CIVIL AVIATION AUTHORITY
OF THE CAYMAN ISLANDS

THIS PACKAGE CONSISTS OF THE APPLICATION FORM FOR

AN AIR OPERATOR'S CERTIFICATE AND THE

ACCOMPANYING NOTES TO AID IN THE COMPLETION

OF THE FORM

PLEASE ENSURE THAT ALL THE NOTES ARE READ BEFORE

STARTING TO COMPLETE THE APPLICATION FORM

APPLICATION FOR AN AIR OPERATOR'S CERTIFICATE

1. The official name, address and telephone number of applicant (see Note 1).

    _____

    The Registration Number (if applicable)._____

2. The name(s) in which the Air Transport Operation will be conducted (if different from 1 above). (see Note 2)

    _____

3. List the types, serial numbers and registration marks of each aircraft for which a Certificate is required. (see Note 3)

    _____

4. The purpose for which the aircraft are to be operated. (see Note 4)

    _____

5. The specific location of the principal operating base and any other places at which the aircraft will be operated or based. (see Note 5)

    _____

6. The geographical regions in which it is proposed to operate each type of aircraft. (see Note 6)

    _____

7. When will the Operations and Training Manuals and other required systems and programs be submitted to the CAACI for review? (see Note 7)

    _____

8. When will the Maintenance Manuals and other required programs be submitted to the CAACI for review? (see Note 8)

    _____

9. The name and address of organization(s) responsible for all maintenance of each type of aircraft. (see Note 9)

    _____

10. The location of line maintenance stations and types of aircraft serviced in each. Indicate at which stations Scheduled Maintenance Inspections will take place.

_____

11. The reference number of the maintenance schedule to which each aircraft type is maintained.

_____

12. Is the Schedule approved by the CAACI? (Yes / No) If Yes, give the CAACI Reference Number. If No, it must be approved by the CAACI prior to the grant of an Air Operator Certificate.

_____

13. List the names, qualifications and experience of the Accountable Manager and nominated postholders and details of the duties for which each individual is responsible (attach resumes). *This section need not be completed if the information is contained in the Operations Manual and it is submitted at the time of application.* (see Note 10)

_____

14. List the names, qualifications and experience of persons nominated to be responsible for conducting on behalf of the operator, the training and assessments specified in OTAR 119.55. *This section need not be completed if the information is contained the Training Manual and it is available for scrutiny at the time of application.* (see Note 11)

_____

15. The proposed date for the commencement of operation. (see Note 12)

_____

_____

I hereby apply for the grant of an Air Operator's Certificate based on the information provided in this form.

_____   _____
(Printed Name)   *(Signature)*

_____   _____
(Position)   *(Date)*

NOTES FOR THE COMPLETION OF THE APPLICATION FORM FOR THE GRANT OR RENEWAL OF AN AIR OPERATOR'S CERTIFICATE

These notes are intended to give applicants for the grant or renewal of an Air Operator's Certificate guidance on how to complete the form. The notes are designed to cater to companies of all sizes. Some of the detailed information called for may be inappropriate to the smaller companies and the notes should be interpreted accordingly. OTAR Part 119 deals with Air Operator Certification and should be reviewed prior to completing the Application Form.

Note 1. The particulars given should be those of the person who will be the operator of the aircraft. In the case of an incorporated body, include the names, addresses and nationalities of the Directors. In the case of an unincorporated association, include the names, addresses and nationalities of the partners. If a business name is used, it should be given in Section 2 of the application form. Also give the place and number of the company registration.

Note 2. All "trading names" used should be specified. The CAACI shall be notified of any "trading name" adopted subsequent to the completion of the application form or the issue of the Air Operator Certificate.

Note 3. Give the type, manufacturer's serial number and registration mark of each aircraft owned or immediately available to the applicant for operation and the total number of each. If the aircraft are not currently available for inspection, give the date on which they will be available.

Note 4. State whether the aircraft will be used for public transport of passengers and/or cargo. If the proposed operations include operation in specialized fields (e.g. vehicle ferry, animals etc.), give details of the proposed operation.

Note 5. This relates to the normal operating base(s) for each type of aircraft used by the operator.

Note 6. Specify the region for each aircraft type. If a non-standard AOC region is desired, specific geographical co-ordinates in latitude and longitude must be given and these when joined, will delineate the area of proposed operation.

Note 7. State when the following will be available for presentation to the CAACI: Operations Manual, Training Manuals, Safety Management System, Accident Prevention and Flight Safety Program, Flight Safety Documents System and Quality Assurance Program. The minimum period required for the review of these documents is six (6) weeks. It will facilitate the processing of an application if the manuals are compiled in accordance with the guidance given in OTAR Part 119 - Air Operator Certification.

Note 8. State when the following will be available for presentation to the CAACI: Maintenance Control Manual, Maintenance Program for each aircraft, Maintenance Control Manual and Air Operator Security Program in accordance with OTAR Part 119.

Note 9. If the routine maintenance of the operator's aircraft is carried out by a number of contractors, list them all and give details of the work for which each is responsible. Operators of aircraft not exceeding 2730 kgs shall list those maintenance organizations and/or licensed engineers with whom they have arrangements for regular maintenance and overall airworthiness control. The CAACI will advise the applicant if further information is required. Where maintenance is contracted out, a formal agreement must be established between the two parties in accordance with the guidance given in OTAR Part 119.73 and the CAACI will require a copy, including any side-letters or addenda. Details of the financial aspect of the arrangement may be omitted.

A copy of each of the following documents must be submitted to the CAACI for review and approval/acceptance as appropriate:
    (a) the proposed technical log sector record page and deferred defect control page together with the associated procedures for their use (these procedures may be shown by cress-reference to the relevant text of the Operations Manual);
    (b) the proposed aircraft maintenance schedule prepared in accordance with OTAC 39-6 as appropriate, or a suitable amendment to an existing approved schedule showing the inclusion of the company name, aircraft type and registration marks;
    (c) a Minimum Equipment List for each aircraft type; and
    (d) a Safety Briefing Card for each aircraft type.

Note 10. In accordance with OTAR 119, the information provided in this Section should give a clear picture of the chain of responsibility, appropriate to the size of the company, for all major aspects of management and of the arrangements for suitably qualified deputies to assume the functions of senior executives temporarily absent from duty. In addition, the person or persons responsible for the following duties should be named as well as the number of subordinate ground staff reporting to each person named under this Section:
    (a) the issue and amendment of the Operations and Training Manuals
    (b) the instructions to members of operational crews;
    (c) management of the Operations department;
    (d) general supervision of Flight Operations;
    (e) accepting operational commitments (e.g. deciding whether or not a particular charter or flight can be undertaken);
    (f) ensuring that crew training and periodical tests are carried out as necessary;
    (g) the discipline and general supervision of flying staff;
    (h) control and general supervision of the traffic or other department responsible at the main base(s) for compiling the "trip papers" (e.g. weather, flight plans and load sheets) and for the loading of the aircraft;
    (i) coordinating any necessary action arising from the Captains' voyage and incident reports;
    (j) making arrangements for the services of handling agents; and
    (k) liasing with maintenance organizations, including contractors, on airworthiness matters and the continuing satisfactory implementation of the declared maintenance support arrangement.
It is not necessary to include persons responsible solely for duties in connection with aircraft maintenance. The CAACI may request information in this connection at a later stage.

Note 11. List the names, qualifications and experience of the persons responsible for training and examining the operator's employees. The persons named should be those authorized by the operator to sign on his behalf records to by maintained under the relevant provisions of the AN(OT)O as amended. If the operator is proposing to contract training of pilots or other staff to an outside agency, full details of this proposal must be submitted to the CAACI for approval. If the operator wishes to obtain approval to do "in house" flight checks on his pilots, he must do so in accordance with the CAACI Flight Examiner Manual.

Note 12. If more than one type of aircraft is to be operated, give the proposed dates for the commencement of operations of each type.

Note 13. The completed application form along with the application fee should be submitted to the CAACI at least ninety (90) days before the date on which the applicant wishes to commence operations.

Note 14. The interval between the submission of an application and the grant or variation of an Air Operator's Certificate will depend primarily upon matters within the control of the applicant and no guarantee can be given that the CAACI will be able to reach a decision by a particular date.

Note 15. If a period of twelve (12) months passes after an application has been submitted to the CAACI and there has been no substantial progression on the part of the applicant, the CAACI will consider the application to have lapsed.

Note 16. The fee cannot be refunded in the event that an application lapses or is withdrawn.

Note 17. If the application is completed electronically, the sections will expand as required to accept the information. If it is completed manually, extra pages will be required for the information. In any case, where there are multiple entries, place only one entry per line (e.g. one aircraft or one person's name).

Note 18. Completed forms shall be submitted along with the required fee to:

       Director General
       Civil Aviation Authority of the Cayman Islands
       Unit 2 Cayman Grand Harbour
       PO Box 10277
       Grand Cayman KY1-1003
       Cayman Islands