



Technical Circular

CT 120-002 – RENEWAL AND AMENDMENT OF THE AOC AND OPERATIONS SPECIFICATIONS

Effectivity Date: 28/02/2015

SECTION 1 GENERAL

1.1 OBJECTIVE

This Technical Circular (TC) provides guidance to air operators on the process of renewal and amendment of the air operator certificate (AOC) and attached operations specifications.

1.2 APPLICABILITY

This TC applies to all commercial air transport operators certified under MOZCAR Parts 121, 127 and 135.

1.3 REFERENCES

- (1) MOZCAR Parts 121, 127 and 135;
- (2) TC 120-001 Certification of an air operator

1.4 CHANGES

- (1) This is an original issuance of this TC.
- (2) This CT cancels IACM Circular OPS-002 – Operations Specifications

1.5 DEFINITIONS

- (1) Level 1 finding - any significant non-compliance with the applicable requirements of the regulations, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers or seriously hazards safety;
- (2) Level 2 finding - any non-compliance with the applicable requirements of the regulations, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower or possibly hazard safety.

1.5 BACKGROUND

- 1.5.1 ICAO Annex 6, Part I standards establish that the continued validity of an AOC depends on the operator maintaining compliance with the requirements of an appropriate organization, method of control and supervision of flight operations, training program as well as ground handling and maintenance arrangements, consistent with the nature and scope of operations defined in the AOC and associated operations specifications.
- 1.5.2 Annex 6 also requires the State of the Operator to exercise continued surveillance of the operator, to determine, on a continuous basis, that the AOC remains valid.
- 1.5.3 MOZCAR Parts 121, 127 and 135 establish in Subpart 06 the requirements for the issuance and continued validity of an AOC. To hold an AOC the operator must continue, at all times, in compliance with the terms and conditions of the AOC and operations specifications.

- 1.5.4 The regulations above prescribe that an AOC, or any portion thereof, is effective for a defined period and that the application for its renewal must be submitted at least thirty (30) days before the expiry date.
- 1.5.5 The AOC renewal process represents an opportunity to both, the operator and the IACM, to review the operator's status of compliance with the regulatory requirements for holding and maintaining the AOC and ensuring regulatory compliance.
- 1.5.6 In addition, the operating regulations stipulate that an AOC and the corresponding operations specifications may be amended at the request of the operator, or when the IACM determines that the aviation safety and the public interest require the amendment.

SECTION 2 - THE AOC RENEWAL AND AMENDMENT PROCESS

2.1 GENERAL

The AOC renewal or amendment processes follow the IACM adopted five phases process for granting approvals and authorizations.

2.2 Pre-Application

2.2.1 Pre-application – In this phase the operator should obtain all the necessary information for a successful application by contacting the IACM office.

2.3 Formal-application

2.3.1 An application for the renewal or amendment of the AOC must be submitted using form F30-003 with all the required attachments.

2.3.2 At the latest, the application must be submitted thirty (30) days before the AOC expiry date or intended date of start up of operations under the amendment, as applicable.

2.3.3 The formal application must be signed by the operator's accountable manager or an authorized representative and contain at least the following information:

- (1) the name and official address of the applicant;
- (2) the location and address of the principal place of business of the applicant, the main base of operations and the main base of maintenance;
- (3) The identity of entities and individuals holding a significant financial interest;
- (4) the name and address of the legal representative of the applicant, if any;
- (5) the identity of the relevant management personnel (e.g. executive officer, flight operations (flight crew, cabin crew), safety management, training, maintenance, ground operations, security and quality;
- (6) the nature of the operations (e.g. passenger / cargo / mail, day or night, VFR or IFR);
- (7) a list of all aircraft operated;

2.3.4 The formal application for the renewal of the AOC shall be accompanied with the following current attachments:

- (1) statement of compliance with the regulatory requirements applicable to the operation (MOZCAR Parts 91, 121, 127, 135);
- (2) list of aircraft lease agreements in force and copies of new or altered lease agreements.
- (3) list of purchase documents, contractual agreements or arrangements in force with respect to infrastructure, operational control, maintenance, crew and ground personnel training and copies of such, if new or modified, including the details of the scope and references of approval, if applicable;
- (4) curricula of management personnel for flight operations, maintenance and ground operations, including backgrounds, qualifications and experience, if there has been any change to them;

- (5) details of training of each flight crew, cabin crew, operations officer, including the status of compliance with all training and checking requirements;
- (6) details of training organizations, including facilities and equipment available (e.g. simulators), and training and checking personnel;
- (7) list of the operator's manual system, including the revision status of each.
- (8) list of destination and alternate aerodromes used for scheduled services, areas of operation for non-scheduled services and bases of operations and maintenance, including any line stations, as appropriate to the operations;
- (9) details of the operator's safety management system including the status of compliance with the implementation plan;
- (10) status of compliance with the operator's quality assurance program for operations, maintenance and ground operations;
- (11) status of compliance with the security programme;
- (12) statement of legal, economic and financial fitness issued by the competent authority;
- (13) a copy of the AOC in force, including the operating specifications;
- (14) a copy of the air transport license in force;
- (15) a copy of the insurance policies in force for the operation;
- (16) proof of payment of the AOC renewal/amendment fee.

2.3.5 When applying for an amendment to the AOC and operations specifications involving operational approvals (e.g. RVSM, PBN, Low visibility operations, DGs) the applicant should refer to the IACM specific guidance for additional information.

2.3.6 Upon receipt of the application, an initial review of the application is carried out by the assigned IACM certification team, within five (5) working days, excluding the day of receipt. In case of missing or insufficient data, the application is returned to the applicant with a written explanation of the reason for rejection.

2.3.7 The acceptance of the application is also notified to the applicant in writing. However, this should not be interpreted as acceptance of any of the attachments or an indication that the IACM has accepted to renew or amend the AOC and the operations specifications.

2.4 Document evaluation

2.4.1 In this phase, a detailed evaluation of the application and all its attachments is performed.

2.4.2 In the case of an application for the amendment of the AOC and operations specifications involving operational approvals or authorizations, the operator's programmes, policies and procedures are assessed to verify operator's capabilities to conduct the proposed operations.

2.4.3 In the case of an application for the renewal of the AOC, the submitted information is reviewed to verify operator's continued compliance with the requirements to hold and maintain the AOC and associated operations specifications.

2.4.4 In both cases, any deficiencies identified in the application by the certification team should be notified to the applicant for correction before the renewal is issued or the intended approval or authorization is granted.

2.4.5 Among other aspects, particular attention should be paid to any changes that may have occurred in the:

- (1) management composition, key operations and maintenance personnel qualifications and experience;
- (2) type, area or size of the operations conducted, with particular emphasis on the type of aircraft, special areas, routes and navigation requirements;
- (3) operator's policies and procedures, particularly those affecting operational control, training, maintenance, quality and safety management.

2.4.6 During the document evaluation phase, in addition to the evaluation of the formal application, the following information about the operator should be assessed by the IACM:

- (1) oversight records – past regulatory audits and inspection reports;
- (2) aircraft accident and incidents reports;
- (3) records of enforcement actions - history of violations to safety regulations.

2.5 Demonstration and inspection

2.5.1 Activities such as the initial approval of programmes, manuals or documents, special demonstrations, aircraft certification take place during the initial certification or when the operator has applied for an amendment involving an operational approval. These, normally, do not occur during the routine AOC renewal process.

2.5.2 The IACM carries out the continuous oversight of all AOC holders in accordance with a established surveillance programme. The main objective of this programme is to ensure the operator's compliance with the certification requirements and their eligibility to hold and maintain the AOC and associated approvals.

2.5.3 At the time of the application for the renewal of the AOC, several audits and inspections of the operator's operations and maintenance system should have been conducted by the IACM to evaluate, on an ongoing basis, the operator's overall level of compliance with the certification requirements.

2.5.4 As a matter of policy, the IACM does not plan the conduct of audits in reaction to an application for the AOC renewal. However, the certification team may consider necessary to carry out partial audits or inspections to verify and confirm the information contained in the application or the status of resolution of identified safety issues.

2.5.5 During this phase the IACM assesses whether the operator has been adhering to the policies, methods, procedures and instructions as described in the operator's manuals and other documents, in compliance with the regulatory requirements.

2.5.6 Any non-compliances found should be brought to the attention of the operator. Corrective actions must be taken before the AOC is renewed, except for Level 2 findings which may be addressed in accordance with an acceptable corrective action plan.

2.5.7 When a Level 1 finding is detected the IACM should take immediate action to stop the safety hazard. This may include actions such as ensuring that the operator adopts immediate safety measures or limiting, suspending or cancelling the current operation or activity.

2.5.8 When the operator has applied for an amendment to the operations specifications, to include additional approvals or authorizations, the activities in this phase are similar to those in the initial certification process.

2.5.9 In some cases the operator is required to demonstrate its capabilities to conduct the intended operation by simulation under the supervision of the IACM. This is the case of demonstration or validation flights as determined in the specific IACM guidance material (e.g. EDTO, RVSM operations).

2.5.10 Once the IACM confirms that all identified non-compliances have been corrected or acted upon in a satisfactory manner, the renewal or amendment process may proceed to the next phase.

If surveillance inspection programme and related inspection reports reveal that the holder of the AOC has failed or is unable to meet or maintain the required standards for certification or the conditions specified in the AOC or related SOPs, the Inspector must promptly advise the Operator of the deficiency observed and require remedial action within a specified time. If the Operator does not correct the deficiency when required, the inspector should immediately inform the Director with a recommendation that the Operator's AOC privileges be temporarily or permanently withdrawn or restricted.

2.6 Certification Phase

- 2.6.1 Upon successful completion of the document evaluation and demonstration and inspection phases, the IACM processes the renewal or amendment of the AOC and operations specifications with the appropriate authorizations and limitations.
- 2.6.2 In case of an application for the amendment of the AOC and related operations specifications the relevant manuals and documents or their amendments are approved or accepted, as applicable.

SECTION 3 – AOC RENEWAL AND AMENDMENT CRITERIA

3.1 General criteria for the renewal of the AOC

- 3.1.1 Upon completing the document evaluation and demonstration and inspection phases the IACM should have gathered sufficient information to determine whether the AOC may be renewed or amended as proposed.
- 3.1.2 For such determination, the following are examples of questions that should be answered satisfactorily:
- (1) Has the operator established and maintained an appropriate management system for operations and maintenance, including management personnel with appropriate qualifications and experience?
 - (2) Does the operator maintain adequate facilities, equipment and arrangements in place consistent with the scope and complexity of the operations conducted?
 - (3) Does the operator maintain the required manual system current and available to the personnel and organizations concerned?
 - (4) Has the operator been conducting operations in accordance with the terms and conditions of the AOC and operations specifications, considering the aircraft, routes and areas of operation and the navigational requirements?
 - (5) Has the operator's training and checking programme for the personnel concerned been properly implemented to provide for the maintenance of the required training and qualification standards?
 - (6) Has the operator's quality assurance programme been properly implemented to provide for a continuous monitoring of the operations conformity with the required safety standards and practices and the taking of required corrective actions?
 - (7) Has the operator established a safety management system, in accordance with an IACM accepted implementation plan, to provide for the identification and mitigation of safety risks to an acceptable level, and continuous improvement of safety performance?
 - (8) Has the operator's security programme been properly implemented to provide for a continuous protection of the facilities, equipment, operation and personnel against unlawful interference?
 - (9) Does the operator maintain legal, economic and financial capacity to maintain an AOC?
- 3.1.3 The operator's safety performance in conducting the operations is a key indicator of the operator's eligibility to renew the AOC. The review of the IACM's past surveillance activity on the AOC holder, particularly the results of safety audits and inspections carried out since the last renewal of the AOC may provide a reliable indication of such performance.
- 3.1.4 Such review should primarily assess the establishment of effective quality and safety management systems, meaning the implementation of a mechanism and processes for the systematic and timely identification and resolution of safety issues and mitigation of the associated safety risks.
- 3.1.5 As a general rule, Level 2 findings for which a corrective action plan has been submitted and accepted by the IACM, and being properly implemented, do not constitute reason for refusing the renewal of the AOC. However, the lack of submission of a corrective action plan,

or the repeated exceedance of corrective actions deadlines may constitute grounds for the imposition of limitations, the cancellation of approvals or authorizations, or, in extreme cases, the suspension of the AOC, depending on the severity of the situation.

3.1.6 To obtain the renewal of the AOC the operator should ensure that no Level 1 finding is left unresolved.

3.1.7 The following circumstances, or a combination thereof, may justify the illegibility of the operator to renew the AOC:

- (1) the application for renewal of the AOC is not acceptable;
- (2) unresolved Level 1 finding;
- (3) lack of submission of an acceptable corrective action plan following regulatory audits or inspections;
- (4) lack of implementation of required corrective actions;
- (5) history of aircraft accidents or serious incidents due to systemic gross errors or neglect.

3.2 Amendment to an AOC and Operations Specifications

An amendment to the AOC and the operations specifications can be initiated at the request of the operator, or on the initiative of the IACM

3.2.1 Amendment at the request of the operator.

3.2.1.1 The application for the amendment of the AOC should include:

- (1) completed application form F120-004 in Appendix A. The applicant should provide any additional information to explain the intended changes (refer to section 7 of the form)
- (2) all the supporting information, including the documents referred to in 2.4.3, as applicable.
- (3) any additional information as defined in the related IACM guidance material if an operational approval or authorization is applied for;

3.2.1.2 The application must be submitted at least thirty (30) days before the intended effective date of the amendment.

3.2.1.3 If the application is incomplete or does not satisfy the applicable requirements, the IACM notifies the applicant that the application is not acceptable providing reasons for the rejection: it does not ensure an adequate level of safety, is not in the public interest, or is in conflict with the MOZCAR/CATS or the IACM policy.

3.2.2 Amendment on the initiative of the Authority

3.2.2.1 Non-emergency Amendment to operations specifications:

3.2.2.1.1 The IACM may initiate an amendment to the operations specifications by notifying the AOC holder in writing of the proposed amendment.

3.2.2.1.2 Such amendment may occur as a result of a change in the AOC holder's operating environment or where the IACM has specific safety concerns. This may happen when the IACM finds that the operating environment of the operator, or its operational capacity are no longer consistent with the authorizations, conditions and limitations contained in the operator's operations specifications. Examples of above situations are when the operator:

- (1) ends operations with an aircraft make, model and series that is authorized in the operations specifications;
- (2) has a series of accidents or incidents involving a particular type of operation, such as low visibility takeoffs and landings;
- (3) ends a particular type or area of operation, such as when the operator no longer conducts scheduled operations or no longer operates in airspace where minimum navigational performance specifications (MNPS) apply.

3.2.2.1.3 The operator should provide comments regarding the proposal within 7 days of receipt, with any information, views, and arguments offered.

3.2.2.1.4 After reviewing the operator's comments, the IACM may terminate the initiative or adopt the amendment. In this case it shall be effective at least thirty (30) days from the date of receipt by the operator.

3.2.2.2 Emergency Amendment to operations specifications:

3.2.2.2.1 This case applies only when there is an emergency requiring immediate action with respect to the operational safety of the aircraft and when other procedures to amend operations specifications are impractical or contrary to the public interest.

3.2.2.2.2 The following are examples of circumstances constituting ground for emergency amendments to an operator's operations specifications:

- (1) When the operator operates consciously an aircraft make, model or series that is authorized by the operations specifications, but it does so with unqualified crews or an aircraft that is not in an airworthy condition.
- (2) When the operator continues to operate flights to an airport or area that has proved to be unsafe due to inadequate facilities or not available due to natural disaster or civil war.

3.2.3 Surrender of operations specifications

3.2.3.1 When a change occurs in its operating environment, an operator should submit an application for the amendment of the operating specifications to reflect the new operating environment.

3.2.3.2 The criteria to maintain a given authorization in the operations specifications are not, by no means, inferior to those required for its original issue. As an example, the operator must renounce to MNPS authorization, if it holds an authorization to conduct such operations, but no longer has aircraft equipped for this type of operation.

3.2.3.3 If an operator ceases all operations and is no longer equipped or able to conduct any type of operation, the operator is requested to voluntarily surrender to the whole operations specifications. Depending on the circumstances, the IACM may request the operator to surrender, also, the AOC. Seasonal operators equipped to resume operations are not required to surrender the operations specifications during the dormant season.

3.2.3.4 If an operator does not meet the requirements to maintain an authorization contained in the operations specifications, but refuses to surrender the authorization, the IACM may amend the operations specifications on a non-emergency basis, in accordance with paragraph 3.2.2.1. If the safety of the operation is affected, then an emergency amendment in accordance with paragraph under 3.2.2.2 may be appropriate.

3.2.3.5 If an operator voluntarily surrenders a given authorization of the operations specifications, the IACM should issue amended operations specifications to reflect the new operator's operating environment. If an operator surrenders the full document with the specifications of operations, the status of the operator as an AOC holder must be terminated.

3.3. Suspension or revocation of the AOC and operations specifications

The suspension or revocation of the AOC and operations specifications may occur following an enforcement action.

Approved


Capt. João Martins Abreu

Chairman of the Board

APPENDIX A
Application For The Amendment/Renewal of An AOC - Form F120-004

REPUBLICA DE MOÇAMBIQUE  INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE Instituto de Aviação Civil de Moçambique		PEDIDO DE EMENDA/REVALIDAÇÃO DO CERTIFICADO DO OPERADOR AÉREO (COA) Application For Amendment/Renewal of An Air Operator Certificate (AOC)	
<input type="checkbox"/> ALTERAÇÃO/EMENDA <i>Variation/Amendment</i>		<input type="checkbox"/> REVALIDAÇÃO/ <i>Renewal</i>	
<input type="checkbox"/> Organização (item 2) <i>Information</i>	<input type="checkbox"/> Autorizações operacionais e especiais (item 5) <i>Operation and Special Authorisations</i>		
<input type="checkbox"/> Pessoal de gestão (item 3) <i>Management personnel</i>	<input type="checkbox"/> Sistema de manutenção (Item 6) <i>Maintenance System</i>		
<input type="checkbox"/> Tipo de aeronave (item 4) <i>Aircraft type</i>			
<p>Este formulário deve ser usado para alteração/emenda ou revalidação do COA. Deve ser submetido juntamente com todos os anexos e documentos necessários. Favor estar ciente que um formulário incompleto será devolvido e não será processado.</p> <p><i>This form shall be used for variation/amendment or renewal of the AOC. This shall be submitted together with all necessary appendices and documents. Please be aware that incomplete forms will be returned and will not be processed.</i></p>			
1. REQUERENTE / Applicant			
COA Nº: <i>AOC Nr:</i>	Operador: <i>Operator</i>		
Data de Emissão : <i>Date of Issue</i>	Data de Expiração: <i>Expiry date</i>		
Data de efetividade da emenda pretendida: <i>Effectivity Date of Intended amendment:</i>			
2. INFORMAÇÃO DA ORGANIZAÇÃO / Organisation information			
Endereço Comercial: <i>Business Address</i>			
Telefone: <i>Telephone</i>	Fax: <i>Fax</i>	E-mail: <i>E-mail</i>	
Designador ICAO (Codigo 3-letras): <i>ICAO Designator</i>			
Endereço de Base de Operações : <i>Base of Operations Address</i>			
Endereço de Base de Manutenção (Se titular de certificado OMA) <i>Base of Maintenance Address (If AMO certificate holder)</i>			
Nomes e endereços de pessoas com interesse financeiro importante: <i>Names and addresses of persons with an important financial interest</i>			
Nome e endereço do representante legal do Operador: <i>Name and address of Air Operator legal representative</i>			
Form F120-004	Original	Feb 2015	Page 1 of 4

3. PESSOAL DE GESTÃO (Se for um novo titular, anexar Curriculum Vitae - Formulário F100-001)/ <i>Management Personnel (if new postholder, attach Curriculum Vitae - Form F100-001)</i>			
Função/Function	Nome/Name	Endereço/Address	Telef./E-mail
Administrador Responsável <i>Accountable Manager</i>			
Resp. Qualidade Operações <i>Quality Mgr. Operations</i>			
Resp. Qualidade Manutenção <i>Quality Mgr. Maintenance</i>			
Direct. Segurança Operacional <i>Director of Safety</i>			
Director de Operações <i>Director of Operations</i>			
Piloto Chefe <i>Chief Pilot</i>			
Ch. Pessoal de Cabina <i>Cabin Crew Mgr. (If applic.)</i>			
Director de Manutenção <i>Director of Maintenance</i>			
Director Operações de Terra <i>Director Ground Operations</i>			
Director Segurança da Aviação <i>Director of Security</i>			
Outro <i>Other</i>			

4. AERONAVES *Aircraft***4.1 Informação do Tipo de Aeronave** / *Aircraft Type Information*

Marca-Modelo-Serie <i>Aircraft Make-Model-Series</i>	Data Fabrico <i>Manufact. Date</i>	No Serie <i>Serial No.</i>	Marca-Modelo Serie Motores <i>Engine Make-Model-Series</i>	Capacidade de Assentos Passageiros <i>Pax Seat Capacity</i>	Registo da Aeronave <i>A/C Registration</i>	Código Hexadecimal do ELT <i>ELT Hexadecimal Code</i>	Tipo FDR <i>FDR Type (I, IA, II, IIA)</i>

4.2 Lista de Acordos de Locação de Aeronaves / *List of Aircraft Lease Agreements*

Nota: Se tiver sido efetuado um novo acordo de locação, ou uma alteração a um acordo existente, uma cópia desse acordo deve ser anexada a este pedido.

Note: If any of the aircraft are newly leased for the operation, or a change has been made to an existing lease agreement, a copy of the lease agreement must be attached to this application

Registo da Aeronave <i>A/C Registration</i>	Nome do Locador <i>Lessor's Name</i>	Caducidade <i>Expiry date</i>	Observações <i>Remarks</i>

5. AUTORIZAÇÕES OPERACIONAIS E ESPECIAIS / Operational and Special Authorisations					
5.1 Tipo(s) de Operações Type(s) of Operations					
<input type="checkbox"/> Pax Pax	<input type="checkbox"/> Cargo Cargo	<input type="checkbox"/> Pax & Cargo Pax & Cargo	<input type="checkbox"/> Regular Scheduled	<input type="checkbox"/> Não-regular Non-Scheduled	
5.2 Area(s) de Operação					
<input type="checkbox"/> Doméstico <input type="checkbox"/> Internacional FIR/Região ICAO / Region:					
5.3 Condições de Operação de Voo requeridas (Introduza o tipo de aeronave na coluna apropriada) / Required Flight Operating Conditions: (Enter aircraft type in appropriate column)					
VFR apenas diurno VFR day only	VFR diurno/noturno VFR day/night	IFR IFR	Outro (especificar) Other (specify)		
5.4 Operações a Baixa Visibilidade (Se aplicável) (Introduzir tipos de aeronave e DH/RVR na coluna apropriada) / Low Visibility Operations (As applicable): (Enter aircraft types and DH/RVR in appropriate column)					
Registo de Aeronave Aircraft Registration	Cat II DH / RVR	Cat III A DH / RVR	Cat III B DH / RVR	Cat III C DH / RVR	Takeoff RVR(m)
	/	/	/	/	/
	/	/	/	/	/
	/	/	/	/	/
	/	/	/	/	/
	/	/	/	/	/
	/	/	/	/	/
	/	/	/	/	/
5.5 Operações RVSM (se aplicável) / RVSM Operations (as applicable):					
Registo de Aeronave Aircraft Registration	Tipo de aeronave Aircraft Type	Região ICAO ICAO Region			
5.6 Operações EDTO (se aplicável) / EDTO Operations (as applicable):					
Registo de Aeronave Aircraft Registration	Limiar de tempo (Min.) Threshold Time (min)	Tempo máximo de desvio (min) Maximum diversion time	Observações Remarks		

5.7 Capacidade de Navegação (conforme aplicável) Introduzir a especificação PBN autorizada ou pretendida / Navigation Capability (as applicable) Enter authorised or intended PBN specification:				
Registo de Aeronave <i>Aircraft Registration</i>	Especificação PBN <i>PBN specification</i>		MNPS	Observações <i>Remarks</i>
	RNP	RNAV		

5.8 Mercadorias Perigosas: *Dangerous Goods* Autorização Sim Não
Authorization *Yes* *No*

6. SISTEMA DE MANUTENÇÃO / Maintenance System					
Registo de Aeronave <i>Aircraft Registration</i>	Responsabilidade p/ Navegabilidade Continua <i>Responsibility for Continuing Airworthiness</i>	Manual de Controlo de Manutenção <i>MCM Revision Status</i>	Programa de Manutenção <i>CAMP Revision Status</i>	OMA Contratada <i>Contracted AMO</i>	Validade do Contrato de Manutenção <i>Maintenance Contract Validity</i>

7. Informação Adicional / Additional Information to this application

8. Declaração do requerente – o abaixo assinado declara que toda a informação e respostas fornecidas neste formulário bem como nos documentos anexos são completas e verdadeiras tanto quanto é do seu conhecimento e concorda que devem ser consideradas como base para a emissão de uma aprovação ou autorização.
Applicant Certification Signature – the undersigned certify that all statements and answers provided on this application form and as attachments are complete and true to the best of their knowledge and agree that they are to be considered as part of basis for issuance of any approval or authorisation.

Accountable Manager/Authorised person: _____ Date: _____

9. IACM Certification			
9.1 <input type="checkbox"/> APROVADO <i>APPROVED</i> <input type="checkbox"/> Todos os pedidos autorizados <i>All Requests Granted</i> <input type="checkbox"/> Limitações (Descrever) <i>Limitations (describe):</i>		<input type="checkbox"/> APROVADO <i>DISAPPROVED</i>	
9.3 Assinatura <i>Signature</i>	9.4 Função <i>Title</i>	9.5 Data <i>Date</i>	9.6 RAS Cod./ID:

Anexos/Attachments

- 1. Declaração de conformidade com todos os requisitos regulatórios aplicáveis à operação, atualizada;
Updated compliance statement with all regulatory requirements that are applicable to the operation;
- 2. Lista e cópias de todos os acordos de locação de aeronaves em vigor, se não tiverem sido submetidos antes ou se tiverem sido alterados.
List of aircraft lease agreements in force and copies of new or altered lease agreements.
- 3. Lista de documentos de compra, aluguer, acordos contratuais ou arranjos em vigor com relação a infra-estruturas, controlo operacional, manutenção e/ou formação para tripulações e pessoal de terra e cópias de tais documentos, nos casos novos ou de alteração dos anteriores;
List of documents of purchase, leases, contractual arrangements in effect with respect to infrastructure, operational control, maintenance, crew and ground personnel training and copies of such documents in case of new or change from previous, indicating the scope and approval references, if applicable ;
- 4. *Curricula* actualizados do pessoal de gestão das operações de vôo, manutenção e operações de terra, incluindo formação, qualificações e experiência, se tiver havido qualquer alteração dos anteriores;
Updated resumes of management personnel for flight operations, maintenance and ground operations including backgrounds, qualifications and experience, if there has been any change from previous;
- 5. Detalhes de formação de cada tripulante de voo, tripulante de cabina, oficial de operações, pessoal de manutenção, incluindo a situação de cumprimento com todos os requisitos de formação e de verificação;
Details of training for each flight crew / cabin crew / flight operations officer / maintenance personnel including the status of compliance with all applicable training and checking requirements;
- 6. Detalhes das organizações de formação e de verificação, incluindo facilidades e equipamento requerido e disponível e instrutores e verificadores;
Details of training organizations, including facilities and equipment required and available (e.g. simulators) and training and checking personnel;
- 7. Lista do sistema de manuais do operador, incluindo a situação de revisão de cada manual;
List of the operators manuals system, including the revision status of each manual;
- 8. Lista dos aeródromos de destino e alternantes designados para serviços regulares, áreas de operação para serviços não regulares e bases de operações e de manutenção, incluindo quaisquer estações de linha, conforme apropriado às operações;
List of designated destination and alternate aerodromes for scheduled services, areas of operation for non-scheduled services and bases for operations and maintenance, including any line stations, as appropriate to the operations;
- 9. Detalhes do sistema de gestão da segurança do operador incluindo a situação de cumprimento do programa de segurança;
Details of the operator's safety management system including the status of compliance with the safety program;
- 10. Situação de cumprimento do programa da qualidade do operador para as áreas de operações, manutenção e operações de terra;
Status of compliance with the operator's quality program for operations, maintenance and ground operations;
- 11. Situação de cumprimento do programa de segurança (security) do operador;
Status of compliance with the operator's security program;
- 12. Declaração atualizada sobre a avaliação económica e financeira emitida pela entidade competente;
Current statement on the economic and financial fitness issued by the competent authority;
- 13. Cópia do COA em vigor incluindo as especificações de operação;
Copy of AOC in force including the operations specifications;
- 14. Cópia da licença de exploração em vigor;
Copy of the Air Transport License in force;
- 15. Cópia das apólices de seguro em vigor para a operação;
Copy of the insurance policies in effect for the operation;
- 16. Recibo de pagamento da taxa de revalidação do COA.
Proof of payment of the AOC renewal/Amendment fee.