



GUYANA CIVIL AVIATION AUTHORITY

CHECKLIST

Form #:
GCAA/OPS/2542

ISSUE OF FOREIGN OPERATIONS SPECIFICATIONS COMMERCIAL AIR TRANSPORT BY FOREIGN CARRIERS

GENERAL INFORMATION			
NAME FOREIGN OPERATOR: _____		AOC #: _____	
STATE OF OPERATOR: _____			
MAIN BASE OF OPERATION FOREIGN OPERATOR: _____			
NAME OF MANAGEMENT PERSONNEL: ACCOUNTABLE MANAGER: _____			
DIRECTOR OF OPS: _____		DIRECTOR OF MAINT: _____	
QUALITY/SAFETY MANAGER: _____		CHIEF PILOT: _____	
CHECKLIST			
PARTICULARS	SATISFACTORY		REMARKS
1. GENERAL:			
Are the following documents submitted along with the application satisfactory?			
a) A copy of a valid Air Operator Certificate or equivalent document issued by the foreign authority -	☐ Yes	☐ No	
b) A copy of the Operations Specifications or equivalent document issued by the foreign authority -	☐ Yes	☐ No	
c) A copy of the Lease Agreement for wet or dry leased aircraft used by the foreign air operator which is not registered by the foreign authority-	☐ Yes	☐ No	
d) A copy of that part of the Maintenance Schedule describing maintenance checks that are required to be performed in Guyana approved by the foreign authority -	☐ Yes	☐ No	
e) In the case of a foreign air operator presently operating in Guyana under existing provisions, a copy of the approval document for the Approved Maintenance Organization issued by the foreign authority for conducting servicing and maintenance appropriate to item (d) above, will be acceptable -	☐ Yes	☐ No	
f) A copy of the Maintenance Contract between the Foreign Air Carrier and the Approved Maintenance Organization, where the maintenance under (d) will be carried out by the Approved Maintenance Organization approved by the Foreign Authority -	☐ Yes	☐ No	
g) A proposed Airline Security Programme for the foreign air operator which meets the requirements of the Guyana Civil Aviation (Security) Regulations 2004, for the acceptance and subsequent approval by the Authority -	☐ Yes	☐ No	

CHECKLIST			
PARTICULARS	SATISFACTORY		REMARKS
GENERAL CONT'D:			
h) 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 -	☐ Yes	☐ No	
i) The Dangerous Goods Programme (or equivalent document) that is approved by the foreign authority that meets the requirements of the GCAA -	☐ Yes	☐ No	
j) Evidence that the operator meets the applicable Requirements for: Airworthiness, Instruments and Equipment, Operations and Commercial air Transport by Foreign Carriers, currently in force -	☐ Yes	☐ No	
k) Form No: GCAA/OPS/2500: Application for Foreign Operations Specifications	☐ Yes	☐ No	
l) Form No: GCAA/OPS/2501: Foreign Operations Specifications (FOS sample)	☐ Yes	☐ No	
m) Any other document the Authority considers necessary to ensure that the intended operations will be conducted safely –	☐ Yes	☐ No	
2. ROUTES:			
a. Are the foreign operator's proposed aircraft compatible with route and airspace requirements?	☐ Yes	☐ No	
b. Are the aircraft communications, navigation, transponder, and altitude reporting equipment adequate for the proposed routes?	☐ Yes	☐ No	
c. Is the use of Category II or III approach/landing procedures appropriate to the proposed routes?	☐ Yes	☐ No	
3. AIRPORTS:			
Are the following adequate?			
a) Jet Bridge / Gate -	☐ Yes	☐ No	
b) Refueling procedures -	☐ Yes	☐ No	
c) Designated provisional and alternate airports -	☐ Yes	☐ No	
d) Charts and approach plates -	☐ Yes	☐ No	
d) Handling Company -	☐ Yes	☐ No	
e) Runway and taxiway suited for aircraft landing and takeoff mass -	☐ Yes	☐ No	

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4. FLIGHT CREWMEMBERS:			
a. Do the type and class of flight crew certificate issued by State of Registry of aircraft meet ICAO requirements?	☐ Yes	☐ No	
b. Are flight crew familiar with Guyana airspace and airport operating regulations and procedures?	☐ Yes	☐ No	
c. Are flight crew ICAO English Level 4 or above?	☐ Yes	☐ No	
5. AIRCRAFT:			
Do the proposed aircraft have the following?			
a. A copy of a Certificate of Registration for each aircraft to be operated by the foreign air operator in Guyana -	☐ Yes	☐ No	
b. A copy of a valid Certificate of Airworthiness for each aircraft intended to be operated by the foreign air operator in Guyana -	☐ Yes	☐ No	
c. A copy of the approval page for the Minimum Equipment List for each aircraft type intended to be operated by the foreign air operator in Guyana -	☐ Yes	☐ No	
d. A copy of aircraft insurance -	☐ Yes	☐ No	
6. FOO/DISPATCHERS:			
Are the following satisfactory with respect to use of Dispatchers/Flight Operations Officers?			
a) Proposed organisation -	☐ Yes	☐ No	
b) Familiarity with Guyana airspace and airport operating regulations and procedures -	☐ Yes	☐ No	
c) Certificate of authorization or licences issued by country of foreign air operator applicant -	☐ Yes	☐ No	
d) Weather collection, processing, and dissemination -	☐ Yes	☐ No	
e) Accident and incident reporting procedures -	☐ Yes	☐ No	
7. AIR TRANSPORT MANAGEMENT			
Are the following documents submitted along with the application satisfactory?			
a) Form No. 4101A: Scheduled Operations or Form No. 4102A: Non-scheduled/ Charter Ops -	☐ Yes	☐ No	
b) Form No. 4018: Director Personal History Form-	☐ Yes	☐ No	
c) Form Nos. 4110, 4011 and 4112: Financial Requirement Forms -	☐ Yes	☐ No	
d) Cabinet Approval -	☐ Yes	☐ No	
e) An Economic License under the Guyana Civil Aviation Economic Regulations -	☐ Yes	☐ No	
f) Proof of establishment of a Bond with the Ministry of Public Works (Guyana), Guyana Revenue Authority, and the Cheddi Jagan International Airport, as applicable -	☐ Yes	☐ No	

g) A copy of the Compliance Letter from the Guyana Revenue Authority -	☐ Yes	☐ No	
h) A copy of designation (license, authorization, 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 -	☐ Yes	☐ No	
i) Receipt of payment to the GCAA for the application and issuance of the FOS	☐ Yes	☐ No	

Note: This checklist needs coordination amongst Flight Operation, Airworthiness and Aviation Security Inspectors and Air Transport Management.

ADDITIONAL REMARKS/COMMENTS

<i>(Name of FOI)</i>	<i>(Signature of FOI)</i>	<i>(Date)</i>
<i>(Name of AWI)</i>	<i>(Signature of AWI)</i>	<i>(Date)</i>
<i>(Name of AvSec Inspector)</i>	<i>(Signature of AvSec Inspector)</i>	<i>(Date)</i>