



**GUYANA CIVIL AVIATION AUTHORITY**

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**GCAA  
ADVISORY CIRCULAR**

**FLIGHT OPERATIONS  
AC NO: GCAA AC/FO-007 ISS 2**

**SUBJECT: REQUIREMENTS FOR  
INITIAL AND RE-ISSUE OF  
A FOREIGN OPERATIONS  
SPECIFICATIONS (FOS)**

**INITIAL ISSUE:** 06-09-2006  
(Flight Operations 07)

**RE-ISSUE:** 01-03-2023  
(GCAA AC/FO-007 ISS 2)

**ISSUED BY:** Director Aviation  
Safety & Security

*Note: Advisory Circulars (ACs) are not mandatory in nature, but provide means such as guidance, methods, procedures, and practices acceptable to the Authority for complying with regulations, standards, rules, directives, and other requirements in a systematic manner. These are not necessarily the only means of compliance. ACs 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, ACs are not regulatory in nature and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. An Advisory Circular is not a Directive.*

## 1. PURPOSE

This Advisory Circular gives guidance and a brief explanation on the regulatory requirements of Guyana for the initial issue and subsequent re-issue of a Foreign Operations Specifications for Foreign Air Carriers (also referred to as Foreign Air Operator or Foreign Operator) desirous of operating commercial air transport services into, out of, and within Guyana.

The outputs would also assist Foreign Air Carriers to comply with the best practices of the State of the Operator and the State of Registry.

## 2. AUDIENCE

All Foreign Air Carriers conducting, or desirous of conducting, commercial air transport services operations into, out of, and within Guyana.

Any other interested party.

## 3. CANCELLATION

Advisory Circular Flight Operations No. 07 is hereby cancelled with immediate effect. The Advisory Circular No. 07 is superseded by AC GCAA AC/FO-007 ISS 2.

## 4. EFFECTIVE DATE

This ***Advisory Circular*** GCAA AC/FO-007 ISS 2 takes effect from the ***1<sup>st</sup> Day of March 2023*** and remains valid and in effect until cancellation or revocation by the Director General Civil Aviation.

## 5. CHANGES

The following changes were made:

- a) Deletion of the cancelled Form Number and insertion of a new Form Number coincidental with the Authority's current Form Numbering System.
- b) To give clearer guidance and explanation with regards to current and applicable regulatory requirements and procedures for the initial issue and subsequent re-issue of a Foreign Operations Specifications.
- c) To include Appendices giving examples of the FOS and the FOS application forms.

## 6. RELEVANT REFERENCES (CURRENTLY IN FORCE)

- a) Guyana Aviation Requirements (GAR) Parts 10 - "Commercial Air Transport by Foreign Carriers."
- b) GAR Subpart 9.6 - "AOC Dangerous Goods Management."
- c) GCAA Technical Publication # 8 - "Generic Dangerous Goods Guidance Manual."
- d) ICAO Annex 6, Parts 1 and 3.
- e) ICAO Doc 8335 - "Manual on Operations Certification"

## 7. FORMS

The forms are to be used when applying initially for a FOS or for subsequent re-issue of the FOS, as stated below:

**Note:** *Forms can be obtained from the GCAA Head Office or as available on the Authority's website (see Header or Section 8 of this AC for address and contact information).*

- a) Form No: GCAA FO/041 – "Application for Operations Specifications - Foreign Commercial Air Operator". To be used when applying initially for the issue of a FOS and also for all subsequent re-issue of a FOS. *(See Appendix 1 for sample).*
- b) Form No: 4101A "Schedule Operations", if applicable. To be used only when applying initially for the issue of a FOS.
- c) Form No: 4102A "Non-Schedule/Charter Operations", if applicable. To be used only when applying initially for the issue of a FOS.
- d) Form No: 4018 "Director Personal History Form". To be used only when applying initially for the issue of a FOS.
- e) Form Nos: 4110, 4011 and 4112 "Financial Requirement Forms". To be used only when applying initially for the issue of a FOS.
- f) Form No: GCAA/FO/042-1 R1 – "Foreign Operations Specifications". *(See Appendix 2 for sample).*

## 8. CONTACT INFORMATION

Director General of Civil Aviation  
Guyana Civil Aviation Authority  
73 High Street, Kingston  
Georgetown, Guyana  
TEL: (592) 225 6822  
FAX: (592) 225 6800  
E-mail: [director-general@gcaa-gy.org](mailto:director-general@gcaa-gy.org)

*and*

Director, Aviation Safety and Security Regulation  
E-mail: [avsec@gcaa-gy.org](mailto:avsec@gcaa-gy.org); [dasr@gcaa-gy.org](mailto:dasr@gcaa-gy.org)

## 9. COMPLIANCE OF THE REGULATORY REQUIREMENTS

Guyana Aviation Requirements Part 10 prescribes requirements applicable to the operation of any civil aeroplane or helicopter for the purpose of commercial air transport operations by any Air Carrier whose Air Operator Certificate is issued and controlled by a Civil Aviation Authority other than Guyana.

Regulations require that the Guyana Civil Aviation Authority (***referred here also as the GCAA or the Authority***) issue Operations Specifications (***hereby referred to as a Foreign Operations Specifications or FOS***) to an Air Carrier (***also referred to as an Foreign Air Operator or Foreign Operator***) who does not hold an Air Operator Certificate issued by Guyana to conduct commercial air operations into, out of, and within Guyana, and where it is determined that the Operator:

- a) has a valid Air Operator Certificate issued by a competent Foreign Authority;
- b) has had his Aircraft Operator Security Programme approved by a competent Foreign Authority (or proposed Aircraft Operator Security Programme; or written security supplementary station procedures) for Foreign Air Operator which meets the requirements of the Guyana Civil Aviation (Security) Regulations, currently in force.
- c) meets the applicable requirements of GAR Part 5 (Airworthiness), Part 7 (Instruments and Equipment), Part 8 (Operations) and Part 10 (Commercial air Transport by Foreign Carriers), currently in force.

A foreign air operator ***shall not*** commence commercial air transport operations into, out of, and within Guyana, unless he was issued by the GCAA:

- a) A Foreign Operations Specifications under GAR Part 10; and
- b) An Economic Licence under the Guyana Civil Aviation Economic Regulations.

## 10. NON-COMPLIANCE OF THE REGULATORY REQUIREMENTS

Where a case of non-compliance or suspected non-compliance by a Foreign Air Operator (issued with a Guyana FOS):

- a) with the Requirements of the GAR; or
- b) any serious safety issue with the operations of a Foreign Air Carrier, the Foreign Air Carrier will be notified and where circumstances warrant it inform:
  - the State of the Operator; and
  - the State of Registry.
- c) the Authority may, where circumstances as specified under the Regulations arise, engage in consultations with the State of the Operator and the State of Registry concerning the safety standards maintained by the Foreign Air Carrier.
- d) consequently, the Director General Civil Aviation (Guyana), may:
  - limit;
  - suspend; or
  - revoke, an aviation document issued by the Authority, where:
    - safety or security of flight is affected; or
    - the Director General Civil Aviation is not satisfied that the holder continues to meet:
      - the conditions of issuance of the Economic Licence;
      - the conditions of issuance of the FOS; or
      - the requirements prescribed under the Civil Aviation Act or Regulations made thereunder, and currently in force.

## 11. DANGEROUS GOODS

GAR Subpart 9.6.1.2 states that, "No AOC holder may transport dangerous goods unless approved to do so by the Authority." This regulatory requirement is applicable to both domestic commercial air operators and foreign commercial air operators and supported by the Authority's Technical Publication No. 8 - "Dangerous Goods Guidance Manual."

A Foreign Air Carrier ***must not*** accept dangerous goods for transport by air to and from Guyana unless he has:

- a) been authorised to do so by a competent Foreign Authority (such as, the State of Operator or Registry);
- b) conducted the required personnel dangerous goods training; and
- c) provided a copy of his approved Dangerous Good Programme to the Authority for its acceptance.

A Foreign Air Carrier must properly classify, document, certify, describe, package, mark, label and put in a fit condition for transport of dangerous goods as required by the dangerous goods programme of the Foreign Air Carrier as approved by the competent Foreign Authority and accepted by the Guyana Civil Aviation Authority.

The Foreign Air Carrier must state in its application for a Guyana FOS whether or not the Carrier has been authorised to accept dangerous goods by the State of Operator or Registry.

Where the Foreign Air Carrier has been granted approval to accept dangerous goods, and has an approved dangerous goods programme authorised by the State of Operator or Registry, the Foreign Air Carrier must provide an approved copy of such dangerous goods programme to the Guyana Civil Aviation Authority.

Once satisfied, the Authority will enter the information on the FOS by ticking the **YES** box for Dangerous Goods in the Special Approval Section of the FOS.

Where the Foreign Air Carrier **has not been** granted approval to accept dangerous goods and **does not have** an approved dangerous goods programme authorised by the State of Operator or Registry, the Authority will tick the **NO** box for Dangerous Goods in the Special Approval Section of the FOS. This **will signal** that the Foreign Air Carrier **is not approved** to transport dangerous goods by air.

## 12. APPLICATION AND ISSUANCE OF A FOREIGN OPERATIONS SPECIFICATIONS

Application for a Foreign Operations Specifications will be done in accordance with the requirements of GAR Part 10 and the guidance given in this Advisory Circular.

The following procedures are acceptable to the Authority and are required to be complied with when initially applying for a FOS:

- a) The application must be done in the **English Language only**. Application in any other language will be promptly returned to the prospective Foreign Air Carrier.
- b) Application must be done in writing by way of a cover letter on a company letterhead and a complete GCAA Form/FO/41. The **applicable fees** and a copy of all required manuals and documents (including approvals and certificates) must also be submitted at this time.
- c) The cover letter and completed application form must be submitted to the Authority at least **90 working days** prior to the proposed or intended date of operation. This will give the Inspectors of the Authority sufficient time to process the application, submit findings (if any), and allow the Operator enough time to make necessary corrections (if applicable), so that the FOS can be issued without delay.

- d) Certified true copies of the following documents must be submitted to the Authority at the time of the application:
- 1) Completed GCAA Form #: 4101A "Schedule Operations" or GCAA Form #: 4102A "Non-Schedule/Charter Operations", as applicable.
  - 2) Completed GCAA ATM Form #: 4018 "Director Personal History Form".
  - 3) Completed "Financial Requirement Forms" GCAA ATM Form #: 4110, 4011 and 4112 "Director Personal History Form".
  - 4) Proof of establishment of a **Bond** with the Ministry of Public Works (Guyana), Guyana Revenue Authority, and the Cheddi Jagan International Airport Guyana and/or the Eugene F. Correia International Airport, as applicable.
  - 5) A copy of the Compliance Letter from the Guyana Revenue Authority.
  - 6) A copy of the designation (licence, authorisation, approval, or permit) of the Foreign Air Carrier by the State of Operator or Registry under an existing Air Services Agreement to perform the proposed service.
- e) Certified true copies of the following documents must also be submitted to the Authority at the time of the application:

- 1) A copy of the receipt of payment to the Authority for the application and issuance of the FOS.

***Note:*** *The current fee for the issuance of a FOS is **G\$800,000.00** or **US\$4,000.00**. However, this fee may be amended from time to time, consequently, it is required that the applicable fees, currently in force at the time of the application, be paid to the Authority. To avoid confusion the current applicable fees can be obtained from the Authority's Finance & Administration Directorate or the Aviation Safety & Security Directorate.*

- 2) A copy of a valid Air Operator Certificate or equivalent document issued by the competent Foreign Authority of the State of the Operator.
- 3) A copy of the Operations Specifications or equivalent document issued by the competent Foreign Authority of the State of the Operator.
- 4) A copy of the approval page or document issued by the competent Foreign Authority of the State of the Operator for each aircraft to be included in the FOS, including each aircraft:
  - (i) Type;
  - (ii) Manufacturer Serial Number (MSN); and
  - (iii) Nationality & Registration Marks.
- 5) A copy of a valid airworthiness certificate (Certificate of Airworthiness) issued by the competent Foreign Authority of the State of the Operator for each aircraft to be included in the FOS.
- 6) A copy of a valid registration certificate (Certificate of Registration) issued by the competent Foreign Authority of the State of Operator/Registry for each aircraft to be included in the FOS.

- 7) A copy of that part of the approved Maintenance Schedule describing the maintenance checks that are required to be performed in Guyana.
- 8) A copy of the Maintenance Contract between the Foreign Air Carrier and the Approved Maintenance Organisation, where the maintenance under Subparagraph 7) will be carried out by the Approved Maintenance Organisation approved by the competent Foreign Authority of the State of the Operator.
- 9) A copy of the lease agreement for wet or dry leased aircraft used by the Foreign Air Carrier which is not reflected in its Operations Specifications issued by the competent Foreign Authority of the State of the Operator.
- 10) A copy of any equivalent Operations Specifications issued by the competent Foreign Authority of the State of the Operator for any specialised Flight Operations Specifications requested by the Foreign Air Carrier for operations in Guyana.

**Note:** *This information is necessary because the Guyana Civil Aviation Authority will only grant Foreign Operations Specifications for those operations requested by the Foreign Air Carrier, and which have been approved by the competent Foreign Authority of the State of the Operator.*

- 11) An approved or proposed Aircraft Operator Security Programme (or written security supplementary station procedures) for the Foreign Air Carrier which meets the requirements of the Guyana Civil Aviation (Security) Regulations, currently in force, for acceptance and/or subsequent approval by the Authority.

**Note:** *In the case where a Foreign Air Carrier will be providing services within Guyana (such as helicopter operations to support key sectors, such as, oil and gas, mining, etc.) the Foreign Air Carrier must apply to the Office of the President (Guyana) for security clearance. Once security clearance is granted a copy of the approval/permit must be submitted to the Authority. The Authority will corroborate this information with the Office of the President before any approval is granted.*

- 12) A sample of an Operational Flight Plan/Release or equivalent document appropriate to each aircraft type to be operated, for the longest proposed route or route sector, terminating in Guyana.
- 13) The dangerous goods programme or equivalent document that is approved by the competent Foreign Authority of the State of the State of the Operator.

A Foreign Operations Specifications will be issued to the Foreign Air Carrier, subject to a satisfactory determination by the Guyana Civil Aviation Authority that the applicant can meet the operating requirements of GAR Part 10 and all other applicable Guyana regulations and requirements, and **the requisite fees and charges** are paid to the Authority's Finance & Administration Directorate.

**Note 1:** Issuance of the Foreign Operations Specifications to a Foreign Air Carrier may require an inspection and/or audit of the Foreign Air Carrier's overseas base of operation and the bases or facilities that are established locally. The inspection and/or audits are conducted by the Authority's Safety (Airworthiness and Operations) and Aviation Security Inspectors. All costs associated with the inspection and/or audits shall be met by The Applicant (Foreign Air Carrier).

**Note 2:** Amendments to a Foreign Operations Specifications issued by the Authority may be initiated by either the Foreign Air Carrier or the Guyana Civil Aviation Authority. An amendment initiated by the Foreign Air Carrier will be approved only after evaluation of the proposed change(s) and a positive safety finding is made that the Foreign Air Carrier can meet the operating requirements of GAR Part 10 and other applicable regulatory requirements in the conduct of any operation under the proposed amended Foreign Operations Specifications.

### 13. THE FOREIGN OPERATIONS SPECIFICATIONS

Foreign Operations Specifications (*see Appendix 2 for sample FOS*) issued under GAR Part 10 is valid up to midnight of the stated Expiry Date (Item 4.1 on the FOS).

The FOS will specify which specific operations are authorised, prohibited, limited or subject to certain conditions, in the interest of public safety. The FOS will contain the following information:

- Item 1 - **Issuing Authority Contact Details** (in this instance the GCAA contact details, such as, telephone number, facsimile (fax) number and email address);
- Item 2 - **FOS Number** (issued by the GCAA);
- Item 3 - **Operator's Name** (the name of the Foreign Air Operator's the FOS is issued to);
- Item 4 – **Issue Date** (the effective date the FOS was issued by the GCAA);
- Item 4.1 – **Expiry Date** (date the validity of the FOS will cease to be in force);
- Item 4.2 – **Amended Date** (Date the FOS was amended [if the FOS was amended after initial issue or re-issue]);
- **Db a Trading Name** – If the Foreign Air Operator is doing business under another name other than the name on his Air Operator Certificate, this name will be inserted here;
- Item 4.2 – **Signature** (signature of the Officer issuing the FOS);
- Item 5 – **Aircraft Model** (List of aircraft model(s) will be inserted here);
- Item 5.1 – **MSN** (aircraft manufacturer serial number (or constructor's number) corresponding to the aircraft model listed under Item 5 will be inserted here);
- Item 5.2 – **Registration** (aircraft Nationality & Registration Marks corresponding to the aircraft model(s) listed under Item 5 will be inserted here);



- Item 5.2 – **Types of Operation** – whether passengers, cargo or other (for Item 6 Other, specify the types of operations, e.g., medivac/ambulance, etc.) will be inserted here;
- Item 7 – **Areas of Operation** (the Airports in Guyana where the Foreign Air Operator is authorised to operate, e.g., Cheddi Jagan International Airport, Eugene F. Correia International Airport, etc.) will be inserted here;
- Item 8 - **Special Limitations** (list all special operational limitations or restrictions if any is issued by the GCAA will be inserted here, if none is issued, **Not Applicable** will be inserted here);
- **Special Approval** – as applicable, such as:
  - **Dangerous Goods (DG)** – Tick appropriate box (Yes or No). If DG is approved, under **Description** details of DG approval, limitations, etc., will be inserted here and under **Remarks** details of any other particulars will be inserted here;
  - **Low Visibility Operations** – Low visibility operations are not normally granted and must be avoided as much as possible. However, if low visibility operations are approved details will be inserted under **Description** and **Remarks**;
  - **Approach and Landing** – Tick appropriate box (Yes or No). If Yes, under Item 10 – **CAT**, the approach Category I, II or III, etc. as approved will be inserted here, under **RVR** the runway visual range will be inserted here in meters, and under **DH** the decision height will be entered here in feet;
  - **Take-off** – Tick appropriate box (Yes or No). If Yes, under **RVR** the runway visual range will be inserted here in meters;
  - **Operational Credit(s)** – Tick appropriate box (Yes or No). If Yes, under Item 12 will be inserted any operational credit(s), such as, allowing the use of lower weather minima within the same classification of operation or any other operational credit(s) that are determined to be operationally safe;
  - Item 13 – **RVSM** (Reduced Vertical Separation Minimum). Tick appropriate box (Not Applicable, Yes or No).;
  - Item 14 – **EDTO** (Extended Diversion Time Operations). Tick appropriate box (Not Applicable, Yes or No). If Yes, under Item 15 **Threshold Time**, the time in minutes will be inserted here, and under Item 16 **Maximum Diversion Time**, the time in minutes will be inserted here;
  - **AR Navigation Specifications for PBN Operations** – Tick appropriate box (Yes or No). If Yes, under Item 16 will be inserted the performance based navigation;

- **Continuing Airworthiness** – Under Item 17 will be inserted maintenance information under which the Operator's aircraft will be maintained, whether by an Approved Maintenance Organisation (AMO), including its approval number; or if by the AOC Equivalent Maintenance System (EMS), the AOC number will be inserted here;
- **EFB (Electronic Flight Bag)** – Under Item 18 will be inserted details whether EFB is approved.
- Item 19 – **Other.** Any other special approvals not stated above, such as, VOR, VOR-DME / ILS / ILS-DME, will be inserted here.).

## 14. ISSUANCE OF A FOREIGN OPERATIONS SPECIFICATIONS TO CONTINUE AIR TRANSPORT SERVICE

Foreign Air Carriers desirous of continuing operations into, out of, or within Guyana after the expiration of its FOS must apply to the Guyana Civil Aviation Authority for its FOS to be renewed. Application for the renewal or re-issuance must be made in writing in the **English Language** with a cover letter on a company letterhead and a completed application form GCAA FO/041. Application in any other language is unacceptable and will be promptly returned to the Foreign Air Foreign Air Carrier.

**NB.** *The current fee for the issuance of a FOS is G\$800,000.00 or US\$4,000.00.*

All applicable fees and a copy of the receipt of payment must be submitted to the Authority at the time of application.

If there is any request for changes or amendments to the currently issued FOS, then such changes or amendments must be submitted to the Authority at the time of application for its consideration, approval, and inclusion in the FOS.

Amendments, changes, or loss of approval of any document under Paragraph 12 - "***Application and Issuance of a Foreign Operations Specifications***", must be highlighted when applying for a re-issue of a FOS.

**Note:** *However, when any amendment, change, or loss of approval of any document under Paragraph 12 occurs while the FOS issued by the Authority is still in effect, such amendment, change, or loss of approval must be reported to the Authority promptly and the reason(s) for the amendment, change, or loss of approval clearly stated. The information submitted will be reviewed, and if necessary, the FOS may be amended, accordingly.*

Application must be made at least **30 working days** to the expiry date stated on the FOS. This will enable the Authority's Inspectors to have adequate time to review and process the FOS.

**Note:** *If the application is not submitted within the prescribed time, the Authority will not be held responsible for any delay in the re-issuance of the FOS. Any delay will be as a consequence of the applicant's late submission.*

## 15. ADDITION OF AIRCRAFT TO THE FOREIGN OPERATION SPECIFICATIONS

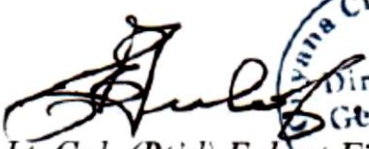

Foreign Air Carriers desirous of adding one or more aircraft to its FOS must apply for the addition(s) to be done. Application must be made in writing (via cover letter) to the Authority; and all relevant aircraft documents as outlined in Section 12 'e', 2 – 6, and 9 & 10 as applicable, must be submitted to the Authority for review and acceptance.

All major technical AOC Operation Specification amendment is costed as follows:

- a) Aircraft with MTOW not exceeding 3,181kg (7,000lbs) – G\$5,000.00.
- b) Aircraft with MTOW exceeding 3,181kg (7,000lbs) but not exceeding 6,350 kg (14,000lbs) – G\$10,000.00.
- c) Aircraft with MTOW exceeding 5,700kg (12,566lbs) but not exceeding 13,610kg (30,000lbs) – G\$15,000.00.
- d) Aircraft with MTOW exceeding 13,610kg (30,000lbs) – G\$40,000.00.

**Note:** All applicable fees and a copy of the receipt of payment must be submitted to the Authority at the time of application.

Approved:

  
  
*Lt. Col. (Rt'd) Egbert Field, AA*  
*Director General*  
*Guyana Civil Aviation Authority*

**APPENDIX: 1**  
**FLIGHT OPERATIONS FORM No: GCAA FO/041**  
**APPLICATION FOR OPERATIONS SPECIFICATIONS**  
**FOREIGN COMMERCIAL AIR OPERATOR**

Registered Company Name	:				
Trading Name (if different)	:				
Head Office Address	:				
Contact Name	:	Postcode/Zip Code	:	Country	:
Facsimile	:			Position	:
Email Address	:			Telephone	:

<b>TYPE OF OPERATIONS PROPOSED:</b> (Please tick [ <input checked="" type="checkbox"/> ] as appropriate)					
<input type="checkbox"/> Scheduled Passenger	<input type="checkbox"/> Scheduled Cargo	<input type="checkbox"/> Scheduled Passenger & Cargo			
<input type="checkbox"/> Unscheduled Passenger	<input type="checkbox"/> Unscheduled Cargo	<input type="checkbox"/> Unscheduled Passenger & Cargo			

<b>PROPOSED DESTINATION AERODROME(S) IN GUYANA:</b> (Please tick [ <input checked="" type="checkbox"/> ] as appropriate)	
<input type="checkbox"/> Cheddi Jagan International Airport	<input type="checkbox"/> Ogle Airport
Other	:

Station Manager Guyana	:				
Guyana Home Address	:				
Facsimile	:	Postcode/Zip Code	:	Telephone	:
Email Address	:				

**REGULATORY AUTHORITY FOR AIRLINE CERTIFICATION (OR EQUIVALENT):**

Name of the Authority :

Address :

Postcode/Zipcode : Country :

**OFFICER RESPONSIBLE FOR OPERATION:**

Name : Position :

Facsimile : Telephone :

Email Address :

**REGULATORY AUTHORITY OF AIRCRAFT STATE OF REGISTRATION:**

Name of the Authority :

Address :

Postcode/Zipcode : Country :

**OFFICER RESPONSIBLE FOR OPERATION:**

Name : Position :

Facsimile : Telephone :

Email Address :

**FLIGHT CREW LICENCES:** (Category and country of issue – crew names not required)

**ROUTE MANUAL USED:** (e.g. Jeppesen, Aerad, etc.)

**HEAD OFFICE CONTACT FOR OPERATIONAL AND SAFETY MATTERS:**

**Name** : **Position** :  
**Facsimile** : **Telephone** :  
**Email Address** :

**HEAD OFFICE CONTACT FOR AIRWORTHINESS MATTERS:**

**Name** : **Position** :  
**Facsimile** : **Telephone** :  
**Email Address** :

**HANDLING AGENT** (Airline or agency providing apron and turnaround services):

**Company Name** :  
**Contact Name** : **Position** :  
**Facsimile** : **Telephone** :  
**Email Address** :

**ENGINEERING AND MAINTENANCE PROVIDER:**

**Company Name** :  
**Contact Name** : **Position** :  
**Facsimile** : **Telephone** :  
**Email Address** :

**ADDITIONAL DOCUMENTATIONS:**

***Operators are required to provide an English Language copy of the following documents when submitting this application:***

1. Air Operator's Certificate (or equivalent document), issued by the State of the Operator;
2. The Operations Specifications (or equivalent document) that have been issued by the State of the Operator;
3. A copy of the licence or authorization granted to the foreign air operator by the appropriate authority of the State of the air operator to operate an air transport service to and from Guyana;
4. A copy of the approval page for a Minimum Equipment List for each aircraft type intended to be operated by the foreign air operator in Guyana;
5. A representative copy of a Certificate of Registration issued for the aircraft types proposed to be operated in Guyana;
6. A copy of a document identifying the maintenance checks that are required to be carried out for aircraft while they are operated in Guyana;
7. A copy of the Maintenance contract between the foreign air operator and the Approved Maintenance Organization, where the maintenance under subparagraph (6), is carried out by an Approved Maintenance Organization approved by the foreign authority;
8. A copy of the lease agreement for any aircraft operated, which is not registered by the foreign authority;
9. The Dangerous Goods Programme (or equivalent document) that is approved by State of the Operator;
10. A proposed Airline Security Programme which meets the requirements of the Guyana Civil Aviation (Security) Regulations 2004, for the acceptance and subsequent approval of the Authority; and
11. A sample of an Operational Flight Plan/Release (or equivalent document) appropriate to each aircraft type to be operated, for the longest proposed route or route sector, terminating in Guyana.

**Note: Guyana may seek confirmation from the regulatory authority of the State of the Operator that appropriate ongoing surveillance is being conducted of the airworthiness, maintenance procedures, and operations of the applicant company.**

**The undersigned applies for the issue of an Air Operator's Certificate pursuant to the Guyana Aviation Requirements Part 10 and certifies that the facts in this application are true and that copies of any documents attached to the application are true copies.**

**Name : Position :**

**Signature : Date :**

**To be completed by the approved person who holds responsibility for Air Operator's Certificate matters for the Company – e.g. Company Director of Operations.**

**ADDRESS FOR CORRESPONDENCE:**

Director General  
Guyana Civil Aviation Authority  
73 High Street  
Kingston, Georgetown  
GUYANA

Telephone : 592 225 6822  
Fax : 592 225 6800  
Email Address : [director-general@gcaa-gy.org](mailto:director-general@gcaa-gy.org)



## APPENDIX: 2

### FORM NO: GCAA/FO/042-1 R1 FOREIGN OPERATIONS SPECIFICATIONS

FOREIGN OPERATIONS SPECIFICATIONS (Subject to the approved conditions in the operations manual)				Form #: GCAA/FO/042-1 R1
<b>ISSUING AUTHORITY CONTACT DETAILS<sup>1</sup></b>				
Telephone <sup>2</sup> : _____		Fax: _____		Email: _____
FOS#: _____		Operator Name <sup>3</sup> : _____		
		Issue Date <sup>4</sup> : _____		Expiry Date <sup>4</sup> : _____
Dba Trading Name: _____		Amended Date <sup>4</sup> : _____		Signature <sup>4</sup> : _____
Aircraft Model <sup>5</sup> :	MSN <sup>5</sup> :	Registration <sup>5</sup> :	Aircraft Model <sup>5</sup> :	MSN <sup>5</sup> : Registration <sup>5</sup> :
Types of Operation: Commercial Air Transportation <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Other <sup>6</sup> : _____				
Area(s) of Operation <sup>7</sup> : _____				
Special Limitations <sup>8</sup> : _____				
SPECIAL APPROVAL	YES	NO	DESCRIPTION <sup>9</sup>	REMARKS
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low Visibility Operations				
Approach and Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT <sup>10</sup> : _____ RVR: _____ m DH: _____ ft	
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	RVR <sup>11</sup> : _____ m	
Operational Credit(s):	<input type="checkbox"/>	<input type="checkbox"/>	<sup>12</sup>	
RVSM <sup>13</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
EDTO <sup>14</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Threshold Time <sup>15</sup> : _____ minutes	
			Maximum Diversion Time <sup>15</sup> : _____ minutes	
AR Navigation Specifications for PBN Operations	<input type="checkbox"/>	<input type="checkbox"/>	<sup>16</sup>	
Continuing Airworthiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<sup>17</sup>	
EFB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<sup>18</sup>	
Other <sup>9</sup>	<input type="checkbox"/>	<input type="checkbox"/>		