



# Pre-Application Information Package.

Subject: INITIAL ENQUIRY AND PRE-APPLICATION INFORMATION

Date: 25/01/2007

## 1. PURPOSE:

The purpose of this document is to provide information about the required documentation to be forwarded electronically to prospective operators by CAA inspectors and to list the applicable documents with hyperlinks to locations on the CAA internal network (inspectors) / website (operators).

## 2. FOCUS:

Accessing technical guidance material through the references provided assures that both inspectors and operators use current documents with effective dates.

## 3. DISCUSSION AND CONTENTS:

### BACKGROUND

#### Requirements:

- **AIR SERVICE LICENCE:** obtained from the Air Service Licensing Council (ASLC)

Under the AIR SERVICE LICENSING ACT (ACT NO. No.115 OF 1990) and the INTERNATIONAL AIR SERVICE LICENSING ACT (ACT No. 60 OF 1993), applicants for air transportation service licences must make application with the Secretariat of the Air Service Licensing Council situated at the National Department of Transport. Requirements for application is available at the Secretariat. Economic authority is issued in the form of a licence.

*Note: It is the sole responsibility of the Applicant to obtain the necessary economic licence. However, the Applicant should be aware that the CAA would not proceed with any Air Operator Certification process until all Air Service License requirements have been fully met.*

- **AIR OPERATOR CERTIFICATE:** obtained from the South African Civil Aviation Authority (SACAA)

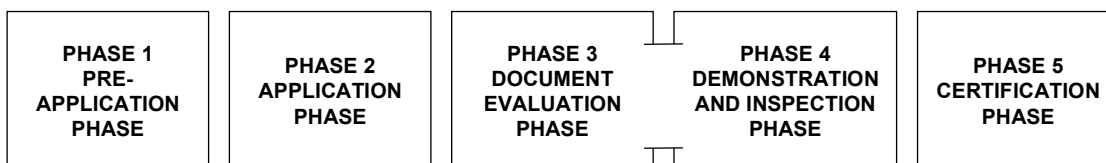
To conduct Commercial Air Transport Operations under SACAA regulations, an operator must be a citizen as defined in South African Aviation Law. The CAA

recognises the responsibility of Commercial Air Transport Operators to provide air transportation with the highest degree of safety possible in the public interest. The certification process is designed to ensure that prospective AOC holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the operator is able to comply with the South African Aviation Law, CAA regulations, and the international standards pertaining to the operation of aircraft as published in relevant ANNEXES to the Convention on International Civil Aviation Organisation (ICAO).

a. There are five phases in the air operator certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. (See CA AOC-AC-001: “Pre-Application Advisory Circular” for a detailed description of the entire certification process). The five phases are:

- (1) Pre-application
- (2) Formal Application
- (3) Document Evaluation
- (4) Demonstration and Inspection
- (5) Certification

b. In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the CAA and the operator should proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certificated until the CAA is assured that the SA aviation law and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.



**a. Initial Enquiry Information: (A brief Initial Client Orientation Meeting)**

***Note: To be completed and submitted to the CAA for reviewing. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with reasons for its return. If the information is complete and acceptable the CAA will schedule a pre-application meeting with the prospective operator and the selected CAA certification Project Manager (PM ideally a Flight Operations Inspector) and team members. (This team should represent the scope of the CAA Inspectorate: Flight Operations, Airworthiness and Certification.)***

i. Prospective Operator's Pre-Assessment Statement (POPS) CA AOC-F-003

**b. The Application Information Package**

***Note: To help promote understanding throughout the certification process, an application information package will be provided to the prospective operator during the pre-application meeting. The application information package includes the following:***

- i. Advisory Circular: CA AOC-AC-001 Certification of an Air Operator (Pre-Application Advisory Circular).
- ii. Inspector Checklist: CA AOC-F-006 Schedule of Events (Certification Job Aid)
- iii. Form CA AOC-F-008 Proposed Schedule of Events
- iv. Advisory Circular: CA AOC-AC-002 Quality System Programme
- v. Form CA AOC-F-009 Manual Control Roster
- vi. Checklist CA AOC-027 Gate requirements
- vii. Statement of Compliance CA AOC-003
- viii. Other documentation the PM believes will be useful to the operator.

*Note: The CAA is in the process of generating a method by which all documentation relevant to the certification process for use by prospective operators will be accessible on the CAA website:*

<http://www.caa.co.za>

***Notification of this service will be made to the Aviation Industry by means of a published AIC. Until further notice these documents will be e-mailed as attachments to this "Pre-Application Information Package".***