



FS-OPS-FRM-026		Flight Operations Inspector Manual	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز دفتر عملیات پرواز
Application for Renewal of AOC			
Revision 00	July 2018		

Application for renewal of Air Operator Certificate

1.	Name of Operator	
2.	AOC No.	
3.	Validity	
Accountable Manager (General Manager/ Chief Executive Officer)		
4.	Name	Telephone:
		Fax:
	Designation	Email:
5.	If change in Board of Directors since last renewal, provide Security clearance for the new Directors	Attached at ___
6.	Aircraft Details	As per Attachment A
Maintenance Organisation		
7.	CAMO Approval No.:	Valid upto:
	PART 145/ M Subpart F Approval No.:	Valid upto:
8.	Manuals	As per Attachment B
9.	Aircraft Personnel	As per Attachment C
10.	Summary of Internal Audit and closure of actions of findings since last renewal	Attached at
11.	Summary of Regulatory Audit by CAO.IRI and closure actions of findings since last renewal	Attached at ___


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Certified that the organization has continuously maintained the capability at which the permit was originally accorded by CAO.IRI and is continually complying with the applicable Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars and such other instructions issued by DGCA from time to time as are relevant to the scope of permit.

Further certified that at no time the capability of the organization has degraded to a level below that approved by CAO.IRI


Date: **Signature of Chief Executive of the operator & seal**

12.	FOR OFFICE USE ONLY	
	Proposed Date of Inspection for renewal	Inspection Team comprising of
13.	Inspection Report	
	Date of Inspection for renewal	
14.	Inspection Results/ Report	Attached at ____
15	Renewal Action	Recommended for Renewal
		Not recommended for Renewal
		Lead Auditor: Name Sign


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Attachment A to form for Renewal of AOC

C.	Aircraft Details		
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		
14	Types of Operations	Passengers	Cargo Others
15	Area of Operation		
16	RVSM		
17	LVO		
18	EDTO		


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19	PBN	
20	MNPS	
21	Cabin Crew training	
22	Continuing Airworthiness	
23	EFB	
24	Method of acquisition of aircraft:	
	Owned	Dry Lease Wet Lease


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Attachment B to Form for Renewal AOC: Manuals

Document	Revision No. and Date of last revision
Operations Manual	
Cabin Crewmember Safety & Emergency Procedures Manual	
Flight Safety Manual	
Safety Management Systems Manual	
Dangerous Goods Manual	
Flight Duty Time Limitation Scheme	
Flight Crew Qualifications	
Aircraft Operating Manual (AOM)	
Normal and Emergency Checklists (SOPs)	
Load and Trim Sheet	
Runway Analysis Data	
Route and Airport Manual	
Minimum Equipment List (MEL)	
Configuration Deviation List (CDL)	
Maintenance Control Manual/ CAME	
Aircraft Journey Log book	
Maintenance Deferred Defects Log	
Weight and Balance Manual	
Ground Handling Manual	
Deicing Manual (if applicable)	
Maintenance Program	
Flight Safety Documents System	
Passenger Briefing Cards	
Training programmes (flight crew, flight despatchers and cabin crew)	

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Simulator/ flight training device evaluation and approvals	
Aircraft flight manual	
Aircraft search procedure checklist	
Security Manual	
Approval of Dangerous Training Programme	
Training Manual for Maintenance Personnel	
Training Manual for flight crew, cabin crew, operations personnel and ground personnel	
Ground Handling arrangements including Ground Handling Manual	

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Attachment C to form for Renewal of AOC: Aircraft Personnel

No	Description	Number of	
		Iranian	Foreigners
1.	Captains		
2.	First Officers		
3.	Second Officers		
4.	Aircraft Maintenance		
5.	Aircraft Technicians		
6.	Flight Operations		
7.	Cabin Crew Members		
8.	Station Managers		
9.	Approved Instructors – Flight crew (Pilots, Cabin crew)	Pilots: Cabin crew:	Pilots: Cabin crew:
10.	Maintenance Release Engineers		