

ISSUING THE AIR OPERATOR CERTIFICATE, OPERATIONS SPECIFICATIONS, AND COMPLETING THE CERTIFICATION REPORT

GUIDANCE MATERIAL FOR INSPECTORS
CA AOC-017

SOUTH AFRICAN



*CIVIL AVIATION
AUTHORITY*

AIR OPERATOR CERTIFICATION

ISSUING THE AIR OPERATOR CERTIFICATE, OPSPECS, AND COMPLETING THE CERTIFICATION REPORT

CA AOC-017

I. CERTIFICATION PHASE

- A. The certificate and approved Operations Specifications (OpSpecs) are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the certification process. The applicant shall not be certificated under any circumstance until the Project Manager (PM) has determined that the applicant is fully capable of fulfilling its responsibilities and that the applicant will comply with the Civil Aviation Regulations (CAR) in an appropriate manner.
- B. After certification:
1. The AOC holder is responsible for continued compliance with CAA regulations, authorisations, limitations, and provisions of its Certificate and OpSpecs.
 2. The CAA is responsible for conducting periodic inspections of the AOC holders operations to ensure the AOC holder's continued compliance with the CAA regulations, authorisations, limitations and provisions of its certificate and OpSpecs.

II. PREPARATION OF CIVIL AVIATION AUTHORITY (CAA) CERTIFICATES (AOC)

The following information must be imprinted or typed on the appropriate form when the certificate is prepared for issuance:

1. The Certificate Holder's Name. The certificate holder's full and official name shall be entered directly below the words "This certifies that."
2. The Certificate Holder's Address. The physical location address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations. The address on the certificate must be a physical location and may or may not be the same as the mailing address.
3. The Certification Statement of Authority. The pre-printed certification statement of authority on the Air Operator Certificate shall not be modified (figure 1).
4. The Assigned Certificate Number. The final certificate number will be obtained from the Air Services Licensing Council, and will be imprinted or typed in the space provided on the form.

5. The Effective Date of the Certificate. The date to be entered in the space provided shall be the date of issuance. If a certificate is to be changed due to an address change or a change of the certificate holding office the date of original issuance shall be retained on the changed certificate. A change of name for the air operator or a change in the certification statement of authority has the effect of a new certification; therefore, a new certificate and certificate number shall be issued. For this situation the issuance date of the new certificate will be entered in the space provided.
6. The Certificate Holding Office's Designator. The four character, alphanumeric designator of the CHDO shall be imprinted or typed into the "issued at" space of the form. (The SACAA has only a head office at this change. The above will become applicable should the SACAA open offices in i.e. Cape Town and Durban.)
7. The Signature Block. Air operator certificates issued to air operators complying with all relevant CAR shall be signed by the CAA.
8. The Signature, Title, Block. The full title of the person signing the certificate shall be entered in the space provided.

III. ISSUANCE OF OPERATIONS SPECIFICATIONS AND CERTIFICATE.

- A. When it is determined that the applicant has met all regulatory requirements, the appropriate certificate and Operations Specifications will be presented to the applicant. The OpSpecs will be prepared in accordance with the procedures in CA AOC-002.
- B. An applicant for an air operator certificate will not, for any reason, be issued Operations Specifications or a certificate until the applicant has presented a copy of its economic authority (either a certificate or registration) to the PM.
- C. Before issuance, the Operations Specifications will be signed by the applicant (accountable manager) and the appropriate CAA Senior Manager. The original certificate and Operations Specifications will then be given to the new certificate holder.

IV. CERTIFICATION REPORT

- A. When the new operator is certificated, the PM is responsible for assembling a certification report. This report must be signed by the PM and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file relating to the new operator during the business life of the operator. The report shall consist of 5 sections, 1 through 5, as follows:
 1. The formal application letter.
 2. The compliance statement.
 3. A copy of the Operations Specifications issued.
 4. A copy of the certificate issued.
 5. A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase and speciality. For standardisation, the following format for summaries of major difficulties and/or recommendations will be arranged as follows:
 - a) Pre-application Phase (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by speciality.

- b) Formal Application Phase (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by speciality.
- c) Document Compliance Phase (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by speciality.
- d) Demonstration and Inspection Phase (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by speciality.

V. CERTIFICATION REPORT RETENTION.

The CAA shall retain the original of the certification report as long as the certificate holder remains active.

Figure 001

OPERATING CERTIFICATE

LOGO

SOUTH AFRICAN CIVIL AVIATION AUTHORITY CIVIL AVIATION REGULATIONS. 1997					
OPERATING CERTIFICATE PART 121					
File number					
Operating certificate number					
This is to certify that					
Trade name					
Of: (Postal Address)					
Base of Operations					
To whom (a) Class/Classes					
License(s), number(s)					
Dated:					
<i>Has been authorized to operate the said air service(s) in accordance with the Operations Manual approved in terms of regulation 121.04.2(3) of the Civil Aviation Regulations 1997), read together with section 19 (b) of the Air Services Licensing act, 1990 (Act no 115 of 1990) and/or section 20 (1) (b) of the International Air Services act, 1993 (Act no 60 of 1993) and the provisions of the said two Acts relating to the licensing and operation of the relevant air service(s).</i>					
The Following Aircraft Only Are Authorised For Part 121 Operation <i>(or as indicated on the authorized Operations Specification)</i>					
Expiry Date					
Issued at Midrand on the					
Pp: _____ Commissioner for Civil Aviation					
Note: This certificate was issued without any alteration or erasure and is issued in conjunction with the limitations, restrictions and authorizations imposed on the Operator in the form of Operations Specifications.					