



NIGERIAN CIVIL AVIATION AUTHORITY

AVIATION HOUSE

P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

CL: O-OPS 034 AIR OPERATOR CERTIFICATE CHECKLIST (COMMERCIAL AIR TRANSPORT OPERATOR)

I. Purpose

This Air Operator Certificate Checklist (AOCC) is the method used by the NCAA, by which the overall completion of the Flight Operations Inspectors and the Maintenance and Avionics Inspectors participation in the operations and airworthiness evaluation, inspection and certification process is tracked.

It provides critical historical evidence that the proper operations evaluations were considered and accomplished. Once completed, this report will be included in the AOC Certification File.

The Certification Project Coordinator (CPM) shall ensure that the AOCC is properly filled and completed by all pertinent inspectors.

II. General Completion Instructions:

Part A – Details of the Auditee, NCAA Task Number, type of inspection and Assigned Inspectors

Part B – Pre-Application Phase

Part C - Formal Application Phase

Part D – Document Compliance and Evaluation Phase

Part E – Demonstration and Inspection Phase

Part F – Certification Phase

III. Evaluation Responsibilities

All line item job tasks, evaluations and inspections the left column of this report must have been evaluated by a designated member of the Certification Team, whose responsibilities are identified as follow:

- CPM - Certification Project Coordinator
- O - Flight Operations Inspector
- C - Cabin Safety Inspector
- A - Airworthiness Safety Inspector

After completion of an assigned task, the assigned inspector shall identify it as Satisfactory (S) or Unsatisfactory (US). In the case of an US condition, please refer to Appendix 7 for the issuance of Safety Issue Resolution Report(s).

IV. Other Coordination Required

The CPM should ensure that the proper coordination has been made with those line item evaluations that are also required by DAWS.

V. Renewal or Variation of AOCs

In the case of an AOC Renewal or Variation, the same type of form shall be applied.

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Part A

OFFICIAL NAME OF COMPANY		LOCATION ADDRESS	
MAILING ADDRESS (If different from location)		NCAA Reference Number	
TYPE OF INSPECTION <input type="checkbox"/> Initial <input type="checkbox"/> Re-issuance <input type="checkbox"/> Variation		CERTIFICATION PROJECT COORDINATOR*	
FLIGHT OPERATIONS INSPECTOR(S)*	CABIN SAFETY INSPECTOR(S)*	AIRWORTHINESS SAFETY INSPECTOR(S)*	

* Assignments:
 CPM - Certification Project Coordinator
 O - Flight Operations Inspector
 C - Cabin Safety Inspector
 A - Airworthiness Safety Inspector

** Legend:
 S – Satisfactory
 US - Unsatisfactory

Part B

Task #	Pre-Application Phase	Inspector Initials	S/US (if US, action to be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
1 (CPM)	A) Initial enquiry (verbal or written) made by applicant. Form NCAA-AOC-001)					
2 (CPM)	B) Pre-application statement 1) Procedures and other guidance materials for application of AOC. 2) PASI forwarded to DOT					
3 (CPM)	C) Certification Team (at least one Flight Operations Inspector, one Cabin Safety Inspector, one Airframe/Engine, one avionics inspector)					
4 (CPM)	D) Team determines acceptability of submitted PASI					
5 (CPM)	Conduct Pre-application Meeting					
5.1	1) Clarify PASI (Form NCAA-AOC-001)					
5.2	2) Overview of Certification process, i. e. civil aviation regulations compliance statement.					
5.3	3) Provide Schedule of Events describing all elements of the Certification process:					
5.3.1	a) Form, content of and documents required for formal application.					
5.3.2	b) Model Operations Specifications provisions.					
5.3.3	c) Other applicable publications and documents.					

Part C

Task #	Formal Application Phase	Inspectors Initials	*S/US (if US, action to be taken)	Date Received/Accomplished	Date Returned for Changes	Remarks
6 (CPM)	A) Applicant submits a formal application (returns AOC application form).					
7 (CPM)	B) Initial Review of Applicant's submission.					
7.1	1) Full and official name (legal)					
7.2	2) Mailing address					
7.3	3) Primary Operating location (Principal Maint. Base)					
7.4	4) Management Personnel names.					
7.5	5) Name and address of applicant					
7.6	6) Formal application attachments					
7.6.1	a) As per NCAA-AOC-002					
7.6.2	b) Statement of compliance with the civil aviation regulations					
7.6.3	c) Company general manuals to be submitted:					
7.6.3.1 (A)	i) Maintenance Management Exposition					
7.6.3.2 (O)	ii) Operations Manual must include at least:					
	Purpose and scope of manuals					
	Manuals to be carried on board					

	Responsibility for manual content					
	Responsibility for manual amendment					
	Distribution of manuals and amendments					
7.6.3.3 (O)	iii) Initial/new line curricula (crew members & Flt Ops officers:					
	Curricula must include at least:					
	Basic indoctrination training					
	Initial aircraft ground training					
	Initial aircraft flight training					
7.3.6.4 (O)	iv) Training Manuals to include:					
	Responsibility for appointment and supervision of training staff.					
	Qualification of training staff					
	Adequacy of training syllabus approved by NCAA					
	Adequacy of check forms/certificate for crew tests					
7.3.6.5 (A)	v) Curricula for maintenance personnel training					
7.3.6.6 (CPM)	vi) Management staff resumes:					
	General Manager (where applicable)					
	Director of Operations					
	Director of Maintenance					
	Chief Pilot					

	Chief Inspector (where applicable)					
7.3.6.7 (CPM)	vii) Documents of purchase, contract(s) and/or letters of intent to address:					
	Aircraft					
	Station facilities and services					
	Weather and NOTAM – gathering facilities and services					
	Communications facilities and services					
	Maintenance facilities and services					
	Aeronautical charts and related publications					
	Airport analysis and obstruction data					
	Contract training or facilities					
7.3.6.8 (CPM)	viii) Initial Compliance Statement (list each regulation pertinent to proposed operation and denote proposed compliance methods alongside each)					
	may refer to a manual or other document or indicate that the information will be provided in the final compliance statement)					
8 (CPM)	C) Formal Application Meeting					

8.1	1) Review Schedule of events (set dates in proper sequence for accomplishing or submitting listed items):					
8.2	2) Discuss each submission					
8.3	3) Resolve all discrepancies/ omissions, etc.					
8.4	4) Review Certification process					
8.5	5) Review impact if schedule of events are not met					
Remarks: (Initial decision on acceptability of formal application and attachments)						

Part D

Task #	Document Compliance and Evaluation Phase	Inspector's Initials	*S/US (if US, action to be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
9 (CPM)	A) Evaluate Management Qualifications (Review and accept/ approve/reject manuals and other documents (see inspectors handbooks as reference)					
9.1	1) Accountable Managers					
9.2	2) Director of Operations					
9.3	3) Director of Maintenance					
9.4	4) Quality Manager(s) a) Quality Manager/Chief Inspector for Operations (if any) b) Quality Manager for Maintenance (if applicable)					
9.5	5) Chief Pilot					
9.6	6) Safety Manager					
9.7	7) Training Captains					
9.8	8) Deviation letter (if a deviation from management personnel requirements is anticipated)					
9.9	9) Others					
10 (O)	B) Evaluate Operations Manual					
10.1	10) Emergency exit plan					

10.2	11) Carry-on Baggage Plan					
10.3	12) Drunkenness in aircraft					
10.4	13) Smoking in aircraft					
10.5	14) Imperiling safety of aircraft					
10.6	15) Stowaways					
10.7	16) Carriage of livestock					
10.8	17) Carriage of dangerous goods					
10.9	18) Carriage of weapons of war					
10.10	19) Carriage of unauthorized persons					
10.11	20) Allowable deficiencies					
10.12	21) Filing flight safety/incident reports					
10.13	22) Flying hours for management staff					
10.14	23) Method of deferring defects approved by Airworthiness dept.					
10.15	24) Least risk bomb location for each aircraft type.					
11 (A)	C) Maintenance Management Exposition					
12 (A/O)	D) Approved Aircraft Flight Manual					
12.1	1) Aircraft checklist					
12.1.1	a) Normal					
12.1.2	b) Abnormal					
12.1.3	c) Emergency					
13 (C)	E) Cabin Attendant Manual					
13.1	1) Emergency Equipment					
13.2	2) Cabin Equipment					
13.3	3) Galley					

13.4	4) Cabin Attendant knowledge					
13.5	5) Others – compliance with NCAA Operating regulations and rules (Passenger briefing cards)					
14 (A/O)	F) Deviation Request					
15 (A/O)	G) Flight Dispatch/Flight following/flight Locating procedures					
16 (A/O)	H) Continuous analysis and surveillance system					
17 (A/O/C)	I) Emergency evacuation demonstration plan.					
18 (O)	J) Aerodromes Data & Enroute Manual (Charts & Plates)					
19 (O)	K) Aerodrome/Runway Analysis (Performance)					
20 (A/O)	L) Minimum Equipment List/Configuration Deviation List					
21 (C)	M) Aircraft Cabin Log					
22 (A)	N) Maintenance Technical Manuals/ Documents					
22.1	1) Validity of Maintenance certifications					
22.2	2) Maintenance Release properly executed					
22.3	3) Technical logs (acceptable format and properly completed)					
22.4	4) Defect rectification properly covered by signature					
22.5	5) Deferred defect log					
22.6	6) Recurring defects and any shortage of spares					
22.7	7) Parts scrapping policy					
23 (O)	O) Fueling/Refuelling/ Defuelling Fuel flight planning & Records					

23.1	1) Flight planning formula					
23.2	2) Retention of fuel records					
23.3	3) Refueling with passengers on board – special instructions					
23.4	4) Fuel quality audit manual					
24 (O)	P) Ground servicing manual					
25 (O)	Q) Mass and Balance control programme					
26 (O)	R) Carriage of Dangerous Goods					
27 (O)	S) Security					
28 (O)	T) Continuing Analysis & Surveillance Programme					
29 (A)	U) Continuing Airworthiness Maintenance Programme					
30 (O)	V) Company's Emergency plan/notification					
31 (A/O)	W) Proving Flight Tests					
	Evaluate Applicable Training Programme Manuals					
32 (O)	X) Training Curricula (flight crew) to include:					
32.1	1) Company procedures indoctrination					
32.2	2) Emergency Equipment Drills					
32.3	3) Ground Training (Handling/ Servicing)					
32.4	4) Flight Training					
32.5	5) Recurrent training/recency checks					
32.6	6) Flight conversion training					

32.7	7) Special equipment training					
32.8 (C)	8) Cabin crew training					
32.9	9) Command training (captain)					
32.10	10) Records of progress					
32.11	11) Difference Training					
32.12	12) Security					
32.13	13) Dangerous Goods					
32.14	14) Check Airmen/Flight instructor					
32.15	15) Crew Resource Management					
32.16	16) Human factor elements					
32.17	17) Flt Safety Officer Training					
32.18 (A)	18) Maintenance Training					
32.18.1	a) Aircraft Maintenance Engineers Training/ Conversion Prog.					
32.18.2	b) Technicians Training					
Remarks						

Part E

Task #	Demonstration and Inspection Phase	Inspectors Initials	*S/US (if US, action to be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
33 (O/A)	A) Evaluate Organization, Base Facilities and Aircraft Equipment (observe, approve or disapprove)					
33.1 (O)	1) Airman/Cabin Crew training (classroom, simulator & aircraft training)					
33.2 (O)	2) Airman/Cabin crew testing and certification (airmen, crew members and dispatchers, as applicable)					
33.3 (O)	3) Station facilities inspection (equipment, procedures and personnel)					
33.4 (O)	4) Record keeping procedures inspection (documentation of training, flight and duty times, flight paper, etc)					
33.5 (O)	5) Flight Operations (dispatch, flight following or flight locating capabilities)					
33.6 (A)	6) Approved maintenance programme procedures inspection					
33.7 (A)	7) Maintenance activities (facilities, personnel, technical information, spare parts, etc)					
33.8 (A)	8) Aircraft inspection (conformity inspection, aircraft maintenance records, etc)					

33.9 (A)	9) Minimum Equipment List and Configuration Deviation List inspection (compliance with airplane owner's manual/airplane flight manual maintenance procedures, etc)					
33.10 (O)	10) Mass and balance control inspection (procedures, accuracy and document control)					
33.11 (O)	11) Emergency evacuation demonstration (aborted take off and/or ditching demonstrations)					
33.12 (A/O)	12) Aircraft proving test (Ref ICAO 8335-AN/879 : 5.5.4)					
33.13 (A/O)	13) Any other event appropriate for the type of operation to be conducted					
34 (O)	B) Evaluate Operator Conducting Training (classroom, simulators, aircraft)					
34.1	1) Training facilities					
34.2	2) Training schedules					
34.3	3) Flight crew member Training Evaluation					
34.3.1	a) Company procedures indoctrination					
34.3.2	b) Emergency equipment drills training					
34.3.3	c) Ground training					
34.3.4	d) Flight training					
	e) Differences Training					
34.4	4) Check Airmen/Instructor					

34.5	5) Cabin Crew Training Evaluation					
34.5.1	a) Company procedures Indoctrination					
34.5.2	b) Ground Training					
34.5.3	c) Emergency Equipment Drills Training					
34.6	6) Crew Resource Management					
34.7	7) Flight Supervision and Monitoring/ Flight Following					
34.8	8) Dangerous Goods Training					
34.8.1	a) Crew members					
34.8.2	b) Ground personnel					
34.9	9) Security Training					
34.10	10) Maintenance Training					
34.10.1	a) Training programme					
	ix) Maintenance Personnel					
	x) Quality assurance personnel					
34.10.2	b) Individual responsible for Maintenance training					
34.10.3	c) Training Facilities					
34.10.4	d) Training records					
34.11	11) Testing/Certification					
34.11.1	a) Pilots					
34.11.2	b) Flight Engineers (where applicable.					
34.11.3	c) Flt/ops/officers					

34.11.4 (C)	d) Cabin crew					
35 (A/O)	C) Aircraft Conformity Inspection (confirmation of actual a/c documents, etc)					
36 (A/O)	D) Main Operational Base					
37 (O)	E) Station/Facilities (Operations)					
38 (A)	F) Station/Facilities Maintenance)					
39 (O)	G) Flight Supervision and Monitoring/Flight Following					
40 (O)	H) Record Keeping Procedures					
40.1	1) Crew member					
40.1.1	a) Training					
40.1.2	b) Flight & Rest times					
40.1.3	c) Qualifications					
40.1.4	d) Location of records					
40.2 (A)	2) Maintenance					
40.2.1	a) Aircraft records					
40.2.2	b) Maintenance Personnel training					
40.2.3	c) Location of records					
40.2.3. 1	i) Individual responsible for maintenance					
40.2.3. 2	ii) Quality Manager & Staff					
40.2.3. 3	iii) Contract employees					
41 (O)	I) Flight/Trip Records					
	Records of periodic crew tests					
	xi) All crew – emergency/survival					
	xii) All pilots – annual instrument rating renewal line checks					

	xiii) Six months checks					
	xiv) Instrument approach proficiency					
	xv) Recency checks					
42 (O/C)	J) Emergency Evacuation Demonstration					
43 (O/C)	K) Ditching Demonstration					
44 (CPM)	L) Financial capability. (ICAO 8335-AN-879, 3.21.c3 ; 3.3.2.8f;4.2a)					Referred to DATR on
45 (CPM)	M) Certified proof of insurance					
Remarks						

Part F

Task #	Certification Phase	Inspector's Initials	*S/US (if US, action to be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
46 (CPM)	A) Prepare Certification Report					
46.1	1) Assemble Report					
46.1.1	a) Formal application letter/form of intent and attachments					
46.1.2	b) Final compliance statement (by NCAA)					
46.1.3	c) Copy of operations specifications					
46.1.4	d) Copy of Certificates					
47 (CPM)	B) Submit Report to DOT					
48 (CPM)	C) Prepare Operations Specifications					
49 (CPM)	D) Present Certificate & Operations Specifications					
50 (CPM)	E) Develop Post Certification Surveillance Programme					
50.1	1) Within Geographic Area					
50.2	2) Outside Geographic Area					
Remarks						

I have hereby reviewed this Form and declare conformity to the established Nigerian CAR's:

CPM's Name: _____

Signature: _____

Date: _____

AOC Number: _____