



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

CHAPTER 5 FORMAL APPLICATION PHASE



**JTA.OPS.2002, CMR.AOC.FORM.001, CMR.AOC.FORM.003,
CMR.AOC.FORM.004, CMR.AOC.FORM.005, DSA.AOC.CHKL.056,
DSA.AOC.CHKL.071**

5.1 FORMAL APPLICATION PACKAGE

5.1.1 The formal application for certification will be an application letter, the **CMR.AOC.FORM.001** with attachments containing the information required by CCAA, comprising a formal application package. The development of the application letter and its attached documents should have been coordinated with the CCAA certification team subsequent to the pre-application meeting. Such coordination, between the personnel of the applicant and the CCAA certification team, will improve the quality of the application package and facilitate the later document evaluation process. The fee established for the certification of an air operator shall be submitted to the financial department when the operator submits the formal application package.

5.1.2 The application letter shall be signed by the applicant's accountable executive and shall contain at least the following information:

- a) a statement that the application serves as a formal application for an AOC;
- b) the name and address of the applicant;
- c) the location and address of the applicant's principal place of business and the main base of operations;
- d) a description of the applicant's business organization and corporate structure, names and addresses of those entities and individuals having a major financial interest;
- e) the name and address of the applicant's legal representative;
- f) the identity of key management personnel: chief executive officer; operations manager; chief pilot; fleet manager(s) (if applicable); cabin crew manager; safety manager; training manager; maintenance manager; ground services manager; security manager; and quality manager;
- g) the nature of the proposed operations: passenger/cargo, day or night, visual flight rules (VFR) or instrument flight rules (IFR), whether or not dangerous goods are to be transported; and
- h) the desired date for the operation to commence.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

5.1.3 The attachments that need to accompany the formal application letter are:

- a) the identification of the operation specifications sought with information on how associated conditions will be met, as described in 5.2.1 below;
- b) the schedule of events in the certification process with appropriate events addressed and target dates;
- c) an initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of the air navigation regulations;
- d) the management structure and key staff members including titles, names, backgrounds, qualifications and experience, with regulatory requirements satisfied;
- e) the details of the SMS;
- f) a list of designated destination and alternate aerodromes for scheduled services, areas of operation for non-scheduled services and bases for operations, as appropriate to the intended operations;
- g) a list of aircraft to be operated;
- h) documents of purchase, leases, contracts or letters of intent;
- i) arrangements for crew and ground personnel training and qualification, facilities and equipment required and available;
- j) the operations manual;
- k) the maintenance control manual (MCM);
- l) details of the method of control and supervision of operations to be used; and
- m) the status of the assessment of financial, economic and legal matters by the appropriate government department.

A more detailed description of some of these attachments is provided in 5.2.

5.2 ATTACHMENTS TO THE FORMAL APPLICATION

5.2.1 Identification of desired operations specifications.

CCAA approves special authorizations that are enabled through regulations by the issuance of operations specifications.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

The list of authorizations, conditions and limitations as outlined in Attachment D to this volume shall be utilized. The applicant shall identify the desired operations specifications appropriate to the intended operation for each aircraft model in the operator's fleet, identified by aircraft make, model and series. The issuance of each operation specification shall be subject to the applicant meeting Cameroon regulations and requirements. Each operations specification will also be subject to the air operator satisfying, on an ongoing basis, conditions that are established for their use. While some conditions for these approvals may be contained in the specific approvals and remarks portion of the operations specifications, detailed conditions will be contained in the operations manual. The conditions contained in the operations manual will include the training, qualifications, equipment requirements and procedures, as applicable, under which the special authorization can be utilized.

5.2.2 Schedule of events.

The schedule of events is a key document that lists items, activities, programmes, aircraft and facility acquisitions that will be made ready for inspection by CCAA before certification. The schedule shall include date(s):

- a) when crew members and maintenance personnel will commence training;
- b) when maintenance facilities will be ready for inspection;
- c) when each of the required manuals will be ready for evaluation;
- d) when the aircraft will be ready for inspection;
- e) when terminal facilities will be ready for inspection;
- f) when demonstration flights are planned; and
- g) of proposed assessments of training staff and other persons subject to CCAA approval.

The dates shall be logical in sequence and provide time for review, inspection and approval of each item.

The overall plan is to be kept under constant review and amendment to maintain control of the certification process.

5.2.3 Initial statement of compliance.

The initial statement of compliance is a complete list of all Cameroon regulations applicable to the proposed operation.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

The operator will use the checklist **DSA.AOC.CHL.056**. Each regulation or sub-part shall be accompanied by a brief description or a reference to a manual or other document. The description or reference shall describe the method of compliance in each case. The method of compliance may not be finalized at the time of the formal application, in which case a date shall be given by which the final information will be provided.

The purpose of the statement of compliance is to ensure that the applicant has addressed all regulatory requirements. It aids the CCAA certification team to assess where the regulatory requirements have been addressed in the applicant's manuals, programmes and procedures.

5.2.4 Management structure and key staff members.

CCAA regulations establish basic management positions and the qualifications for these positions, with some variation in the requirement dependent upon the complexity of the proposed operation. The requirements cover the following positions: operations manager, chief pilot, safety manager, training manager, maintenance manager and quality manager. The list shall include the management positions, the names of the individuals involved and their qualifications and relevant management experience and, where appropriate, their licences, ratings and aviation experience. CCAA may approve positions or number of positions, other than those listed, if the applicant is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel. The operator will use the forms **CMR.AOC.FORM.003**, **CMR.AOC.FORM.004**, **CMR.AOC.FORM.005** to fill details for the management.

5.2.5 Safety Management Systems (SMS).

The details of the applicant's SMS include the safety policy, safety organization, safety assessments, occurrence reporting, hazard identification, risk assessment and risk management, event investigation and analysis, performance monitoring, safety promotion and safety assurance. The applicant shall identify the accountable executive who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the SMS.

5.2.6 Aerodromes and areas.

A list shall be provided with the destination and alternate aerodromes designated for proposed scheduled operations and areas of operation for non-scheduled operations.



CAMEROUN CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

5.2.7 Aircraft to be operated.

A list of the aircraft to be operated shall be provided, with the make, model, series and the nationality and registration marks for each aircraft and details of the origin and source for each aircraft, if these details are known. It is possible that the details for individual aircraft may not yet be available, in which case, evidence shall be provided as described in 5.2.8 below.

5.2.8 Documents of purchase, leases, contracts or letters of intent.

These documents shall provide evidence that the applicant is actively procuring aircraft, facilities and services appropriate to the operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent shall be provided. These documents may relate to aircraft, station facilities and services, weather reporting, communications facilities, maintenance, aeronautical charts and publications, aerodrome analysis and obstruction data, outsourced training and training facilities.

5.2.9 Crew and ground personnel training and required facilities.

Details of the facilities required and available for training company personnel and of the training programme with dates for commencement and completion of the initial programme shall be provided. Training will include: human performance, threat and error management for flight crew, maintenance technicians and flight dispatchers, the transport of dangerous goods, and security. Specific attention should be paid, as applicable to the crew member position, to company procedures indoctrination; emergency equipment drills; aircraft ground training; flight simulators and other flight simulation training devices; and aircraft flight training. All these aspects shall cover both initial and recurrent training.

5.2.10 Operations manual.

The operations manual, which may be provided in separate parts, shall set out the applicant's general policies, the duties and responsibilities of personnel, operational control policy and procedures, and the instructions and information necessary to permit flight and ground personnel to perform their duties with a high degree of safety. The size as well as the number of volumes of the operations manual will depend upon the size and complexity of the proposed operations.

CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

5.2.11 MCM.

The MCM shall describe the administrative arrangements between the applicant and the approved maintenance organization (AMO) and shall define the procedures to use, the duties and responsibilities of operations and maintenance personnel and the instructions and information to permit maintenance and operational personnel involved to perform their duties with a high degree of safety.

5.2.12 Maintenance programme.

This programme, including a maintenance schedule, will detail the maintenance requirements for individual aircraft.

5.2.13 Method of control and supervision of operations.

This shall set out the applicant's proposals for control and supervision of operations including dispatch, flight watch or flight following and communication procedures.

5.2.14 Assessment of financial, economic and legal matters.

The status of the assessment of financial, economic and legal matters shall be clearly identified in the formal application package since a successful outcome of this assessment is essential to the issuance of an AOC.

5.3 CURSORY REVIEW OF THE FORMAL APPLICATION PACKAGE

5.3.1 CCAA certification team will make a cursory review of the formal application package to check that the required attachments have been presented, that these attachments address the required information and that the documentation is of an appropriate quality.

5.3.2 However, the cursory review of the required operations manual and MCM, as well as other safety-related manuals of the applicant, shall be extended to the procedures for the distribution, amendment and use of the documents. Are the manuals easy to revise? Does the system allow personnel to determine the revision status of the manual? Is the date of the last revision on each page? Does the manual reference appropriate CCAA regulations?

5.3.3 In the case of the operations manual, the cursory review shall also extend to the need to address the required subjects as outlined in regulations including at least:



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

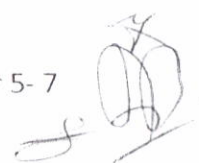
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- operations administration and supervision;
- safety management;
- policy and procedures regarding flight operations and fuel quantities;
- aerodrome operating minima;
- rules to limit flight time and flight duty periods and for the provision of adequate rest periods for flight and cabin crew members;
- aircraft performance;
- aircraft operating information and procedures;
- route guide;
- procedures for search and rescue;
- instructions for the carriage of dangerous goods and emergency response action in the event of a dangerous goods incident;
- navigation instructions;
- communications instructions;
- initial and recurrent training programmes; and
- security procedures and instructions.

The inspector will use **DSA.AOC.CHKL.071** for the cursory review of the content.

5.3.4 In the case of the MCM, where leased aircraft not registered in Cameroon are proposed to be used the cursory review shall extend to the required contents noting that the manual is required to be acceptable to CCAA and to the State of Registry of the aircraft.

5.3.5 During the cursory review, the PM may identify the need for additional expertise on the certification team, e.g. to deal with a specific aircraft type or a particular navigation system.





CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

5.4 ACCEPTABILITY OF THE FORMAL APPLICATION

5.4.1 If the formal application package is incomplete or otherwise unacceptable, the PM shall inform the applicant in writing, providing details of the deficiencies and advice on the resubmission of the formal application.

5.4.2 If the information in the formal application package is considered acceptable by the certification team, the PM will schedule a formal application meeting with the applicant.

5.4.3 DSA.AOC.CHKL.060 shall be utilized and completed to confirm the acceptability of the formal package.

5.5 FORMAL APPLICATION MEETING

5.5.1 A formal application meeting shall be conducted between the PM, the certification team and all the key management personnel of the applicant, with the objective of resolving any questions on the part of either CCAA, or the applicant, to establish a common understanding on the future procedure for the application process.

5.5.2 In particular, the formal application meeting shall confirm that the management background information satisfies regulatory requirements; it shall address any errors or omissions in the application package, resolve any scheduling date conflicts and agree on a process for revising event dates, reinforce the communication and working relationships between the CCAA certification team and applicant personnel and, finally, determine the acceptability of the formal application package. It shall be understood that acceptance of the formal application package by the PM does not constitute acceptance or approval of any of the attachments which will be subjected to later in-depth review. The identification of significant discrepancies during the in-depth review may require further meetings between appropriate members of the CCAA certification team and the applicant personnel.

5.5.3 Subsequent to the formal application meeting and subject to successful acceptance of the application package, the PM shall provide the applicant with a letter acknowledging receipt and acceptance of the formal application.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

PROGRESS OF CERTIFICATION PROCESS DSA AOC CHKL060



Id	Item of certification	V / H	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
5	All aspects of the proposed operations discussed including financial and legal aspects						
6	Applicant to receive a package to assist him in the preparation of the formal meeting: an advisory pamphlet, list of documents, schedule of events, and examples of operations specifications?						
7	Evaluation of the pre-application meeting conducted by the certification team to assess the pre-assessment statement and the applicant preparedness to move to a formal application?						
Phase 2: Formal Application Phase							
	<i>FORMAL APPLICATION PACKAGE</i>						
8	Letter of application signed by the accountable manager with the following information?						

Date: 11/01/2014

Revision: 3

Page: 3 sur 15

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02 DU 01/04/2015
 00 DU 01/04/2015



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

LISTE DE CONFORMITE MANUEL D'EXPLOITATION

DSA AOC CHL071



EXPLOITANT	MANUELS (N° et date édition, N° et date révision)	
VERIFIE PAR	PERIODE DE VERIFICATION	SIGNATURE

Rubrique devant figurer dans le Manuel d'Exploitation	Référence(s) dans le Manuel d'Exploitation (Chapitres/Paragraphes)
GENERALITES	PARTIE A
Instructions indiquant les responsabilités du personnel d'exploitation en ce qui concerne la préparation et l'exécution des vols	
Limites de temps de vol et de service et régimes de repos pour les membres d'équipage de conduite et de cabine	
Liste de l'équipement de navigation nécessaire à bord, y compris pour les vols en espace aérien où la navigation fondée sur les performances est prescrite	
Lorsqu'elles s'appliquent aux vols en question, procédures de navigation sur de grandes distances à utiliser, procédure en cas de panne moteur en vol ETOPS et désignation et emploi des aérodromes de déroutement	
Circonstances dans lesquelles on doit assurer une veille radio	
Méthode de détermination des altitudes minimales de vol	

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Révision 2

Page 1 sur 5

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