



CHAPTER 27

AIR OPERATOR CERTIFICATION/VARIATION AND RENEWAL-AIRWORTHINESS ASPECTS

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1.0 PURPOSE

This chapter is intended to address and provides guidance on the airworthiness aspects of the application, inspection and certification of an air operator. It also delineates specific requirements for an AOC applicant or an operator that intends to adopt Maintenance Authorisation.

2.0 REFERENCES

- 2.1 ICAO DOC. 9760, 3RD Edition-2014: Airworthiness Manual
- 2.2 ICAO DOC. 8335, 5th Edition-2010: Manual of Procedures for Operations Inspection, Certification and Continued Surveillance.
- 2.3 ICAO Annex 6, Part 1
- 2.4 Nigeria Civil Aviation Regulations (Nig, CARs)
- 2.5 AOC Modular Audit Checklist [CL: O-AWS027](#)
- 2.6 [Form:AC-AWS027](#): AOC (AIRWORTHINESS CERTIFICATION FOLDER) Content List.
- 2.7 Checklist: [CL O-AWS024](#) and [CL O-AWS027A](#)

3.0 GENERAL INFORMATION

- 3.1. Nigeria, being a signatory to ICAO Convention, is required by Annex 6 of the convention to exercise necessary control of its air operators through the issuance of an AOC. The award of an AOC to an operator constitutes certification by the Nigeria Civil Aviation Authority (NCAA) that specified operations are authorized in compliance with applicable regulations and rules. Through the issuance of an AOC, NCAA can ensure the protection of the public interest and exercise indirect influence and control upon the major aspects of the operation without encroaching upon the operator's direct responsibility for its safety.
- 3.2. Annex 6, Part I, 4.2.1.3, and Part III, Section II, 2.2.1.3 state:

“The issue of an air operator certificate by the State of the Operator shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.”

In making the “maintenance arrangements” referred to above, operators are required to ensure that the aircraft they operate are maintained in an airworthy condition. Nig.CARs 9.4.1.3(a) require that an aircraft should not be operated, except for pre-flight inspections, unless it is maintained and released to service by



an AMO or under an maintenance authorisation either of which should be acceptable to the State of Registry and the Authority (*Note that NCAA, the Authority in this case, will not always be the State of Registry for all the aircraft in an operator's fleet; for some (but not all) the aircraft in an operator's fleet may have different State(s) of Registry*).

- 3.3. Operators may choose to maintain the aircraft in their fleet through an AMO that is part of their organization; contract the maintenance to one or more maintenance organizations approved for the purpose; under an maintenance authorisation in accordance with Part 6 of the regulation, or a combination of these options. The approval of the maintenance organization should be acceptable to the State of Registry of the operator's aircraft. In issuing the AOC, the Authority (if different from the State of Registry) will have to be satisfied as to the actions of the State of Registry in granting the approval of the maintenance organization, maintenance programme and setting the standards for the continuing airworthiness of the operator's aircraft. For States which have ratified Article 83 *bis*, the State of Registry may transfer some or all of its responsibilities for the airworthiness aspects.

Note.— See Chapter 43 of this Handbook for information on lease, charter and interchange.

- 3.4. A major factor in the certification process is the determination of the capability of applicants to adequately maintain their aircraft in an airworthy condition. This will require a detailed evaluation and inspection of the applicant's maintenance organization or other maintenance arrangement, staffing, facilities, maintenance programme, air operator's MCM, maintenance records process, training and ability to carry out day-to-day operations. The maintenance inspections and evaluations should be carried out by qualified Airworthiness Inspectors under the overall coordination of an inspector in charge of the certification team (i.e CPM) of the air operator.
- 3.5. When first assigned to the certification team, the Airworthiness Inspector should make certain that he or she fully understands the interrelationship of the various duties and responsibilities of the individual inspectors. This understanding is essential in order to prevent duplication of effort, contradictory instructions to the applicant and conflicting inspection schedules. It is also incumbent upon the Airworthiness Inspector to develop, at a very preliminary stage of the certification, an overall appreciation of the exact nature of the proposed operation.
- 3.6. The procedure for application and the granting of an AOC is best organized in phases and will normally take the following sequence:
 - a. pre-application phase;
 - b. formal application phase;
 - c. document evaluation phase;
 - d. demonstration and inspection phase; and
 - e. Certification phase.

Each of these phases is briefly introduced below, and each will be dealt with in greater detail in the succeeding sub-topics of this Chapter.

3.6.1 Pre-application Phase

- 3.6.1.1. A prospective operator who intends to apply for an AOC should enter into preliminary discussions with NCAA and should be provided with complete information concerning the type of operations which may be authorized, the data to be provided by the applicant and the procedures which will be followed in the processing of the application. It is essential that the applicant has, in this pre-application phase, a clear



Understanding of the form, content and documents required for the formal application. A standard information package developed by the Authority will be used to provide information to applicants.

- 3.6.1.2. The Authority would advise the prospective operator on the approximate period of time that will be required to conduct the certification process, subsequent to the receipt of a complete and properly executed application. This advice is of particular importance in the case of new operators so that such applicants may avoid undue financial outlays during the certification period.
- 3.6.1.3. It is important to conduct a thorough and careful preliminary assessment of the application. The more thoroughly the applicant's competence is established at this stage, the less likelihood there will be of having serious problems in the document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. Analysis of the application as detailed in this chapter will indicate either that it is acceptable on a preliminary basis or that it is unacceptable. If in the latter case the deficiencies are such that they can be rectified, the applicant should be given a reasonable opportunity to resubmit the application. Such an assessment is essential at an early stage to reveal any critical deficiencies in the proposals and will enable the applicant to prepare alternative proposals addressing the identified deficiencies.
- 3.6.1.4. If the application is acceptable to the Authority on the basis of the preliminary assessment, the applicant should be encouraged to proceed with preparations for the commencement of operations, on the basis that an AOC will be issued subject to satisfactory completion of the remainder of the certification procedure.
- 3.6.1.5. It may be necessary to identify the focal point(s) who would be working with the Authority on the application process. This is to help ensure smooth facilitation of the application process.

3.6.2 Formal application phase

- 3.6.2.1. The formal application for an AOC should be submitted in the manner prescribed by the Authority, and the application should be accompanied by the required documentation.
- 3.6.2.2. The submission of a formal application shall be interpreted by the Authority to mean that the applicant is aware of the regulations and rules applicable to the proposed operation, is prepared to show the method of compliance and is prepared for in-depth evaluation, demonstration and inspection related to the required manuals, training programmes, operational and maintenance facilities, aircraft, support equipment, record-keeping, dangerous goods programme, security programme, flight crew and key management personnel, including the functioning of the administrative and operational organization.

3.6.3 Document evaluation phase

- 3.6.3.1. The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant, to establish that every aspect required by the regulations is included and adequately covered.
- 3.6.3.2. In order to facilitate this phase of the certification process, the applicant should have coordinated all aspects of the development of the required documentation with the certification team, prior to the submission of the formal application.



3.6.4 Demonstration and inspection phase

Inspections in this phase will involve base and station facility inspections, inspection of aircraft and inspection of maintenance control and planning systems. This could also include interviews with personnel to ensure that the procedures are transmitted and understood.

3.6.5 Certification phase

- 3.6.5.1. The certification phase is the conclusion of the certification process when the Certification Project Manager (CPM) has determined that all certification requirements have been completed in a satisfactory manner and that the operator will comply with the applicable regulations and is fully capable of fulfilling its responsibilities and of conducting a safe and efficient operation. The CPM should submit a written report to the Director General (DG) to recommend the issue of the AOC.
- 3.6.5.2. The culmination of this phase is the issuance of the AOC and the associated operations specifications under the authority of which the operation will be conducted.
- 3.6.5.3. Subsequent to issuing an AOC the CAA will be responsible for continued surveillance and for conducting periodic inspections to ensure the operator's continued compliance with CAA regulations, authorizations, limitations and provisions of its AOC and operations specifications. These periodic inspections are components of a continuing safety oversight programme.

4.0 DETAILED GUIDANCE AND PROCEDURES

4.1 PRE-APPLICATION PHASE

4.1.1 Initial inquiry and NCAA response

- 4.1.1.1. The pre-application phase commences with the applicant making an initial inquiry by letter, telephone call or personal visit to the NCAA.
- 4.1.1.2. The Authority should advise the applicant to thoroughly review the Nig.CARs, directives and advisory materials and provide guidance concerning personnel, facilities, equipment and technical data requirements and an explanation of the certification process, in a standard information package for applicants for an AOC.
- 4.1.1.3. The standard information package should include Form: O-OPS001 Pre-Application Statement of Intent (PASI) to be completed by the applicant, and an advisory pamphlet containing:
 - a) a description of the process for applying for and obtaining an AOC;
 - b) an introduction to the specific Nig.CARs;
 - c) guidance on the evaluation of an applicant for certification;
 - d) guidance on the issuance of an AOC and associated operations specifications;
 - e) instructions for completing the Pre-Application Statement of Intent Form already discussed;
 - f) a list of the documents that should accompany the formal application;
 - g) a schedule of events in the certification process; and
 - h) any other NCAA directive or advisory material necessary for the certification process which should also be provided.



4.1.1.4. The purpose of the Pre-Application Statement of Intent is to establish the intent of the applicant to continue with the process for certification and to thus enable the Authority to commit resources and plan the certification process.

4.1.2 NCAA Action on receipt of a completed Pre-Application Statement of Intent

4.1.2.1. On receipt of a completed prospective operator's Pre-Application Statement of Intent, the Authority will appoint a Certification Project Manager (CPM) and a certification team consisting of appropriately qualified operations and Airworthiness Inspectors.

4.1.2.2. The certification team will conduct a review of the applicant's pre-assessment statement and, if the information provided is considered acceptable, the CPM will schedule a pre application meeting with the applicant.

4.1.2.3. The pre-application phase should include a parallel assessment of the financial, economic and legal status of the applicant and the proposed operation. The financial viability of the operation may be the most critical factor in reaching a decision on whether or not an AOC should be awarded. The applicant needs guaranteed access to sufficient financial resources to obtain all the required equipment, facilities and manpower and to fully support operations in the early stages when revenues are difficult to predict and may, in any case, be very low. Marginal or severely limited resources frequently result in an adverse effect on safety and efficiency; **experience indicates that operators tend to take short cuts on such vital matters as required maintenance, acquisition of adequate spare parts, training of personnel and other similar matters with safety implications.** The determination of the financial resources of the applicant should be based on an audit of the operator's assets and liabilities and a thorough evaluation of all financial information and other pertinent data such as proposed arrangements for the purchase or lease of aircraft and major equipment.

4.1.2.4. Aspects that should therefore be considered are: sufficient financial resources; route structure and aircraft appropriate to the proposed operation; an intended level of service that meets a need or demand and is in the public interest; the proposed operation is in accordance with bilateral or multilateral air transport agreements relating to traffic rights, frequencies, capacity, routes, etc., to which Nigeria is a party; and the availability of traffic studies or other data indicating that the proposed operation should be economically successful.

4.1.2.5. The financial, economic and legal assessment of the applicant and the proposed operation should be carried out by the Directorate of Air Transport Regulations (DATR) and Legal Adviser. Therefore, it is pertinent that the applicant be informed to submit relevant documents that would help the Authority make these assessments. Such documents, upon receipt by the Authority, should be forwarded to DATR and Legal Adviser for evaluation and response.

Note: - Part of the sections to be completed by the CPM on the Job Aid Form: O-OPS001A Phase One (1) requires that the CPM confirm if DATR has received application for economic Authority (obtain reference number).

4.1.2.6. It is essential that the financial, economic and legal aspects be assessed as satisfactory early in the certification process, before committing additional resources to that process. If the proposed operation is not considered to be viable in respect of the financial, economic and legal factors, further action should be suspended until it is determined whether these deficiencies can be rectified.



4.1.3 Pre-Application Meeting

- 4.1.3.1. The purpose of the pre-application meeting is to confirm the information provided in the pre-assessment statement to determine whether or not the applicant has sufficient knowledge of the appropriate Nig.CARs and to confirm, for the applicant, the expectations of the Authority.
- 4.1.3.2. The pre-application meeting should be attended by the CPM, certification team and the key management personnel of the applicant. The applicant should be prepared to discuss, in general terms, all aspects of the proposed operations.
- 4.1.3.3. The applicant should be provided with an overview of the certification process and made aware of the government department responsible for financial, economic and legal matters, and for the necessary assessment of the applicant's financial resources and ability to support the proposed operations. It is essential that the financial, economic and legal assessments are commenced early since an AOC should not be granted without a satisfactory assessment of these aspects from the appropriate department.
- 4.1.3.4. The CPM and the certification team should prepare an application package for delivery at the pre application meeting. This package should be more detailed than the standard information package described in 4.1.1.3 above and designed to assist the applicant in the preparation of a formal application for certification. This application package should contain: the advisory pamphlet already discussed; a list of the documents that should be provided with the formal application; a schedule of events in the certification process; an example of the type of operations specifications associated with an AOC; and any other information that may be helpful. The required documents should be discussed in detail at the pre- application meeting to provide the applicant with as much assistance as possible.
- 4.1.3.5. Subsequent to the pre-application meeting, the certification team will evaluate the results of the meeting. Should the certification team consider that the applicant is not ready to make a formal application, advice should be given on further preparation and another pre-application meeting should be scheduled or, alternatively, the applicant may be advised to withdraw the intent to apply for certification.
- 4.1.3.6. Should the certification team establish that the information provided in the pre-application statement is satisfactory and that the applicant has a clear understanding of the certification process, the applicant should then be invited to prepare and proceed with a formal application, as outlined in 4.2 of this Chapter.
- 4.1.3.7. Upon satisfactory completion of this phase, the Airworthiness Inspectors should endeavour to obtain copies of the following documents to be filed in the opened AOC Certification – Airworthiness Folder for the applicant:
 - i. applicant's pre-application letter;
 - ii. completed PASI Form(satisfactorily completed by the applicant, and signed by the CPM and relevant Operations Manager);
 - iii. Activity Advice nominating the certification team;
 - iv. Activity Advice for the pre-application meeting, meeting attendance record and minutes of the meeting;
 - v. Memo from DATR and Legal Adviser conveying the applicant's financial, economic and legal assessments and recommendations;
 - vi. Completed and appropriately signed Job Aid Form: O-OPS001A Phase One (1).
 - vii. Letter to applicant by the CPM conveying successful completion of this phase and invitation into phase 2, and other correspondences between the applicant and the Authority.



4.2 FORMAL APPLICATION PHASE

4.2.1 Formal application package

- 4.2.1.1. The formal application for certification should be an application letter with attachments containing the information required by the Authority, comprising a formal application package. The development of the application and the attached documents should have been coordinated with the certification team, subsequent to the pre-application meeting. Such coordination between the personnel of the applicant and the NCAA certification team will ensure the quality of the application package and facilitate the later document evaluation process.
- 4.2.1.2. The application should be signed by the applicant's Accountable Manager and should contain at least the following information:
- a) a statement that the application serves as a formal application for an AOC;
 - b) the name and address of the applicant;
 - c) the location and address of the applicant's principal place of business and the main maintenance base or AMO name and location;
 - d) a description of the applicant's business organization and corporate structure, as well as names and addresses of those entities and individuals having a major financial interest;
 - e) the name and address of the applicant's legal representative;
 - f) the identity of key management personnel, i.e. Accountable Manager, Director of Operations, Chief Pilot, Director of Continuing Airworthiness, Quality Manager and Safety Manager;
 - g) the nature of the proposed operations, i.e. passenger/cargo/mail, day or night, VFR or IFR, whether or not dangerous goods are to be transported;
 - h) the extent of the maintenance arrangements or organization's maintenance capabilities or forecast capabilities;
 - i) the desired date for the operation to commence; and
 - j) Evidence of payment of prescribed fee for the issuance of the AOC to support the applicant's commitment before the NCAA commits any resources to the project.
- 4.2.1.3. The formal application should be accompanied by the attachments listed in TGM Volume 3, including the following airworthiness-specific documentation:
- a) the MCM;
 - b) a Maintenance Programme, approved by the State of Registry, for each aircraft type operated (with copies of all source documents used in its development);
 - c) a Reliability Programme if required;
 - d) a Quality Assurance System or its alternative system;
 - e) Maintenance Training Manual (*if not already integrated into the MCM*)
 - f) a list of aircraft to be operated with lease agreement for foreign registered aircraft;
 - g) maintenance arrangements with an AMO or evidence of application for the approval of an AMO; and
 - h) a Safety Management System (*as required by Nig.CARs 9.1.1.5 (c)*)

Note:- *These documents are required to be submitted in duplicate hard copies and a soft copy. However, since they are yet to be evaluated by the Authority, a hard copy and soft copy of each may be accepted at this stage until the manuals are in satisfactory state after passing through the detailed evaluation stage.*



4.2.2 Attachments to the formal application

4.2.2.1 Schedule of events

The schedule of events is a key document that lists items, activities, programmes, aircraft and facility acquisitions that will be made ready for inspection by the NCAA before certification. The schedule should include dates:

- a) when maintenance personnel will commence training;
- b) when maintenance facilities will be ready for inspection;
- c) when each of the required manuals will be ready for evaluation;
- d) when aircraft will be ready for inspection;
- e) if and when demonstration flights are planned; and
- f) of proposed assessments of training staff and other persons subject to NCAA approval.

The dates should be logical, in sequence and provide time for NCAA review, inspection and approval of each item. The overall plan is to be kept under constant review to maintain control of the certification process.

4.2.2.2 Initial Statement of Compliance

The initial Statement of Compliance should be a complete list of all Nig.CARs applicable to the proposed operation. Each regulation, or sub-part, should be accompanied by a brief description or a reference to a manual or other document. The description or reference should describe the method of compliance in each case. The method of compliance may not be finalized at the time of the formal application, in which case a date should be given by which the information will be provided. The purpose of the statement of compliance is to ensure that the applicant has addressed all regulatory requirements. It aids the NCAA certification team assess where the regulatory requirements have been addressed in the applicant's manuals, programmes and procedures.

4.2.2.3 Management structure and key staff members

4.2.2.3.1. The Nigeria Civil Aviation Regulations Part 9.2.2.2 established basic management positions and the qualifications for these positions. The requirements cover the following positions: Accountable Manager; Director of Operations; Chief Pilot; Director of Continuing Airworthiness; Quality Manager and Safety Manager. The list should include the management positions, the names of the individuals involved and their qualifications and relevant management experience and, where appropriate, their licences, ratings and aviation experience.

4.2.2.3.2. If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for exemption must be made to the Authority with specific justification.

4.2.2.4 Aircraft to be operated

A list of the aircraft to be operated should be provided, with the make, model, series and the nationality and registration marks for each aircraft and details of the origin and source for each aircraft, if these details are known. It is possible that the details for individual aircraft may not yet be available, in which case, evidence should be provided as described in 4.2.2.6.

4.2.2.5 Maintenance contract

4.2.2.5.1. The organization should provide a maintenance contract with an AMO for all levels of maintenance or if it seeks an AMO approval at the same time of the AOC evidence of application. Where the maintenance



organization is part of the operator's own organization (ie maintenance authorisation), it should be subjected to the same approval procedure as for independent organizations (See Chapter 7 of this Handbook).

4.2.2.5.2. Where maintenance is contracted out, a written contract should be agreed between the operator and the maintenance organization detailing the responsibilities of both parties. The technical aspects of the contract should be accepted by the NCAA.

4.2.2.5.3. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent should be provided as described in 4.2.2.6.

4.2.2.6 Documents of purchase, leases, contracts or letters of intent

Documents of purchase, leases, contracts or letters of intent should provide evidence that the applicant is actively procuring aircraft, facilities and services appropriate to the operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent should be provided. These documents should relate to: aircraft; station facilities and services; aircraft maintenance; and outsourced training and training facilities.

4.2.2.7 Maintenance Control Manual

Nig.CARs 9.4.1.4 requires operators to ensure that an MCM, acceptable to the Authority or State of Registry, is provided for use and guidance for maintenance and operational personnel as applicable. The operator is accountable for the manual and is also required to ensure that the manual is amended and revised as necessary by means of establishing an appropriate revision control system and that copies of changes are distributed to holders of the manual. The MCM should describe the administrative arrangements between the applicant and the AMO. It should also define the procedures to be used, the duties and responsibilities of operations and maintenance personnel, and the instructions and information to permit maintenance and operational personnel involved to perform their duties with a high degree of safety. Details on the requirements and content of the MCM are described in Chapter 9 of this Handbook. The MCM should contain continuing airworthiness management as prescribed in Nig. CARs Part 5.8.

4.2.2.8 Maintenance Programme

Nig.CARs 8.14.8.3 requires operators to provide a maintenance programme approved by the State of Registry for the use and guidance of maintenance and operational personnel. The maintenance programme, including a maintenance schedule, will detail the maintenance requirements for each aircraft type. A description of the requirements and content of a maintenance programme are contained in Chapter 3 of this Handbook.

4.2.2.9 Reliability Programme

Nig.CARs 9.4.1.13 provides that a reliability programme, when applicable, should be part of the maintenance programme. Details on the requirements and content are detailed in Chapter 15 of this Handbook.

4.2.2.10 Quality assurance system

Nig.CARs 9.2.3.1 requires operators to ensure that each aeroplane is maintained in an airworthy condition. The operator should also ensure that the maintenance of its aeroplanes is performed in accordance with the maintenance programme. This could be done through establishing a quality assurance system or equivalent. Such a system could be described in the MCM or in a separate manual of policies and procedures



4.2.2.11 Safety Management System

Details of the content and acceptance of the SMS is contained Nig. CARs Part 20.

4.2.3 Cursory review of the formal application package

- 4.2.3.1. The certificating team will make a cursory review of the formal application package to check that the required attachments have been presented, that these attachments address required information and that the documentation is of an appropriate quality.
- 4.2.3.2. However, the cursory review of the required MCMs, as well as other safety-related manuals of the applicant, should be extended to the procedures for the distribution, amendment and use of the documents. Are the manuals easy to revise? Does the system allow personnel to determine the revision status of the manual? Is the date of the last revision on each page? Does the manual reference appropriate Nig.CARs?
- 4.2.3.3. In the case of the MCM, the cursory review should extend to the required contents noting that the manual is required to be acceptable to NCAA (the State of the Operator) and to the State of Registry of the aircraft (if any of the aircraft is foreign registered).
- 4.2.3.4. Checklist should be completed for cursory review of each manual

4.2.4 Acceptability of the formal application

- 4.2.4.1. If the formal application package is incomplete or otherwise unacceptable the NCAA should inform the applicant, providing details of the deficiencies and advice on the resubmission of the formal application.
- 4.2.4.2. If the information in the formal application package is considered acceptable by the certification team, the CPM will schedule a formal application meeting with the applicant.

4.2.5 Formal application meeting

A formal application meeting should be conducted between the Certification Project Manager, the certification team and all the key management personnel of the applicant, with the objective of resolving any questions on the part of either the Authority or the applicant to establish a common understanding on the future procedure for the application process.

4.2.6 Administrative Procedures

Airworthiness Inspectors should, at the end of this phase, obtain copies of the following documents and file in the AOC Certification – Airworthiness Aspect folder:

- i. Application letter;
- ii. List of all documents and manuals submitted by applicant;
- iii. Completed checklist Checklist: CL O-AWS024 for each maintenance related manual cursory review carried out (*Note: if any of the documents or manuals was found deficient during the cursory review and subsequently returned to the applicant for correction, it is expected that when the documents are returned after correction, another checklist must be completed to show that the cursory review is successful. Copies of both checklists for the deficient and corrected documents must be filed.*)



- iv. Activity advice (s);
- v. Attendance list and minutes of meetings for all meetings held between the applicant and NCAA at this phase
- vi. Job Aid Form: O-OPS001A Phase two (2).
- vii. Letter to applicant from the CPM conveying successful completion of this phase and the beginning of phase three. (3)

4.3 DOCUMENT EVALUATION PHASE

4.3.1 General Information

- 4.3.1.1. After the formal application has been accepted, the certification team will commence a thorough evaluation of all the documents and manuals that are required by the regulations to be submitted to the Authority. The Authority should endeavour to complete these evaluations in accordance with the schedule of events prepared by the applicant and agreed at the formal application meeting. If a document or manual is incomplete or deficient or if non-compliance with regulations or safe operating practices is detected, the document or manual should be returned to the applicant for corrective action with a letter. Guidance and Procedures for in-depth evaluation of the manuals are available in this Handbook, and should be strictly followed.
- 4.3.1.2. The CPM remains the certification team's spokesperson at this stage. Therefore, if there are non-compliances or deficiencies noted by the Airworthiness Inspector during the manual review, they should be conveyed to the CPM with a memo; for it is the CPM that has the responsibility to convey these deficiencies with a letter to the applicant.
- 4.3.1.3. Prior to giving the letter to the applicant, it is important that the CPM directs the applicant to the certification team member that evaluated the manual to seek clear explanation of the deficiencies and corrective actions required.
- 4.3.1.4. Documents or manuals that are satisfactory will be approved or accepted, as required by the regulations. Approval should be indicated by a signed document or certificate.
- 4.3.1.5. The complexity of the information that needs to be addressed in the applicant's documents and manuals depends upon the complexity of the proposed operation. For instance, an applicant that intends to adopt maintenance authorisation would be required to incorporate the requirements of Nig.CARs Part 6 into the Maintenance Control Manual and Quality System Manual.
- 4.3.1.6. In general, the non-exhaustive list of manuals and documents to be evaluated by Airworthiness Inspectors or in conjunction with Operations Inspectors includes the following:
 - i. Draft Operations Specifications Parts D & E
 - ii. Fully completed Statement of Compliance – *Joint task*



- iii. Management Personnel Résumés providing qualifications and aviation experience (Specifically those of Director of Continuing Airworthiness, Quality Manager , Safety Manager and any other position that relates to maintenance and control)
- iv. Maintenance Control Manual (*should incorporate relevant topics from AMP Procedures Manual of Nig.CARs Part 6 if applicant intends to adopt maintenance authorisation*).
- v. Quality System Manual (*if the requirements were not incorporated into the MCM*)
- vi. Maintenance Program for all aircraft type/model the applicant intends to operate with supporting manuals such as Maintenance Review Board (MRB) Report, Maintenance Planning Document (MPD), Corrosion Prevention Control Program (CPCP) and other relevant portions of manufacturer's maintenance manual.
- vii. Reliability Program (if applicable)
- viii. Minimum Equipment List (MEL) with supporting manuals such as Master MEL – *Joint task*
- ix. Configuration Deviation List (CDL) – *joint task*
- x. Mass and Balance Control Manual – *joint task*
- xi. Training Manual for Maintenance Personnel (*For applicants that intend to adopt maintenance authorisation*)
- xii. Safety Management System Manual – *Joint task*
- xiii. Aircraft Flight Manual Changes – *Joint task*
- xiv. Special Operations such as EDTO, RVSM, PBN, LNAV, RNAV, AWO etc.

4.3.1.7. It is important to keep in mind that the AOC certification process is a joint project between different specialties, and one should confer with another to ensure all manuals are coordinated and there is no contradiction or differences in procedures described in different manuals (i.e. defects rectification and MEL procedures). It is therefore imperative that the Airworthiness and Operations directorates coordinate with one another and that there is documented evidence that both directorates have participated in the issuance of the AOC.

4.3.1.8. All manuals are to be provided with procedures for their development, control and distribution, the means to keep them up to date and the means for the publication and distribution of amendments.

4.3.1.9. Manuals will require appropriate revision and amendment when new requirements, procedures, aircraft, personnel or facilities are introduced.

4.3.2 Evaluation of the documents

4.3.2.1. Approval actions

4.3.2.1.1. The term “approval” implies a more formal action on the part of the NCAA with respect to a certification matter than does the term “acceptance.” The technical evaluation required should ensure that all regulatory requirements are met and reflect the actual operation of the applicant.

4.3.2.1.2. Some of tasks will require an operations evaluation and an airworthiness evaluation. Low minima approvals for the conduct of Category II and III ILS approaches, for example, require coordinated prior evaluation by operations and airworthiness specialists. Flight operations specialists should evaluate the



operational procedures, training and qualifications. Airworthiness specialists should evaluate the aircraft, equipment reliability and maintenance procedures. These evaluations may be accomplished separately, but should be coordinated to ensure that all aspects necessary for safety have been addressed before any approval is issued

4.3.2.2 Acceptance actions

4.3.2.2.1. The actual extent of NCAA's technical evaluation of an operator's readiness to conduct certain operations should be much broader than just those requirements which require or imply approval. *Therefore, during certification, NCAA should ensure that an operator will be in compliance with the requirements of Annex 6, Part I, prior to conducting international commercial air transport operations.* NCAA's technical evaluation should, in addition to ensuring that all required contents are addressed, consider if the specific policies and procedures would result in the desired outcome.

4.3.2.2.2. Guidance on evaluation of these documents and manuals can be found in various chapters of this Handbook. Airworthiness Inspectors in the certification team involved in the manual/document reviews are encouraged to read these guidance materials and follow the procedures contained in them during the evaluation process.

4.3.3 Administrative Procedures

- i. Areas marked "A" in the RESP. POS column of Job Aid Form: O-OPS001A for Phase three (3) should be completed as appropriate by the responsible Airworthiness Inspector(s).
- ii. The assigned Airworthiness Inspectors (AWIs) should endeavour to read the guidance materials provided in various chapters of this handbook on detailed procedures for evaluation of each of the documents submitted by the applicant during phase 3 which are also listed in section 4.3.1.6 of this chapter. The applicable Checklists should be completed and appropriately signed for each evaluation.
- iii. The maintenance contract shall be accepted with the completion of Checklist CL:O-AWS0013
- iv. The assigned AWIs shall inform the applicant, in writing, of all discrepancies that will require follow-up. It is strongly advised that the AWI explain these discrepancies to the applicant in person before issuing the letter conveying the discrepancies.
- v. All discrepancies must be addressed or actioned by the applicant to the satisfaction of the assigned AWIs.
- vi. When all outstanding discrepancies have been satisfactorily rectified by the applicant, the AWI in charge should write an internal Memorandum to the CPM conveying the applicant's satisfactory completion of the airworthiness requirements of this phase. The Memo should contain original copies of all completed checklists used in the document evaluation phase, and correspondences with the applicant.
- vii. The Airworthiness Inspectors should, at the end of this phase, obtain/retain photocopies of the following documents and file in the AOC Certification – Airworthiness folder:
 - a. Completed checklists used during the manual evaluation (To include those used when the manuals were returned with deficiencies and those used to recommend for approval);
 - b. Approval page of the manuals;
 - c. Correspondences between the applicant and the Authority on the manual reviews;
 - d. Activity advice and attendance records for any meeting or joint tasks (e.g Evaluation of the SOC with all members of the certification team and the operator);
 - e. Completed Job Aid Form: O-OPS001A phase three (3) signed by the CPM;
 - f. Copy of internal memorandum between the CPM and AWIs on matters relating to this phase;



- g. Letter to applicant from the CPM conveying successful completion of this phase and the beginning of phase four. (4);
- h. Other documents that may be necessary.

4.4 DEMONSTRATION AND INSPECTION PHASE

4.4.1 General Information

- 4.4.1.1. The applicant is required to demonstrate to the Authority the ability to comply with regulations and safe operating standards before beginning actual revenue operations. This would include demonstrating that an organization, with the necessary qualified staff, equipment and facilities, is set up and responsible for ensuring that the aircraft remain in airworthy condition for the duration of their operational life. This is also referred to as managing the continuing airworthiness of the aircraft.
- 4.4.1.2. It is also assumed that in the case of an applicant seeking authority to operate leased aircraft registered in a different State, suitable arrangements have been made between the Authority and the State of Registry regarding responsibility for the continuing airworthiness of the aircraft (*see Chapter 43 of this handbook for details on the lease and interchange of aircraft*).
- 4.4.1.3. These demonstrations will include actual performance of activities and/or operations while being observed by inspectors of the certification team. This will also involve on-site evaluations of aircraft maintenance and support facilities. During these demonstrations and inspections, the Authority evaluates the effectiveness of the policies, methods, procedures and instructions as described in the manuals and other documents developed by the applicant. During this phase, emphasis should be placed on the applicant's management effectiveness. Deficiencies should be brought to the attention of the applicant in writing and corrective action taken before an AOC can be issued.
- 4.4.1.4. It should be borne in mind that at this stage, it should have been established that the applicant has sufficient number of aircraft as required by Nig.CARs 9.1.1.6 (f)(i) and (ii). This regulatory reference requires the operator to have the following minimum number for aircraft:
 - i. for scheduled operation, at least six (6) Nigerian registered **airworthy** aircraft capable of servicing its approved schedule for an initial AOC issuance.
 - ii. for scheduled operation, at least four (4) **airworthy** aircraft capable of servicing its approved schedule if it is already in operation.
 - iii. for non-scheduled operation, at least one (1) Nigerian registered
- 4.4.1.5. Prior to this inspection, the Airworthiness Inspector(s) should be familiar with the contents of the operator's approved manuals. The scenarios that shall be created by the AWIs during demonstration flights and ground operations in order to ascertain the applicant's capability to adequately follow the approved documented procedures shall be derived from the applicant's approved manuals.

4.4.2 AOC Maintenance Certification

- 4.4.2.1. An applicant for Air Operator Certificate may concurrently seek Authority's approval of its Maintenance Organization. The applicant needs to coordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. This is because the Demonstration Flights required in Nig.CARs 9.2.3.6 require the applicant to demonstrate to the Authority all



proposed flights and ground operations. The applicant, therefore, will also be expected to demonstrate use of its Approved Maintenance Organization to ensure that procedures in the MCM and AMO Procedures Manual are in agreement.

4.4.3 AOC Contracted Maintenance Organization

- 4.4.3.1. An Air Operator may contract its maintenance functions to an Approved Maintenance Organization as allowed in Nig.CARs 9.4.1.2 (e). It is required that the contracted maintenance organization is approved by the Authority and is required to comply with the certification of maintenance organization as explained in Chapter 7 of this Handbook for either local or foreign AMO.
- 4.4.3.2. The AMO must hold a local Authority approval for the work which is being sub-contracted
- 4.4.3.3. The AMO must retain responsibility for quality control and release of the sub-contracted activities, including appropriate airworthiness requirements; have necessary procedures for the control of the contracted activities together with the terms for the personnel responsible for the management.
- 4.4.3.4. Whatever the case, the Air Operator remains responsible for the quality and safety of maintenance released to service by the contracted AMO.

4.4.4 AOC Maintenance Authorisation

- 4.4.4.1. Nig.CARs 9.4.1.5(b)(1) & 9.4.1.10 (a)(1)(i),(ii) provides that an operator may conduct its own aircraft maintenance under a maintenance system approved by the Authority. An applicant that intends to adopt this method must comply with the requirements of Part 6 for certification of an AMO, and must incorporate the requirements of the AMO Procedures manual into its MCM. Further reference on maintenance authorisation may be found but not limited to the following regulations: 9.4.1.10 (a)(1)(i),(iii); 9.4.1.10 (a) (2) (i); 9.4.1.11 (b)(1), (c); IS 9.4.1.4 (a) (3.0).
- 4.4.4.2. Airworthiness Inspector(s) are, therefore, required to be familiar with the contents of the applicant's approved MCM that incorporated these additional requirements, and thereafter ensure that the provisions are being followed.

4.4.5 Maintenance Control Organization & Administration

- 4.4.5.1. Nig.CARs 9.4.1.5(c) require an operator to employ a person, or group of persons, to ensure that all maintenance is carried out in accordance with the MCM. This requirement should be clearly demonstrated during the inspection.
- 4.4.5.2. The Airworthiness Inspectors should determine that the structure of the applicant's maintenance control organization is set forth, clearly delineating duties and responsibilities for all key personnel including, but not limited to the Director of Continuing Airworthiness, Quality Manager and Safety Manager. The names of all incumbents should be listed. The details of the organizational structure should be included as a part of the MCM and, if necessary, also defined separately.
- 4.4.5.3. A sound and effective management structure is essential; it is particularly important that the maintenance management should have proper status in the applicant's organization and be in suitably experienced and competent hands. Through discussions with key management personnel and through observation, the Airworthiness Inspectors will evaluate the appropriateness of the management structure and determine whether or not clear lines of authority and specific duties and responsibilities of subordinate elements and



individuals are established. These duties and responsibilities need to be clearly outlined in the applicant's MCMs and other company documents. It should also be determined that acceptable processes are established for conveying company procedures and operating instructions to the personnel involved to keep them appropriately informed at all times. The authorities, tasks, responsibilities and relationships of each position need to be clearly understood and followed by the individuals occupying these positions.

- 4.4.5.4. At all levels, it is necessary that the applicant's personnel are thoroughly integrated into the operation and are made fully aware of the channels of communication to be used in the course of their work and of the limits of their authority and responsibility.
- 4.4.5.5. The applicant's staffing level needs to be evaluated to determine whether an adequate number of personnel are employed at management and other levels to perform the necessary functions. The number and nature of personnel will vary with the size and complexity of the organization. Through a sampling questioning process, the certification team will determine whether or not management personnel are qualified, experienced and competent to perform their assigned duties.
- 4.4.5.6. Experience has shown that the quality of an operation is directly related to the standards maintained by its management. Competent management usually results in safe operations. An excess of managers can lead to fragmentation of responsibility and control and to as much difficulty and inefficiency as a shortage. Either case can result in a lowering of standards. Thus, the evaluation of an applicant's organization is a very significant phase of the certification inspection process. Once it has been determined that the applicant's organization is adequately staffed and managed, a detailed examination of the organization should be initiated, and the suitability and use of the associated MCMs should be assessed.

4.4.6 Maintenance Control Manual

- 4.4.6.1. Nig.CARs 9.4.1.4 requires the applicant, to prepare a detailed Maintenance Control Manual for the use and guidance of maintenance organization personnel. This manual needs to be approved by the Authority. The operator needs to ensure that the Maintenance Control Manual is revised as necessary to keep the information contained therein up to date. Copies of all revisions will be furnished promptly to all organizations or persons to whom the manual has been issued. Accordingly, one of the first steps in the maintenance inspection is a thorough analysis of the maintenance control manual, the correction of any discrepancies and the tentative approval by the Airworthiness Inspector. During the course of the maintenance control inspection, the Airworthiness Inspector, should:
 - a) determine that the major provisions of the maintenance control manual are being followed in practice;
 - b) ensure the procedures described in the maintenance control manual reflect the organizational activities and practices;
 - c) ensure that the maintenance control manual provides clear instructions, procedures and information; and
 - d) determine that the procedures will result in the desired outcome.
- 4.4.6.2. The Airworthiness Inspector should check the Maintenance Control Manual to ensure that it is complete, up to date and appropriately distributed. The Airworthiness Inspector should also ascertain the efficiency and promptness of the amendment service and determine that all instructions for continued airworthiness issued by the organization responsible for the type design and the States concerned are promptly assessed and circulated to all those who need such information.



4.4.7 Fixed facilities

4.4.7.1 *Main base buildings*

- 4.4.7.1.1. Nig.CARs 9.2.2.1 requires all AOC applicants to have a principal base of operation. If the applicant is authorized to conduct maintenance under its AOC (i.e AMO or maintenance authorisation), then a principal base of operation and maintenance would be required. The base may be in the same location or separate locations.
- 4.4.7.1.2. Moreover, Nig.CARs 9.2.4.1 (a) requires each AOC holder to maintain operational and airworthiness support facilities at the main operating base appropriate for the area and type of operation.
- 4.4.7.1.3. The inspection should be designed to determine if the buildings to be utilized by the applicant at each base and terminal, including those located in other States, are: properly equipped; provided with the necessary communication equipment, sanitary facilities, security and emergency controls and warnings; and adequate for the operation to be conducted. Such an inspection would include the inspection of hangars, maintenance and overhaul workshops, aircraft parts storage, maintenance records storage, technical reference centre, administrative staff and maintenance personnel offices.
- 4.4.7.1.4. Where a hangar is not owned by the organization, it would be necessary to establish proof of tenancy.
- 4.4.7.1.5. Depending on the maintenance system the operator intends to adopt for the aircraft fleet, the Airworthiness Inspector should establish the following as applicable:
- i. hangar has sufficient space to carry out any planned maintenance work;
 - ii. facilities are provided for all planned work, and that specialized workshops and bays are segregated as appropriate to ensure protection from contamination and the environment;
 - iii. Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records;
 - iv. Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components from all other components, materials, equipment and tools. Storage conditions shall be in accordance with the manufacturer's instructions;
 - v. Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation;
 - vi. Adequate storage racks are provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage;
 - vii. All aircraft components, wherever practicable, are packaged in their protective material to minimize damage and corrosion during storage, and that a shall life control system is utilized and identity tags used to identify components,

4.4.7.2 *Line stations*

Line stations should have the appropriate facilities, equipment and maintenance personnel adequate for the operation to be conducted. The maintenance arrangements should clearly describe the facilities and resources including procedures for maintenance and the authorization of certifying personnel.



4.4.8 Mobile equipment

- 4.4.8.1. As applicable to the operation of the applicant, an evaluation and inspection of the mobile equipment and the procedure for its use should be accomplished. The inspection and evaluation should determine if the equipment required is available, appropriate for the aircraft operated, in sufficient quantity and quality.
- 4.4.8.2. Such equipment should include but not be limited to: tow bar, towing vehicles, ground power units, oxygen and compressed gas servicing equipment, fuelling vehicles, etc.

4.4.9 Aircraft inspection

4.4.9.1 Maintenance programme compliance

- 4.4.9.1.1. The applicant should demonstrate the bridging from the previous maintenance programme, if necessary, to the current approved maintenance programme and prorate the interval of tasks, as required.
- 4.4.9.1.2. The applicant should demonstrate on-time compliance with all the maintenance tasks listed in the approved maintenance programme including the tracking, forecasting and planning of all these tasks.

4.4.9.2 Maintenance records

- 4.4.9.2.1. Maintenance records, as described in the maintenance control manual, should be available for all aircraft, particularly compliance with all MCAI and description and certification of all major modifications and repairs.
- 4.4.9.2.2. The tracking, follow-up and rectification of defects, MEL and CDL items' procedures should be verified for their functionality.

4.4.9.3 Aircraft physical inspection

- 4.4.9.3.1. Depending on the number of aircraft involved and the defects found during the inspection, the Airworthiness Inspector should inspect at least one aircraft of each type.
- 4.4.9.3.2. The inspection should extend to a general condition of the aircraft interior and exterior.
- 4.4.9.3.3. The detail of the aircraft interior inspection should be to the extent to ensure that:
 - a) all the on-board emergency and safety equipment is in the designated location and the equipment has been maintained in accordance with the maintenance programme;
 - b) all required documentation is on board: AFM, MEL and CDL; and
 - c) log book and defects' rectification procedures meet the Maintenance Control Manual.
- 4.4.9.3.1. The detail of the aircraft exterior inspection should be to the extent to detect:
 - a) evidence of fuel leaks;
 - b) evidence of oil leaks;
 - c) damaged components or aircraft structure damage; and
 - d) engine and landing gear damage.

4.4.10 Administrative Procedures

- i. Airworthiness Inspector(s) should be familiar with the contents of the applicants approved manuals;



- ii. **Checklist CL:O-AWS001C** should be completed.
- iii. **Ramp Inspection Checklist CL:O-AWS023** should be completed for each aircraft physical inspection delineated in 4 below.
- iv. **Job Aid Form: O-OPS001A** for Phase four (4) should be completed along with other members of the certification team. Specifically, the areas marked “A” under the RESP. POS column are required to be completed by Airworthiness Inspector(s).
- v. The Airworthiness Inspector will inform the applicant of all deficiencies observed during the demonstration in writing and ensure that all corrective actions taken to correct the deficiencies are satisfactorily accepted by the Authority before the AOC can be issued.
- vi. Completed and appropriately signed copies of the Checklists, Form, correspondences with the applicant and evidence of rectification of discrepancies, Activity Advice, attendance records and minutes of minutes shall be filed in the AOC- Airworthiness Certification Folder

4.5 CERTIFICATION PHASE

4.5.1 Final preparation for the issuance of an AOC

- 4.5.1.1. The Certification Project Manager will have to notify the applicant of all discrepancies that need to be resolved before an AOC and its associated Operations Specifications can be issued.
- 4.5.1.2. Following the satisfactory completion of the inspections described in this chapter and the required correction of any deficiencies by the applicant, Airworthiness Inspectors should submit to the CPM their recommendations as to the applicant’s ability, in respect of continuing airworthiness, to safely carry out the proposed operation. These recommendations should of course be accompanied by copies of inspection reports and other documentation.
- 4.5.1.3. Typically, the Directorate of Operations & Training (DOT) would take the lead for an AOC certification with support from the Directorate of Airworthiness. It is therefore imperative that the Airworthiness and OPS sections of the NCAA coordinate with one another, and that there is documented evidence that both organizations have participated in the issuance of the AOC.
- 4.5.1.4. The CPM will provide appropriate recommendations on the issuance or denial of an AOC to the DG.
- 4.5.1.5. Guidance for preparation and issuance of Operations Specifications is contained in Chapter 47.

4.5.2 Administrative Procedure

- i. Airworthiness Inspectors should complete applicable sections of Job Aid Form: O-OPS001A for Phase five (5) with Flight Operations Inspectors and CPM.
- ii. Copies of the issued AOC, Operations Specifications, memo to CPM conveying recommendations as to the applicant’s abilities with respect to maintenance and airworthiness aspects and Job Aid Form: O-OPS001A for Phase four (5) should be filed in the AOC Certification Folder-Airworthiness.
- iii. The folder mentioned above should be sent to the GM (AOC & S) with a memo to notify the completion of the AOC certification process.
- iv. After review of the folder, the GM AOC & S should send it to the TFCC.

4.5.3. Period of validity of an Air Operator Certificate and the associated Operations Specifications

- 4.5.3.1. Nig.CARs 9.1.1.7 (2) & (4) provides for the issuance date and an expiry date to be entered on an AOC. The duration of the AOC, according to Nig.CARs 9.1.1.8, shall be Sixty (60) months or Thirty-Six (36) Months for



Scheduled and Non-Scheduled Operators respectively

4.5.3.2 In general, an AOC or any portion of an AOC issued by the Authority remains valid until:

- a) the Authority amends, suspends, revokes or otherwise terminates the certificate;
- b) the AOC holder surrenders the certificate to the Authority;
- c) the AOC holder suspends operations for more than a period determined in Nig,CARs 9.1.1.12 which stipulates 30 days for scheduled operations and 90 days for non-scheduled operations.
- d) the expiry date

4.5.4 Variation of the Air Operator Certificate and the Operations Specifications

4.5.4.1. Nig.CARs 9.1.1.9 states that the Authority may amend an operator's AOC if

- i. The Authority determines that safety in commercial air transport and the public interest require the amendment ; or
- ii. The AOC holder applies for an amendment, and the Authority determines that safety in commercial air transport and the public interest allows the amendment

4.5.4.2. If the Authority stipulates in writing that an emergency exists requiring immediate amendment in the public interest with respect to safety in commercial air transportation, such an amendment is effective without stay on the date the AOC holder receives notice.

4.5.4.3. An AOC holder may appeal the amendment, but shall operate in accordance with it, unless it is subsequently withdrawn.

4.5.4.4. Amendments proposed by the Authority, other than emergency amendments, become effective 30 days after notice to the AOC holder, unless the AOC holder appeals the proposal in writing prior to the effective date. The filing of an appeal stays the effective date until the appeal process is completed.

4.5.4.5. Amendments proposed by the AOC holder shall be made at least 30 days prior to the intended date of any operation under that amendment.

4.5.4.6. No person may perform a commercial air transport operation for which an AOC amendment is required, unless it has received notice of the approval from the Authority.

4.5.4.7. Any subsequent changes to the operation specified or to the equipment approved for use will necessitate amendments to the Operations Specifications. It is appropriate that an AOC will itself be a very basic document and that all aspects of the operation that might be the subject of change would be dealt with in the associated Operations Specifications.

Note.— Provisions for the content of the Air Operator Certificate and its associated Operations Specifications are contained in Nig.CARs IS 9.1.1.7 (a) & (e); and TGM Volume 3, Operations Handbook Chapters 3 & 17.

4.5.4.8. The process for the variation/amendment of AOC and Operations Specifications will be similar to the original certification five (5) phase processes, with the exception that in many cases it will be far less complex, depending upon the subject of the change that necessitates the amendment. Where changes involve new types of operation, new geographical areas or new aircraft the appropriate level of complexity will have to be applied to the process.



4.5.5 Renewal of an Air Operator Certificate

- 4.5.5.1. The continuing validity of an AOC is dependent upon an operator maintaining the requirements for an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified in the AOC and the associated operations specifications, under the supervision of the Authority.
- 4.5.5.2. NCAA shall conduct continuing surveillance of the operator to continuously determine that the AOC remains valid. The continuing surveillance guidance and procedures in chapter 23 of the TGM shall be followed
- 4.5.5.3. Nig.CARs 9.1.1.8 (b) stipulates that an AOC holder shall make application for renewal of an AOC at least 30 days prior to the expiry date of the AOC. The request for renewal should contain the same basic information that was submitted prior to the original certification and during the ongoing operations. Such renewal should follow a five-phase process but would not involve a complete recertification procedure. Thus it will not be an onerous or prolonged process, because of the continuing surveillance exercised by the Authority.
- 4.5.5.4. The team of Airworthiness Inspector (s) should identify the critical elements to be inspected before renewal. Critical elements can be determined and inspected on the basis of a risk assessment exercise so that the aspects of the operation that involve the greatest risk should receive more frequent attention. This is why it is imperative that the renewal team include Principal Maintenance Inspectors (PMIs) and Principal Avionics Inspectors (PAIs) that are responsible for oversight of the operator.
- 4.5.5.5. Aircraft surveillance would be achieved through Certificate of Airworthiness renewal process, by ramp inspection or aircraft inspection during AOC renewal.
- 4.5.5.6. This exercise is carried out concurrently with Operations Inspectors who are part of the team. A nominated team lead for the exercise shall, as in the case of initial certification, be responsible for conveying recommendations to the DG for renewal of the AOC, and this must be done when it has been established that the operator has satisfactorily closed all findings noted during the exercise.
- 4.5.5.7. Since AOC renewal Phase 4 activities does not include demonstration of emergency evacuation/ditching and demonstration flights, the approval of the Director General is not required but approval of the Chairman, Flight Standards Group (FSG) must be obtained after a satisfactory review of the AOC renewal Phase 1 to Phase 3 activities by GM-AOC & S of DAWS and GM-Operations of DOLTS. The Director General must be informed on the commencement of the AOC renewal Phase 4 activities.
- 4.5.5.8. Renewal of the AOC must, at all time, be carried out concurrently with the re-issuance of Operations Specifications Parts D & E appropriately signed, dated and stamped by the Director of Airworthiness and the Accountable Manager of the operator.
- 4.5.5.9. The process for the renewal of AOC and Operations Specifications will be similar to the original certification five (5) phase processes.