



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.



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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.



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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.