



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
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CHAPTER 6 DOCUMENT EVALUATION PHASE



JTA.OPS.2003, DSA.AOC.CHL.060

The Inspector will use the Job Aid **JTA.OPS.2003** and the associated checklist **DSA.AOC.CHL.060** to have an overview of all the items to be covered in this phase. Many of the items contained in this job aid are to be completed utilizing the checklists presented in the job task and presented in detail in Volume II and III.

[Note— Detailed presentation of checklists and procedures for the demonstrations and inspections subjects that follow are contained in Volume II and Volume III of this manual.]

6.1 GENERAL

6.1.1 After the formal application has been accepted, the CCAA certification team will commence a thorough evaluation of all the documents and manuals that are required by the regulations to be submitted to them. CCAA should endeavor to complete these evaluations in accordance with the schedule of events prepared by the applicant and agreed at the formal application meeting. If a document or manual is incomplete or deficient, or if non-compliance with regulations or safe operating practices is detected, the document or manual shall be returned to the applicant for corrective action with a detailed list of deficiencies.

6.1.2 Documents or manuals that are satisfactory will be approved or accepted, as required by the regulations. Approval shall be indicated by a signed document. Acceptance of material that does not require formal approval may be confirmed by letter.

6.1.3 The complexity of the information that needs to be addressed in the applicant's documents and manuals depends upon the complexity of the proposed operation.

6.2 DOCUMENTS AND MANUALS TO BE EVALUATED

6.2.1 The following documents and manuals shall be provided by the applicant:

- Draft operations specifications;



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- Statement of compliance;
- Management personnel resumes providing qualifications and aviation experience;
- Aircraft flight manuals;
- Operations manual (individual manuals and items listed below form part of the operations manual.):
 - aircraft operating manual;
 - minimum equipment list (MEL);
 - configuration deviation list (CDL);
 - aircraft performance manual;
 - mass and balance control manual;
 - aircraft loading and handling manual or ground handling manual;
 - training manuals for flight crew, cabin crew, operations personnel and ground personnel;
 - route guide;
 - dangerous goods manual;
 - passenger briefing cards;
 - aircraft search procedure checklist;
 - operational control procedures, dispatch, flight following, etc.
- SMS manual, including a description of the flight safety document system;
- Security programme manual;
- MCM;
- Maintenance programme for each aircraft type;
- Plan for demonstration flights as applicable.

6.2.2 All manuals are to be provided with procedures for the development, control and distribution of each manual, the means to keep the manual up-to-date and the means for the publication and distribution of amendments.

6.2.3 Manuals will require appropriate revision and amendment when new requirements, operations or equipment are introduced.

6.3 EVALUATION OF THE DOCUMENTS

6.3.1 Draft operations specifications.



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Operations specifications form part of the AOC. CCAA standard operations specifications will have been given to the applicant at the pre-application meeting and a list of desired operations specifications identified by the applicant to form the draft operations specifications. This draft will have been edited by the applicant and CCAA certification team to add necessary authorizations, conditions and limitations to produce operations specifications appropriate to the applicant’s intended operation. Information and detailed conditions (such as training, qualifications, equipment requirements and procedures under which each special authorization may be utilized) shall be available in the operations manual. Subsequent amendments to the specifications can be initiated later by the operator or CCAA as required by changing circumstances.

6.3.2 Statement of compliance.

The certification team will evaluate the statement of compliance, the purpose of which is to ensure that the applicant has met all regulatory requirements applicable to the proposed operation. The statement also indicates to the certification team where the regulatory requirements have been addressed in the applicant’s manuals, programmes and procedures. The final statement of compliance needs to be completed by the air operator and accepted by CCAA prior to the commencement of the flight operations inspections.

6.3.3 Management personnel resumes providing qualifications and aviation experience. The list shall include the management positions, the names of the individuals involved and their qualifications and relevant management experience and their licences, ratings and aviation experience.

6.3.4 Aircraft flight manuals. Flight manuals are required to be provided specific to individual aircraft and are subject to the control of the State of Registry. Arrangements for the administration control and amendment of copies of the flight manuals shall be examined together with the means for providing aircraft performance and limitations information to the flight crew. The flight manual shall contain at least the information required by regulations.



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6.3.5 Operations manual. The operations manual is the means by which the applicant intends to control all aspects of the intended operation. Its structure consists of four parts: a general section; aircraft operating information; areas, routes and aerodromes; and training. The arrangements for the administration and control of the operations manual shall have already been evaluated during the cursory review in the formal application phase of the certification process. Detailed procedures for the review and approval of the operations manual are contained in Volume II, Chapter 1 of this manual.

6.3.6 Manuals or other items which may be included in the operations manual and which require evaluation are given in 6.3.6.1 to 6.3.6.14. While references below are made to a separate manual, air operators may at their discretion include the information in the Operations Manual if practicable. Detailed procedures for conducting the operations manual review are contained in Volume II of this manual, as noted below.

6.3.6.1 SMS manual. An SMS manual is required and documents all aspects of the SMS, including: the statement of safety policy and objectives, which clearly describes the safety accountabilities and emergency response planning; the safety risk management, which includes hazard identification processes and risk assessment and mitigation processes; the safety assurance, including safety performance monitoring with an investigation capability; and safety promotion and training. Detailed procedures for the conducting of the SMS manual review are contained in Volume II, Chapter 2 of this manual.

6.3.6.2 Aircraft operating information/manual (AOM). Aircraft operating manuals for each type of aircraft to be operated are required by regulations. These manuals are required to contain normal, abnormal and emergency procedures, details of the aircraft systems and the checklists to be used. Detailed procedures for the review and approval of an AOM are contained in Volume II, Chapter 1 of this manual.

6.3.6.3 MEL. A MEL is required for each type and model of aircraft to be operated, which provides for the operation of the aircraft, subject to specified conditions, with particular equipment inoperative. This list prepared by the applicant in conformity with, or more restrictive than, the master minimum equipment list (MMEL) approved by the State of Design for the aircraft type, is tailored to the applicant's aircraft and installed equipment. Detailed procedures for the review and approval of a MEL are contained in Volume II, Chapter 3 of this manual.



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6.3.6.4 CDL. A CDL for each aircraft type and model may be established by the organization responsible for the type design and approved by the State of Design to provide for the commencement of a flight without specified external parts. Detailed procedures for the review and approval of a CDL are contained in Volume II, Chapter 3 of this manual.

6.3.6.5 Aircraft performance manual. These manuals are required for each type and model of aircraft to be operated. Detailed procedures for the review and approval of an aircraft performance manual are contained in Volume II, Chapter 1 of this manual.

6.3.6.6 Mass and balance control manual. The manual provides for a system to obtain, maintain and distribute to operational personnel information on the mass and balance of each aircraft operated and the means to keep this information up to date. Detailed procedures for the review and approval of a mass and balance control manual are contained in Volume II, Chapter 1 of this manual.

6.3.6.7 Ground handling manual. This manual contains procedures and limitations for servicing, fueling, loading and unloading, pre-flight preparation and post-flight securing, applicable to the aircraft type and model. Detailed procedures for the review and approval of a ground handling manual/information are contained in Volume II, Chapter 1 of this manual.

6.3.6.8 Training manuals for flight crew, cabin crew, operations personnel, ground personnel and maintenance personnel. Training manuals are required for all operational, maintenance and ground personnel. These shall cover all aspects of initial and recurrent training and conversion and upgrading training. Detailed procedures for the review and approval of training information/manuals are contained in Volume II, Chapter 4 of this manual.

6.3.6.9 Route guide. This is required to ensure that the flight crew and personnel responsible for operational control have the necessary information for communications, navigation aids, aerodromes/heliports, instrument procedures for departure, en route and arrival during the conduct of the particular operation. Detailed procedures for the review and approval of a route guide are contained in Volume II, Chapter 1 of this manual.



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6.3.6.10 Dangerous goods manual. All applicants will require information/manual containing procedures for the handling of dangerous goods, emergency response to dangerous goods incidents and the training of personnel. The details required will depend upon the intended status of the applicant with respect to the transport of dangerous goods. If a declaration has been made that dangerous goods will be carried as cargo, the applicant will require comprehensive material on the control, loading and carriage of dangerous goods and on response to dangerous goods incidents and emergencies. If it is not intended to transport dangerous goods as cargo, the applicant will still need to cover dangerous items that form part of the normal aircraft equipment, dangerous items that are permitted to be carried by passengers and dangerous items that may be carried in the form of company material. Detailed procedures for the review and approval of the dangerous goods manual are contained in Volume II, Chapter 19 of this manual.

6.3.6.11 Passenger briefing cards. Passenger briefing cards need to be provided to supplement oral briefings and be particular to the type and model of aircraft and the specific emergency equipment in use. The passenger briefing card shall be reviewed to ensure it meets the requirements of Cameroon regulations.

6.3.6.12 Aircraft search procedure checklist. The checklist needs to be carried on board and describes the procedures to be followed in searching for a bomb in case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other dangerous devices when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference. The checklist shall be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft. The aircraft search procedures checklist shall be reviewed to ensure it meets the requirements of regulations.

6.3.6.13 Operational control procedures, dispatch, flight following, etc. The operations manual is required to contain the details of the applicant's operational control procedures and procedures for dispatch and flight following. It shall cover procedures for use in emergency situations and all communication procedures. Detailed procedures for the review and approval of operational control procedures are contained in Volume II, Chapter 1 of this manual.



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6.3.6.14 The operations manual shall contain procedures for limiting the flight time and flight duty periods and providing adequate rest periods for flight and cabin crew members. These procedures are included in the operations manual and will be in accordance with the Cameroon regulations. Detailed procedures for the review and approval of the limitations governing flight time, flight duty periods and rest periods are contained in Volume II, Chapter 1 of this manual.

6.3.7 Security programme manual.

This manual shall describe the operator security programme, which shall meet the requirements of the national civil aviation security programme of Cameroon. The manual shall include the security procedures applicable to the type of operations. Procedures for the review of the security manual are not contained in this Manual as this review will be completed by the “CCAA, Direction of Air Transport and Security”.

6.3.8 MCM.

This manual sets out the applicant’s intentions and procedures with regard to maintaining the airworthiness of the aircraft used, during their operational life. This applies whether or not the applicant for an AOC also intends to apply for approval as an AMO or intends to contract out maintenance to an AMO. Detailed procedures for the review of MCM are contained in Volume III of this manual.

6.3.9 Maintenance programme, including maintenance schedule.

A maintenance programme is required for individual aircraft, taking into account the requirements of the type design authority. Detailed procedures for the review of maintenance programmes are contained in Volume III of this manual. The maintenance programme of each individual aircraft is approved by CCAA if Cameroon is the State of Registry or accepted by CCAA when the aircraft is registered in another State.

6.3.10 Plan for demonstration flights.



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Where demonstration flights are required, a plan for these demonstration flights shall be prepared so that the applicant can demonstrate the ability to operate and maintain aircraft and conduct the type of operation specified. The determination as to whether or not demonstration flights will be required, and if such flights are required, their number and type, will depend on the CCAA's assessment of the capabilities of the operational systems established by the applicant. The following factors will be considered when determining the demonstration flight requirement:

- a) to what extent is the new aircraft substantially different from an aircraft previously flown by the applicant's flight crew (such as changing from turboprop to turbojet, unpressurized to pressurized, or narrow body to wide body);
- b) to what extent is the applicant's route structure affected by the request (for example, inauguration of international routes and use of special areas of operation);
- c) what is the experience level of personnel involved in the operation (for example, flight and cabin crewmembers' previous experience in the operation of this type of aircraft);
- d) how does the applicant propose to conduct the proving flights (for example, a few long-range versus several short-range flights); and
- e) what level of management experience exists in the company with this type or similar type or make of aircraft.

6.3.11 Documentation Evaluation JTA.OPS.2003 and the associated checklist DSA.AOC.CHL.060 shall be utilized to confirm the acceptability of the documents provided by the applicant. Many of the items contained in this job aid are to be completed utilizing the more detailed job aids as contained in Volume II and III.