

## **APPLICATION FOR AN AIR OPERATOR'S CERTIFICATE**

**INSTRUCTIONS:** This form when completed, should be submitted together with the appropriate application Fee to the Flight Safety Department, DGCAR, P.O. Box 1. Code 111 Sultanate of Oman, at least six weeks before the date on which the Air Operator's Certificate is required to be effective. Please ensure that this form is completed in accordance with the notes supplied. If more space is needed, please use the back side of this form.

1. Name, address, telephone and fax number of applicant (Note1).
2. Name(s), if different from I above in which air transport operations will be conducted (Note 2)
3. Types, number and registration marks of aircraft for which a certificate is required (Note3).
4. Purpose for which the aircraft are to be operated (Note 4)



11. Reference number of the maintenance schedule to which each aircraft type is maintained.  
Is the Schedule approved by the DGCAR? If yes, give the DGCAR approval number.
  
12. Names, qualifications and experience of managerial and senior executive staff and details of the duties for each individual is responsible (Note 10).
  
13. Names, qualifications and experience of persons responsible for conducting on behalf of the operator the periodical tests of the flight and cabin crews (Note 11).
  
14. Proposed date for the commencement of operations (Note 12).
  
15. A business plan and financial data information pertaining to the proposed operation must be submitted.

16. I apply for the grant of an Air Operator's Certificate based on the information provided in this form. I also hereby certify that I have been authorized by the organisation identified in item I to make this application and that statements and attachment hereto are true and correct to the best of my knowledge.(Note 13).

Signature: ..... Name (Block Letter):.....

Title: ..... Date : .....

## NOTES TO AOC APPLICATION

**NOTE 1:** The particulars given should be those of the person who will be the operator of the aircraft; in the case of incorporated body, the names and address of the Directors, and in the case of an unincorporated association, the names and address and nationality of partners. If a business name is used it should be given in Section 2 of the application form. Also give place and number of company registration.

**NOTE 2:** All “ trading names” used should be specified. Any “trading name” adopted subsequent to the completion of the application form or the issue of the certificate should be notified to the DGCAR.

**NOTE 3:** Give the type and registration mark of each aircraft owned or immediately available to the applicant for operation and the total number of each. If the aircraft are not currently available for inspection, give the date on which they will be.

**NOTE 4:** State whether the aircraft will be used for Air Service ( public transport of passengers, mail, or cargo) and Aerial Work ( crop dusting, banner towing, aerial survey, fire fighting, helicopter sling), for remuneration or hire.

**NOTE 5:** This relates to the normal operating base(s) for each type of aircraft used by the operator.

**NOTE 6:** Give details of the purpose of each room that will be made available for use by the staff participating in or supporting the operation of the aircraft and, where clerks and typist are employed, the number of staff per room and the duties of the staff concerned. State whether the accommodation is to be used solely by the applicant’s staff and give the address if different from section 1.

**NOTE 7:** Please specify the region for each aircraft type. If an applicant requires a non-standard AOC region he should give geographical co-ordinates, in latitude and longitude, which when joined successively delineate the area of proposed operations.

**NOTE 8:** Please state whether operations and training manuals are available for presentation to the DGCAR. The minimum period required for scrutiny of these documents is six weeks. It will usually facilitate the processing of an application if manuals are compiled in accordance with the requirements of CAR OPS, CAR AEW, CAR M, and CAR 145, whichever is applicable.

**NOTE 9:** All Aircraft Maintenance Organization (AMO) supporting AOC application must hold DGCAR approval.

If the routine maintenance of the operators aircraft is carried out by a number of contractors, please list them all and give details of the work for which each is responsible.

Where maintenance is contracted out, a formal agreement must be established between the two parties. The DGCAR requires to approve subject maintenance agreement and shall require to hold a copy, including side letters or agenda. Details of financial aspect of the arrangement may be omitted.

A line maintenance station is defined as one where engineering staff perform minor maintenance, servicing or defect rectification.

Two copies of the following documents must be submitted to the DGCAR for approval/acceptance as appropriate:

- (a) the proposed technical log sector page and deferred control page together with associated procedures for their use. ( These procedures may be shown by cross-reference to the relevant text of the Operations Manual or Engineering Exposition.) ;
- (b) the proposed aircraft maintenance schedule or a suitable amendment to an existing approved schedule showing the inclusion of your company name, aircraft type and registration marks.

**NOTE 10:** (a) The information provided under this heading should give a clear picture of the chain of responsibility, appropriate to the size of the company, for all major aspects of management and of the arrangements for suitably qualified deputies to assume the functions of senior executives temporarily absent from duty. In particular, the person or persons responsible for the following duties should be named:

- a. The issue and amendment of operations and training manuals, and other instructions to members of operating crews.
  - o Management of the operations department.
  - o Controlling the rostering of crews for flying duty. General supervision of flight operations.
  - o Accepting operational commitments - i.e. deciding whether or not a particular charter or flight can be undertaken.
  - o Ensuring that crew training and periodical tests are carried out as necessary and the discipline and general supervision of flying staff.
  - o Control and general supervision of the traffic or other department responsible at the main operating base(s) for compiling ships papers (including load-sheets) and for the loading of aircraft.
  - o Coordinating any necessary action arising from Commander's voyage and incident reports. Making arrangements for the services of handling agents.
  - o Liaison with maintenance organizations, including contractors, on airworthiness matters and the continuing satisfactory implementation of the declared maintenance support arrangements.

(b) Please state the number of subordinate ground staff reporting to each person named under this heading.

(c) It is not necessary to include persons responsible solely for duties in connection with aircraft maintenance. The DGCAR may request information in this connection at a later stage.

(d) This section need not be completed if the information is contained in the operations manual and this is available for scrutiny at the time of application.

**NOTE 11:** Please list the names, qualifications and experience of the persons responsible for testing :

(a) The crew (including cabin staff where appropriate) as to their knowledge of the use of emergency and life saving equipment :

(b) Pilots;

(c) Flight Engineers;

(d) Aircraft Commanders;

The persons named should be those authorized by the operator to sign on his behalf records to be maintained under the relevant provision of the Civil Aviation Rules currently in force. This section need not be completed if the information is contained in the training manual and is available for scrutiny at the time of application.

**NOTE 12:** If more than one type of aircraft is to be operated, give the proposed dates for the commencement of operations with each type.

**NOTE 13 :** The interval between applications and grant or variation of a certificate will depend primarily upon matters within the control of the operator and no undertaking can be given that the DGCAR will be able to reach a decision within a particular period. Nevertheless, if, after a period of 12 months the application process has not been substantially progressed, the DGCAR will consider the application to have lapsed.

The fee cannot be refunded in the event that an application lapses or is withdrawn.

References to periods during which an Air Operator's Certificate remains in force and the associated charges are raised shall be deemed to include periods during which the Certificate is suspended