



**Air Operator Certificate Issue / Renewal  
Application Form**  
(Flight Standards Directorate – CAA Pakistan)

DOC No. CAAD-624-016  
REV. No. 05  
DATED: 01.02.2007

Note: Please read the instructions on last page carefully before filling and filing this Application Form. The quality and accuracy of information provided by you on these pages has a direct impact on the assessment and completion time of AOC issue / renewal process.

1. Company / Airline Name:

2. Name of the owner(s):

3. Address(es) with Tele., Fax No. and E-mail:

4. Principle place of business / Main Base:

5. Name and addresses of entitles and individuals with financial interest:

6. Operator's Financial data:

7. Proposed business plan and date of commencement:

8. Type of Operation proposed with applicable details:

9. Operating License Type, Date of Issue (Attach a copy):

10. Management organization including Operations & Training (Attach a copy of Organogram):

11. Key Management Personnel: (Attach a copy of Resume with Title, qualification and experience):

12. Flight Crew Data (Use extra sheets where required for Name, Nationality, License Type & Number):

13. Cabin Crew Data (Use extra sheets where required):

14. FOOs Data (Use extra sheets where required for Name, Nationality, License Number of each):

15. Flight Crew / Cabin Crew / FOO Training Source:

- a) Type technical:
- b) Simulator (where applicable):
- c) Flight training:
- d) Others (FOO, SEP, DGR, CRM, Security):

16. Adequacy of Facilities & Infrastructure for the type of Operations:

- a) Staffing:
- b) Flight Despatch / Flight Operations:
- c) Office Accommodation:
- d) Crew Scheduling
- e) Briefing Room:
- f) Passenger Handling Facilities:
- g) Cargo and Baggage Handling Facilities:
- h) Technical Library:
- i) Engineering Infrastructure:

17. Ground Handling Facilities:

- a) Ramp Operations:
- b) Passenger services:
- c) Baggage services:
- d) Cabin services:
- e) Weight & Balance Control:
- f) Ground support equipment:
- h) Fuel services:

18. Operating Ports & Facilities available:

19. Status on Flight Safety Document System:

- a) Operations Manual (All parts):
- b) Safety Management Manual:
- c) Ground Handling Manual:
- d) MCM and other Maint. Manuals / Programmes:

20. Aircraft Types with Registration Number and State of Registry:

21. Arrangements for maintenance (see applicable instructions):

22. Transfer Agreement under R-368A (see applicable instructions):

23. Aircraft Lease Agreement (see applicable instructions):

24. Is the details of the following included in the draft Ops. Specs?

- a) List of Communications and Navigation Equipment on each aircraft
- b) Type of Instruments and Major items of Equipment to be used on each aircraft
- c) Proposed routes with Geographical Tracks
- d) List of Aerodromes to be used including Alternate
- e) Operating Minima of desired Aerodrome
- f) Procedures & Source for obtaining latest weather and aerodrome conditions

25. Statement of compliance for fulfilling the regulatory requirements with reference to each rule and regulation. (see applicable instructions):

**Certificate: It is certified that the above given information is correct to the best of my knowledge and belief.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Appointment \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## **Instructions related to AOC Applicable**

1. It is important for you to know that CAA may refuse to consider an application or to consider it further from beyond a point while there are requirements that the applicant has not or cannot comply with. Rule 340 of CARs 94 is referred to which states:
  - (i) The Director General may refuse to grant or to renew certificate on one or more of the following grounds:
    - a) The applicant has failed to satisfy a requirement prescribed by or specified under these rules in relation to the granting of the certificate;
    - b) The applicant has made a false or misleading statement in his application, or in connection with his application;
    - c) The applicant is the holder of a license that is suspended;
    - d) The applicant was the holder of a license that has been cancelled; or
    - e) The applicant is not a fit and proper person to have the responsibilities and to exercise the functions and duties of a holder of the certificate for which the application was made.
2. FSD, CAA strongly recommends that CAAD-617 (AOC Guide for Air Operator) may be followed in true spirit. This document provides comprehensive information on requirements and processes for AOC Issue / Renewal. Following the required procedures while complying with the requirements given therein shall expedite the whole process.
3. Application shall not be considered 'complete' if all the attachments as specified in ANO 91.0001 and CAAD 617 are not provided at the time of its submission to FSD, CAA.
4. Application submission date shall be the day when all attachments along with completed application are completed. Count down shall start from that date for further processes.
5. This application may only be used for issue, renewal or any variation to AOC i.e. Aerial Work to Charter Class-1, Charter Class-1 to Charter Class-2, Charter Class-2 Cargo to Charter Class-2 Passengers, Charter Class-2 to RPT or vice versa. This shall not be used for any amendment to Operations Specifications.
6. Completed Form of "Pre-requisites for submission of formal AOC Application" is an acknowledgement both for the Operator & the CAA. If the application and required documents are complete or otherwise, it shall be mentioned so on this Form. Please complete this Form and have it signed from FSD, CAA for your records.
7. Application Form shall be signed either by the Head of Organization or the person authorized by CAA. ANO 91.0003 section A0 may be referred to in this regard.
8. No column of this Application Form shall be left blank.
9. Reverse side of Form pages may be used for the data spillover.
10. Extra sheets may be used where required.
11. Where a copy of any document has to be attached, it shall be an attested true copy of the original.
12. Column 21. (if contracted out, give the name of organization and attach a copy of the contract with details in draft Operations Specifications).
13. Column 22. (Attested true copy of Aircraft Lease Agreement between the lessee and the lessor in the case of any lease).
14. Column 23. (Attested true copy of Transfer Agreement between CAA and the CAA of State of Registry in case of wet leased foreign registered aircraft).
15. Column 25. (Attach Original Statement of compliance).