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1.0 PURPOSE

This Advisory Circular (AC) is issued to provide general information and guidance on the Five Phase process applied in the certification and approval of organizations and operators in compliance with the Ethiopia Civil Aviation Rules and Standards.

2.0 REFERENCE

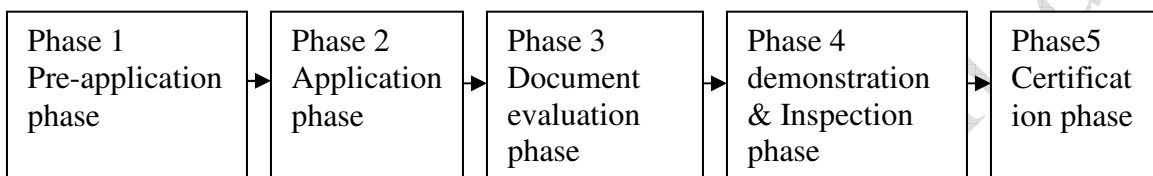
- 2.1 Ethiopia Civil Aviation (Air Operator Certification and Administration) Rules and Standards 2013, Part 9 (1) States that “No operator shall engage in commercial air transport operation unless that operator holds a valid AOC issued by the Authority”.
- 2.2 Part 8 of the Ethiopia Civil Aviation (Aircraft Operations) Rules and Standards 2013, requires that an aircraft registered in Ethiopia shall not be operate under an AOC unless it is maintained and released to service by an AMO approved in accordance with the Ethiopia Civil Aviation (Approved Maintenance Organization) Rules and Standards 2013,Part 6.
- 2.3 A person, other than an air operators’ certificate or approved maintenance Organization certificate holder shall not operate an Aviation Training Organization without or in violation of, an Approved Training Organization (ATO) certificate and training specifications. [Ref: the Ethiopia Civil Aviation (Approved Training Organizations) Rules and Standards 2013, Part 3(1)].

3.0 THE CERTIFICATION AND APPROVAL PROCESS

- 3.1 The following certification and approval process provides for a continuous interaction, from the applicant’s initial enquiry to the issue or denial of the requested certificate/approval by the Ethiopia Civil Aviation Authority. It ensures that the applicant’s proposed programmes, systems, arrangements, facilities, documentation, personnel and intended methods of compliance are thoroughly reviewed, evaluated, and tested.

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3.2 There are five phases in the process for air operator and Organization certification and approval respectively. Each phase is described in sufficient detail to provide a general understanding of the entire process. During certification, the process is followed in sequence in the order indicated below. In order to move to the next phase the preceding phase must be completed successfully.



4.0 PRE-APPLICATION PHASE

Prospective Operator Pre-assessment Statement (POPS)

- 4.1 The POPS will be used to evaluate the complexity of the proposed operation. This allows the establishment of the certification team based on the complexity of the certification. The assigned Team Leader (TL) will be designated as the principal spokesperson for the Authority during the certification process.
- 4.2 An applicant should conduct a thorough review of the Ethiopia Civil Aviation Rules and Standards and other applicable Rules and Standards and advisory material to gain meaningful insight into personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the POPS how these requirements will be met.

NOTE: *Submission of the POPS by the applicant indicates intent to initiate the certification process.*

Pre-application Meeting

- 4.3 During this meeting, the requirements which need to be attached to the formal application will be discussed which should include the following:
- (a) **Documentation and Manuals:** The applicant should indicate all the documentations and manuals to be used in compliance with the relevant Rules and Standards and requirements for the applicable operations. The manuals should allow the user to understand its content without further explanation and must not contradict any regulatory requirements;

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- (b) **Compliance Statement:** The compliance statement will ensure that all applicable regulatory requirements are addressed during the certification process. This is done by listing each applicable Ethiopia Civil Aviation Rules and Standards section, in numerical sequence. After each listed regulation, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The letter of compliance must be reviewed to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

Personnel Requirements

4.4 Personnel requirements will include among others;

- a) Key personnel
- b) Their qualifications
- c) Training requirements
- d) Human factor and human performance issues appropriate to the function of that person in the Organization etc

5.0 FORMAL APPLICATION PHASE

To begin the Formal Application Phase the ECAA team will receive the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application and attachments should be resolved at this time. The meeting should consist of the ECAA certification team members and all key management personnel from the applicant's organization.

6.0 DOCUMENT COMPLIANCE PHASE

In this phase, the applicant's manuals and other related documents and attachments are carefully and thoroughly reviewed and either approved, accepted or rejected. This review ensures both conformity to the applicable Rules and Standards and safe operating practices. The certification team members will conduct evaluation of the submitted document/manuals in the office.

7.0 DEMONSTRATION AND INSPECTION PHASE

In this phase the certification team will conduct a thorough audit at the applicant's premises to ensure that the applicant's proposed procedures are effective and that facilities and equipment are in place and meet regulatory requirements. The demonstration phase is carried out after satisfactory document compliance phase.

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8.0 CERTIFICATION PHASE

Once the applicant meets the regulatory requirements of the Ethiopia Civil Aviation Rules and Standards, the Authority will issue a certificate and/or approval with the appropriate applicant's specifications and ratings.

9.0 CERTIFICATE VALIDITY

Most of the certificates issued have a 12 months validity period after initial certification or approval. The certificates and approvals remain valid so long as the established standards at certification or approval is maintained, complied with and that annual audits are successfully conducted.

