



APPLICATION FORM
ADDING AIRCRAFT TO AN EXISTING OPERATIONS SPECIFICATIONS

SECTION: 1 (TO BE COMPLETED BY APPLICANT)**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 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)	
☐ Aeroplane Land ☐ Rotorcraft Land		☐ All Cargo ☐ Combo	
☐ Aeroplane Amphibian ☐ Rotorcraft Amphibian		☐ Passenger ☐ Passenger/Cargo	
13. CATEGORY OF C OF A	14. DATE OF ORIGINAL C OF A	15. REGISTRATION MARKS	16. DATE REGISTERED

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.

C. SCHEDULE OF EVENTS

PHASE 3 – DOCUMENT EVALUATION (DOCUMENTS MUST BE IN COMPLIANCE WITH THE APPLICABLE REGULATIONS & REQUIREMENTS)		PHASE 4 – DEMONSTRATION AND INSPECTION (ALL DOCUMENTS MUST BE APPROVED OR FOUND ACCEPTABLE BEFORE THIS PHASE)	
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/APPROVAL PAGES TO BE SUBMITTED IN THIS APPLICATION FOR GCAA APPROVAL (CHECK AS APPLICABLE)

- ☐ 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/APPROVAL PAGES TO BE SUBMITTED IN THIS APPLICATION FOR GCAA ACCEPTANCE (CHECK AS APPLICABLE)

- ☐ Aircraft Flight Manual ☐ Aircraft Lease Arrangement ☐ Aircraft Compliance Statement
☐ Certificate Of Airworthiness ☐ Certificate Of Registration ☐ Radio Station Licence
☐ 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	
Use the Checklist below before presenting the aircraft for GCAA Inspection. Check if the item meets all applicable GCAA Regulations and Requirements.	
29. CERTIFICATES	33. GENERAL AIRWORTHINESS
☐ The Certificate of Registration is on board the aircraft. ☐ The Certificate of Airworthiness is on board the aircraft. ☐ The Radio Station Licence is on board the aircraft.	☐ The aircraft has the proper equipment and approval documentation required by the Regulations and Requirements. ☐ All external placards, required by the Type Certificate or the AFM, are secure and readable.
30. OPERATING LIMITATIONS	
☐ GCAA Accepted Aircraft Flight Manual. ☐ Applicable and current Flight Manual Supplements. ☐ All Flight Deck Placards required by Type Certificate or Flight Manual and they are secure and readable. ☐ The flight deck contains all operating manuals and the manuals are current. ☐ All switches, circuit breakers, controls, etc., are properly labeled. ☐ Approved Weight & Balance Schedule.	☐ All cowl fasteners, screws, etc., are secure. ☐ Antennas are free from corrosion. ☐ ADF/HF Long-Wire antenna is under spring tension. ☐ All static wicks are installed; none are broken except as deferred under an MEL. No broken bonding straps. ☐ The Aircraft Make, Model and Serial Number data are on the outside of the fuselage. ☐ All instruments, systems, and equipment are operating properly or deferred under an MEL. ☐ The aircraft is airworthy and legal to fly.
31. OPERATIONS DOCUMENTS	
☐ Operations Manual ☐ Aircraft Technical/Journey Log Book ☐ Approved Minimum Equipment List ☐ Approved Configuration Deviation List ☐ Deferred Defect List/Sheet.	34. MAINTENANCE RECORDS
32. PASSENGER SAFETY	
☐ All internal cabin placards required by the Type Certificate or the AFM are secure and readable. ☐ Approved Passenger Briefing Cards. ☐ Required emergency equipment is on board, properly stowed, and inspected.	☐ The maintenance records show that all airworthiness inspections are current. ☐ All required maintenance, including maintenance of life-limited items, are current. ☐ 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)	

SECTION: 2
(TO BE COMPLETED BY GCAA OFFICIAL)

NAME AND SIGNATURE

OFFICE

DATE RECEIVED (DD/MM/YY)

DATE FORWARDED TO DIRECTOR GENERAL (DD/MM/YY)

For:



ACTION



INFORMATION

REMARKS:

SECTION: 3
(TO BE COMPLETED BY OFFICE OF THE DIRECTOR GENERAL)

FILE REFERENCE NUMBER:

ASSIGNED CERTIFICATION NUMBER:

DATE FORWARDED TO RESPONSIBLE OFFICE (DD/MM/YY):

REMARKS:

SIGNATURE: _____

DATE: _____

DIRECTOR GENERAL CIVIL AVIATION