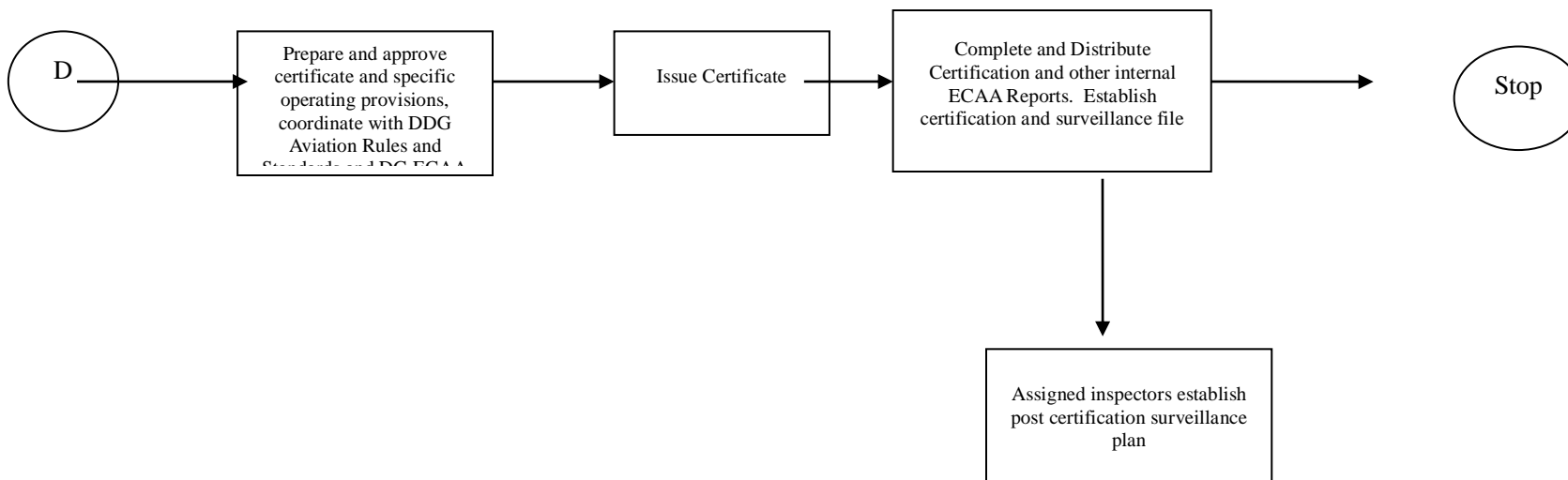
Appendix 13


Certification Process Flow Chart

CERTIFICATION PHASE

AOC PROCESS


Final Certification Actions



	Company Name ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECA/AWS/OPS/AC/	
	Document Title: MANUAL FOR THE CERTIFICATION OF AN AIR OPERATOR	Issue No. 1	Page No. Page43

Appendix 14

Formal Application Letter Evaluation Checklist

	Company Name □□□□□□□□□□□□□□□□□□□□ ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/OPS/CL/002	
	Document Title Formal Application Letter Evaluation Checklist	Issue No. 1	Page No. Page 1 of 2

ITEM	A	U
Does the letter include this statement: "This letter serves as formal application for an Air Operating Certificate?"		
Does it request certification as an Air Operator?		
Does it contain the full and official name of the applicant?		
Does it contain the physical location address of the applicant's intended primary operating location?		
Is the applicant's mailing address included in the formal application letter if different than that on its letterhead?		
Does the letter include the full name and address of the applicant's Agent for Service?		
Does the letter confirm the identity of key management personnel?		
Has the Accountable Manager signed the letter?		
Is the Formal Application Letter Acceptable?		



Document Title:

Manual for the Certification of an Air operator

Issue No.

1

Page No.

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State the rationale you will provide to the applicant:		
ITEMS REQUIRED BY PART 9 OF THE Ethiopian CIVIL AVIATION RULES AND STANDARDS (ECARAS)		
ITEM		
Has the applicant identified a Director of Operations as required by ECARAS: 9.2.2.10 (b) (1)?	A	U
If the applicant has identified a Director of Operations, does the applicant's proposed Director of Operations have an ATP license as required by IS: 9.2.2.10 (d) (1)?		
Does the applicant's proposed Director of Operations have 3 years' experience as PIC in commercial air transport operations of large aircraft as required by IS: 9.2.2.10 (d) (2)?		
Has the applicant identified a Chief Pilot as required by ECARAS: 9.2.2.10 (b) (2)?		
Does the applicant's proposed Chief Pilot have an ATPL license with the appropriate ratings for at least one aircraft used in the applicant's operation as required by IS: 9.2.2.10 (e) (1)?		
Does the applicant's proposed Chief Pilot have 3 years' experience as PIC in commercial air transport operations as required by IS: 9.2.2.10 (e) (2)?		
Has the applicant identified a Director of Maintenance as required by ECARAS: 9.2.2.10 (b) (4)?		
Does the applicant's proposed Director of Maintenance have an AMT license with the appropriate ratings for the applicant's operation as required by IS: 9.2.2.10 (f) (1)?		
Does the applicant's proposed Director of Maintenance have 3 years' experience in maintaining the same category and class of aircraft used by the AOC including 1 year in the capacity of returning aircraft to service IS: 9.2.2.10 (f) (2)?		
Inspector's Recommendation		
I have given the applicant's Formal Application Letter and attachments a cursory review for quality and content, and consider the submissions to be: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable.		

A = Acceptable U = Unacceptable

Note: Now complete the appropriate form letter and forward to the project manager for Signature