



**APPLICATION FORM
ADDING AIRCRAFT TO AN EXISTING OPERATIONS SPECIFICATIONS**

PHASES: 1 & 2			
A. GENERAL INFORMATION			
1. NAME OF OPERATOR:			2. AOC #:
3. OPERATOR'S MAIN BASE OF OPERATION (FACILITIES & ADDRESS):			
4. OPERATOR'S MAILING ADDRESS (IF DIFFERENT FROM MAIN BASE):			
5. OPERATOR'S MAINTENANCE BASE (FACILITIES & ADDRESS):			
6. REGISTERED OWNER OF AIRCRAFT AND HIS/HER ADDRESS:			
B. AIRCRAFT INFORMATION			
7. AIRCRAFT MAKE	8. MODEL & SERIES NUMBER	9. AIRCRAFT SERIAL NUMBER	10. DATE OF MANUFACTURE
11. CLASS OF OPERATION		12. CONFIGURATION (CHECK ONE)	
<input type="checkbox"/> Aeroplane Land	<input type="checkbox"/> Rotorcraft Land	<input type="checkbox"/> All Cargo	<input type="checkbox"/> Combo
<input type="checkbox"/> Aeroplane Amphibian	<input type="checkbox"/> Rotorcraft Amphibian	<input type="checkbox"/> Passenger	<input type="checkbox"/> Passenger/Cargo
13. CATEGORY OF C OF A	14. DATE OF ORIGINAL C OF A	15. REGISTRATION MARKS	16. DATE REGISTERED
<p>NOTE: The registered aircraft owner(s) legal name (Item 6 above) must be identical to the certificate holder's legal name or the applicant must provide a copy of a lease or other agreement that shows how the Operator will control the operation and maintenance of the aircraft.</p>			
C. SCHEDULE OF EVENTS			
PHASE: 3 – DOCUMENT COMPLIANCE <small>(DOCUMENTS MUST BE IN COMPLIANCE WITH THE APPLICABLE CIVIL AVIATION REGULATIONS)</small>		PHASE: 4 – DEMONSTRATION AND INSPECTION <small>(ALL DOCUMENTS MUST BE APPROVED OR FOUND ACCEPTABLE BEFORE THIS PHASE)</small>	
EVENT	PLANNED SUBMISSION DATE	EVENT	PLANNED DATE(S)
a) Deviation Request (for proving test flights)		e) Pilot Training	
b) Pilot Training Program/Revision		f) Maintenance Training	
c) Maintenance Training Program		g) Proving/Validation Test Flights	
d) Plan for Proving Test or Validation		h) Proficiency Flight Checks	

PHASES: 5 – CERTIFICATION (ADD AIRCRAFT TO AOC OPERATIONS SPECIFICATIONS)

17. PROPOSED DATE OF COMPLETION OF CERTIFICATION PROCESS TO ADD AIRCRAFT TO OPS SPECS: _____

D. MANAGEMENT CONTACT INFORMATION

18. DIRECTOR OF OPERATIONS:	NAME:	PHONE#:	EMAIL:	FAX #:
19. DIRECTOR OF MAINTENANCE:	NAME:	PHONE#:	EMAIL:	FAX #:
20. MAINTENANCE COORDINATOR:	NAME:	PHONE#:	EMAIL:	FAX #:

E. DOCUMENTS SUBMITTED FOR GCAA APPROVAL (CHECK APPLICABLE DOCUMENTS)

- Minimum Equipment List
 Configuration Deviation List
 Aircraft Maintenance Program
 Training Program (New or Revised)
 Maintenance Control Manual (Revision)
 Maintenance Procedures Manual (Revision)
 Operations Manual (Revision)
 Any other document(s) – State: _____

F. DOCUMENTS SUBMITTED FOR GCAA ACCEPTANCE (CHECK APPLICABLE DOCUMENTS)

- Aircraft Flight Manual
 Aircraft Lease Arrangement
 Aircraft Compliance Statement
 Aircraft Noise Certificate
 Aircraft Insurance
 Any other document(s) – State: _____

NOTE: AOC OPERATIONS SPECIFICATIONS SHALL BE SUBMITTED TO THE AUTHORITY FOR AMENDMENT TO INCLUDE THE AIRCRAFT(S) AFTER COMPLETION OF THE PROCESS.

G. ADDITIONAL REQUIRED AIRCRAFT INFORMATION

- * 21. AIRCRAFT MAINTENANCE MANUAL:
 * 22. AIRCRAFT MAINTENANCE MANUAL REVISION STATUS:
 * 23. AIRCRAFT MAINTENANCE MANUAL DATE OF LAST REVISION:

24. ITEM	25. MAKE & MODEL	26. TIME SINCE OVERHAUL	27. TIME SINCE NEW	28. TOTAL A/C TIME
a) AIRCRAFT				
b) ENGINE				
c) PROPELLER (LEFT 1 OR SINGLE)				
d) PROPELLER (LEFT 2)				
e) PROPELLER (RIGHT 1)				
f) PROPELLER (RIGHT 2)				
g) PROPELLER (TAIL MOUNTED)				
h) ROTOR (MAIN)				

* Please enter the exact name, identification or part number, revision level, and date of the publication(s) under which the item will be maintained (normally these are the airframe and the engine, propeller or rotor maintenance/service manuals).

H. MAINTENANCE INSPECTION HISTORY (CHECK APPROPRIATELY)

Before this application, the aircraft was maintained and inspected under the following maintenance and inspection programs:

- Annual Inspection
 Progressive Maintenance Inspection
 100 Hour Inspection Program
 Manufacturer Maintenance Program
 CAA Approved Maintenance Programme
 Other – State: _____

I. INSPECTION ITEMS		
<i>Use the Checklist below before presenting the aircraft for GCAA Inspection. Check if the item meets all applicable GCAA Civil Aviation Regulations.</i>		
24. CERTIFICATES	28. GENERAL AIRWORTHINESS	
<input type="checkbox"/> The Registration Certificate is on board the aircraft. <input type="checkbox"/> The Airworthiness Certificate is on board the aircraft. <input type="checkbox"/> The Radio Station Licence is on board the aircraft.	<input type="checkbox"/> The aircraft has the proper equipment and approval documentation required by Civil Aviation Regulations. <input type="checkbox"/> All external placards, required by the Type Certificate or the AFM, are secure and readable. <input type="checkbox"/> All cowl fasteners, screws, etc., are secure. <input type="checkbox"/> Antennas are free from erosion. <input type="checkbox"/> ADF/HF Long-Wire antenna is under spring tension. <input type="checkbox"/> All static wicks are installed; none are broken except as deferred under an MEL. No broken bonding straps. <input type="checkbox"/> The aircraft Make, Model and Serial Number data are on the outside of the fuselage. <input type="checkbox"/> All instruments, systems, and equipment are operating properly or deferred under an MEL; the aircraft is airworthy and legal to fly.	
25. OPERATING LIMITATIONS		
<input type="checkbox"/> GCAA Accepted Aircraft Flight Manual. <input type="checkbox"/> Applicable and current Flight Manual Supplements. <input type="checkbox"/> All Flight Deck Placards required by Type Certificate or Flight Manual and they are secure and readable. <input type="checkbox"/> The flight deck contains all operating manuals and the manual is current. <input type="checkbox"/> All switches, circuit breakers, controls, etc., are properly labeled. <input type="checkbox"/> Approved Weight & Balance Schedule.		
26. OPERATIONS DOCUMENTS		
<input type="checkbox"/> Operations Manual. <input type="checkbox"/> Aircraft Technical/Journey Log Book. <input type="checkbox"/> Approved Minimum Equipment List <input type="checkbox"/> Approved Configuration Deviation List <input type="checkbox"/> Deferred Defect List/Sheet.		
27. PASSENGER SAFETY		
<input type="checkbox"/> All internal cabin placards required by the Type Certificate or the AFM are secure and readable. <input type="checkbox"/> Approved Passenger Briefing Cards. <input type="checkbox"/> Required emergency equipment is on board, properly stowed, and inspected.		
29. MAINTENANCE RECORDS		
<input type="checkbox"/> The maintenance records show that all airworthiness inspections are current. <input type="checkbox"/> All required maintenance, including maintenance of life-limited items, is current. <input type="checkbox"/> The maintenance records include an Airworthiness Directive (AD) and Service Bulletin (SB) Listing showing that all ADs and SBs are complied with including Recurring Ads and SBs.		
Comments:		
_____ (NAME OF APPLICANT)	_____ (SIGNATURE OF APPLICANT)	_____ (DATE)