



CHAPTER 17

Issuance of the Air Operator Certificate, Operations Specifications and Completion of the Certification Report

1.0 PURPOSE

This Chapter provides direction and guidance to be used by the Authority inspectors for processing, issuing the air operator certificate, operations specifications and completing the certification report.

2.0 REFERENCES

2.1 Regulations [9.1.1.6](#) and [9.1.1.7](#) of the Nigeria Civil Aviation Regulations.

2.2 [FORM: O-OPS001A](#)

3.0 CERTIFICATION PHASE

3.1 The certificate and approved Operations Specifications (OpSpecs) are issued to the applicant after all regulatory requirements have been met. This action completes the certification process. The applicant shall not be certified under any circumstance until the Certification Project Manager (CPM) has determined that the applicant is fully capable of fulfilling his responsibilities and that the applicant will comply with the Nigeria Civil Aviation Regulations in an appropriate manner.

3.2 After certification:

3.2.1 The air operator is responsible for continued compliance with Regulations, authorisations, limitations, and provisions of his Certificate and OpSpecs;

3.2.2 The Authority is responsible for conducting periodic inspections of the air operator's operations to ensure the air operator continue to comply with the Regulations, authorisations, limitations and provisions of his certificate and OpSpecs.

4.0 PREPARATION OF A CERTIFICATE

4.1 The following information must be printed or typed on the certificate:

4.1.1 The Air Operator's Name: The air operator's full and official name shall be entered directly below the words This certifies thatll.

4.1.2 The Air Operator's Business Address: The physical location and mailing address of the air operator's principal base of operations shall be entered directly below the operator's name.



- 4.1.3 The Certificate Statement of Authority: The pre-printed certification statement of authority on the Air Operator Certificate shall not be modified;
- 4.1.4 The Certificate Number: The certificate will bear a certificate number and will be printed in the space provided on the form.
- 4.1.5 The date of issue: The date to be entered in the space provided shall be the date the certificate is signed.
- 4.1.6 The Effective date: The date to be entered in the space provided is the date of the start of operations in case of initial issue and the day after expiry date of the previous certificate in case of renewal.
- 4.1.7 The Expiry date: The period of validity of an Air Operator Certificate will not exceed calendar months. Therefore, the expiry date to be entered in the space provided is the date representing the applicable number of calendar months from the initial issue date. For example, if the initial issue date was 15 April 2004, and the effective period is twelve months, the expiry date to be entered is 14 April 2005.
- 4.1.8 The Name: The name and title of the person signing the certificate shall be entered in the space provided. The person signing the certificate shall be a person authorized to sign as the Authority or on behalf of the Authority.
- 4.1.9 The Signature: The full signature of the authorized person signing the certificate as the Authority or on behalf of the Authority and whose name is printed in the certificate.

5.0 ISSUE OF OPSPECS AND CERTIFICATE

- 5.1 When it is determined that the applicant has met all regulatory requirements, the appropriate certificate and OpSpecs will be presented to the applicant. The OpSpecs will be prepared in accordance with the procedures in NCAA-O-OPS002.
- 5.2 An applicant for an air operator certificate will not, for any reason, be issued OpSpecs or a certificate until the applicant has presented a copy of Air Transport Licence (ATL) to the CPM. Before issue, the OpSpecs will be signed by the applicant and the appropriate Authority inspectors. The original certificate and OpSpecs will then be given to the Air Operator and copies retained in the Authority operator's file.

6.0 CERTIFICATION REPORT

- 6.1 When the operator is certified, the CPM is responsible for assembling a certification report. This report must be signed by the CPM and will include the name and title of each team member who assisted in the certification project.
- 6.2 The report will be maintained in the permanent file relating to the air operator during the business life of the operator. The report shall consist of 10 sections, 1 through 10, as follows:



- 6.2.1 Section 1 - A copy of the AOC and Operations Specifications;
- 6.2.2 Section 2 - Formal Application Letter;
- 6.2.3 Section 3 - A copy of the operations certification report;
- 6.2.4 Section 4 - A copy of all operations approvals issued;
- 6.2.5 Section 5 - A copy of the airworthiness certification report;
- 6.2.6 Section 6 - A copy of all airworthiness approvals issued;
- 6.2.7 Section 7 - A copy of the final compliance report;
- 6.2.8 Section 8 - Copies of the operations inspection and demonstration reports;
- 6.2.9 Section 9 - Copies of the airworthiness inspection and demonstration reports;
- 6.2.10 Section 10 - A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase and speciality. For standardisation, the format for summaries of major difficulties and/or recommendations will be arranged as follows:
 - a) Pre-application Phase: Include summaries of difficulties or recommendations made by operations and airworthiness inspectors;
 - b) Formal Application Phase: Include summaries of difficulties or recommendations made by operations and airworthiness inspectors;
 - c) Document Compliance Phase: Include summaries of difficulties or recommendations made by operations and airworthiness inspectors;
 - d) Demonstration and Inspection Phase: Include summaries of difficulties or recommendations made by operations and airworthiness inspectors.

7.0 RETENTION OF THE CERTIFICATION REPORT

- 7.1 The certification report shall be forwarded to the Director General/ Managing Director through the Director responsible for safety oversight for review and action, if appropriate. The review process shall include an analysis of the major difficulties experienced during the certification process.
- 7.2 The Authority shall retain the certification report as long as the certificate holder remains active.