

**Jamaica Civil Aviation Authority**

Flight Safety Division

4 Winchester Road - Kingston 10 – Jamaica

Aircraft Importation / AOC Addition Checklist - (Quick Reference)**Operator:****Registration:****Date:****Aircraft Manufacturer / Model:****Serial No:**

1	Application to add aircraft to AMO - submitted.	
2	Owner's Checklist - completed and submitted.	
3	Proof of Ownership (<i>Bill of Sale/Lease Agreement</i>) - received.	
4	Certificate of Registration application - received.	
5	De-registration Notification - received.	
6	Certificate of Registration - issued. (<i>Registration marks + Fireproof Plate</i>)	
7	Noise Certificate - issued	
8	Export Certificate of Airworthiness (<i>Statement of Conformity</i>) - received.	
9	Certificate of Airworthiness - application received	
10	Certificate of Airworthiness - issued	
11	Maintenance / Service Manuals - in place (<i>Including CAA copies</i>)	
12	Master Minimum Equipment List (MMEL) - current revision status	
13	Operator's Minimum Equipment List (MEL) - approved.	
14	Aircraft Inspection Program - (<i>Tailored to operator's needs</i>)	
15	MCM Amendments - approval received.	
16	MPM Amendments - approval received.	
17	Ops Specs prepared and issued	
18	Operator's CMR completed and signed	
19	Maintenance Contracts - copies received	
20	Type Certificate Data Sheet - copy of current revision received.	
21	Cabin Configuration Chart & Seat Burn Certificates - received	
22	Integration Workscope – (<i>Including DFDR Read-out check</i>) - received	
23	STC / STA / Modification Listing - received	
24	Current Weight & Balance Report - received	
25	Insurance Certificate - copy received	
26	Aircraft Data Plate - picture or tracing received	
27	Inspection history - received (<i>Including Major Incident/Accident details</i>)	
28	External Damage/Repair chart - received	
29	Operator's Confirmation - all maintenance documents received	
30	Copy of Technical Log final certification - received	
31	Flight Manual Approval page - certified & delivered	
32	Airworthiness Directives - compliance verified.	
33	Hard-Time & Equipment Listing	
34	Engine/ Propeller Limiting Components & Borescope	
35	Spares Support –	
36	Special Tools and Equipment –	
37	Maintenance Facilities - Inspected and approved	
38	Adequate qualified staff	
39	Maintenance Training – approved	
40	Aircraft Radio Licence (<i>or copy of receipt</i>)	
41	Customs Clearance / Documentation Dealt with / DG	



42	Company operations manual Approve	
43	Line orientation /Proving runs.	
44	Cabin safety sign off	
45	ASW 0012 B sign off	