



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 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;



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

- 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.



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 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.