



TTCAA Advisory CIRCULAR

Subject: CERTIFICATION OF AN AIR OPERATOR

TTCAA Advisory Circular TAC-001A

Date: 05/04/25

PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to describe the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under Trinidad and Tobago Civil Aviation Regulations (TTCARs). The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This TAC provides basic information applicable to the certification process. It does not describe the process for obtaining an AOC when the AOC applicant proposes to conduct maintenance under the equivalent system of maintenance referenced in TTCAR No. 3:74.

(2) Because there is a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion of acceptable methods for preparing these documents is not included in this TAC. Operators will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with TTCAA personnel. The information in this TAC and the reading material referenced will assist the operator in completing the process with minimal delays and complications.

(3) This TAC-001A cancels and supercedes TAC-001 which should be destroyed.

RELATED REGULATIONS AND READING MATERIAL

2. (1) Civil Aviation Act 2001, Trinidad and Tobago Civil Aviation Regulations (TTCARs). The TTCAA (the Authority) will publish Advisory Circulars like this one (TAC 001A) from time to time to guide operators in civil aviation matters as necessary.

FINANCIAL RESOURCES TO CONDUCT SAFE OPERATIONS

3. The assessment of financial resources of a prospective air operator, required under TTCAR No. 3:6(1) (f) would be based on an audit of the applicant’s assets and liabilities and a thorough evaluation of financial and statistical records and other pertinent data.

BACKGROUND

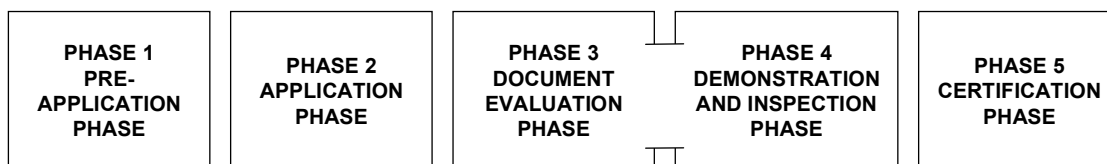
4. (1) To conduct commercial air transport operations under Trinidad and Tobago Civil Aviation Authority regulations, an operator must be a CARICOM national as defined in TTCAR No. 3. The TTCAA

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 Trinidad and Tobago Aviation Law and Regulations and the international standards pertaining to the operation of aircraft as published in relevant ANNEXES to the convention on international civil aviation.

(2) 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 Appendix 6 for a detailed flow chart of the entire certification process). The five phases are:

- (a) Pre-application
- (b) Formal Application
- (c) Document Evaluation
- (d) Demonstration and Inspection
- (e) Certification

(3) In some cases, the guidance and suggested sequence of events in this TAC may not be entirely appropriate. In such situations, the TTCAA and the operator would proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certified until the TTCAA is assured that the Trinidad and Tobago aviation law and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.



PRE-APPLICATION PHASE

5. (1) As far in advance as possible of an anticipated start of operations, a prospective operator should contact the TTCAA Office and inform the TTCAA of his intent to apply for an AOC. The prospective operator will be invited to meet briefly with TTCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with the certification, TTCAA Form (TF-01) Prospective Operators Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it is at Appendix 1. The POPS should be completed, signed by the prospective operator, and returned to the TTCAA Office.

(2) TTCAA personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return noted in Section 2. If the information is complete and acceptable, the TTCAA will schedule a pre-application meeting with the prospective operator and the selected TTCAA certification team members.

(3) The TTCAA office will designate one certification team member as the Project Manager (PM). The PM is the official TTCAA spokesperson throughout the certification project.

(4) The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all

aspects of the proposed operation and the specific requirements, which must be met to be certified as an air operator.

(5) It is important to establish good working relationships and clear understandings between the TTCAA and the operator's representatives. The TTCAA recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the TTCAA and adjusted to during these initial meetings.

(6) To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:

- (a) The certification job aid that will be used by TTCAA inspectors during the certification project;
- (b) A schedule of events which must be completed and submitted with the formal application letter;
- (c) An example set of Operations Specifications (OpSpecs); and
- (d) Other publications or documents the PM believes will be useful to the operator.

(7) TTCAR No.3:4. (1)(a), (2), (3) and (4) specify that an application for an AOC shall be made in a form and manner prescribed by the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made by letter [see Appendix 2.] requesting certification as an air operator. The accountable manager must sign the letter. The letter shall include a statement that it serves as the formal application for an Air Operator Certificate. It shall also contain the full and official name of the applicant. The letter shall contain the physical location address of the applicant's intended primary operating location. The applicant's mailing address shall also be included in the formal application letter if different from that on its letterhead. The letter shall also include the full name and address of the applicant's agent for service. Additionally, the letter will confirm the identity of key management personnel such as the General Manager, Director of Operations, Chief Pilot, Director of Safety, Director of Maintenance, Quality Manager, as applicable. Certain documents must be submitted with the formal application. These documents (attachments) are briefly described in the following subparagraphs (8) through (18) and will be discussed in detail during the pre-application meeting.

(8) **Draft Operations Specifications Attachment.** This attachment describes the applicant's intended authorisations, limitations, provisions, and privileges specific to the operator's operations.

(9) **Air Operator Certification Job Aid and Schedule of Events Attachment.** The schedule of events [see Appendix 3] is a key document that lists items, activities, programmes, and aircraft and/or facility acquisitions that must be accomplished or made ready for the TTCAA's inspection before certification. It should include dates when the crewmembers will start company indoctrination procedures. In addition, the schedule of events should include dates when maintenance personnel training will start; when maintenance facilities will be ready for the TTCAA's inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when emergency evacuation demonstrations; ditching demonstrations, and demonstration flights are planned to be performed, and the date of the proposed assessment of Chief Training and Checking Officer and other approved persons. These estimated dates must be logical in terms of sequence. For example, the estimated date for crewmember basic company procedures indoctrination ground training to begin should be after the date that sections of the company manuals pertinent to crewmember performance will be completed and submitted. Reasonable time for the TTCAA to review,

inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.

(10) **Company General Manuals Attachment.** These manuals, which may be issued in separate parts for specific users, contain information about the operator's general policies, duties and responsibilities of personnel, operational control policy, and procedures. These are commonly referred to as the Operations Manual and the Maintenance Control Manual. TTCARs require these manuals to include instructions and information necessary to permit flight, ground, and contract personnel to perform their duties and responsibilities with a high degree of safety. TTCAR No. 3, including the Schedules and Implementing Standards (IS) prescribe the content of these manuals. The entire manual system, as required by TTCAR No.3:4 and No.3:5 and TTCAR No.3 Part IV, shall be completely developed at the time of formal application.

(11) **Training and Checking Manuals.** It is recognised that aircraft acquisition, facility arrangements, and certain training programme elements may not be fully developed at the time of formal application. The company initial training curriculum portion of the Training Manual (completed to the extent possible) must be attached to the formal application letter or form. Initial training curricula must include at least the following curricula segments:

- (a) Company Procedures Indoctrination Training (TTCARs No. 2:229; No.3:15)
- (b) Initial Emergency Equipment Drills Training (TTCAR No.2:233)
- (c) Initial Aircraft Ground Training (TTCAR No.2:234)
- (d) Initial Aircraft Flight Training (TTCAR No.2:235)

(12) **Management Structure and Qualification Attachment.** TTCARs establish basic management positions and the implementing standards establish minimum qualifications for air operators proposing to conduct scheduled or charter commercial air transportation operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity of the planned operation. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's company manuals, operating provisions, the TTCARs and the planned operations relevant to the position. This attachment must contain resumes of the qualifications, licenses (including license numbers), ratings, and aviation experience for each of the following positions, or their equivalent:

- (a) Accountable Manager (Chief Executive Officer or General Manager)
- (b) Director of Operations, or Senior Officer of Flying Operations
- (c) Chief Pilot
- (d) Director of Safety, or Chief Flight Safety and Accident Prevention
- (e) Quality Manager
- (f) Director of Maintenance

(13) If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for deviation, however, must be made in a separate petition, which presents specific justification. This request for a deviation should be made to the TTCAA as soon as

practical to enable the individual who will hold the position to be involved early in the certification process.

(14) **Documents of Purchase, Leases, Contracts, and/or Letters of Intent Attachments.** These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- (a) Aircraft
- (b) Station facilities and services
- (c) Weather gathering facilities and services
- (d) Communications facilities and services
- (e) Maintenance facilities and services
- (f) Maintenance contractual arrangements
- (g) Aeronautical charts and related publications
- (h) Aerodrome analysis and obstruction data
- (i) Contract training and training facilities

(15) **Initial Statement of Compliance.** This attachment should be a complete listing of all TTCARs applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable and acceptable to the Authority. The following examples are samples of how relevant sections of TTCARs should be presented in a Statement of Compliance.

EXAMPLE 1.

Statement of Compliance - method of compliance *not developed* at time of formal application.
TTCAR No.3:57 Aeronautical Data Control System.
This system is currently under development and will be submitted for approval on (date).

EXAMPLE 2.

Statement of Compliance - method of compliance *fully developed - preferred presentation*
TTCAR No. 3:52 De-icing and Anti-icing Programme.
Flight Operations Manual (FOM) p. 129, para. 243;
Maintenance Control Manual (MCM) p. 45, para. 12.5.

EXAMPLE 3.

Statement of Compliance - method of compliance *fully developed - acceptable presentation*.
TTCAR No.2:66 Reporting mechanical irregularities. The air operator instructs the pilot in command (PIC) on the requirements for and methods of completing the technical log of the aeroplane The PIC is required to review the technical log before each flight and to ascertain the airworthiness status of the aeroplane by checking each previous log entry. The MCM instructs maintenance personnel on the requirement to record discrepancies discovered during pre-flight checks and other types of checks.

(16) **Financial Economic and Legal Matters Assessment.** This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic, and legal matters assessment.

(17) **List of Aircraft.** This attachment should consist of a list of aircraft, (by make, model, and series) that the applicant intends to operate.

(18) **List of Designated Destination and Alternate Aerodromes.** This attachment is required if the applicant is applying for scheduled operations.

(19) **Familiarity with Pertinent Regulations and Advisories.** A thorough understanding of pertinent regulations and advisory materials is critical to the success of the entire certification process. The operator and key management personnel must understand which regulations apply to the intended operation. A sample list of TTCARs as they apply to various kinds and types of operations is in Appendix 4.

(20) **Informal Co-ordination of Draft Manuals.** During the pre-application phase and throughout the certification process, the operator will have to prepare documents and manuals for the TTCAA's evaluation and approval or acceptance. The operator is encouraged to informally co-ordinate drafts of these documents with the PM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the operator and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the operator.

FORMAL APPLICATION PHASE

6. (1) It is recommended that the formal application is submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the TTCAA as far in advance of the proposed start-up date as possible.

(2) The TTCAA will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

(3) The operator's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.

(4) If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The TTCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

DOCUMENT EVALUATION PHASE

7. (1) **Evaluation of Manuals and Documents for Acceptance or Approval.** After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the TTCAA. The TTCAA Authority will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by TTCARs. Approvals may be indicated by letter as appropriate, or by approval of Operations Specifications (OpSpecs). Acceptance of information that does not require formal approval will be indicated by letter or by the lack of the TTCAA's objection to the information.

(2) **Documents Review.** The time involved in the processing of information which must be addressed in the operator's manuals and other documents depends on the complexity of the planned operation. The following list provides examples of information that must be provided by the operator and evaluated by the TTCAA during this phase:

- (a) Management personnel resumes outlining proposed management qualifications and civil aviation compliance histories.
- (b) Operations Manual (may be in one or more parts).
- (c) Maintenance Control Manual (may be in one or more parts). Includes the Approved Maintenance Organisations (AMO) Maintenance Procedures Manual (MPM).
- (d) Aircraft maintenance programmes and supporting manuals such as Maintenance Review Board (MRB) and Corrosion Prevention Control Programme (PMP).
- (e) Mass and balance procedures/programme.
- (f) Training Programme Manual.
- (g) Approved Aircraft Flight Manual.
- (h) Aircraft Operating Manual.
- (i) Minimum Equipment List (MEL) and MEL Management Programme
- (j) Configuration Deviation List (CDL).
- (k) Cockpit checklist.
- (l) Passenger briefing cards.
- (m) Noise and emission plan (if applicable).
- (n) Airport Runway Analysis
- (o) Deviation requests.
- (p) Dangerous Goods.
- (q) Cabin Attendant Manual.
- (r) Dispatch/flight following/flight locating procedures.
- (s) Draft Operations Specifications (operations and airworthiness).
- (t) Maintenance Reliability Programme (optional).
- (u) Plan for Demonstration Flights.

- (v) Emergency evacuation demonstration plan.
- (w) Ditching demonstration plan.
- (x) Fully completed Statement of Compliance.

(3) **The Fully Completed Statement of Compliance.** This is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programmes, and/or procedures.

DEMONSTRATION AND INSPECTION PHASE

8. (1) TTCARs require an operator to demonstrate his ability to comply with regulations and safe operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations while being observed by TTCAA inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the TTCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.

(2) Although the document evaluation and the demonstration and inspection phases have been discussed separately in this TAC, these phases overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase:

- (a) Conduct of training programmes (classroom, simulators, aircraft, flight and ground personnel training).
- (b) Crewmember and Flight Operations Officer testing and certification.
- (c) Station facilities (equipment, procedures, personnel, fuelling/defuelling, de-icing, technical data).
- (d) Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
- (e) Flight control (Flight Supervision and Monitoring system or Flight Following system)
- (f) Maintenance and inspection programmes (procedures, record keeping).
- (g) Aircraft (conformity inspection, aircraft maintenance records, etc.).
- (h) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
- (i) Mass and balance programme (procedures, accuracy, and document control).
- (j) Passenger emergency evacuation demonstration (aborted takeoff demonstration and ditching demonstration).
- (k) Demonstration Flights. Includes full-scale simulation of revenue operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable TTCARs.

(3) The Demonstration and Inspection Phase outline under paragraph 8 (1) and 8 (2) is only applicable to the certification of an air operator.

NOTE: An applicant for an air operator certificate (AOC) may concurrently seek TTCAA approval of its maintenance organisation. The applicant needs to co-ordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. This is because the Demonstration Flights cited under TTCAR No. 3: 28, require the applicant to demonstrate to the TTCAA all proposed flight and ground operations. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organisation to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement.

CERTIFICATION PHASE

9. (1) After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the TTCAA will prepare an Air Operator Certificate and approve the OpSpecs. The OpSpecs contain authorisations, limitations, and provisions specific to an operator's operation. The operator must acknowledge receipt of these documents.

(2) The certificate holder is responsible for continued compliance with TTCARs and the authorisations, limitations, and provisions of its certificate and OpSpecs. As a certificate holder's operation changes, the OpSpecs will be amended accordingly. The process for amending OpSpecs is similar to the certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The TTCAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the TTCARs and safe operating practices.

EXPLANATION OF APPENDICES IN THIS ADVISORY CIRCULAR

10. (1) Appendix 1 provides instructions on how TTCAA Form TF-01: Prospective Operator's Pre-Assessment Statement (POPS) should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the appropriate TTCAA office. Sections 2 and 3 are reserved for TTCAA use.

(2) Appendix 2 provides a sample formal application letter.

(3) Appendix 3 provides a certification job aid and schedule of events.

(4) Appendix 4 provides a list of applicable TTCARs.

(5) Appendix 5 provides definitions of terms as they are used in the certification process.

(6) Appendix 6 provides a detailed flow chart of the entire certification process.

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Director General of Civil Aviation

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APPENDIX 1

INSTRUCTIONS FOR COMPLETING TTCAA FORM TF-01 PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)

***(TO BE COMPLETED BY AN APPLICANT FOR AN AIR OPERATOR CERTIFICATE OR
APPROVED MAINTENANCE ORGANISATION CERTIFICATE.)***

SECTION 1A. All applicants shall complete this section.

1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same." State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Enter the estimated commencement date of operations.
4. The information provided in this block in (1), (2), and (3) will be used to assign a company identification number. You may indicate up to three (3), 3-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of management personnel required by TTCAR No.3, Regulation 14 for application for Air Operator Certificate and TTCAR No. 6 Regulation 25 for application for an approved Maintenance Organization Certificate.

NOTE: Management personnel qualification requirements are specified in TTCAR No. 3

SECTION 1B. All applicants shall complete this section, as appropriate.

6. Indicate if the applicant for an Air Operator Certificate intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of his maintenance, or perform his own maintenance using an equivalent system.
7. The proposed type of operation shall be indicated. Check as many boxes as apply.
8. The proposed type of Approved Maintenance Organisation ratings shall be indicated. Check as many boxes as applicable. Refer to TTCAR No. 6 Schedule 2 for information on the ratings of an AMO.

SECTION 1C. Air Operators shall complete blocks 9, 10.

9. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.
10. Indicate geographic areas of intended operation and proposed route structure.

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist TTCAA personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of his aircraft and/or associated equipment, identify the approved maintenance organisation selected and a list of the maintenance or inspections he proposes to perform. Also provide copies of all written contracts with this form, if applicable. Applicants for an AMO Certificate should identify prospective maintenance contractors he intends to use and their Geographic Locations.
12. Identify the type of aircraft and/or simulators.

An applicant for an AOC should identify the type of aircraft and/or simulators intended to be used. An applicant for an AMO Certificate should identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

13. The Prospective Operator Pre-assessment Statement (POPS) denotes an intent to seek TTCAA certification as an air operator or approved maintenance organisation. It must be signed as follows:

<u>Type of Organisation</u>	<u>Authorised Signature</u>
Individual,	Owner,
Partnership	At least one partner,
Company, corporation, association, etc	At least one authorised officer

The Accountable Manager (TTCAR No. 3, Regulation 2 for AOC and TTCAR No. 6, Regulation 25 for AMO) must sign the POPS Form. If the POPS Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the POPS Form a letter authorizing the signatory to sign on his behalf.

SECTIONS 2. For TTCAA Use.

The prospective applicant must address this POPS form to the Office of the Director General of Civil Aviation. Upon receipt of the POPS the fields in this section is filled out. The form is then forwarded to the Executive Manager Safety Regulations. (EMSR).

SECTIONS 3. For TTCAA Use.

Upon receipt of the POPS the Office of the Executive Manager Safety Regulations will fill out the fields in the section. The EMSR will complete the “Pre-application number”, “Assigned Project Manager” and “Forwarded to Project Manager” fields in this section when those items are completed. The “Assigned Certification Number” field will be filled out during the Certification Phase of the air operator or Approved Maintenance Organization.

FORM-TF-01 PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS).

Section 1D. To be completed by all applicants.		
11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
12. Proposed Training (Aircraft and/or Simulator).		
13. The statement and information contained on this form denotes an intention to apply for a TTCAA Certificate.		
Type of Organisation:		
Signature.	Date (day/month/year).	Name and Title (Block Letters).
Section 2. To be completed by the DGCA Office.		
Received by (Name and Office):		Date received (day/month/year).
Date forwarded to Executive Manager Safety Regulations (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only.	
Remarks:		
Section 3. To be completed by the Executive Manager Safety Regulations Office.		
Received by:		Date (day/month/year):
Pre-application Number:	Assigned Certification Number:	
Assigned Project Manager:	Date:	
Remarks:		

APPENDIX 2

SAMPLE FORMAL APPLICATION LETTER

(Name of Applicant)
(Appropriate Address)

[Date]
Civil Aviation Authority
Attn: Executive Manager Safety Regulations

Dear (Name):

This letter serves as formal application for a Trinidad and Tobago Civil Aviation Authority (TTCAA) Air Operator Certificate. (Name of Applicant), initially intends to certificate and operate as a [scheduled or non-scheduled passenger, freight, or mixed passenger and freight] commercial air transport operation under No. 2 and 3 of the Trinidad and Tobago Civil Aviation Regulations (TTCARs). We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of [(our financial report) which has also been filed with ATLA,]] for assessment of our financial resources to conduct safe operations.

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base (if company intends to conduct maintenance under its AOC) will be located at (appropriate address) (if the company intends to apply under separate cover for an approved maintenance organisation, so state here). A copy of our contract with (name of maintenance organisation) is enclosed. Our management personnel are as follows:

President and Accountable Manager – Mr. Andrew Bernard
Director of Operations and Dispatch – Mr. Peter Squiggs
Director of Maintenance – Mr. Patrick Wing
Quality Manager – Mr. Samuel Fritz
Chief Pilot – Mr. Fredrick Miller
Director of Training – Ms. Leila Hayes
Director of Safety – Mr. Rodney Lewis

Also enclosed is the revised Schedule-of-Events and Initial Statement Of Compliance which was agreed to at our-last meeting with your representatives. We have retained the services of Mr. Louis Regent (appropriate address) as our agent for service.
Sincerely,

Andrew Bernard
President

Enclosures

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APPENDIX 3

Form-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS

OFFICIAL NAME OF COMPANY			LOCATION ADDRESS				
MAILING ADDRESS (if different from location)			PRE-CERTIFICATION NUMBER:				
			Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
TTCAA REFERENCE	OPS Insp.	AWI Insp.					
I. PRE-APPLICATION PHASE							
A. Initial Orientation: Inspector: _____ 1. Certification Advisory Circular provided to applicant. 2. Prospective Operator's Pre-assessment Statement (POPS) a. Forwarded to Director General TTCAA							
B. Certification Team Designated (at least one operations, one airworthiness inspector)							
PM	Name	Speciality					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
C. Conduct Pre-application Meeting							
1. Verify POPS Information 2. Overview of Certification Process 3. Provide Certification Package Containing: a. Certification Job Aid b. Schedule of events c. Model Operations Specifications d. Other Applicable Publications and Documents 4. Explain Formal Application Submissions							
Remarks:							



**rm-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR
COMMERCIAL AIR TRANSPORT OPERATORS**

TTCAA Reference	II. FORMAL APPLICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Review Applicant's Submission					
	1. Formal Application Letter/Form					
	a. Full and Official name (Legal)					
	b. Mailing Address					
	c. Primary Operating Location (Principal Operations/ Maintenance Base)					
	d. Name and address of applicants agent for service					
	e. Key Management Personnel Names					
	2. Formal Application Attachments					
	a. Schedule of events					
	b. Initial compliance statement					
	c. Company Operations Manuals					
	i. Operations Manual.					
	ii. Maintenance Control Manual					
	iii Aircraft Maintenance Programme					
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training					
	e. Management and Key Staff qualifications/resumes					
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent					
	B. Evaluation of TTCAA Resources Based on Schedule of Events					
REMARKS:						
	C. Formal Application Meeting					
	1. Schedule of events Date:_____ Time:_____					
	2. Discuss each Submission					
	3. Resolve Discrepancies/Open Items					
	4. Review Certification Process					
	5. Review Impact if Schedule of Events items are not met					
	D. Issue Letter Accepting/Rejecting Application					
REMARKS:						



**Form-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
FOR COMMERCIAL AIR TRANSPORT OPERATORS**

TTCAA Referenece	III. DOCUMENT EVALUATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
REMARKS:						
	A. Evaluate Applicable Training Programmes 1. Training Curricula					
	a. Company Procedures Indoctrination					
	b. Emergency Equipment Drills Training					
	c. Ground Training (Handling/Serviceing/De-icing)					
	d. Flight Training					
	e. Recurrent Training					
	f. Transition/Upgrade Training					
	g. Differences Training					
	h. Security					
	i. Dangerous Goods					
	j. Flight Examiner/Flight Instructor					
	k. Crew Resource Management					
	2. Flt/Ops/Officer Training					
REMARKS:						
	B. Evaluate Management Qualifications					
	1. Accountable Manager					
	2. Director of Operations					
	3. Director of Maintenance					
	4. Quality Manager/s					
	a. Quality Manager for Operations (if applicable)					
	b. Quality Manager for Maintenance (if applicable)					
	5. Chief Pilot					
	6. Director of Safety					
	8. Request for Deviation Letter (If Applicable)					
	9. Other					
REMARKS:						



**Form-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
FOR COMMERCIAL AIR TRANSPORT OPERATORS**

TTCAA Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	C. Evaluate Operator's Manual System					
	1. Completed Operations Manual					
	a. Emergency exit plan					
	b. Carry-on Baggage plan					
	2. Completed Maintenance Control Manual					
	3. TTCAA Approved Aeroplane Flight Manual					
	4. Aircraft Checklists					
	a. Normal					
	b. Abnormal					
	c. Emergency					
	5. Cabin Attendant Manual					
	6. Flight Supervision and Monitoring/Flight Following					
	7. Station/Facility Operations					
	8. Company Emergency Manual					
	9. Aerodrome Data & En Route Manual (Charts and Plates)					
	10. Aerodrome/Runway Analysis (Performance)					
	11. Minimum Equipment List					
	a. (MEL Management Programme)					
	12. Configuration Deviation List					
	13. Maintenance Technical Manuals:					
	14. Fuelling/Refuelling/Defuelling					
	15. Ground Servicing Manual					
	16. Mass and Balance Control Programme					
	17. Dangerous Goods					
	18. Security					
	19. Reliability Programme					
	20. Completed Continuous Airworthiness Maintenance Programme					
	21. Emergency Plan/Notification					
	22. Passenger Briefing Cards					

Remarks:



**rm-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR
COMMERCIAL AIR TRANSPORT OPERATORS**

TTCAA Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	D. Other Evaluations					
	1. Aircraft Lease					
	2. Maintenance Contracts/Agreements					
	3. Servicing Contracts/Agreements					
	4. Exemption/Deviation Requests/Justification					
	5. Plan for Emergency Evacuation Demonstration					
	6. Plan for Demonstration Flight					
	8. Final Compliance Statement					
	9. Initiate Operations Specifications preparation					
	10. Training Contracts					
	11. De-icing/Anti Icing					
	12. Exit Row Seating					

Remarks:



**rm-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR
COMMERCIAL AIR TRANSPORT OPERATORS**

TTCAA Reference	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	B. Testing/Certification					
	1. Pilots					
	2. Flight Engineers					
	3. Flt/Ops/Officers					
	4. Cabin Attendants					
	C. Aircraft Conformity Inspection					
	D. Main Operations Base					
	E. Main Maintenance Base					
	F. Station/Facilities (Operations)					
	G. Station/Facilities (Maintenance)					
	H. Flight Supervision and Monitoring/Flight Following					
	I. Recordkeeping Locations					
	1. Crewmember					
	a. Training					
	b. Flight & rest Times					
	c. Qualification					
	2. Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel Training					
	i. Director of Maintenance					
	ii. Quality Manager and staff					
	iii. Contract Employees					
	J. Flight/Trip Records					
	K. Emergency Evacuation Demonstration					
	L. Ditching Demonstration					
	M. Demonstration Flight Evaluation					
	N. Proof of [State] Economic Authority					
Remarks:						



**rm-TF-02 AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR
COMMERCIAL AIR TRANSPORT OPERATORS**

TTCOA Reference	V. CERTIFICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Approve Operations Specifications					
	B. Present Certificate & Operations Specifications					
Remarks:						
	C. Prepare Certification Report					
	1. Assemble Report					
	a. Formal Application Letter					
	b. Final Compliance Statement					
	c. Copy of Operations Specifications					
	d. Copy of Certificate					
	e. Summary of Difficulties					
	2. Distribute Report					
Remarks:						
	D. Develop Post Certification Surveillance Programme					
	1. Within Geographic Area					
	2. Outside Geographic Area					
Remarks:						

APPENDIX 4
TRINIDAD AND TOBAGO CIVIL AVIATION REGULATIONS (TTCARs)

SECTION 1 - APPLICABLE PARTS OF TTCARs

No. 01	General Application and Personnel
No. 02	Operations
No. 03	Air Operator Certification and Administration
No. 04	Aircraft Registration and Markings
No. 05	Airworthiness
No. 06	Approved Maintenance Organisation
No. 07	Instruments and Equipment
No. 08	Aviation Security
No. 09	Aviation Training Organisation
No. 10	Foreign Air Operator
No. 11	Aerial Work
No. 12	Aerodrome Certification

SECTION 2 - OTHER TRINIDAD AND TOBAGO REGULATIONS THAT MAY BE APPLICABLE TO CERTIFICATION AS AN AOC

TAC-001A

**SECTION 3 - APPLICABLE INTERNATIONAL RULES AND DOCUMENTS
INTERNATIONAL/OVERSEAS OPERATIONS ICAO ANNEXES**

Annex 1 to the ICAO conventionPersonnel Licensing
Annex 2 to the ICAO Convention	... Rules of the Air
Annex 6 to the ICAO Convention	... Operation of Aircraft
Annex 8 to the ICAO Convention	... Airworthiness of Aircraft
Annex 11 to the ICAO Convention	... Air Traffic Services
Annex 10 to the ICAO Convention	... Telecommunications
Annex 12 to the ICAO Convention	... Search and Rescue
Annex 17 to the ICAO Convention	... Aviation Security
Annex 18 to the ICAO Convention	... Transportation of Dangerous Goods.

OTHER ICAO DOCUMENTS

Circular 253-AN/151	Human Factors Digest No. 12 Human Factors in Aircraft Maintenance and Inspection
Document 4444-RAC/501	- Rules of the Air and Air Traffic Service
Document 7030	- Regional Supplementary
Document 8168-OPS	- Aircraft Operations
Document 8335-AN/879	- Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9284-AN/905	Technical Instructions for the Safe Transport of Dangerous Goods by Air
Document 9365-AN/910	All Weather Operations
Document 9376-AN/914	- Preparation of an Operations Manual
Document 9379-AN/916	Manual and Procedures for Establishment and Management of a States Personnel Licensing system
Document 9760-AN/919	- Manual of Procedures for an Airworthiness Organisation
Document 9642-AN/941	Continuous Airworthiness Manual

Appendix 4 Page 1 of 2

ICAO information may be obtained by writing to:
International Civil Aviation Organisation
(Attn: Distribution Officer)
PO Box 399
Succursale: Place De L'Aviation Internationale
1000 Sherbrooke Street, West
Montreal, Quebec, H3A 2R1

OCEANIC OPERATIONS

North Atlantic Minimum Navigation Performance Specifications (MNPS)
Airspace Operations Manual
North Pacific (NOPAC) Operations Manual

Appendix 4 Page 2 of 2

APPENDIX 5 DEFINITIONS

The following appendix defines terms used in this advisory pamphlet and/or the certification process.

“Agent for Service.” The person upon whom service of all notices and processes and all orders, decisions, and requirements of the Trinidad and Tobago Civil Aviation Authority shall be made.

“Inspectorate Office” means the TTCAA Office, which has responsibility for administering the certificate and is charged with the overall inspection of the certificate holder’s operations.

“Commercial Air Transport” means an aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.

“Scheduled operation” means an aircraft operation conducted by a commercial air transport operator for which the certificate holder or its representative offers in advance the departure location, departure time, and arrival location.

“Charter operation” means operations for which the departure time, departure location and arrival locations are specifically negotiated with the operator’s customer or the customer’s representative.

“Passenger carrying operation” any aircraft operation carrying any person other than a crewmember, company employee, authorised government representative, or person accompanying a shipment.

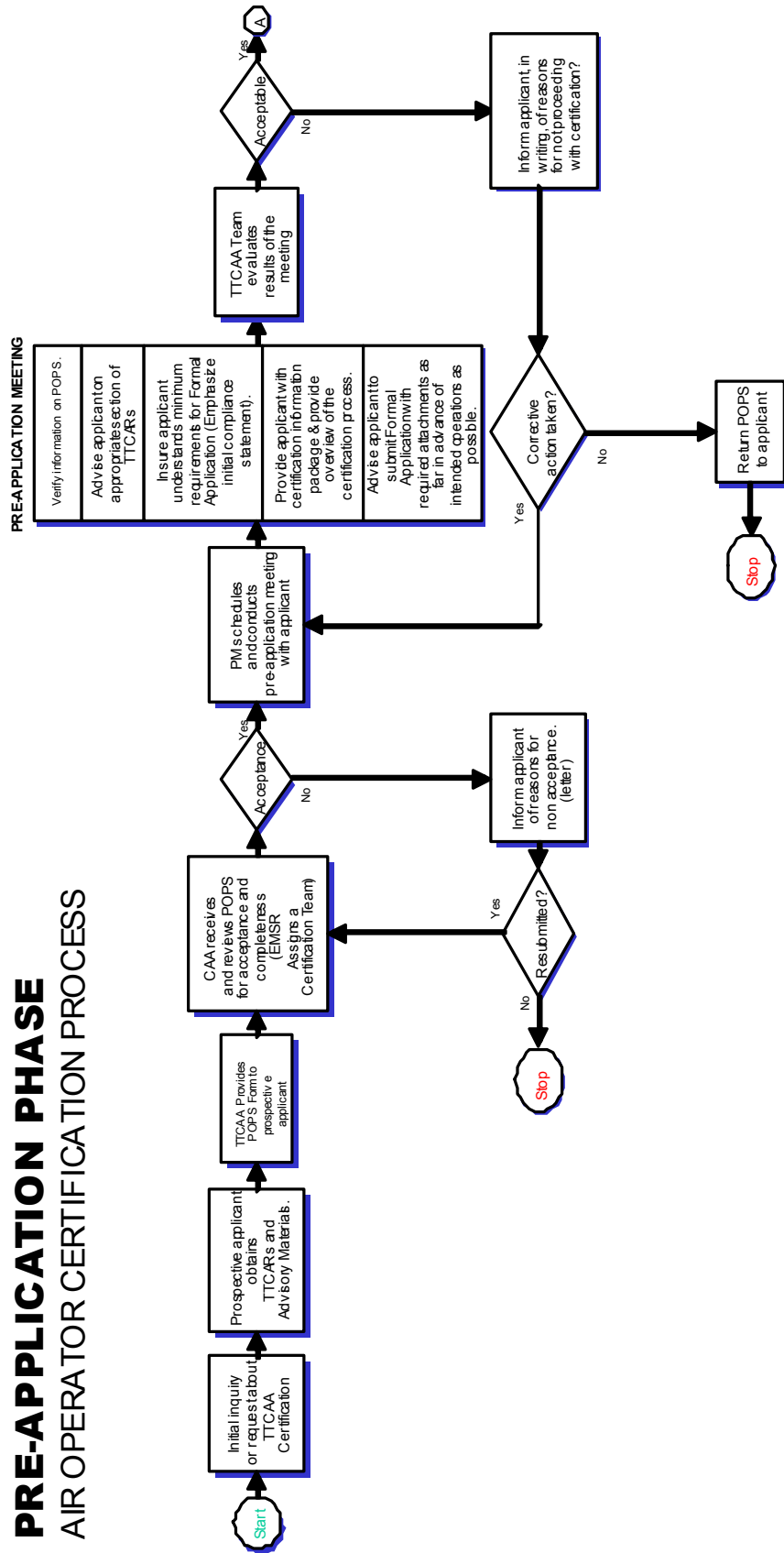
“Principal base of operations” means the primary operating location of a certificate holder as designated by the TTCAA.

**APPENDIX 6 -
CERTIFICATION
PROCESS FLOW
CHART.**

Page 1 of 5

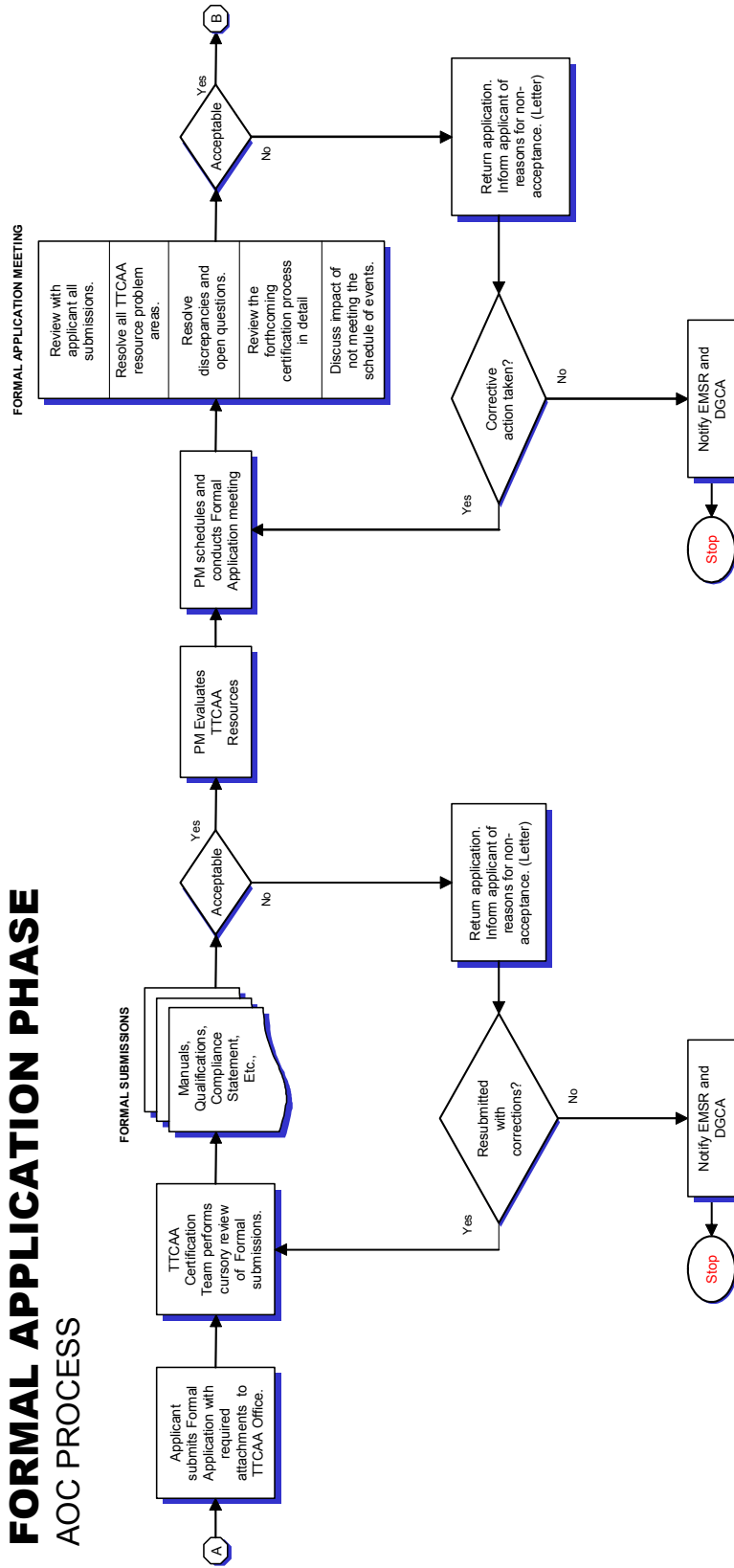
The flow charts on the following pages are representative of the Air Operator Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organisation.

**PRE-APPLICATION PHASE
AIR OPERATOR CERTIFICATION PROCESS**



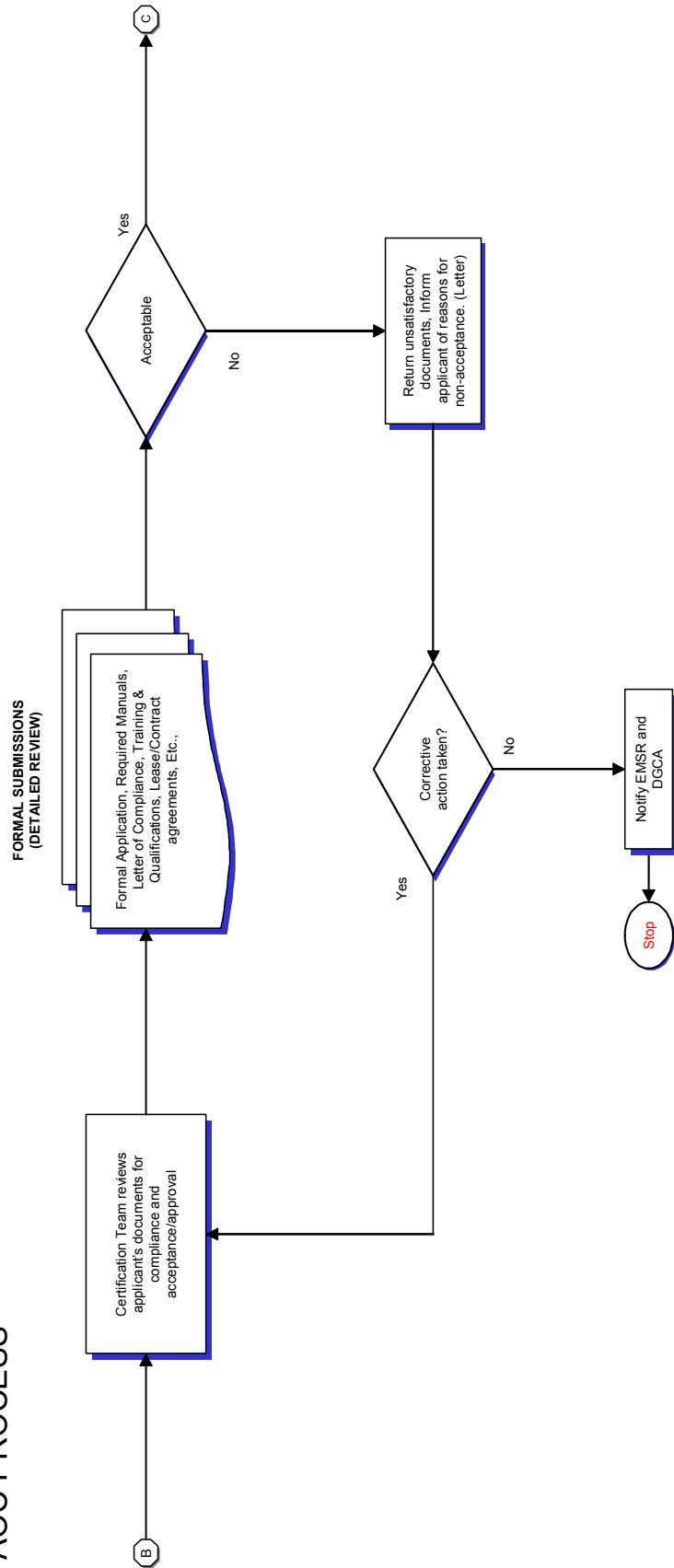
**APPENDIX 6 -
CERTIFICATION
PROCESS FLOW
CHART.**
Page 2 of 5

**FORMAL APPLICATION PHASE
AOC PROCESS**

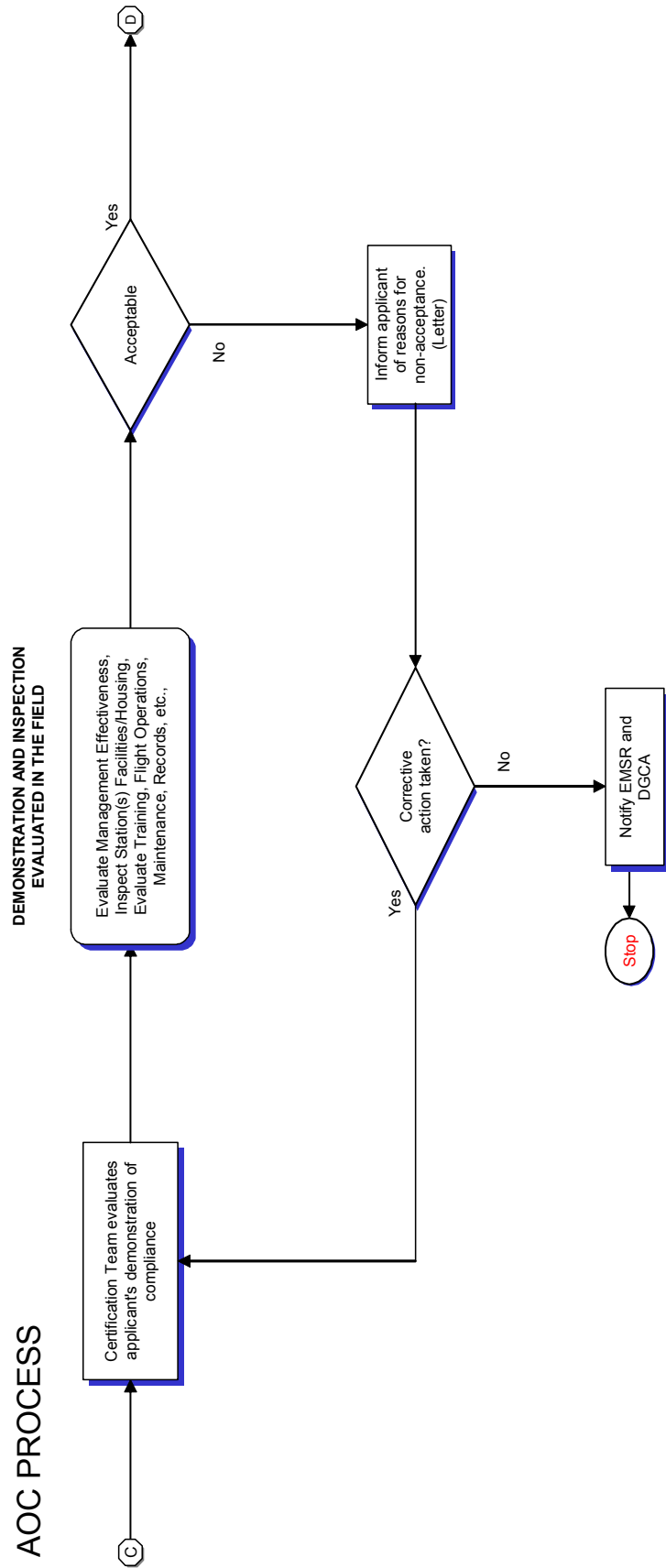


DOCUMENT COMPLIANCE PHASE

AOC PROCESS



DEMONSTRATION AND INSPECTION PHASE AOC PROCESS



CERTIFICATION PHASE

AOC PROCESS

