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| FS-OPS-FRM-001                                    |           | <b>FOIM (Flight Operations Inspector Manual)</b> | <br>سازمان هواپیمایی کشوری<br>معاونت استاندارد پرواز - دفتر عملیات پرواز |
| Application for AOC and Operations Specifications |           |  |   |
| Revision 00                                       | July 2018 |  |   |

## Application for AOC and Operations Specifications

| 1. Particulars of the Applicant |   |              |             |
|---------------------------------|---|--------------|-------------|
| i.                              | Name of the Operator:                                     |              |             |
| ii.                             | Doing Business As:  |              |             |
| iii.                            | Registered as:  |              |             |
| iv.                             | Chief Executive Officer                                   |              |             |
|                                 | Name  | Title        | Nationality |
|                                 |   |              |             |
|                                 | Contact Details   | Telephone:   |             |
|                                 |   | Fax:         |             |
|                                 |   | Email:       |             |
| v.                              | Mailing address<br>(Head Office):                         | Telephone:   |             |
|                                 |   | Fax:         |             |
|                                 |   | Email:       |             |
|                                 |   | AFTN:        |             |
| vi.                             | Mailing address<br>(Main Flight Operations Base):         | Telephone:   |             |
|                                 |   | Fax:         |             |
|                                 |   | Email:       |             |
|                                 |   | AFTN:        |             |
| vii.                            | Principle place of business (if different from v& vi):    | Telephone:   |             |
|                                 |   | Fax:         |             |
|                                 |   | Email:       |             |
|                                 |   | AFTN:        |             |
| 2.                              | Details of PA Regarding Financial data and business plan: | No.:         |             |
|                                 |   | Dated:       |             |
|                                 |   | Valid up to: |             |

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| 3. | Category of operations proposed   | Scope of Operation |               |            |               |        |        |
|----|---|--------------------|---------------|------------|---------------|--------|--------|
|    |   | Domestic           |               |            | International |        |        |
|    |   | Passengers         | Cargo         | Mail       | Passengers    | Cargo  | Mail   |
|    | Scheduled   | Yes/No             | Yes/No        | Yes/No     | Yes/No        | Yes/No | Yes/No |
|    |   |                    |               |            |               |        |        |
| 4. | <b>Proposed Routes:</b><br>(Please indicate proposed destinations, alternates)  |                    |               |            |               |        |        |
| 5. | <b>Particulars of connecting services:</b><br>(Please furnish particulars regarding agreements with other carriers for Code-sharing, Block Seat arrangements etc.)  |                    |               |            |               |        |        |
| 6. | <b>Insurance:</b><br>(Please attach a concise statement of present and/ or proposed insurance coverage and limits for employees, passenger liability, cargo and liability to third parties for injury or damages) |                    |               |            |               |        |        |
| 7. | <b>Operational Details</b>  |                    |               |            |               |        |        |
| A. | <b>Nominated Accountable Manager</b>  |                    |               |            |               |        |        |
|    | Name  | Title              | Qualification | Experience |               |        |        |
|    |   |                    |               |            |               |        |        |
| B. | <b>Organizational Structure and Nominated Post Holders of the company:</b><br>(Attach the organization Structure)   |                    |               |            |               |        |        |

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|           | Position                                    | Name | Qualifications | Experience |
|-----------|---|------|----------------|------------|
| i.        | Director Flight Operation                   |      |                |            |
| ii.       | Director Engineering and Maintenance        |      |                |            |
| iii.      | Director Training                           |      |                |            |
| iv.       | Director Ground Operations                  |      |                |            |
| v.        | Director Security                           |      |                |            |
| vi.       | Director In Flight Services (Cabin Safety)  |      |                |            |
| vii.      | Director Compliance Monitoring              |      |                |            |
| xiii.     | Director Flight Safety                      |      |                |            |
| ix        | Chief Pilots of each Fleet                  |      |                |            |
| <b>C.</b> | <b>Aircraft Details</b>                     |      |                |            |
| 1         | Aircraft Model                              |      |                |            |
| 2         | Year of Manufacture                         |      |                |            |
| 3         | Serial number                               |      |                |            |
| 4         | Registration Mark                           |      |                |            |
| 5         | Type of engines                             |      |                |            |
| 6         | Maximum seating capacity                    |      |                |            |
| 7         | MTOW  |      |                |            |
| 8         | Design service goal                         |      |                |            |
| 9         | Flight cycles                               |      |                |            |
| 10        | C of A Validity                             |      |                |            |
| 11        | Crew Requirement                            |      |                |            |
| 12        | Communication equipment available           |      |                |            |
| 13        | Surveillance and safety equipment available |      |                |            |

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| 14 | Types of Operations   | Passengers | Cargo     | Others |
|----|---|------------|-----------|--------|
| 15 | Area of Operation   |            |           |        |
| 16 | RVSM  |            |           |        |
| 17 | LVO   |            |           |        |
| 18 | EDTO  |            |           |        |
| 19 | PBN   |            |           |        |
| 20 | MNPS  |            |           |        |
| 21 | Cabin Crew training   |            |           |        |
| 22 | Continuing Airworthiness  |            |           |        |
| 23 | EFB   |            |           |        |
| D. | Method of acquisition of aircraft:  |            |           |        |
|    | Owned   | Dry Lease  | Wet Lease |        |
| E  | Hanger and parking facilities available:  |            |           |        |
|    |   |            |           |        |
| F. | Places of proposed operations and facilities and service available:   |            |           |        |
|    |   |            |           |        |
| G. | Training programmes for operational staff including particulars of simulators intended to be used for training: (Please attach training programmes) |            |           |        |
|    |   |            |           |        |

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|    |   |
|----|---|
| H. | Training, Testing and checking arrangements for operational staff:  |
|    |   |
| I. | Preflight preparations, facilities for Flight-Following and Dispatch Procedures:  |
|    |   |
| J. | Line stations, staff and procedures, arrangement, facilities and services available for flight dispatch:                          |
|    |   |
| K. | Proposed Flight Schedule:   |
|    |   |
| L. | Scheme for flight time, flight duty period, duty period and rest periods for fatigue management of flight and cabin crew members: |
|    |   |
| M. | Minimum number of flight crew and method of proposed recruitment:   |
|    |   |

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|    |  |
|----|--|
| N. | Transport of Dangerous Goods   |
|    |  |
| 8  | Maintenance arrangements: (Please provide following Information)   |
|    | <p>a) Maintenance Management Exposition</p> <p>b) Maintenance Control Manual/CAME</p> <p>c) Operator's airplane maintenance programmes</p> <p>d) Journey LOG</p> <p>e) Where appropriate ,the technical specification(s) of the maintenance Contract(s) between the operator and any approved maintenance organization</p> <p>f) Number of airplanes</p>   |
| 9  | Manuals: (Please provide following manuals in English Language)  |
|    | <p>The following Manuals in English (2 copies) must accompany the application, (Individual manuals and items listed below form part of operations manual)</p> <p>a) Operations manual (A,B,C,D)</p> <p>b) Safety management Manual</p> <p>c) Flight Manual</p> <p>d) MEL/CDL</p> <p>e) MMEL</p> <p>f) Ground Handling Manual</p> <p>g) Dispatch Manual</p> <p>h) Cabin crew Manual</p> <p>i) Security manual</p> |

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|    |  |
|----|--|
| 10 | Declaration of Complains   |
|    |  |
| 11 | Schedule of Events   |
|    | (Please complete FS-OPS-FRM-042)   |
| 12 | Training proposals for CAO.IRI Inspectors<br>(The applicant shall provide complete training (type courses) at its own expenses for at least one Flight Operations Inspectors if the applicant intends operating aircraft which are not familiar to CAO.IRI Inspectors) |
|    |  |
| 13 | Contracted Services<br>(Please provide details of facilities, services and equipment or personnel, which the applicant has contracted)   |
|    |  |
| 14 | Line Station Management<br>(Please provide details as to how the applicant intends maintaining and operating its line stations)  |
|    |  |
| 15 | <b>Additional information</b> ( please supply any information, which the applicant deems necessary and suitable in support of the application)   |
|    |  |

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|    |              |   |
|----|--------------|---|
| 16 | <b>Date:</b> | <b>Name and signature of proposed Accountable Manager</b> |
|    |              |   |



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## APPLICATION GUIDE

### 1. General

- 1.1 Applicants seeking permission to establish air transport services shall submit their applications to CAO.IRI in strict accordance with the procedures explained below.
- 1.2 Applicants should be fully aware of the requirements of the CAO.IRI and its procedures for the initial certification of an operator. In this regard, applicants are advised to make themselves familiar with the relevant Rules and Civil Aviation Regulations.
- 1.3 The formal application "Application for Permission to establish Air Transport Services can be downloaded from [www.cao.ir](http://www.cao.ir) website under Forms.
- 1.4 Application shall be completed in full and adequate information pertaining to significant and relevant facts, with respect to each of the areas described therein, incase an operator feels particular paragraph is not applicable to its scope of operation, same will be reflected as not applicable.
2. Documents: Documents should be attached with the application and shall be properly identified with the pertinent portion of the application.
3. Signature: The original of the application shall be signed by the applicant/proposed Accountable Manager.
4. Amendment: Any change in the application by the applicant or additional information required by CAO.IRI shall be in the form of an amendment to the original application.

### 2. Instructions for filling form

- Pt. 1. Particulars of the Applicant: Provide all the details as required in the form.
- Pt. 2. Details of PA : Provide the PA number and the date of issue of the PA including its validity.

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**Pt. 3. Category of Operations Proposed:**

- a) Indicate whether the proposed operations are domestic or international.
- b) Specify whether the operations would be scheduled or Non-Scheduled
- c) Further, indicate whether the operations would be
  - i. Passengers only;
  - ii. Cargo only;
  - iii. Passengers, cargo and mail

**Pt. 4. Proposed Routes:** Provide the proposed destinations and alternates.

**Pt. 5. Particulars of connecting services:** Please furnish Particulars regarding agreements with other carriers for Code-sharing, Block Seat arrangements etc.

**Pt. 6. Insurance** A concise statement shall be furnished of present and / or proposed insurance coverage and limits for:

- a. Employees
- b. Passenger liability
- c. Cargo
- d. Liability to third parties for injury or damages

**Pt. 7. Operational details**

The applicant shall provide detailed information concerning the following:

A. Nominee for the Accountable Manager with his/her qualifications and experience.

B. Organizational Structure and Nominated Post Holders of the company:

- a. Attach the organization Structure
- b. Provide the details of nominated post holders

C. Aircraft Details: Provide all the details as required in the form.

D. Method of acquisition of aircraft: Owned/ Dry lease / Wet lease along with certified copy of agreement in the case of a lease.

E. Hangar & Parking facilities available: provide details

F. Places of proposed operations and facilities and services available: provide details

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G. Training programmes for all operational staff including particulars of simulators intended to be used for training: Please attach training programmes

H. Training, Testing and Checking arrangements for all operational staff: Provide details

I. Pre-flight preparation, facilities for Flight-following and Dispatch procedures: Provide details

J. Lines stations, staff and procedures, arrangement, facilities and services available for flight dispatch: Provide details

K. Proposed Flight Schedule: Provide proposed schedule (in case of Scheduled Operator only)

L. Scheme for flight time, flight duty periods, duty periods and rest periods for fatigue management of flight and cabin crew members: Provide details.

M. Minimum number of flight & cabin crew members and method of proposed recruitment

N. Transport of Dangerous Goods.

#### Pt.8. Maintenance Arrangements

In respect of the operator's maintenance system, the following information must be included in the initial application for an AOC and when applicable, any variation or renewal applied for and each airplane type to be operated:

- a. The maintenance management exposition
- b. Maintenance Control Manual/CAME
- c. The operator's airplane maintenance programme(s)
- d. Journey log
- e. Where appropriate the technical specification(s) of the maintenance contract(s) between the operator and any approved maintenance organization.
- f. The number of airplanes.

#### Pt. 9. Manuals to be produced with the formal application

The manual as given in item 9 in English (2 copies each) must accompany the application

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#### Pt. 10. Declaration of Compliance

The Operator shall provide along with the application a State of Compliance in respect of each Regulation. The operator shall use FS-OPS-FRM 043 for this purpose.

#### Pt. 11. Schedule of Events

The Operator shall provide a time schedule indicating as to how he proposes to establish major facilities, services or equipment needed for the establishment of the proposed services. The operator shall use FS-OPS-FRM 042 for this purpose.

#### Pt. 12. Training proposed for CAO.IRI Inspectors

The Applicant shall provide complete training (type course) at its own expense, for at least one Flight Operations Inspector. Such training will be arranged if the applicant intends operating aircraft, which are not familiar to CAO.IRI inspectors.

#### Pt.13. Contracted Services

Details of facilities, services and equipment or personnel, which the Applicant has contracted, should be clearly specified.

#### Pt.14.Line Station Management

Details as to how the applicant intends maintaining and operating its line stations should be explained.

#### Pt. 15. Additional Information

Supply any other information, which the applicant deems necessary and suitable in support of the applicant.

Note: It would be desirable, if an applicant for an AOC meets the relevant officials in CAO.IRI with prior appointment to gather the required information and obtain clarifications on matters, which are not understood by him, prior to compilation of the application.

Pt. 16. Nature and description of aircraft livery: Provide details along with a color photograph.