

Issuing the AOC And OpSpecs

**CAAI OPS DIRECTIVE
OPS 1.1.017**



**AIR OPERATOR
CERTIFICATION**

OPS 1.1.017	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	OPS Inspector Handbook
Issuing the AOC and OpSpecs		Revision 2
		01 Dec 12

1. Objective

- 1.1. This directive includes guidance for the PM or POI for issuing or amending OpSpecs and AOC.
- 1.2. It is used in the Certification Phase (Phase 5) of an AOC certification, or as needed for an active air operator.

2. General

2.1. CERTIFICATION PHASE

2.1.1. Before Certification

2.1.1.1 The Air Operator Certificate (AOC) and approved Operations Specifications (OpSpecs) are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the certification process.

2.1.1.2 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 Israeli Air Navigations Regulations (IANR) in an appropriate manner.

2.1.2. After Certification

2.1.2.1 The AOC holder is responsible for continued compliance with CAAI regulations, authorisations, limitations, and provisions of its AOC and OpSpecs.

2.1.2.2 The CAAI is responsible for conducting periodic inspections of the AOC holder's operations to ensure the AOC holder's continued compliance with CAAI regulations, authorisations and limitations, and the provisions of its certificate and OpSpecs.

3. Reference Material, Forms & Job-Aids

3.1. Regulatory Requirements

- 3.1.1. IANR.Ops. 374A(a), 379, 380, 390

3.2. Reference Material

- 3.2.1. AW/OPS 1.1.002 – Operations Specifications

3.3. Forms

- 3.3.1. F 1.1.002A – Sample OpSpecs

- 3.3.2. OPSF 1.1.017A – Sample Air Operator Certificate

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4. Process

4.1. PREPARATION OF CIVIL AVIATION ADMINISTRATION (CAA) CERTIFICATES

4.1.1. Required Information

The following information shall be imprinted or typed on OPSF 1.1.017A when the certificate is prepared for issuance:

1-3 Reserved

4. Unique AOC number, as issued by the State of the Operator.
5. Date after which the AOC ceases to be valid (dd-mm-yyyy).
6. Replace by the operator's registered name.
7. Operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
8. Operator's principal place of business address.
9. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
10. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
11. Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g.: Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1" or "... are listed in the operations specifications, page 1" or "... are listed in an attachment to this document".
12. Operator's registered name.
13. Insertion of reference to the appropriate civil aviation regulations.
14. Issuance date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC

4.2. ISSUANCE OF OPERATIONS SPECIFICATIONS AND CERTIFICATE.

4.2.1. Presenting the Certificate and OpSpecs

When it is determined that the applicant has met all regulatory requirements; the appropriate certificate and OpSpecs will be presented to the applicant.

The OpSpecs will be prepared in accordance with the procedures in AW/OPS 1.1.002

4.2.2. Economic Authority

An applicant for an AOC will not, for any reason, be issued OpSpecs or a certificate until the applicant has presented a documentation of its economic authority to the PM.

4.2.3. OpSpecs Signatures and Originals

Before issuance of the OpSpecs, the applicant and the appropriate CAAI inspectors will sign the Opspecs. The original certificate and OpSpecs will then be presented to the new certificate holder.

5. Task Outcomes

5.1. CERTIFICATION REPORT

5.1.1. General

After the new-entrant 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 specialty. 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 specialty.

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

5.2. CERTIFICATION REPORT RETENTION.

5.2.1. Retention of Original

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

5.2.2. Review Process

A copy of the certification report shall be forwarded to the appropriate CAAI offices for review and action, if appropriate. The review process shall include an analysis of the major difficulties experienced during the certification process.