交 通 部 民 用 航 空 局
民 航 通 告

主旨：航空業許可證檢定作業程序 Air Operator Certificate Certification		
發行日期：2023.11.01	編號：AC 00-003C	發行單位：飛航標準組

一、目的 Purpose：

本局為協助相關業者申請辦理民用航空運輸業或普通航空業許可證等作業時，能依據相關法規及本局相關指導文件執行，特此制定本通告。

This Advisory Circular (AC) provides the guidance to individuals and companies seeking an Air Operator Certificate (AOC) of Civil Air Transport Enterprise with a Permit of Civil Air Transport Enterprise to conduct air transport operations or an AOC with a Permit of General Aviation Enterprise to conduct general aviation operations.

二、修正說明 Status of this AC：

本次修訂配合本局「航空運輸許可證檢定與管理手冊 (AOC Certification and Administration Manual)」第 3 版於 112 年 11 月 1 日生效實施同步函頒，並取代民國 112 年 5 月 15 日發布之 AC 00-003B。

To be in line with the effective date on November 1, 2023 of the CAAT-004-FSD AOC Certification and Administration Manual Revision 03, this AC has been updated and will replace AC 00-003B issued on May 15, 2023.

三、背景說明 Background：

鑑於民用航空法第 48 條及 64 條，申請籌設民用航空運輸業者或普

通航空業者需具有依相關法規從事安全營運之能力，並經本局完成營運規範審查合格，由本局發給民用航空運輸業許可證或普通航空業許可證始得營業。另依民用航空運輸業管理規則第 13 條，民用航空運輸業應於核准籌辦期限內備妥航空器，經本局完成航務、機務審查及試航合格後，由本局核發航線證書始得營業。為使相關業者於申請許可證時，能有適切之參考，本局函頒本通告，以供業者瞭解本局檢定給證審查與驗證等作業程序。

This AC provides guidance for the preparation and submission of a formal application for AOC certification under Taiwan Civil Aviation Act (01-01A) Article 48 & 64, Taiwan Civil Aviation Regulations (TCAR) 03-01A Regulations of Civil Air Transport Enterprise and 03-03A Regulations Governing General Aviation. It also outlines the overall process that will be followed by CAA Taiwan (CAAT) personnel during the document evaluation and subsequent inspections and demonstrations necessary to AOC certification.

The applicant for an AOC in Taiwan will be subject to these evaluations and inspections.

四、需求說明 Applicability：

民用航空運輸業許可證或普通航空業許可證者之申請者，應參照本通告進行五階段檢定作業程序。

This AC is for use by applicants that plan to, or conduct, air transport or general aviation operations under a Taiwan Air Operator's certificate.

五、執行要點說明 Description：

(一) 本通告參照本局「**CAAT-004-FSD 航空運輸許可證檢定與管理手冊**」，詳細執行要點請參考本通告附件。

AC refers to the AOC Certification and Administration Manual (Code: CAAT-004-FSD) issued by CAA Taiwan. For details of the process & application for Air Operator Certificate certification, see AC 00-003**C** Attachment.

(二)本通告相當於作業指導，無法規之強制性，其提供之做法非唯一，但為本局可接受之方法；其作用主要在提供說明資料，以解釋特定法規，希業者善加利用。

Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

六、相關規定及參考文件 Related Reading Materials：

(一)ICAO Standards in Annex 6-I, International Commercial Air Transport-Aeroplanes and Annex 6-III, International Commercial Air Transport-Helicopters.

(二)民用航空法第 48 條及 64 條、03-01A 民用航空運輸業管理規則、03-03A 普通航空業管理規則。

Taiwan Civil Aviation Act (01-01A) Article 48 & 64, Taiwan Civil Aviation Regulations (TCAR) 03-01A Regulations of Civil Air Transport Enterprise and 03-03A Regulations Governing General Aviation.

(三)航空運輸許可證檢定與管理手冊 (Code: CAAT-004-FSD)。

AOC Certification and Administration Manual (Code: CAAT-004-FSD).

簽署 Signed by：_____

飛航標準組組長王富民
Richard Wang
Director of Flight Standards Division
Civil Aviation Administration Taiwan

Section 1 TABLE OF CONTENT

~ End of TOC ~

Section 2   GENERAL

2.1 DEFINITIONS & ACRONYMS

The following acronyms are used in this advisory circular—

1) AC – Advisory Circular
2) CAAT –Civil Aviation Administration of Taiwan
3) FAC – Formal Application Checklist
4) ETOPS –Extended-range Twin-engine Operation Performance Standards
5) MOE – Maintenance Organisation Exposition
6) NAT-HLA – North Atlantic High Level Airspace
7) NORPAC – Northern Pacific
8) PASI – Pre-Application Statement of Intent
9) TCAR – Taiwan Civil Aviation Regulation(s)

2.2 CONTACT THE CIVIL AVIATION ADMINISTRATION FIRST

A. Contacting the CAAT to discuss the requirements for certification as an air operator should be done early in the planning stages of starting an airline. This action will save the individual or company a significant amount of money and time.

B. The CAAT will discuss the required process and requirements. They will provide the necessary application documents. They will give the applicant sample documents which may be adapted for his operation.

C. The processes outlined in this advisory circular may seem complex at first reading. But in actual application, especially for small operators, it is greatly simplified as compared to the processes and time required for becoming an aviation operator in years past. The would-be applicant is encouraged to contact the CAAT as early as possible to discuss and understand the requirements. Most of the required items are easily available to an aircraft operator.

2.3 RELATED PUBLICATIONS

For further information on this topic, applicants are advised to review the following publications and regulatory requirements—

A. Taiwan Civil Aviation Administration

1) Taiwan Civil Aviation Act (01-01A)
2) Taiwan Civil Aviation Regulations (TCARs)

B. International Civil Aviation Organization (ICAO)

   1)   Doc 8335. Manual on Operations Certification

C. Taiwan Advisory Circulars

   1)   Advisory Circular AC 00-004: Preparation of Acceptable Letter of Compliance

Section 3   GETTING STARTED

3.1 USING THE TABLES IN THIS CIRCULAR

3.1.1   ABBREVIATIONS FOR TYPE OF OPERATOR

The following abbreviations are used throughout this document to indicate the requirements for each group of applicants—

   1)   LC = large aircraft, no passenger seats

   2)   L = large aircraft, 20+ passenger seats

   3)   C = aircraft with 10 to 19 passenger seats

   4)   B = aircraft with 9 or less passenger seats

   5)   S = aircraft with 9 or less passenger seats operated by a single pilot

   6)   H = helicopter operator

3.1.2   APPLICABLE REQUIREMENTS

A. Throughout this advisory circular, different tables will be used to outline the requirements applicable to the general groupings of applicants.

B. The checkmark [☑] in a column will indicate that the requirement listed on that row is applicable to that particular group.

   ● The darkened cells indicate there is not a requirement for that document or manual.

C. In the example below, "Document 1" would be required only for groupings LC and L (not for C, B, S, or H). "Manual 2" would be required only for groupings B, S and H (not for LC, L or C).

> ● It is very important to the understanding of the requirements outlined in this advisory circular that the reader should not go beyond this point without the concept of how the checkmark symbol is used in these tables.
> ● That checkmark indicates that the particular manual, document or record is required for the general group of applicants.

EXAMPLE OF APPLICABLE REQUIREMENT							
Copies	Description	LC	L	C	B	S	H
1	Document 1	✓	✓				
2	Manual 2				✓	✓	✓

3.2 PRE-APPLICATION

The certification process an applicant must complete prior to being issued an AOC has more steps and specific evaluations than the process for obtaining the AOC. An applicant for an AOC will need an initial, personal briefing from the CAAT team that will be making these evaluations. This is through a step called "Pre-Application Meeting."

3.2.1 PRE-APPLICATION STATEMENT OF INTENT

A. The CAAT will send the applicant a package of forms to apply for an Air Operator Certificate.

B. The first form in the package is the "Pre-Application Statement of Intent (PASI)" (CAAT Form: 004-02). It is a two-page form that provides the CAAT advance notice of the applicant intentions.

C. The purpose of the PASI is to establish the intent of the applicant to continue with the process for certification and to thus enable CAAT to commit resources and plan the certification process. (If the applicant need help understanding the form, he should schedule an informal meeting with the CAAT for assistance in its completion.)

Copies	Description	LC	L	C	B	S	H
1	Pre-Application Statement of Intent (PASI)	✓	✓	✓	✓	✓	✓

D. This form is simply a general statement of the applicant's intentions. It does not commit the applicant to hire any persons or buy any aircraft. The purpose of the form is to state his intentions in a manner that will allow the CAAT to determine the complexity of AOC certification that will be necessary.

3.2.1.1 PASI Section A – Type of Certificate

The applicant should check each box that applies to the present request.

3.2.1.2 PASI Section B – Company Specific Information

- **Block B1** – The applicant should enter his official company name.
- **Block B2** – The applicant should enter the number assigned to his business
- **Block B3** – The applicant should enter the address where any official correspondence should be forwarded.
- **Block B4** – Enter the company telephone and fax numbers.
- **Block B5** – The applicant should enter the date that he would like to start flying.
- **Block B6** – If the applicant has Taiwan economic authority for airline operations, the official number should be entered in this block.
- **Block B7** – Enter the physical address that the company will use as the principal base of operations.
- **Block B8** – Enter the company website or email address of the proposed Accountable Manager.

B. Company Specific Information	
1. Applying Company Name:	5. Proposed Start Operating Date:
2. Requested Three-Letter Company Identifier in Order or Preference: (1) (2) (3)	6. Economic Authority Approved? (if required)
3. Mailing Address:	7. Physical Address: Principal Base of Operations:
4. Telephone and FAX Information:	8. Internet and/or E-mail Address:

3.2.1.3 PASI Section C – Proposed Management Postholders

Enter the names and phone numbers/Email of the persons who are proposed to be the managers.

C. Proposed Management Positions		
Title/Post/Position	Name	Telephone & Email
1. Accountable Manager? (TCAR 07-02A Article 9 Safety Management System)		
2. Director of Flight Operations? (TCAR 07-02A Article 13)		
3. Chief Pilot? (TCAR 07-02A Article 13)		
4. Director of Maintenance? (TCAR 07-02A Article 13)		
5. Director of Quality Control? (TCAR 07-02A Article 13)		
6. Director of Flight Safety? (TCAR 07-02A Article 13)		
7. Other?		

3.2.1.4 PASI Section D – Proposed Operations (AOC)

- **Block D1** – Describe the proposed areas of operations in general terms, e.g., Taiwan, Middle East, North America, Western Europe.

- **Block D2** – List any special operations authorizations that the applicant believes will be necessary to operate to or in the proposed areas of operations, e.g., ETOPS, RVSM.

- **Block D3** – If the applicant is proposing scheduled operations, he should enter the city pairs proposed, e.g., Taipei-Paris, Taipei-Bangkok.

> The applicant should be encouraged to keep the formal application for certification uncomplicated.
> The following authorizations will noticeably complicate an initial certification—
> - ETOPS
> - NAT-HLA
> - NORPAC
> - CATEGORY II/III Approaches

D. Proposed Operations

1. Proposed Areas of Operations

2. Proposed special Operations Authorizations

3. Proposed City Pairs (If scheduled operations)

3.2.1.5 PASI Section E – Aircraft Data

Enter the data of proposed aircraft to operate initially and capacities planned for those operations.

E. Aircraft Data

Aircraft Make-Model:	Number of Aircraft to be Operated	Maximum Takeoff Gross Weight (kg)	Passenger Carrying Capacity	Cargo-Only Payload Capacity (kg)
1.				
2.				
3.				
4.				
5.				

3.2.1.6 PASI Section F – Proposed Initial Training

Enter the proposed initial training information for Method/Facilities/Contractors, e.g. ground school/classroom/Flight Safety, Singapore; or flight training/simulator/Simcom, Sydney; or ground school/classroom; or flight training/aircraft.

F. Proposed Initial Training
Methods / Facilities / Simulators / Service Providers

3.2.1.7 PASI Section G – Proposed Initial Maintenance System

Enter the maintenance system that is proposed at the beginning of the airline's operations.

G. Proposed Initial Maintenance System:
Methods / Facilities / Service Providers

3.2.1.8 PASI Section H – Other Pertinent Information

Use this block to provide any information that may be pertinent to the original certification process.

H. Other Pertinent Information

3.2.1.9 PASI Block I– Certification of Intent

Signature of the applicant or a designated person representing the applicant (evidence of designation by the applicant is required).

I. Certification of Intent: The statement and information contained on this form denote an intent to apply for CAAT certification.		
Signature	Date	Name and Title

3.3 PRE-APPLICATION MEETING

After the CAAT has reviewed the applicant's pre-application statement, they contact him to schedule a meeting. This meeting is to personally brief the applicant and any other persons of his choice on the certification process and requirements. The CAAT will advise the applicant on how to make a formal application, including which documents, contracts and proposed records that must be provided. The CAAT will discuss the timelines that will be associated with the certification.

3.4 CERTIFICATION PROCESS

A. The briefing will outline that the safety certification is a 5-phase process. The Pre-Application Phase is the period between the filing of the statement of intent and the filing of the formal application.

B. During that phase the applicant will be assigned a Certification Project Coordinator to follow his process and provide answers to his questions while he is getting the formal package together.

   ● Note that throughout the process, it is the applicant's responsibility to respond to the CAAT's findings and comments to provide the required documents and make the necessary revisions to their processes and documentation.

C. The Formal Application Review Phase is the period of time between the submission of the formal application package and actual evaluation of the documents. A CAAT team will meet to determine if the applicant's application package is complete. If not, the entire package is returned to the applicant for additional work or documents. If the applicant's formal application package is acceptable for further review, the CAAT team will have a Formal Application meeting with him. In that meeting, an agreeable Schedule of Events will be worked out.

D. The next phase is the Document Evaluation Phase. Now the CAAT will be actively reviewing the applicant's manuals, documents and proposed records for acceptability. The applicant will probably have to act on a priority basis to revise these documents so that they are acceptable to the CAAT.

E. When that phase is complete, next is the Inspection and Demonstration Phase. During this period, the CAAT will inspect the applicant's facilities, technical support, aircraft, equipment, communications, observe training and checking of crews, and participate in actual demonstration of the airline's capability.

F. The final phase is the one in which the CAAT completes their paperwork and issuance of approvals, including the Operations Specifications, the Air Operator Certificate, and the Permit of Civil Air Transport Enterprise or Permit of General Aviation Enterprise. It is called the Final Certification Actions Phase. After that, the applicant is an "AOC holder."

Section 4 FORMAL APPLICATION FOR AN AOC

4.1 THE APPLICANT'S FORMAL APPLICATION TEAM

A. After the Pre-Application Meeting, the applicant will want to put together the manuals, contracts, and other documents that the CAAT indicated in writing that would be needed with the formal application.

B. Applicants of large aircraft should begin assembling a small staff to develop the documents, contracts and records that are required. This is the point where a consultant knowledgeable about airline safety certification could be of assistance to the applicant.

C. Beware of using pilots and mechanics as the staff developing documents. Most of them have no specific knowledge of safety certification. They will fly and maintain the aircraft after certification. The applicant's staff at this point should be limited to those persons necessary to get the procedures, policies and records into print.

4.2 ASSEMBLING THE FORMAL APPLICATION PACKAGE

Complete the two-page form called the "Application for Air Operator Certificate and Related Authorizations", also known as "Formal Application Form" or "Formal Application Statement" (CAAT Form: 004-03). This is the checklist that advises the CAAT that the required items are included in the formal application package.

Copies	Description	LC	L	C	B	S	H
1	Application for Air Operator Certificate and Related Authorizations	✓	✓	✓	✓	✓	✓

4.2.1 SECTION A – APPLICANT

Do not complete Section A until the day the applicant submits the formal package to the CAAT. Enter that date into the block just before providing it to the CAAT.

APPLICATION FOR
AIR OPERATOR CERTIFICATE
AND RELATED AUTHORIZATIONS

INSTRUCTIONS
Print or type. Do not write in shaded areas, these are for CAAT use only. Submit original only to the CAAT or a CAAT Authorized Person. If additional space is required, use an attachment.

A. AOC INFORMATION	
1. NAME OF AOC APPLICANT OR HOLDER	2. PERMANET ADDRESS
3. TELEPHONE AND FAX	4. CITY STATE/PROVINCE MAIL CODE COUNTRY
5. COMPANY ASSIGNED COORDINATOR	6. COORDINATOR CONTACT INFORMATION

4.2.2   SECTION B – APPLICATION TYPE

Check the block(s) that apply to this application.

B. APPLICATION TYPE:
☐ 1: Initial AOC Application   ☐ 2: Additional Authorizations

4.2.3   SECTION C – CERTIFICATES & OPS SPECS

Check the block(s) that apply to this application only.

C. CERTIFICATES & OPS SPECS:

☐ 1: Air Transport Operator
1.1 ☐ Passenger and Cargo
1.2 ☐ Cargo Only
1.3 ☐ Schedule Operations
1.4 ☐ Nonscheduled Operations
1.5 ☐ Other (specify)

☐ 2: General Aviation Operator
2.1 ☐ Aerial tourism
2.2 ☐ Survey
2.3 ☐ Photographing
2.4 ☐ Fire-fighting
2.5 ☐ Searching, paramedic
2.6 ☐ Hauling and lifting
2.7 ☐ Spraying and dusting
2.8 ☐ Drone-hauling service
2.9 ☐ Business charter
2.10 ☐ Other authorized aviation service
(specify)

☐ 3: Other Authorization (specify)

4.2.4   SECTION D – SPECIAL AUTHORIZATIONS

Check the block(s) for the authorizations that are requested with this application only.

- At this point in the process, applicants are encouraged to keep the formal application for certification uncomplicated. Some of these authorizations may noticeably complicate the initial certification and lengthen the process

- Authorizations shown in blocks 10, 12, 13, 14 and 15 should not be included for initial AOC certification.

D. THE FOLLOWING OPERATIONS SPECIFICATIONS AUTHORIZATIONS ARE REQUESTED WITH ISSUANCE OF AOC:

☐ 1. VFR Day Only	☐ 11. AWO CAT I	☐ 21. PBC Specifications
☐ 2. VFR Day and Night	☐ 12. AWO CAT II	☐ 22. CPDLC Operations
☐ 3. IFR Day	☐ 13. AWO CAT IIIa	☐ 23. PBS Specifications
☐ 4. IFR Day and Night	☐ 14. AWO CAT IIIb	☐ 24. EFB Approval
☐ 5. Single Engine IFR Operations	☐ 15. AWO CAT IIIc	☐ 25. NAT-HLA Operations
☐ 6. Single Pilot IFR with autopilot	☐ 16. AWO LVTO	☐ 26. Carriage of Dangerous Goods
☐ 7. Helicopter Off Shore Operations	☐ 17. EVS Operations	☐ 27. Continuous Airworthiness Program
☐ 8. Aviation Medical Services	☐ 18. HUD Operations	☐ 28. Other: (specify)
☐ 9. RVSM Operations	☐ 19. PBN-APRCH	☐ 29. Other: (specify)
☐ 10. ETOPS Operations	☐ 20. PBN RNP-10	☐ 30. Other: (specify)

4.2.5   SECTION E – CHANGES SINCE PASI SUBMISSION

If there have been changes, check YES. Otherwise check NO. If there were changes, cite the PASI Block that was changed and a general discussion of change, e.g. Block C3-Change Director of Maintenance to John Jones, 242-359-1934; Block D1-Add Europe.

E. ARE THERE CHANGES TO THE INFO SUBMITTED IN THE PRE APPLICATION STATEMENT OF INTENT (PASI) FORM?

☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable

If YES, list those changes in this block:

4.2.6   SECTION F – RESUMES OF MANAGEMENT POSTHOLDERS

A. The correct answer to this section is YES. The resumes of management postholders must be included in the formal application package for the required management. It must be clear from the resume that the person meets the minimum qualifications of TCAR 07-02A or a deviation as provided for in paragraph (g) of that Appendix must be requested.

F. ARE THE RESUMES OF ALL REQUIRED MANAGEMENT POSITIONS INCLUDED?

☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable

If NO, list those positions for which no person has yet been identified or for which no resume is attached:

B. If NO, the missing resume must be identified in Block F4. Any time the applicant changes the postholder of a required management position, the resume of the proposed person must be submitted to the CAAT before that person acts as a required manager of an airline.

Copies	Description	LC	L	C	B	S	H
1	Management resumes for all required positions	✓	✓	✓	✓	✓	✓

4.2.7   SECTION G – LETTER(S) OF COMPLIANCE (LOC)

A. Check all applicable letters of Compliance that are included in the applicant's formal application package.

G. THE FOLLOWING LETTERS OF COMPLIANCE ARE ATTACHED TO THIS APPLICATION:		
☐ 01-01A	☐ 06-01A	☐ 06-08A
☐ 03-23A	☐ 06-02A	☐ 07-02A
☐ 03-24A	☐ 06-03A	☐ 08-01A
☐ 05-01A	☐ 06-06A	☐ 09-01A
☐ 05-05A	☐ 06-07A	☐ Other: (specify)

Copies	Description	LC	L	C	B	S	H
1	Letter(s) of Compliance	✓	✓	✓	✓	✓	✓

B. The CAAT provides these conformance reports in Microsoft Word format to assist in their proper completion. They are included in the forms package provided at the Pre-Application meeting.

4.2.8   SECTION H – ALL REQUIRED MANUALS SUBMITTED?

A. The applicant will list those manuals, documents and records required for submission with the formal application that have not been included.

> The applicant should understand that the CAAT is required to begin the Document Evaluation phase until all required documents are available.

B. Refer to Section 5 of this advisory circular for a presentation of the manuals, documents and forms that are required for the formal application submission for the complexity of the applicant's proposed operations.

H. ARE THE REQUIRED COPIES OF ALL MANUALS IN THE QUANTITY OUTLINED IN THE AC00-003 SECTION 5 SUBMITTED?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable
If NO, list the manuals that are not included:		

4.2.9   SECTION I – LEASES & OTHER DOCUMENTS

If the AOC applicant intends to contract for service providers to perform functions or services that are assigned by regulations to AOC holders, those proposed or signed contracts should be provided for evaluation during the Document Evaluation Phase. The applicant should list any of these contracts that have not yet been completed.

I. ARE THE REQUIRED COPIES OF ALL LEASES AND OTHER DOCUMNTS OUTLINED IN THE AC00-003 SECTION 5 SUBMITTED?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable
If NO, list the documents that are not included:		

4.2.10 **SECTION J – EARLY TRAINING PRIORITIES**

These blocks must be completed if the applicant is requesting authorization to begin training during the Document Evaluation phase. The CAAT may elect to change the schedule of manual review to assign a priority to those documents and inspections necessary to that training.

J. IS THE APPLICANT REQUESTING IN THE SOE EARLY EVALUATION AND APPROVAL OF OPERATIONS OR MAINTENANCE TRAINING?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable
If YES, list the specific training curriculums, simulator, training facilities and personnel requiring early evaluation/inspection:		

4.2.11 **SECTION K– CHECKING PERSONNEL**

These blocks provide for the inclusion of training and checking persons and their resumes to accelerate their consideration if qualification of crew members is to be requested on a priority basis.

K. ARE THE RESUMES OF ALL PERSONS NOMINATED TO FLIGHT AND CABIN CREW TRAINING AND CHECKING INCLUDED?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable
If NO, list the specific personnel not yet identified:		

4.2.12 **SECTION L– PROPOSED SCHEDULE OF EVENTS**

A. The Schedule of Events (SOE) (CAAT Form 004-04) is a method of proposing the schedule for key events in the certification process. Completion of this form provides for a discussion of the proposed SOE during certification meetings between the CAAT and the applicant.

Copies	Description	LC	L	C	B	S	H
1	Proposed Schedule of Events (SOE)	✓	✓	✓	✓	✓	✓

B. The failure to provide a SOE or to agree upon a practical SOE may dramatically delay the certification pending mutual agreement necessary to complete the process.

L. IS A COMPLETED COPY OF THE PROPOSED SCHEDULE OF EVENTS INCLUDED WITH THE APPLICATION?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable

C. The application should provide this form with the formal application package. At that time, this SOE should have inserted projected dates in the "Date Proposed" column. Those dates may be modified after CAAT review.

AOC Schedule of Events

INSTRUCTIONS
Print or type. Complete the applicant information and the column labeled "Date Proposed." Submit with formal application for AOC certificate.

Name of Applicant	Date Submitted	Revision Number	CAAT Project Number

| Permit of Civil Air Transport Enterprise Reference Number: | | Mailing Address: | |

EVENTS	DATE PROPOSED	DATE ACCOMPLISHED	DATE REJECTED	NOTE
PHASE 1 – PRE APPLICATION REVIEW				
PASI Submission (Ref: Advisory Circular AC 00-003)				
Proof of MOTC Economic Authority (if required)				
Ready for Pre-Application Meeting				

4.2.13 SECTION M – AOC COMPLEXITY TABLES

A. The AOC Complexity tables (CAAT Form 004-05) are provided in paper form and electronic form during the Pre- Application Meeting. The applicant may submit this information in printed or typed form.

AOC Complexity Tables

INSTRUCTIONS
These tables serve to provide information to the CAAT which is used to determine the complexity of AOC operations proposed. Complete all applicable sections.

1. Management Information

● CHIEF EXECUTIVE OFFICER		● AGENT FOR SERVICE	
Name		Name	
Physical Address		Physical Address	
Mailing Address		Mailing Address	
Phone Number		Phone Number	
Cell Phone #		Cell Phone #	
Fax Phone #		Fax Phone #	
E-mail Address		E-mail Address	
● ACCOUNTABLE MANAGER		● OPERATIONS DIRECTOR	
Name		Name	
Physical Address		Physical Address	

Copies	Description	LC	L	C	B	S	H
1	AOC Complexity Tables	✓	✓	✓	✓	✓	✓

B. The CAAT maintains an informational database of the Air Operator Certificates (AOCs) issued and those applicants in the certification process. These tables provide the CAAT with the initial and on-going information to enter in that database. AOC holders will be asked to provide updates to the complexity.

M. ARE COMPLETED COPIES OF THE AIR OPERATOR COMPLEXITY SUMARY FORMS INCLUDED?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable

4.2.14   SECTION N – INDIVIDUAL AIRCRAFT SUMMARY

The applicant must provide individual aircraft summary in the AOC Complexity tables (CAAT Form 004-05).

9. Listing of Aircraft Planned

Aircraft MMS	Registration #	Serial #	Date Approved	Special Ops Approvals	Lease Accepted (Date)

4.2.15   SECTION O – CERTIFICATION OF PERSON SUBMITTING

Finally, Section O is for the applicant's representative to sign that this formal application is complete and includes all required documents and manuals. The date signed should be the date the package is delivered to the CAAT.

O. I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT AND THAT ALL REQUIRED DOCUMENTS AND MANUALS ARE INCLUDED OR OTHERWISE IDENTIFIED. I FURTHER CERTIFY THAT HIS COMPANY IS COMMITTED TO FULFILL ALL SPECIFIC REQUIREMENTS FOR THIS CERTIFICATION.		
Signature	Date	Name and Title

N. ARE COMPLETED COPIES OF THE INDIVIDUAL AIRCRAFT SUMMARY FORMS INCLUDED?		
☐ 1. YES	☐ 2. NO	☐ 3. Not Applicable

Section 5 REQUIRED MANUALS, DOCUMENTS & RECORDS

A. The tables below summarize the numbers of each manual, document and records that must be submitted with the formal application. They are separated, first, according to three categories of use—

1) General Use. Those manuals, documents and records that provide the general policies and procedures the applicant intends their personnel to use during maintenance and flight operations.

2) Fleet Type Specific. Those manuals, documents and records that provide the policies and procedures the applicant intends their personnel to use during maintenance and operations of an aircraft type.

3) Individual Aircraft. Those manuals, documents and records that must be available for the individual aircraft by serial number.

B. For clarity, the tables are further separated according to whether the submission requirement is for a—

1) Manual;

2) Document; or

3) Record

> One copy of all submitted documents will be retained as the CAAT's copy unless otherwise indicated by the symbol [/1].

5.1 GENERAL USE MANUALS, DOCUMENTS & RECORDS

The applicant is required to provide manuals, documents and records relating to the overall operations and/or maintenance necessary to an AOC holder.

5.1.1 GENERAL USE MANUALS

A. The following manuals relating to overall policies and/or procedures for the operations and maintenance of an AOC will be provided by the applicant in the formal application—

> The entry "1+1" in the "copies" column indicates that the applicant must provide 1 hard copy of the manual/document and one digital copy.

Copies	Description	LC	L	C	B	S	H
1 +1	Operations Manual - Part A (GOM/FOM)	✓	✓	✓	✓		✓
1 +1	Operations Manual - Part C (Route Guide)	✓	✓				
1 +1	Operations Manual - Part D (FOTM)	✓	✓	✓	✓		
1 +1	Cabin Crew Manual (CCM)		✓				
1	Route and Airport Guide			✓	✓	✓	✓
1 +1	General Maintenance Manual (GMM)	✓	✓	✓	✓	✓	✓
1 +1	Ground Handling Manual	⊙	⊙	⊙			
1 +1	Cargo Operations Manual	⊙	⊙	⊙			
1 +1	Safety Management System Manual (SMS)	✓	✓	✓			
1 +1	Quality Manual (QM)	✓	✓	✓			
1 +1	Emergency Response Manual (ERM)	✓	✓	✓			
1 +1	Passenger Handling Manual	✓	✓	✓			
1 +1	Fatigue Risk Management Program (FRMS)	✓	✓	✓			

⊙ = When all or part of the ground handling is provided by service providers without supervision.

B. The following separate program manuals related to specific operational policies and/ or procedures may be required in the applicant's formal application. (The applicable requirements will be discussed during the Pre-Application Meeting.)—

> Where the text of these programs are located in the Operations or Maintenance Manuals, this must be identified by citing the Chapter/Section references.

Copies	Description	LC	L	C	B	S	H
1 +1	ETOPS Operations Manual	✔	✔				
1 +1	De-Icing Program (policy/procedures)	✔	✔	✔			
1 +1	All-Weather Operations Program (policy/procedures)	✔	✔	✔			
1 +1	PBN Operations Program (policy/procedures)	✔	✔				
1 +1	RVSM Operations Program (policy/procedures)	✔	✔				
1 +1	Accident Prevention Program	✔	✔				✔
1 +1	Dangerous Goods Program (policy/procedures) (if requesting authority to carry)	⊙	⊙	⊙	⊙	⊙	⊙

⊙ = Required if applicant proposes to carry dangerous goods.

5.1.2 PROPOSED GENERAL USE DOCUMENTS

The following documents relating to the overall operations and/or maintenance of an AOC should be provided by the applicant in the formal application—

Copies	Description	LC	L	C	B	S	H
1	Required Management Resumes	✔	✔	✔	✔	✔	✔
1	Resumes for persons nominated for checking	✔	✔	✔	✔		✔
1	Contract or subscription to aeronautical charts/ information	✔	✔	✔	✔	✔	✔
1	Ground Handling Arrangements	✔	✔	✔			
1	Flight Planning Contract	✔	✔	✔			
1	Flight Locating/Flight Progress Contract	✔	✔	✔			
1	Aeronautical Communications Contract	✔	✔	✔			

		LC	L	C	B	S	H
1	Contracts for Training/Facility/Personnel/Simulators	⊙	⊙	⊙	⊙		⊙
1	Other contracts?	⊙	⊙	⊙	⊙		⊙

⊙ = When all or a part of these functions are contracted to service providers.

5.1.3 PROPOSED GENERAL USE RECORDS

The following records required for the overall operations and/or maintenance of an AOC should be provided—

Copies	Description	LC	L	C	B	S	H
1	Aircraft Journey/Tech Record	✓	✓	✓	✓	✓	✓
1	Maintenance Deferred Defects Log	✓	✓	✓	✓	✓	✓
1	Maintenance Condition & Summary Record				✓	✓	✓
1	Operations Flight Planning Record	✓	✓	✓	✓	✓	✓
1	Flight Crew Qualification Record	✓	✓	✓	✓	✓	✓
1	Cabin Crew Qualification Record		✓				
1	Crew Flight/Duty Record	✓	✓	✓	✓	✓	✓
✄	Copy of Service Provider Personnel Qualification Records (if required)	⊙	⊙	⊙			

⊙ = When all or a part of these functions are contracted to service providers.

✄ = Must be in applicant files for inspections

5.2 FLEET TYPE SPECIFIC MANUALS, DOCUMENTS & RECORDS

The applicant is required to provide manuals, documents and records relating to aircraft-specific fleet operations and/or maintenance that are necessary to an AOC holder.

5.2.1 FLEET (AIRCRAFT TYPE-SPECIFIC) MANUALS

A. **The following manuals relating to policies and/or procedures for the operations and/or maintenance of an aircraft-specific fleet of an AOC holder will be provided by the applicant in the formal application.**

Copies	Description	LC	L	C	B	S	H
1 +1	Operations Manual - Part B (AOM1) [SOPs, Checklists/Profiles/Briefings/Limitations]	✓	✓	✓			✓
1 +1	Aircraft Systems Operations (FCOM/AOM2)	✓	✓	✓			
1 +1	Pilot Operating Handbook (POH)				✓	✓	✓
1 +1	Approved Flight Manual (AFM) for each fleet model	✓	✓	✓	✓	✓	✓
1 +1	Minimum Equipment List (MEL)	✓	✓	✓	✓	✓	✓
1	Master Minimum Equipment List (MMEL)	✓	✓	✓	✓	✓	✓
1	Manufacturers Dispatch Deviation Guide	✓	✓	✓			
1 +1	Runway Analysis Program	✓	✓	✓			
1 +1	Aircraft Performance Program	✓	✓	✓			
1 +1	Fueling/Loading/Servicing Program(s)	✓	✓	✓			✓
1 +1	Aircraft Deicing Program	✓	✓	✓			
1 +1	Aircraft Maintenance Schedule	✓	✓	✓			✓
1 +1	Airframe Maintenance Program	✓	✓	✓			✓
1 +1	Supplemental Structures Inspection Program	✓	✓	✓			
1 +1	Corrosion Prevention and Control Program	✓	✓	✓			
1 +1	Powerplant Maintenance Program	✓	✓	✓			✓
1 +1	Component Maintenance Program	✓	✓	✓			
1	Manufacturers Maint Planning Documents (MPD)	✓	✓	✓			
1 +1	Aircraft Inspection Program				✓	✓	✓
1	Manufacturer's Maint Inspection Documents				✓	✓	✓
✍	Manufacturers Maintenance Manual – Aircraft	✓	✓	✓	✓	✓	✓
✍	Manufacturers Maintenance Manual – Power-plants	✓	✓	✓	✓	✓	✓

Copies	Description	LC	L	C	B	S	H
✍	Manufacturers Maintenance Manual – Components	✓	✓	✓	✓	✓	✓

✍ = Must be in applicant files for inspections

B. The following separate fleet-specific program manuals related to specific operational policies and/or procedures may be required in the applicant's formal application. (The applicable requirements will be discussed during the Pre-Application Meeting.)—

● The program manuals listed in 4.1.1B of this advisory circular may be considered fleet-specific.

Copies	Description	LC	L	C	B	S	H
1 +1	Mass & Balance Program	✓	✓	✓			
1 +1	Flight Data Analysis Program	✓	✓	✓			
1 +1	LOSA Program (if applicable)	✓	✓	✓			

2.1.1 Fleet Type-Specific Documents

The following documents relating to the operations and/or maintenance of an aircraft-specific fleet of an AOC holder should be provided by the applicant in the formal application—

Copies	Description	LC	L	C	B	S	H
1	Letter from manufacturer advising the latest revision to their pilot operating manuals	✓	✓	✓	✓	✓	✓
2	QRH (Condensed Operating Checklists)	✓	✓	✓	✓	✓	✓
2	Passenger Briefing Cards		✓	✓	✓	✓	✓
✍	Maintenance Task Cards	✓	✓	✓			✓
✍	Contract from each Maintenance Service Provider	⊙	⊙	⊙	⊙	⊙	⊙
✍	Copy of Certificates & Authorizations from each Maintenance Contractor	⊙	⊙	⊙	⊙	⊙	⊙

⊙ = When functions are contracted to service providers.

✍ = Must be in applicant's record retention facilities.

5.2.2   FLEET TYPE-SPECIFIC RECORDS

The following record required for the operations and/or maintenance of an aircraft-specific fleet of an AOC holder should be provided—

Copies	Description	LC	L	C	B	S	H
2	Load & Performance Planning Record	✓	✓	✓	✓	✓	✓

5.3 INDIVIDUAL AIRCRAFT MANUALS, DOCUMENTS & RECORDS

The applicant is also required to provide manuals, documents and records relating to individual aircraft during the certification.

5.3.1   INDIVIDUAL AIRCRAFT MANUALS

The following manual should be provided by the applicant in the formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
✈	Approved Flight Manual	✓	✓	✓	✓	✓	✓

✈ =   Must be in aircraft for all operations of aircraft.

5.3.2   INDIVIDUAL AIRCRAFT DOCUMENTS

The following documents relating to an individual aircraft should be provided by the applicant in his formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
1	Copy of Airworthiness Certificate	✓	✓	✓	✓	✓	✓
1	Copy of Registration Certificate	✓	✓	✓	✓	✓	✓
1	Lease for Aircraft Use (or ownership papers)	✓	✓	✓	✓	✓	✓
1	Aircraft Insurance Policy	✓	✓	✓	✓	✓	✓
1	Weight and Balance Report	✓	✓	✓	✓	✓	✓
1	Equipment List	✓	✓	✓	✓	✓	✓
1	Layout of Passenger Accommodations (LOPA)		✓				
1	Configuration Conformance		✓				

5.3.3   INDIVIDUAL AIRCRAFT RECORDS

The following aircraft records should be provided by the applicant in the formal application (or at an SOE-agreed date during the certification process)—

Copies	Description	LC	L	C	B	S	H
✍	Airframe Maintenance Records	✓	✓	✓	✓	✓	✓
✍	Powerplant Maintenance Records	✓	✓	✓	✓	✓	✓
✍	Propeller Maintenance Records (if propeller-driven aircraft)	✓	✓	✓	✓	✓	✓
✍	Component Maintenance Records	✓	✓	✓	✓	✓	✓
✍	Aircraft Survival and Equipment Records	✓	✓	✓	✓	✓	✓
✍	Flight Deck Voice and Data Recorder Records	✓	✓	✓			

✍ =   These records must be available for inspection in applicant's designated facilities.

Section 6   CONCEPT OF INTEGRATED FLIGHT SAFETY DOCUMENTS

A. Applicants operating large aircraft will be required to provide their manuals under the integrated flight safety documents concept.

B. This requirement includes the provision of those documents as a "system." The manuals will have—

1) An appearance similar and unique to the applicant;

2) Ease of revision using a logical revision procedure;

3) A list of effective pages, containing the revision number and revision date of each page;

4) A table of contents to at least one level of header formatting in each chapter;

5) An index of words and phrases for each manual of not more than 3 levels;

6) A glossary of terms and acronyms for each manual;

7) A logical and consistent formatting; and

8) The application of systems safety methodology to the authoring of the text.

C. The application of systems safety methodology will include consideration of the design of each process and procedure to ensure that—

1) The written procedures answer the who, what, when, where and how for their application;

2) The application of a specific process and procedures are consistent in their interface with other related processes;

3) There are sufficient verification actions within the process to ensure that it produces the desired results to the required standard;

4) There are provisions for recurring quality auditing to ensure that the processes and procedures are working as designed; and

5) There is clear assignment of management responsibility and authority for the proper functioning of those processes and procedures.

Section 7   CERTIFICATION ACTIONS & POLICIES

7.1 FORMAL APPLICATION REVIEW

7.1.1   GENERAL

The applicant's submission of the formal application and the required documents to the CAAT marks the beginning of the Formal Application Review Phase. The CAAT now has 15 days to review the applicant's application package and decide if it complete and adequate to continue into the important Document Evaluation Phase.
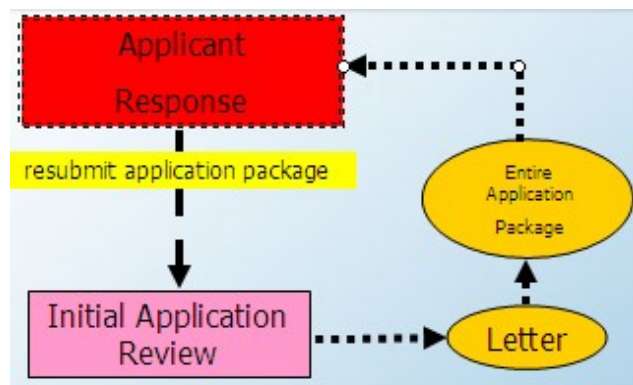
7.1.2   STATUS OF SUBMITTED DOCUMENTS

The CAAT will review the application and compile a "Status of Submitted Documents" table. This table will be updated at least weekly throughout the Document Evaluation.

7.1.3   APPLICATION NOT COMPLETE

A. If the application package is not complete and adequate to begin technical evaluation of the documents, the entire package will be returned to the applicant.

B. The process is depicted in this diagram for clarity.

C. It is the applicant's responsibility to provide a complete and adequate application package.

D. The applicant must take the necessary actions to have a complete and adequate application package before resubmission.

7.1.4 FORMAL APPLICATION ACCEPTANCE OR REJECTION MEETING

A. If the applicant's formal application is incomplete and/or in an unacceptable form to allow subsequent technical evaluations, the CAAT will have a formal meeting with him to return the entire certification package and discuss the primary unacceptable issues.

B. If the applicant's formal application is complete and in acceptable form to allow subsequent technical evaluations by the assigned inspectors, the CAAT will have a formal meeting with him to address any outstanding scheduling issues before initiating the Document Evaluation Phase.

C. During this meeting, the SOE submitted by the applicant will be edited by the CAAT to include realistic target dates for key events that will occur in the remainder of certification. From this point, the CAAT will update the SOE to reflect the changing target dates and factors causing the changes. A paper copy of each edited SOE will be provided to the applicant.

7.1.5 POSSIBLE DELAYS ASSOCIATED WITH A DIFFERENT STATE OF REGISTRY

A. If the State of Registry of the aircraft is not Taiwan, the CAAT will notify the appropriate State of our intent to begin a detailed evaluation of the applicant's documents following the formal application meeting.

B. It will remain the applicant's responsibility to ensure that the civil aviation authorities of the State of Registry approve the General Maintenance Manual, Aircraft Maintenance Program, and, in some cases, the Aircraft MEL within the following 30 days.

C. Without those approvals, the CAAT will not be able to complete the certification process to allow the use of these aircraft on an AOC.

7.2 DOCUMENT EVALUATION PHASE CONSIDERATIONS

7.2.1 UNSUBMITTED MANUALS, DOCUMENTS OR RECORDS

A. There is a 30-day review caveat for all required, but unsubmitted, manuals, documents or records. From the moment that document is "stamped" in to our office, the CAAT has 30 days to act on that document.

B. If the applicant failed to submit any document in a timely manner that failure may result in adverse delays in completing the certification of the applicant as an AOC holder.

C. The CAAT suggests that the applicant obtain a receipt for any document that he submits to the CAAT that was not included at the time of the formal application submission.
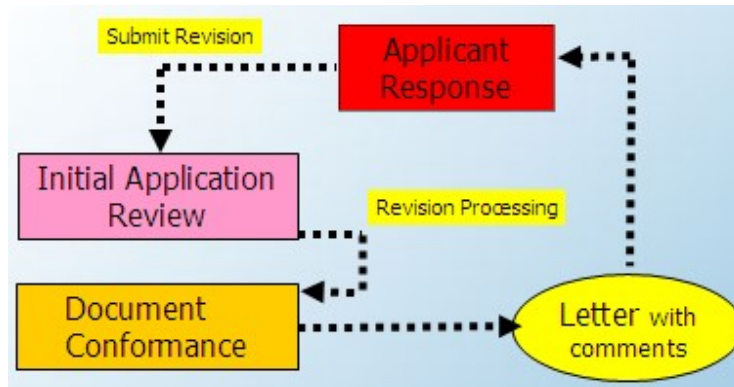
7.2.2 DOCUMENT REVISION TURNAROUND

A. The 30-day review caveat also applies to manuals, document or records that are reviewed and returned to the applicant for correction/revision.

B. The applicant's failure to act on the requested correction/revision may result in significant delays to the certification process. Again, the CAAT suggests that the applicant obtain a receipt upon resubmission of the document.

7.2.3 RULES FOR CORRECTION/REVISION

A. Any document that is returned to the applicant for correction/revision is – after he has taken the corrective actions – a revision to the original document. The applicant's procedures for revision of manuals and documents must be followed.

B. Do not resubmit it as an "original." It must be resubmitted as "Revision #?" and so noted on the document pages revised and in the List of Effective Pages.

7.2.4 FLIGHT TRAINING CAN BEGIN WHEN….

The CAAT has reviewed the applicant's company and aircraft procedures and checklists and given written initial approval to his Flight Operations Training Program Manual (FOTM).

7.3 INSPECTION & DEMONSTRATION PHASE

A. This phase consists of a series of sampling inspections by the CAAT as the applicant begins training and takes possession of their facilities and aircraft.

B. These inspections may overlap with some document evaluation actions depending on the applicant's readiness.

7.3.1 INTERIM (PRE-INSPECTION PHASE) OBSERVATIONS & INSPECTIONS

The following observations and inspections may happen at any point after the CAAT has approved the supportive documents for the applicant's training and maintenance arrangements, even though the Document Evaluation Phase has not yet been completed for all documents requiring CAAT review.

	Description	LC	L	C	B	S	H
1.	Operations Training Facilities & Equipment Inspections	✓	✓	✓	✓		✓
2.	Operations Simulator/Training Device Inspections	✓	✓	✓	✓		✓
3.	Operations Training-in-Progress Inspections	✓	✓	✓	✓		✓
4.	Operations Flt Crew Proficiency Check Inspections	✓	✓	✓	✓	✓	✓
5.	Operations Check Airman Inspections	✓	✓	✓	✓		✓
6.	Cabin Crew Member Competency Check Inspections		✓				
7.	Maintenance Training Facility Inspections	✓	✓	✓			
8.	Maintenance Training-in-Progress Inspections	✓	✓	✓			

7.3.2 INSPECTION OF FACILITIES, AIRCRAFT & SUPPORT ARRANGEMENTS

After completion of the Document Evaluation Phase, the following observations and inspections will be conducted to assess that infrastructure and support arrangements are acceptable to the CAAT.

	Description	LC	L	C	B	S	H
1.	Operations Structure & Support Inspection	✓	✓	✓	✓		✓
2.	Maintenance Main Base & Facility Inspections	✓	✓	✓	✓		✓
3.	Contractor Maintenance Facility Inspections	✓	✓	✓			
4.	Aircraft Records Inspection	✓	✓	✓	✓	✓	✓
5.	Maintenance Aircraft Inspection	✓	✓	✓	✓	✓	✓

7.4 INSPECTION & DEMONSTRATION PHASE CONSIDERATIONS

A. The following inspections and demonstrations should be expected for the different groupings of applicants during the inspection and demonstration phase. These inspections must be judged satisfactory in order to complete the certification process.

B. The specifics of each evaluation may be obtained from the CAAT.

7.4.1 PREPARATION FOR THE OPERATIONAL INSPECTIONS

The following inspections and demonstrations will be conducted prior to the beginning of the demonstration flights.

● Note that these inspections and demonstrations must be conducted prior to the demonstration flight days (except in the case of applicants with aircraft having 9 or less passenger seats).

	Description	LC	L	C	B	S	H
1.	Flight Crew Records Inspection	✔	✔	✔	✔	✔	✔
2.	Cabin Crew Member Records Inspection		✔				
3.	Scheduled Services Airport Inspection		✔	✔			
4.	Operations Station Inspection	✔	✔	✔			
5.	Maintenance Station Inspection	✔	✔	✔			
6.	Ground Handling Arrangements	✔	✔	✔			
7.	Partial Emergency Evacuation Demonstration		✔				
8.	Planned Ditching Demonstration	✔	✔	✔	✔	✔	✔

7.4.2 OPERATIONAL INSPECTIONS, INCLUDING PROVING TEST FLIGHTS

A. The operational inspections listed below will be conducted during initial certification and will involve the actual flight of the aircraft to allow the CAAT to assess the applicant's ability to conduct flight operations.

B. In the case of large aircraft and commuter operations this will consist of either proving test or validation flights, with the other inspections conducted during those operations.

7.4.2.1 Proving Test/Validation Flights

The following demonstration/validation flights are required—

	Description	LC	L	C	B	S	H
1.	Formal Proving Test Flights (For Passenger Authority)		✓	✓			✓
2.	Formal Proving Test Flights (For ETOPS Authority)		✓	✓			
3.	Formal Validation Flights (For Cargo-Only Authority)	✓					

7.4.2.2 Inspections associated with Demonstration/Validation Flights

The following inspections should be conducted immediately prior to or during proving test flights. (Where possible, these inspections should also be conducted prior to or during validation flights.)

	Description	LC	L	C	B	S	H
1.	Maintenance Control Inspection	✓	✓	✓	✓		✓
2.	Operational Control Inspection	✓	✓	✓	✓		✓
3.	Operations Flight Preparation Records Inspection	✓	✓	✓	✓	✓	✓
4.	Operations Aircraft Exterior Inspection	✓	✓	✓	✓	✓	✓
5.	Operations Cabin Ramp Inspection	✓	✓	✓	✓	✓	✓
6.	Operations Flight Deck Ramp Inspection	✓	✓	✓	✓	✓	✓
7.	Operations Flight Deck Enroute Inspection	✓	✓	✓			
8.	Operations PIC Route Check Observation	✓	✓	✓	✓	✓	✓
9.	Operations Cabin Enroute Inspection		✓	✓			
10.	Maintenance Cabin Enroute Inspection		✓	✓			
11.	Maintenance Flight Deck Enroute Inspection	✓	✓	✓			

7.5 FINAL CERTIFICATION ACTIONS PHASE CONSIDERATIONS

7.5.1 AOC & OPERATIONS SPECIFICATIONS

A. The following documents are the primary evidence to international civil aviation authorities that an AOC holder has completed the safety certification process and on-going surveillance is being conducted.

B. These must be received by the applicant before conducting any air transport operations. No operations other than those listed in these documents are authorized for an AOC holder or its management, pilots, or aircraft.

	Description	LC	L	C	B	S	H
1.	Air Operator Certificate (AOC)	✓	✓	✓	✓	✓	✓
2.	Permit of Civil Air Transport Enterprise	✓	✓	✓			
3.	Permit of General Aviation Enterprise				✓	✓	✓
4.	Operations Specifications	✓	✓	✓	✓	✓	✓

7.5.2 METHODS OF APPROVALS

A. There are other methods used by the CAAT to indicate the issuance of approvals and acceptances that are required by ICAO and the Taiwan Civil Aviation Regulations.

B. It is important that an AOC holder understand that any revision to the following AOC holder methodology, system, documents, manuals or records must have the written approval or acceptance of the CAAT before use in air transport related functions.

C. The current method of indicating those approvals include—(*This list is not all inclusive and may be supplemented by the assigned Principal Inspector.*)

- LOEP = Principal Inspector initials and date on the list of effective pages.
- STAMP = Principal Inspector initial and date on a stamped portion of all pages.
- LETTER = Letter issued by Principal Inspector.
- OPSPECS = Operations Specifications page signed by Principal Inspector and AOC holder manager.

PRIOR ACCEPTANCE OR APPROVAL REQUIRED							
How?	**Description**	**LC**	**L**	**C**	**B**	**S**	**H**
OPSPECS	Flight, Duty and Rest Period Scheme	✓	✓	✓	✓	✓	✓
OPSPECS	Method of Flight Supervision	✓	✓	✓	✓	✓	✓
OPSPECS	Weight and Balance System	✓	✓	✓	✓	✓	✓
OPSPECS	Minimum Safe Altitudes	✓	✓	✓	✓	✓	✓
OPSPECS	Additional Airport Altitude Safety Margins	✓	✓	✓	✓	✓	✓
OPSPECS	Dangerous Goods Procedures and Training	✓	✓	✓	✓	✓	✓
LOEP	Flight Operation Training Manual	✓	✓	✓	✓		✓
LOEP	Aircraft Type-Specific Minimum Equipment List	✓	✓	✓	✓	✓	✓
LOEP	Aircraft Type-Specific Operating Manual	✓	✓	✓	✓	✓	✓
LOEP	General Maintenance Manual	✓	✓	✓	✓	✓	✓
LOEP	Approved Maintenance Organization Manual	✓	✓	✓	✓		✓
LOEP	Aircraft Type-Specific Maintenance Program	✓	✓	✓			
LOEP	Aircraft Type-Specific Inspection Program				✓	✓	✓
STAMP	Aircraft Type-Specific Condensed Checklists	✓	✓	✓	✓	✓	✓
STAMP	Passenger Briefing Card	✓	✓	✓	✓	✓	✓
LETTER	Aircraft Lease	✓	✓	✓	✓	✓	✓
LETTER	Check Airman Designation	z	z	z	z	z	z
LETTER	Authorized CAAT Representative	z	z	z	z	z	z
LETTER	Postholder of Required Management Position	✓	✓	✓	✓	✓	✓
	z = This will be administered on a case-by-case priority.						

7.5.3 REQUIRED VALIDATION FLIGHTS

Validation flights are those flights "after" the CAAT has issued operational authorization (via Operations Specifications) to conduct the following types of flights. An authorized representative of the CAAT will evaluate the AOC holder's procedures and competency during these initial flights.

	Description	**LC**	**L**	**C**	**B**	**S**	**H**
1.	Initial flights with special operations authorization	✓	✓	✓			

Section 8   ADDITIONAL CONSIDERATIONS

8.1 REQUIREMENT FOR ON-GOING & PROGRAMMED SURVEILLANCE

CAAT has a system of surveillance for its AOC holders, including the minimum numbers of inspections on its AOC holders that must be completed on an annual basis.

8.2 OTHER AUTHORIZATIONS REQUIRING A FORMAL CERTIFICATION PROCESS

Each of the following authorizations will require a separate formal certification process to ensure that associated requirements are met—

	Description	LC	L	C	B	S	H
1.	Adding a variant (Different Make/Model) Aircraft	✓	✓	✓	✓		✓
2.	All Weather Operations (Category II and III approaches and LVTO)	✓	✓	✓			✓
3.	NAT-HLA Operations (NAT/NORPAC)	✓	✓	✓			
4.	CPDLC Operations	✓	✓	✓			
5.	ETOPS Operations	✓	✓	✓			
6.	EVS (EVA/HUD) Operations	✓	✓	✓	✓	✓	✓
7.	Single Pilot Night and IMC Operations				✓	✓	✓
8.	Single Engine Turbine-Powered Night and IFR				✓	✓	✓
9.	Emergency Medical Service (EMS)		✓	✓	✓	✓	✓

~ End of Advisory Circular ~