



Flight Safety Notification Operations

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

Certification of an Air Operator

Purpose

- (1) This Flight Safety Notification (FSN) describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under Civil Aviation Regulations (CARs). The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This FSN provides basic information applicable to the certification process. This FSN does not describe the process for obtaining an AOC when the AOC applicant proposes to conduct maintenance under the equivalent system of maintenance referenced in the Twelfth (12) Schedule of the CARs.
- (2) As there are a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion, of acceptable methods for preparing these documents, is not in this FSN. Operators will be briefed as necessary with details regarding the preparation of manuals and other required documents during meetings with Jamaica Civil Aviation Authority (JCAA) personnel. The information in this FSN and the reading material referenced in this FSN will assist the operator in completing the process with minimal delays and complications.
- (3) As there are a variety of acceptable operating parameters of an AOC holder’s operation, the elements of the application are also varied. The need for timely communication is therefore paramount. The JCAA’s Certification Project Manager (CPM), certification inspectors and key post holders of the AOC applicant should

establish clear communication channels to allow information to be shared precisely and early. Early communication can avoid potentially costly delays and unrealistic expectations in the certification process.

Applicant should expect formal letters within five (5) working days of an official meeting from the CPM or a certification inspector with the CPM in copy. The use of emails will be done to clarify any informal conversations with the certification team.

Reason for Revision

This Flight Safety Notification is being revised to clarify examples of conformance reports at section 14.

References

- (1) Civil Aviation Act, Civil Aviation Regulations (CARs) 2012, Schedules 1, 3, 4, 5, 6, 7, 8, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20 & 23.
- (2) Civil Aviation Act, Civil Aviation (Air Transport Licensing) Regulations, 1966
- (3) FSN-AW-2018-1 Certification of an Approved Maintenance Organization
- (4) FSN-GN-2018-01 JCAA Manual Review Process
- (5) ICAO Doc. 8335 Manual of Procedures for Operations Inspection, Certification and Continued Surveillance.

Applicability

Applicants for a Jamaican Air Operator Certificate.

Effectivity

This FSN will remain applicable indefinitely unless superseded or withdrawn by the Authority.

Definitions and Acronyms

See Appendix 5 of this document.

Background

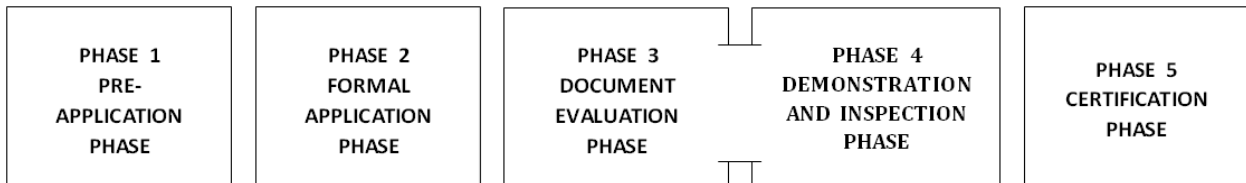
The JCAA recognizes the responsibility of Commercial Air Transport Operators to provide air transportation with the highest degree of safety possible in the public interest. The certification process is designed to ensure that prospective AOC holders understand and are capable of fulfilling this duty.

When satisfactorily completed, the certification process should ensure that the operator is able to comply with the Civil Aviation Act, CAA Regulations, and the international standards pertaining to the operation of aircraft as published in relevant annex to the convention on international civil aviation.

To conduct Commercial Air Transport Operations under Jamaica's Civil Aviation Authority (JCAA) Regulations, an operator must be a citizen as defined in the Regulations.

Action

- (1) There are five (5) phases in the air operator certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. (See appendix 6 for a detailed flow chart of the entire certification process). The five phases are:
 - (a) Pre-Application
 - (b) Formal Application
 - (c) Document Evaluation
 - (d) Demonstration and Inspection
 - (e) Certification



- (2) In some cases, the guidance and suggested sequence of events in this FSN may not be entirely appropriate. In such situations, the JCAA and the operator should proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certificated until the JCAA is assured that the Civil Aviation Act and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

Phase 1: Pre-Application phase

- (1) As far in advance as possible of an anticipated start of operations, a prospective operator should contact the JCAA Office and inform the JCAA of its intent to apply for an AOC. The prospective operator will be invited to meet briefly with JCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, Form FS204A - Pre-Application Statement of Intent (PASI), will be furnished. A sample of this form with instructions for completing it is in Appendix 1. The PASI should be completed, signed by the prospective operator, and returned to the JCAA's office.
- (2) JCAA personnel will review the PASI. If the information is incomplete or erroneous, the PASI will be returned to the prospective operator with the reasons for its return noted in Section 2. If the information is complete and acceptable, the JCAA will determine which personnel will be assigned to the certification project and schedule a Pre-Application meeting with the prospective operator and the selected JCAA certification team members.

- (3) The JCAA office will designate one certification team member as the Certification Project Manager (CPM). The CPM is the official JCAA spokesperson throughout the certification project.
- (4) The purpose of the Pre-Application meeting is to confirm the information on the PASI and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend the Pre-Application meeting and be prepared to discuss, in general terms, the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an air operator.
- (5) It is important to establish good working relationships and clear understandings between the JCAA and the operator's representatives. The JCAA recognizes that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the JCAA and adjusted to during these initial meetings.
- (6) To help promote understanding throughout the certification process, an application information package will be provided during the Pre-Application meeting. The application information package includes the following:
 - (a) The Certification Job Aid that will be used by JCAA inspectors during the certification project.
 - (b) A Schedule of Events which must be completed by the applicant and submitted with the formal application.
 - (c) An example set of Operations Specifications.
 - (d) Other publications or documents the CPM believes will be useful to the operator.
- (7) Schedule 12.020 (a) 1 & 2 specifies that an application for an AOC shall be made in a form and manner acceptable to the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made by using Form FS205A - Formal Application [See Appendix 2]. The accountable manager must sign the form. Certain documents must be submitted with the formal application. These documents (attachments) are briefly

- described in items 8 through 17 below and will be discussed in detail during the Pre-Application meeting.
- (8) Draft Operations Specifications Attachment: This describes the applicant's intended authorizations, limitations, provisions, and privileges specific to the operator's operations.
- (9) Air Operator Certification Job Aid and Schedule of Events Attachment (JCAA Form FS210): The schedule of events [see Appendix 3] is a key document that lists items, activities, programs, and aircraft and/or facility acquisitions that must be accomplished or made ready for the JCAA's inspection before certification. It should include dates when the crew members will start company indoctrination procedures. In addition, the schedule of events should include dates when maintenance personnel training will start; when maintenance facilities will be ready for the JCAA's inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when emergency evacuation demonstrations, ditching demonstrations and demonstration flights are planned to be performed, and the date of the proposed assessment of Chief Training and Checking Officer and other approved persons. These estimated dates must be logical in terms of sequence. For example, the estimated date for crewmember basic company procedures indoctrination ground training to begin should be after the date that sections of the company manuals pertinent to crewmember performance will be completed and submitted. Reasonable times for the JCAA to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the CPM should be notified as soon as practical.

Acquisition of high value items such as aircraft, staff and hangar facilities should be carefully considered so that overhead costs prior to beginning revenue operations are kept to a minimum.

- (10) Company General Manuals Attachment: These manuals, which may be issued in separate parts for specific users, contain information about the operator's general

- policies, duties and responsibilities of personnel, operational control policy, and procedures. These are commonly referred to as the Operations Manual and the Maintenance Control Manual. CARs require these manuals to include instructions and information necessary to permit flight, ground, and contract personnel to perform their duties and responsibilities with a high degree of safety. The CARS, Twelfth Schedule, including the Appendices, prescribes the content of these manuals. The entire manual system, as required by Schedule 12.355 of the CARs, shall be completely developed at the time of formal application.
- (11) Training and Checking Manuals: It is recognized that aircraft acquisition, facility arrangements, and certain training program elements may not be fully developed at the time of formal application. The company initial training curriculum portion of the Training Manual (completed to the extent possible) must be attached to the formal application letter. Initial training curricula must include at least the following curricula segments:
- (a) Company Procedures Indoctrination Training (Schedule 14.065)
 - (b) Initial Emergency Equipment Drills Training (Schedule 14.085)
 - (c) Initial Aircraft Ground Training (Schedule 14.090)
 - (d) Initial Aircraft Flight Training (Schedule 14.095)
- (12) Management Structure and Qualification Attachment:
- (a) CARs establish basic management positions, and the Schedules establish minimum qualifications for air operators proposing to conduct scheduled or charter commercial air transportation operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity of the planned operation. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's company manuals, operating provisions, the CARs and the planned operations relevant to the position. This attachment must contain resumes of the qualifications, licenses (including license numbers), ratings, and aviation experience for each of the following positions, or their equivalent:
 - (i) Accountable Manager (Chief Executive Officer or General Manager)
 - (ii) Director of Operations, or Senior Officer of Flying Operations
 - (iii) Chief Pilot

- (iv) Director of Safety, or Chief Flight Safety and Accident Prevention
 - (v) Chief Inspector, or Director Quality Assurance
 - (vi) Director of Maintenance
 - (vii) Chief Engineer
 - (viii) Flight Attendant Manager
- (b) If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for deviation, however, must be made in a separate petition, which presents specific justification. This request for a deviation should be made to the JCAA as soon as practical to enable the individual who will hold the position to be involved early in the certification process.
- (13) Documents of Purchase, Leases, Contracts, and/or Letters of Intent Attachments: These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:
- (a) Aircraft
 - (b) Station facilities and services
 - (c) Weather gathering facilities and services
 - (d) Communications facilities and services
 - (e) Maintenance facilities and services
 - (f) Maintenance contractual arrangements
 - (g) Aeronautical charts and related publications
 - (h) Aerodrome analysis and obstruction data
 - (i) Contract training and training facilities
- (14) Initial Conformance Report: This attachment should be a complete listing of all CARs applicable to the proposed operation. Pertinent subparts and each relevant section of the Regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each Regulation listed. If

the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and acceptable to the Authority. The following examples are samples of how relevant sections of CARs should be presented in a Conformance Report.

Example 1

Conformance Report - method of compliance fully developed - **preferred presentation**

Operator:		Airline:		Schedule 12 Conformance Report			
		Schedule Paragraph	Company Manual #	Company Comment	JCAA FSD Comment	Status	Inspector
Target Area	Regulation 2012	SUBPART H - AOC FLIGHT OPERATIONS MANAGEMENT					
De-icing and Anti-icing Programme	67, 68, 69, 70, 71 and 72	12.435					
		(1)	Flight Operations Manual (FOM)	p. 129, para 243			
			Maintenance Control Manual (MCM)	p. 45, para 12.5			
		(2)	See above (1)				
		(3)	See above (1)				

Example 2

Conformance Report - method of compliance not developed at time of formal application.

Schedule 12.420 Aeronautical Data Control System.

Operator:		Airline:		Schedule 12 Conformance Report			
		Schedule Paragraph	Company Manual #	Company Comment	JCAA FSD Comment	Status	Inspector
Target Area	Regulation 2012	SUBPART H - AOC FLIGHT OPERATIONS MANAGEMENT					
Aeronautical Data Control System	67, 68, 69, 70, 71 and 72	12.420					
		(a)		This system is currently under development and will be submitted for approval on (date).			
		(b)					

- (15) Financial, Economic and Legal Matters Assessment: This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic, and legal matters assessment.
- (16) List of Aircraft: This attachment should consist of a list of aircraft, (by make, model, and series) that the applicant intends to operate.
- (17) List of Designated Destination and Alternate Aerodromes: This attachment is required if the applicant is applying for scheduled domestic or scheduled international operations.

- (18) A thorough understanding of pertinent Regulations and advisory materials is critical to the success of the entire certification process. The operator and key management personnel must understand which regulations apply to the intended operation. A sample list of CARs as they apply to various kinds and types of operations is in Appendix 4.
- (19) During the Pre-Application phase and throughout the certification process, the operator will have to prepare documents and manuals for the JCAA's evaluation and approval or acceptance. The operator is encouraged to informally co-ordinate drafts of these documents with the CPM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the operator and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the operator.

Phase 2: Formal Application Phase

- (1) It is recommended that the formal application be submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the JCAA as far in advance of the proposed start-up date as possible.
- (2) The JCAA will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

Note that once any aspect of the formal application package has to be returned to the potential operator for correction, the 90-day time frame resets.

- (3) The operator's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- (4) If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The JCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.
- (5) The CPM is responsible for chronicling the status of the certification process as it progresses through all five phases. Formal communication will be sent from the CPM to the accountable manager at key intervals in the certification process. At a minimum the accountable manager can expect to get formal communication at 90-day intervals in the certification process.

Phase 3: Document Evaluation Phase

- (1) After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the JCAA. The JCAA will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action.
- (2) Each time that a manual has to be returned to the operator the expected time to complete the certification process will of necessity have to be extended. As such, it is critical that the potential operator, his key management personnel and the certification team establish clear lines of formal and informal communication through the CPM.
- (3) These communication sessions are key to reducing wastage of time and resources in getting the certification documents in order.
- (4) The complexity of the information which must be addressed in the operator's manuals and other documents depends on the complexity of the planned operation. The following list provides examples of information that must be provided by the operator and evaluated by the JCAA during this phase:
 - (a) Management personnel resumes outlining proposed management qualifications and civil aviation compliance histories.
 - (b) Operations Manual (may be in one or more parts).
 - (c) Maintenance Control Manual (may be in one or more parts). Includes the Approved Maintenance Organizations (AMO), Maintenance Procedures Manual (MPM).
 - (d) Aircraft maintenance programs and supporting manuals such as Maintenance Review Board (MRB) and Corrosion Prevention Control Program (CPCP).
 - (e) Mass and balance procedures/program.
 - (f) Training Program Manual.
 - (g) Approved Aircraft Flight Manual.
 - (h) Aircraft Operations Manual.

- (i) Minimum Equipment List (MEL) and MEL Management Program
 - (j) Configuration Deviation List (CDL).
 - (k) Cockpit checklist.
 - (l) Passenger briefing cards.
 - (m) Noise and emission plan (if applicable)
 - (n) Airport Runway Analysis
 - (o) Deviation requests.
 - (p) Dangerous Goods.
 - (q) Cabin Attendant Manual
 - (r) Dispatch/flight following/flight locating procedures.
 - (s) Draft Operations Specifications.
 - (t) Maintenance Reliability Program (if required).
 - (u) Plan for Demonstration Flights.
 - (v) Emergency evacuation demonstration plan.
 - (w) Ditching demonstration plan.
 - (x) Fully completed Conformance Report.
 - (y) Security Manual
 - (z) Safety Management Systems (if required)
- (5) The fully completed Conformance Report is the final evolution of the Initial Conformance Report that was submitted with the formal application. The fully completed Conformance Report ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programs, and/or procedures.
- (6) When the manuals and documents are satisfactory, they will be approved or accepted, as required by CARs. Approvals may be indicated by letter as appropriate, or by approval of Operations Specifications. Acceptance of information that does not require formal approval will be indicated by letter or by the lack of the JCAA's objection to the information.

Phase 4: Demonstration and Inspection Phase

- (1) CARs require an operator to demonstrate its ability to comply with regulations and safe operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations while being observed by JCAA inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the JCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.

- (2) Although the document evaluation and the demonstration and inspection phases have been discussed separately in this FSN, these phases may overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase.
 - (a) Conduct of training programs (classroom, simulators, aircraft, flight and ground personnel training).
 - (b) Crewmember and Flight Operations Officer testing and certification.
 - (c) Station facilities (equipment, procedures, personnel, fuelling/Defueling, de-icing, technical data).
 - (d) Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
 - (e) Flight control (Flight Supervision and Monitoring system or Flight Following system)
 - (f) Maintenance and inspection programs (procedures, record keeping).
 - (g) Aircraft (conformity inspection, aircraft maintenance records, etc.).
 - (h) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
 - (i) Mass and balance program (procedures, accuracy, and document control).
 - (j) Passenger emergency evacuation demonstration (aborted take-off demonstration and ditching demonstration).


- (k) Demonstration Flights. Includes full-scale simulation of revenue operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable CARs.
- (l) Application of Security procedures.

If an applicant for an Air Operator Certificate plans to conduct maintenance internally, the applicant should concurrently seek JCAA approval of its maintenance organization. The applicant needs to co-ordinate 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 cited under Schedule 12.070, require the applicant to demonstrate to the JCAA all proposed flight and ground operations. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organization to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) agree.

Phase 5: Certification Phase

- (1) After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the JCAA will prepare an Air Operator Certificate and approve the Operations Specifications. The Operations Specifications contain authorizations, limitations, and provisions specific to an operator's operation. The operator must acknowledge receipt of these documents.
- (2) The certificate holder is responsible for continued compliance with CARs and the authorizations, limitations, and provisions of its certificate and Operations Specifications. As a certificate holder's operation changes, the Operations Specifications must be amended accordingly. The process for amending Operations Specifications is similar to the certification process. In some cases, it may be a less complex procedure depending on the subject of the amendment.
- (3) The JCAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the CARs and safe operating practices.

Approved by: _____



Date: 3/May/2022

Noel Ellis
Director, Flight Safety
for Director-General of Civil Aviation
Jamaica Civil Aviation Authority

Explanation of Appendices to this Flight Safety Notification

- (1) Appendix 1 provides a sample of the Pre-Application Statement of Intent FS204A and instructions on how to complete it.
- (2) Appendix 2 provides a sample formal application Form FS205A.
- (3) Appendix 3 provides a Certification Job Aid and Schedule of Events FS210.
- (4) Appendix 4 provides a list of applicable regulations.
- (5) Appendix 5 provides definitions of terms as they are used in the certification process.
- (6) Appendix 6 provides a detailed flow chart of the entire certification process.

Section 1D. To Be Completed By Air Operators		
8. Aircraft Data		9. Geographic area of intended operations:
Numbers and types of aircraft (by make, model, and series)	Number of passenger seats or cargo payload capacity	
10. Additional information that provides a better understanding of the proposed operation of business (attach additional sheets, if necessary)		
11. The statements and information contained on this form denote an intent to apply for JCAA certification.		
_____ Signature	_____ Date	_____ Name and Title
Section 2. To be Completed By Authority		
Confirmation of receipt by DFS (including applicable fees):	Date:	
Pre-application Number Assigned	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only	
Certification Project Manager Assigned:	Date set for Pre-Application Meeting:	
Remarks		

Figure 2: JCAA Form FS204A: Pre-Application Statement of Intent (PASI) (Back Page)

Section 1A

All applicants shall complete this section.

- 1) Enter the company's official name and mailing address. Include any other business name if different from the company name.
- 2) This address shall be the physical location where primary operating activities are based. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter "same." Include secondary business addresses of operation and identify the type of operation conducted.
- 3) Enter the estimated date when operations or services will begin.
- 4) This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organizations, a randomly selected number will be assigned.
- 5) Enter the names, titles, email addresses and telephone numbers of management personnel required by Schedule 12.130.

NOTE: Management personnel qualification requirements are specified in the CAR Schedule 12, Appendix 1 to 12.130.

SECTION 1B

All applicants shall complete this section, as appropriate.

- 6a) Select all types of operations that apply. If other options apply select "other" and provide further details in Section 10.
- 6b) Select all types of additional authorities that are being requested, if any.

SECTION 1C

- (7) To be completed if air operator intends to perform maintenance as an Approved Maintenance Organization (AMO). If not operating as an AMO section 10 should be used to indicate how aircraft maintenance will be conducted.

SECTION 1D


- (8) Aircraft data is to be provided here. Indicate the number and types of aircraft by make model, series and number of passenger seats or cargo payload capacity.

If the aircraft intended for use are foreign registered, this needs to be indicated and copies of lease agreements must be submitted at the appropriate time.

- (9) Indicate the geographic areas, route structures and destination airports of proposed operation.
- (10) Any additional information as required from section 6a, 7 or other information applicable to potential operator should be entered here.
- (11) The Pre-Application Statement of Intent (PASI) denotes intent to seek JCAA certification as an air operator. The Accountable Manager must sign the PASI Form. If the PASI Form is signed by another individual who is not the Accountable Manager, the accountable manager must submit with the PASI Form a letter addressing the signee's authority to do so.

Appendix 2

Sample Formal Application Form

	AIR OPERATOR CERTIFICATE / AERIAL APPLICATION CERTIFICATE - FORMAL APPLICATION/RENEWAL
1. Date of Submission:	
2. Applying Company Name:	
3. The following certificates and operations specifications authorizations are requested:	
<input type="checkbox"/> - Air Operator Domestic Scheduled Operations <input type="checkbox"/> - Air Operator International Scheduled Operations <input type="checkbox"/> - Air Operator Domestic Charter-Only Operations <input type="checkbox"/> - Air Operator International Charter-Only Operations <input type="checkbox"/> - Air Operator Domestic Cargo-Only Operations <input type="checkbox"/> - Air Operator International Cargo-Only Operations <input type="checkbox"/> - Approved Maintenance Organization <input type="checkbox"/> - Aerial Application Domestic Operations <input type="checkbox"/> - Domestic Aerodrome Operator <input type="checkbox"/> - International Aerodrome Operator	
4. The following operations specification authorizations are requested with the issuance of the AOC/AAC:	
<input type="checkbox"/> - Passengers <input type="checkbox"/> - All Weather Operations - CAT I <input type="checkbox"/> - Cargo <input type="checkbox"/> - All Weather Operations - CAT II <input type="checkbox"/> - Emergency Medical Service <input type="checkbox"/> - All Weather Operations - CAT IIIA <input type="checkbox"/> - VFR Day Only <input type="checkbox"/> - All Weather Operations - CAT IIIB <input type="checkbox"/> - VFR Day and Night Only <input type="checkbox"/> - All Weather Operations - CAT IIIC <input type="checkbox"/> - IFR Day and Night <input type="checkbox"/> - All Weather Operations - Low Visibility Takeoffs <input type="checkbox"/> - Helicopter Offshore Operations <input type="checkbox"/> - <u>RVSM Operations</u> <input type="checkbox"/> - Helicopter Operations <input type="checkbox"/> - MNPS Operations - <input type="checkbox"/> - Single Pilot Operations <input type="checkbox"/> - RNP/RNAV Operations <input type="checkbox"/> - IFR Single Pilot with Autopilot <input type="checkbox"/> - PRM Operations <input type="checkbox"/> - Dangerous Goods Operations <input type="checkbox"/> - ETOPS Operations <input type="checkbox"/> - Joint Military/ Civilian Use Aerodrome <input type="checkbox"/> - Agricultural Dispensing Operations	
5. There are changes to the information submitted in the PRE-APPLICATION STATEMENT OF INTENT: <input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - NOT APPLICABLE	
6. IF YES - List those changes in this block:	
7. The resumes of all management post-holders are included with this application form: <input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - NOT APPLICABLE	
8. IF NO - List those positions for which no management post-holder has yet been identified or for which no resume is attached:	
9. The following conformance reports are attached to this application:	
<input type="checkbox"/> - Schedule 6 <input type="checkbox"/> - Schedule 14 <input type="checkbox"/> - RNAV Operations <input type="checkbox"/> - Schedule 7 <input type="checkbox"/> - Schedule 15 <input type="checkbox"/> - MNPS Operations <input type="checkbox"/> - Schedule 8 <input type="checkbox"/> - Schedule 16 <input type="checkbox"/> - ETOPS Operations <input type="checkbox"/> - Schedule 10 <input type="checkbox"/> - Schedule 17 <input type="checkbox"/> - PRM Operations <input type="checkbox"/> - Schedule 11 <input type="checkbox"/> - Schedule 18 <input type="checkbox"/> - Other Operations: (specify) <input type="checkbox"/> - Schedule 12 <input type="checkbox"/> - Schedule 20 <input type="checkbox"/> - All Weather Operations <input type="checkbox"/> - Schedule 13 <input type="checkbox"/> - RVSM Operations	

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Figure 3: JCAA Form FS205A: Air Operator Certificate Formal Application (Front Page)

<p>10. Completed copies of the FSD request for documents and manuals are included with this application: <input type="checkbox"/> - YES <input type="checkbox"/> - NO</p>		
<p>11. Individual copies of all manuals requested by the FSD are included with this application: <input type="checkbox"/> - YES <input type="checkbox"/> - NO</p>		
<p>12. Individual copies of all leases and other documents requested by the FSD are included with this application: <input type="checkbox"/> - YES <input type="checkbox"/> - NO</p>		
<p>13. If "NO," list all documents and manuals requested by the FSD that are not included:</p> 		
<p>14. Applicant is requesting early evaluation and approval of operations or maintenance training: <input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - NOT APPLICABLE</p>		
<p>15. List specific training syllabi, simulators, training facilities and personnel which will require early interim evaluation and approval:</p> 		
<p>16. The resumes of all persons nominated to be flight and cabin crew training and checking positions are included with this application form: <input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - NOT APPLICABLE</p>		
<p>17. IF <u>NO</u> - List any necessary training or checking position which does not yet have a nominated person.</p> 		
<p>18. A completed copy of the PROPOSED Schedule of Events is included with the application: <input type="checkbox"/> - YES <input type="checkbox"/> - NO</p>		
<p>19. Completed copies of the air operator complexity tables are included with the application: <input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - NOT APPLICABLE</p>		
<p>20. 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 this company is committed to fulfill all specified requirements for this certification.</p>		
Signature	Date	Name and Title

Figure 4: JCAA Form FS205A: Air Operator Certificate Formal Application (Back Page)

Appendix 3

Air Operator Certification Job Aid and Schedule of Events (Commercial Air Transport Operators)

OFFICIAL NAME OF COMPANY				LOCATION ADDRESS																																													
MAILING ADDRESS (if different from location)				PRE-CERTIFICATION NUMBER:																																													
CAA REFERENCE	OPS Insp.	AIR Insp.	AVI Insp.	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference																																										
I. PRE-APPLICATION PHASE																																																	
A. Initial Orientation: Inspector: _____ 1. Certification Advisory Pamphlet provided to applicant. 2. Pre-application Statement of Intent (PASI) a. Forwarded to Director CAA																																																	
B. Certification Team Designated (at least one operations, one maintenance, and one avionics inspector)																																																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Speciality</th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">PM</td> <td>_____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Name	Speciality					PM	_____	_____						_____	_____						_____	_____						_____	_____						_____	_____				
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	_____	_____																																															
C. Conduct Pre-application Meeting 1. Verify PASI Information 2. Overview of Certification Process 3. Provide Certification Package Containing: a. Certification Job Aid b. Schedule of events c. Model Specific Operating Provisions d. Other Applicable Publications and Documents 4. Explain Formal Application Submissions																																																	
Remarks:																																																	

CAA REFERENCE	II. FORMAL APPLICATION PHASE	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Review Applicant's Submission				
	1. Fomal Application Letter/Form				
	a. Full and Official name (Legal)				
	b. Mailing Address				
	c. Primary Operating Location (Principal Operations/ Maintenance Base)				
	d. Name and address of applicants agent for service				
	e. Key Management Personnel Names				
	2. Fomal Application Attachments				
	a. Schedule of events				
	b. Initial compliance statement				
	c. Company general manuals				
	i. Operations Manual.				
	ii. Maintenance Control Manual				
	iii Aircraft Maintenance Program				
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training				
	e. Management and Key Staff qualifications/resumes				
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent				
	B. Evaluation of CAA Resources Based on Schedule of Events				
REMARKS:					
	C. Formal Application Meeting				
	1. Schedule of events Date:_____ Time:_____				
	2. Discuss each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review Certification Process				
	5. Review Impact if Schedule of Events are not met				
	D. Issue Letter Accepting/Rejecting Application				
REMARKS:					

CAA REFERENCE	III. DOCUMENT EVALUATION PHASE	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
REMARKS:					
	A. Evaluate Applicable Training Programs 1. Training Curricula				
	a. Company Procedures Indoctrination				
	b. Emergency Equipment Drills Training				
	c. Ground Training (Handling/Service/De-icing)				
	d. Flight Training				
	e. Recurrent Training				
	f. Transition/Upgrade Training				
	g. Differences Training				
	h. Security				
	i. Dangerous Goods				
	j. Check Airmen/Flight Instructor				
	k. Crew Resource Management				
	2. Flt/Ops/Officer Training				
REMARKS:					
	B. Evaluate Management Qualifications				
	1. Accountable Manager				
	2. Director of Operations				
	3. Director of Maintenance				
	4. Quality Manager/s				
	a. Quality Manager for Operations (if applicable)				
	b. Quality Manager for Maintenance (if applicable)				
	5. Chief Pilot				
	6. Director of Safety				
	8. Request for Deviation Letter (If Applicable)				
	9. Other				
REMARKS:					

CAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	C. Evaluate Operator's Manual System				
	1. Completed Operations Manual				
	a. Emergency exit plan				
	b. Carry-on Baggage plan				
	2. Completed Maintenance Control Manual				
	3. CAA Approved Aeroplane Flight Manual				
	4. Aircraft Checklists				
	a. Normal				
	b. Abnormal				
	c. Emergency				
	5. Cabin Attendant Manual				
	6. Flight Supervision and Monitoring/Flight Following				
	7. Station/Facility Operations				
	8. Company Emergency Manual				
	9. Aerodrome Data & En Route Manual (Charts and Plates)				
	10. Aerodrome/Runway Analysis (Performance)				
	11. Minimum Equipment List				
	a. (MEL Management Program)				
	12. Configuration Deviation List				
	13. Maintenance Technical Manuals:				
	14. Fuelling/Refuelling/Defuelling				
	15. Ground Servicing Manual				
	16. Mass and Balance Control Program				
	17. Dangerous Goods				
	18. Security				
	19. Reliability Program				
	20. Completed Continuous Airworthiness Maintenance Program				
	21. Emergency Plan/Notification				
	22. Passenger Briefing Cards				
Remarks:					

JCAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	D. Other Evaluations				
	1. Aircraft Lease				
	2. Maintenance				
	3. Servicing Contracts/Agreements				
	4. Exemption/Deviation Requests/Justification				
	5. Plan for Emergency Evacuation Demonstration				
	6. Plan for Demonstration Flight				
	8. Final Conformance Report				
	9. Initiate Operations Specifications preparation				
	10. Training Contracts				
	11. De-icing/Anti Icing				
	12. Exit Row Seating				
Remarks:					

CAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Evaluate Operator Conducting Training				
	1. Training Facilities				
	2. Training Schedules:				
	3. Flight Crewmember Training				
	a. Company Procedures				
	b. Emergency Equip. Drills				
	c. Ground Training				
	d. Flight Training				
	e. Differences Training				
	4. Check Aimen/Instructor				
	5. Cabin Crew				
	a. Company Procedures				
	b. Emergency Equip. Drills				
	c. Ground Training				
	6. Crew Resource Management				
	7. Flight Supervision and Monitoring/Flight Following				
	8. Dangerous Goods Training				
	a. Crewmembers				
	b. Ground personnel				
	9. Security Training				
	10. Maintenance Training				
	a. Director of Maintenance				
	b. Quality Manager				
	c. Quality system Personnel				
Remarks:					

CAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	B. Testing/Certification				
	1. Pilots				
	2. Flight Engineers				
	3. Flt/Ops/Officers				
	4. Cabin Attendants				
	C. Aircraft Conformity Inspection				
	D. Main Operations Base				
	E. Main Maintenance Base				
	F. Station/Facilities (Operations)				
	G. Station/Facilities (Maintenance)				
	H. Flight Supervision and Monitoring/Flight Following				
	I. Recordkeeping Locations				
	1. Crewmember				
	a. Training				
	b. Flight & rest Times				
	c. Qualification				
	2. Maintenance				
	a. Aircraft Records				
	b. Maintenance Personnel				
	i. Director of Maintenance				
	ii. Quality Manager and staff				
	iii. Contract Employees				
	J. Flight/Trip Records				
	K. Emergency Evacuation				
	L. Ditching Demonstration				
	M. Demonstration Flight Evaluation				
	N. Proof of Economic Authority				

Remarks:

CAA REFERENCE	V. CERTIFICATION PHASE	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Approve Operations Specifications				
	B. Present Certificate & Operations Specifications				
Remarks:					
	C. Prepare Certification Report				
	1. Assemble Report				
	a. Formal Application Letter				
	b. Final Conformance Report				
	c. Copy of Operations				
	d. Copy of Certificate				
	e. Summary of Difficulties				
	2. Distribute Report				
Remarks:					
	D. Develop Post Certification Surveillance				
	1. Within Geographic Area				
	2. Outside Geographic Area				
Remarks:					

Appendix 4

Civil Aviation Regulations (CARs)

Section 1 - Applicable Schedules of the CARs

Schedule 01	-	General policies, procedures and definitions
Schedule 03	-	Aircraft registration and marking
Schedule 04	-	Aircraft and component original certification
Schedule 05	-	Continuing Airworthiness of Aircraft
Schedule 06	-	Approved Maintenance Organisation
Schedule 07	-	Required Instruments and Equipment
Schedule 08	-	Personnel licensing and Medical certification
Schedule 10	-	Operations of Aircraft
Schedule 12	-	Air Operator Certification
Schedule 13	-	Passenger carrying requirements
Schedule 14	-	AOC Operations Personnel Qualification requirements
Schedule 15	-	Duty, Flight and Rest periods for AOC Operations Personnel
Schedule 16	-	AOC operational control and flight release requirements
Schedule 17	-	Mass and Balance and Performance for commercial aircraft
Schedule 18	-	Dangerous Goods
Schedule 20	-	Aviation Security
Schedule 22	-	Fees
Schedule 23	-	Facilitation

Section 2 - Other Regulations that may be Applicable to Certification as an AOC

Additional publications applicable to a certification of an air operator may be referenced depending on the type of operations applied for.

Section 3 - Applicable International Rules and Documents International Operations ICAO Annexes

Annex 1	-	Personnel Licensing
Annex 2	-	Rules of the Air
Annex 6	-	Operation of Aircraft
Annex 8	-	Airworthiness of Aircraft
Annex 11	-	Air Traffic Services
Annex 16	-	Environmental Protection
Annex 19	-	Safety Management

Other ICAO Documents

Document 4444	Air Traffic Management
Document 7030	Regional Supplementary
Document 8168	Aircraft Operations
Document 8335	Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9284	Technical Instructions for the Safe Transport of Dangerous Goods by Air
Document 9365	All Weather Operations
Document 9683	Human Factors Training Manual
Document 9760	Airworthiness Manual
Document 9859	Safety Management Systems
Document 10153	Preparation of an Operations Manual

Civil Aviation Regulations may be obtained by writing to:

Jamaica Printing Services
77 ½ Duke Street
Kingston
Jamaica
876 967 2250
Email: sales@jps1992.org or jps1992@cwjamaica.com

ICAO information may be obtained by writing to:

International Civil Aviation Organisation
Attention: ECommerce and Publication Sales Unit (ECP)
999 Robert Bourassa Boulevard
Montréal, Quebec
Canada H3C 5H7
Telephone: +1 514-954-8022
Email: sales@icao.int

Appendix 5

Definitions

This appendix defines terms used in this Flight Safety Notification and/or the certification process:

Commercial Air Transport	Aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.
Scheduled operation	<p>A series of flights possessing the following characteristics:</p> <ul style="list-style-type: none">• performed by aircraft for the transport of passengers, mail or cargo for remuneration, in such a manner that each flight is open to the use by members of the public;• operated so as to serve traffic between the same two or more points, either:<ul style="list-style-type: none">i. according to a published timetable, orii. with flights so regular or frequent that they constitute a recognizably systematic series.

ICAO Doc 9587 Policy and Guidance Material on the Economic Regulation of International Air Transport 4th ed. page 1-13

Non-Scheduled Air Service A commercial air transport service performed as other than a scheduled air service. A charter flight is a non-scheduled operation using a chartered aircraft. Though the terms non-scheduled and charter (i.e., a contractual arrangement between an air carrier and an entity hiring or leasing its aircraft) have come to be used interchangeably, it should be noted that not all commercial non-scheduled operations are charter flights. [Such as those involved in aerial works.]

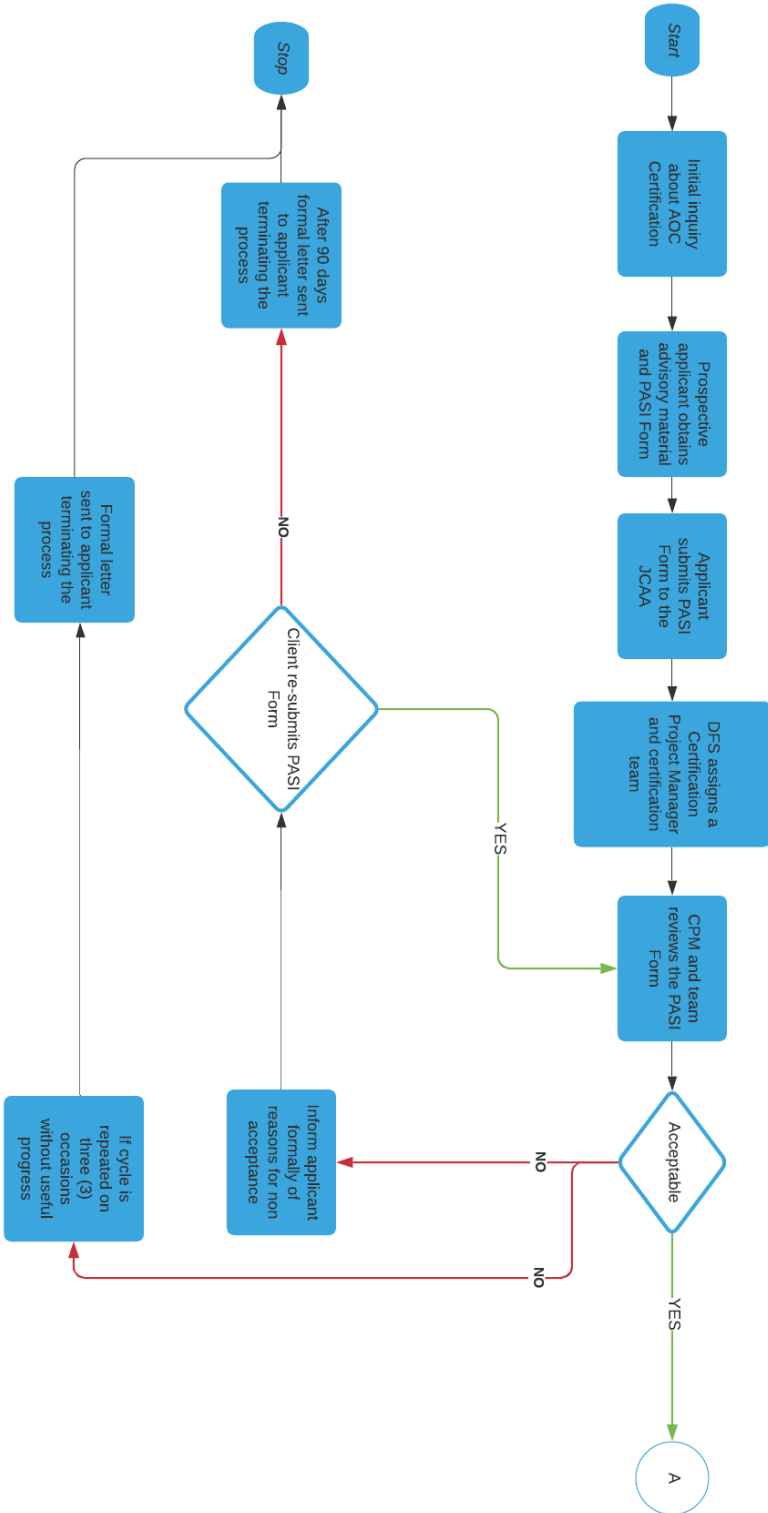
ICAO Doc. 9626 Manual on the Regulation of International Air Transport 2nd ed. Para 7.1.1

Principal base of operations Means the primary operating location of a certificate holder as designated by the JCAA.

Acronyms

AMO	Approved Maintenance Organization
AOC	Air Operator Certificate
CAA	Civil Aviation Authority
CARs	Civil Aviation Regulations
CDL	Configuration Deviation List
CPCP	Corrosion Prevention Control Programme
CPM	Certification Project Manager
DFS	Director Flight Safety
FSN	Flight Safety Notification
JCAA	Jamaica Civil Aviation Authority
MCM	Maintenance Control Manual
MEL	Minimum Equipment List
MPM	Maintenance Procedures Manual
MRB	Maintenance Review Board
PASI	Pre Application Statement of Intent
PM	Project Manager (Certification)

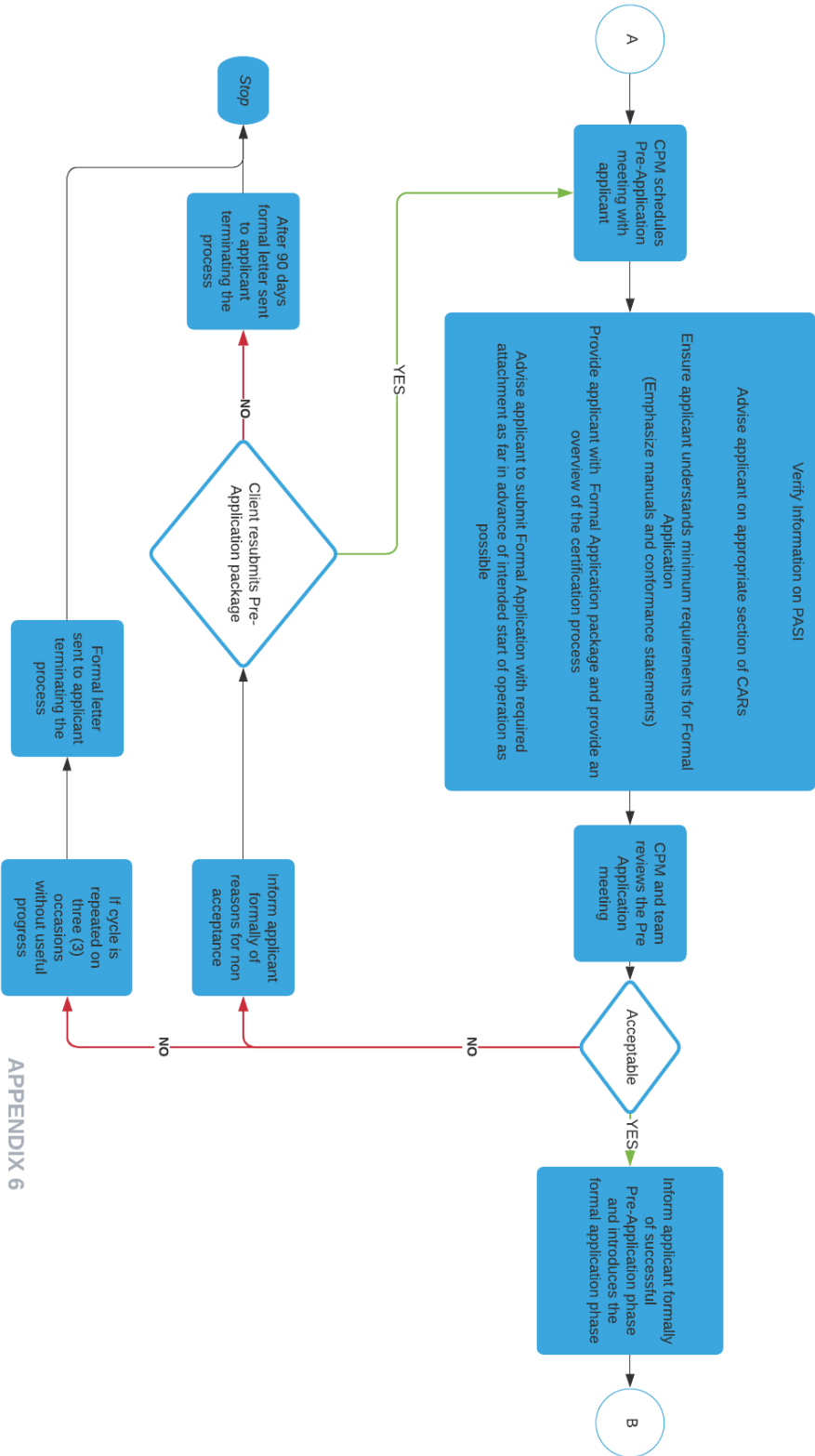
AIR OPERATOR CERTIFICATION PROCESS PRE-APPLICATION PHASE



APPENDIX 6
CERTIFICATION PROCESS FLOW CHART
PAGE 1 OF 6

AIR OPERATOR CERTIFICATION PROCESS PRE-APPLICATION PHASE

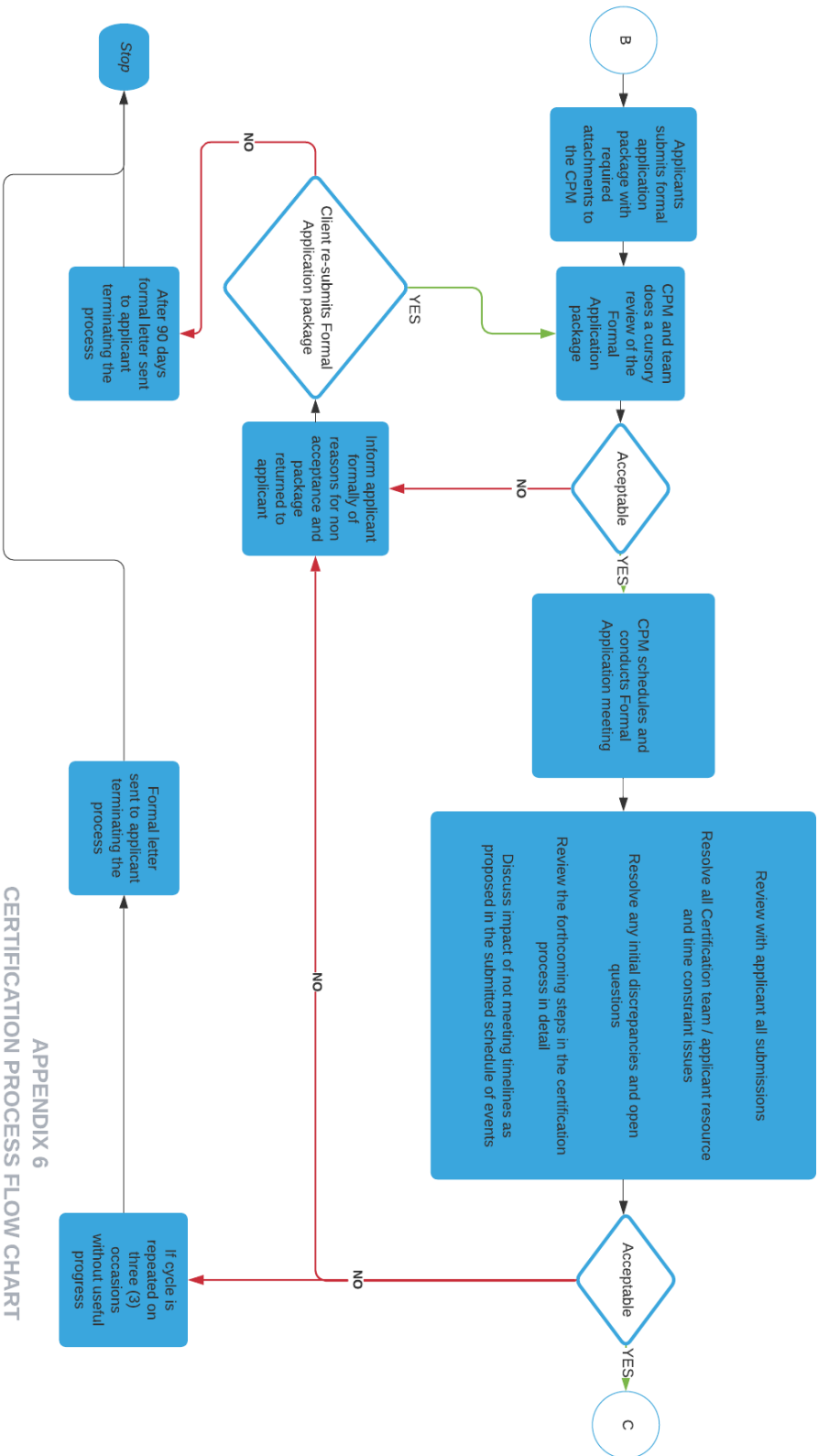
Pre-Application Meeting



APPENDIX 6
CERTIFICATION PROCESS FLOW CHART
PAGE 2 OF 6

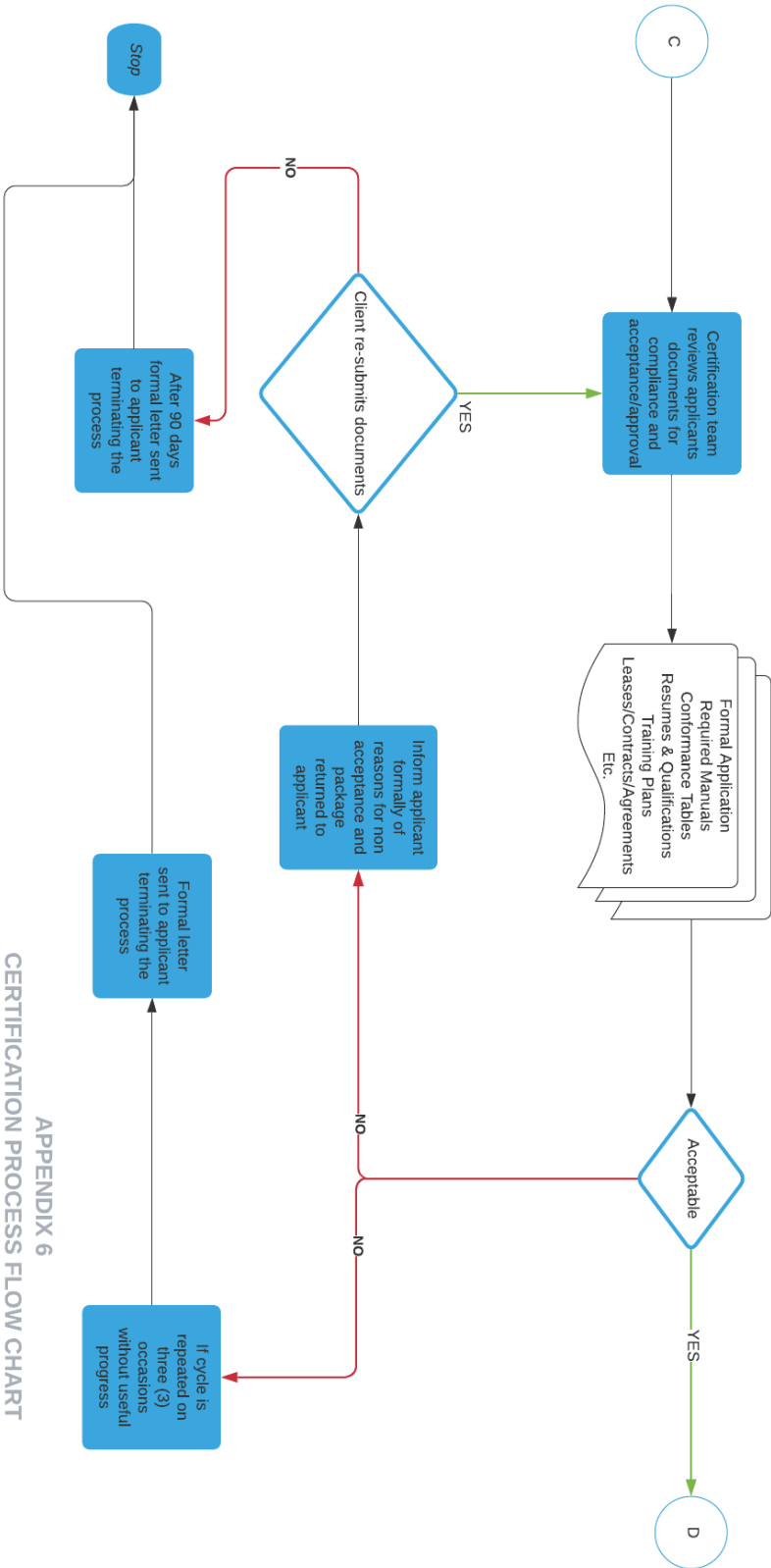
AIR OPERATOR CERTIFICATION PROCESS FORMAL APPLICATION PHASE

Formal Application Meeting



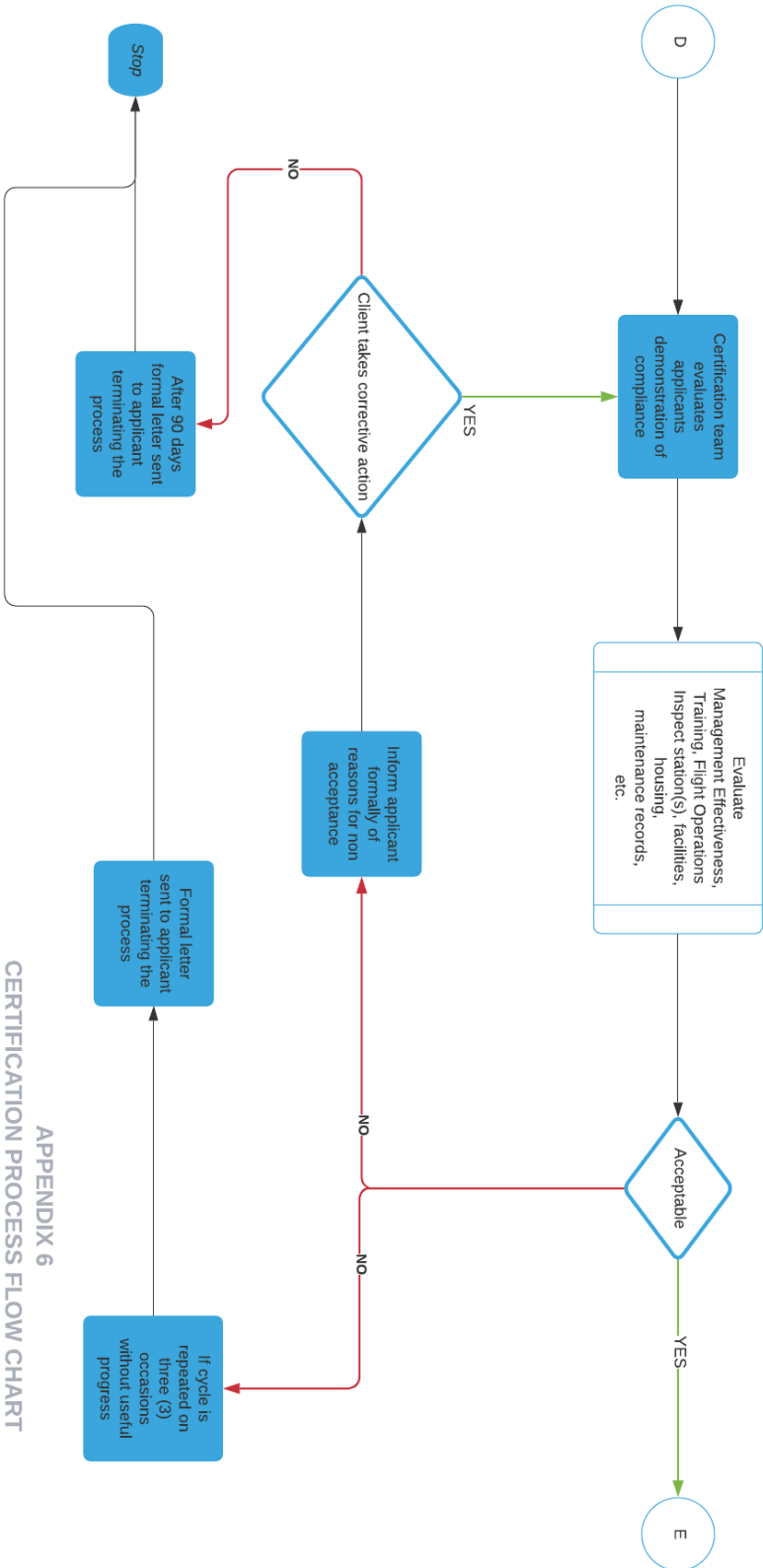
APPENDIX 6
CERTIFICATION PROCESS FLOW CHART
PAGE 3 OF 6

AIR OPERATOR CERTIFICATION PROCESS DOCUMENT EVALUATION PHASE



APPENDIX 6
CERTIFICATION PROCESS FLOW CHART
PAGE 4 OF 6

AIR OPERATOR CERTIFICATION PROCESS DEMONSTRATION PHASE



APPENDIX 6
CERTIFICATION PROCESS FLOW CHART
PAGE 5 OF 6

AIR OPERATOR CERTIFICATION PROCESS CERTIFICATION PHASE

