



CIVIL AVIATION AUTHORITY FLIGHT STANDARDS DIRECTORATE

Pre-requisites for Submission of Formal AOC Application

AOC formal application shall be considered complete upon meeting the following pre-requisites.

| No. | Pre-requisite / documents / required | Yes | No | Will be provided by date |
|-----|--|-----|----|--------------------------|
| 1. | Copy of the Operator's Licence | | | |
| 2. | Copy of third party insurance | | | |
| 3. | Fee deposit voucher | | | |
| 4. | Copy of Aircraft Lease Agreement (if any) | | | |
| 5. | Copy of all the contractual agreements (Maintenance Agreements) | | | |
| 6. | Organizational Chart with the resume of Key Management Personnel | | | |
| 7. | Exposition Manual / Maintenance control Manual (02 copies) | | | |
| 8. | Aircraft Maintenance Manuals (02 copies) | | | |
| 9. | C of A (all aircrafts) | | | |
| 10. | C or R (all aircrafts) | | | |
| 11. | C of noise abatement (all aircrafts) | | | |
| 12. | List of crew with their details | | | |
| 13. | Copy of licenses / certificates of flight crew / Cabin crew | | | |
| 14. | Operations Manual (02 copies) | | | |
| | a) Flight Operations Manual or BOM (02 copies) | | | |
| | b) Aircraft Flight Manual or AOM (02 copies) | | | |
| | c) Cabin Crew Manual | | | |
| | d) Flight Despatch Manual | | | |
| | e) Training Manual | | | |
| | f) Weight & Balance Manual | | | |
| | g) MEL & MMEL | | | |
| | h) Route Manual | | | |
| | i) Flight Safety Manual | | | |
| | j) Security Manual | | | |
| | k) Dangerous Goods Manual | | | |
| 15. | Compliance statement | | | |

The above mention pre-requisites have been met., YES NO

Agreed by (Sign) Designation.