



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 8 DEMONSTRATION AND INSPECTION PHASE MAINTENANCE CONTROL ASPECTS

8.1 GENERAL

8.1.1 As part of the requirements described in 7.1.1 and 7.1.2, the applicant (operator) is required to demonstrate that an organization with the necessary qualified staff, equipment and facilities is set up and responsible for ensuring that the aircraft remain in an airworthy condition for the duration of their operational life. This is also referred to as managing the continuing airworthiness of the aircraft.

8.1.2 In the case of an applicant seeking authority to operate leased aircraft registered in a different State, suitable arrangements must be made between Cameroon and the State of Registry regarding responsibility for the continuing airworthiness of the aircraft. (See Volume I, Chapter 11 for details on the leasing of aircraft).

8.1.3 Further detailed guidance on the maintenance control aspects of air operator certification, as well as approval of the MCM, is contained in Volume III of this manual.

8.2 MAINTENANCE CONTROL ORGANIZATION

The CCAA inspector shall determine that the structure of the applicant's maintenance control system is set forth, clearly delineating duties and responsibilities for all key personnel including the manager(s) for engineering and maintenance. The names of all incumbents shall be listed. The details of the organizational structure shall be included as a part of the MCM and, if necessary, also promulgated separately.



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8.3 MAINTENANCE CONTROL MANUAL (MCM)

8.3.1 Regulations require the applicant to prepare an acceptable MCM for the use and guidance of maintenance organization personnel. The operator needs to ensure that the MCM is revised as necessary to keep the information contained therein up-to-date. Copies of all revisions will be furnished promptly to all organizations or persons to whom the manual has been issued. Accordingly, one of the first steps in the maintenance inspection is a thorough analysis of the MCM, the correction of any discrepancies and the tentative acceptance by the CCAA inspector. During the course of the maintenance control inspection, the PM, assisted by qualified CCAA airworthiness inspectors, shall determine that the provisions of the MCM are in place.

8.3.2 The details in and number of volumes of the MCM will vary depending upon the type, complexity and number of aircraft involved. Detailed inspection procedures are outlined in Volume III, Chapter 2 this manual.



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CHAPTER 9 CERTIFICATION PHASE



JTA.OPS.2005, DSA.AOC.CHKL.060

9.1 FINAL PREPARATION FOR THE ISSUANCE OF AN AOC

9.1.1 The CCAA PM will have notified the applicant in writing of all discrepancies that need to be resolved before an AOC and its associated operations specifications can be issued.

9.1.2 The PM reviews the final operations specifications and makes any changes necessary.

9.1.3 The PM and the CCAA certification team shall ensure that all the requirements for certification have been met and also have determined that the applicant is fully capable of fulfilling all the responsibilities incumbent in the conduct of the proposed operations and of complying with the applicable laws and regulations, and the provisions of the AOC and operations specifications.

9.1.4 Further, an AOC will not be issued until the “CCAA - Department of Air Transport and Security” of the applicant has presented a favorable report, and until CCAA is satisfied that the operator has the financial resources to conduct its planned operations, including resources for the disruptions that can be reasonably expected in daily operations.

9.1.5 The PM will provide a report with appropriate recommendations on the issuance or denial of an AOC to the CCAA. The report shall include the following information.

9.1.5.1 In the case of a recommendation on issuance of the AOC:

- a) confirmation that the air operator has been certificated in accordance with the policy and procedures as contained in the Cameroon Air Operator Certification and Surveillance Manual;



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- b) listing of the applicable job aids/checklists that have been completed to confirm that the air operator is in compliance with regulations and related guidance material;
- c) confirmation that CCAA is satisfied that the operator has the financial resources to conduct its planned operations;
- d) signature of the PM and the name and title of each team member who assisted in the certification project.

9.1.5.2 In the case of a recommendation on denial of an AOC:

- a) listing of the applicable job aids/checklists that have been successfully completed to date;
- b) details of certification requirements which the air operator has failed to achieve; and
- c) signature of the PM and the name and title of each team member who assisted in the certification project.

9.2 ISSUANCE OF AN AOC AND THE ASSOCIATED OPERATIONS SPECIFICATIONS

9.2.1 CCAA shall assign an AOC number and determine the date of issuance. The certificate shall be signed by the Director General and associated operations specifications shall be signed by the Director of Aviation Safety.

9.2.2 The format and the content required for an AOC are provided in Attachment C of Volume I to this manual. The format, content and further guidance on the content for the associated operations specifications are provided in Attachment D of Volume I of this manual.

9.2.3 Certification Phase Job Aid JTA.OPS.2.005 shall be used as guidance and DSA.AOC.CHL.060 shall be completed to confirm the completion of all certification activities prior to recommending issuance of the AOC and associated operations specification.

9.3 PERIOD OF VALIDITY OF AN AOC AND THE ASSOCIATED OPERATIONS SPECIFICATIONS

9.3.1 An AOC and associated operations specification shall be valid for 02 years. The date of issuance and an expiry date are to be entered on an AOC.

9.3.2 In general, an AOC or any portion of an AOC issued by a CCAA remains valid until:

- a) CCAA amends, suspends, revokes or otherwise terminates the certificate;

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- b) the AOC holder surrenders the certificate to CCAA;
- c) the AOC holder suspends operations for more than 06 months; or
- d) the expiry date.

9.4 IDENTIFICATION OF INDIVIDUAL AIRCRAFT BY NATIONALITY AND REGISTRATION MARKS

9.4.1 Operations specifications include designation of the make, model and series (or master series) of the aircraft that are to be used.

9.4.2 It is essential that information on the identification of individual aircraft, used by an operator for a particular operation, is maintained up to date and documented in the operations manual.

9.5 AMENDMENTS TO THE AOC AND THE OPERATIONS SPECIFICATIONS

9.5.1 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.

9.5.2 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.

9.6 RENEWAL OF AN AOC

9.6.1 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 CCAA.



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9.6.2 CCAA will conduct continuing surveillance of the operator to continuously determine that the AOC remains valid. Procedures for the establishment and implementation of an annual surveillance plan are outlined in Volume II, Chapter 6 for Operations and Volume III, Chapter (Air) for Airworthiness.

9.6.3 The operator needs to apply for renewal of the AOC two months 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 CCAA.