
SUBJECT: APPROVAL PROCEDURES FOR SPECIAL OPERATIONS

DATE: 24/09/2015

1. PURPOSE

1.1.1 This circular describes the basic procedures for authorizing airlines to conduct special operations regarding to PBN, RVSM, ETOPS, CAT II & III, etc.

2. GENERAL

2.1.1 This job aid shall be used by Flight Operations and Airworthiness Inspectors in any approval process. This approval process consists of five phases with the aid of existing specific job functions, job aids and is conducted in accordance with ICAO, AAC or FAA data, policy and procedures. The items contained in job aids and job functions can be modified to satisfy the particular operation to be authorized. Some items in the job aids and job functions may not apply and can be signed off as not applicable. Others may be added to satisfy the particular procedure.

3. APPROVAL PROCESS

3.1.1 Pre-application Phase

3.1.2 Formal application Phase

3.1.3 Document Compliance Phase

3.1.4 Demonstration Phase

3.1.5 Final Approval Phase

4. PRE-APPLICATION PHASE

4.1.1 Initial Inquiry. An initial request for information regarding the special operation to be authorized may be verbal, however it must be confirmed in writing.

4.1.2 The Merger Team. After written merger confirmation has been received by Flight Safety Department, the Director of Flight Safety will assign a team consisting of the three specialties and assign a project manager. This project manager will be the primary contact person.

4.1.3 The Project Manager will schedule periodic meetings with his team, keep management informed and schedule a pre-application with the applicant.

4.1.4 Pre-application Meeting.

- (1) The agenda of the meeting should contain at least the following:
 - (a) Schedule of events
 - (b) Dates of proposed operation
 - (c) Management personnel
 - (d) Organizational structure
 - (e) Equipment
 - (f) Facilities
 - (g) Manuals
 - (h) Programs
 - (i) Training/Cross-Training, Cat II/III, ETOPS, RVSM., etc.
 - (j) Contracts/Leases
 - (k) Interim procedures with dates of final submission
 - (l) Interim Operations Specifications
 - (m) Any other required items

5. FORMAL APPLICATION PHASE

- 5.1.1 During the formal application the schedule of events is reviewed to insure that all applicable items discussed during the pre-application meeting are included.
- 5.1.2 Review schedule of events and insure dates are realistic and that AAC manpower is available.

6. DOCUMENT COMPLIANCE PHASE

- 6.1.1 Review manuals and programs to insure content meets AAC regulations, policy and/or other approved or accepted data.
- 6.1.2 Correct noted deficiencies if any.

7. DEMONSTRATION AND INSPECTION PHASE

- 7.1.1 During this phase the team determines that the proposed procedures and programs for training and directing personnel in the performance of their duties are effective. Emphasis is on compliance with regulations and safe operating practices.

- 7.1.2 Observation and Monitoring of Events. The manner in which the applicant is to be evaluated while conducting different segments of this phase is outlined in various sections of this manual. Specific manual references for each activity or event are referenced on the certification job aid/job function.
- 7.1.3 Demonstration and Inspection Deficiencies. If at any time during the demonstration and inspection phase the applicant does not meet the schedule of events, or his conduct of various activities (such as training, MEL, record keeping, etc.) proves to be deficient corrective action must be taken.

8. FINAL APPROVAL PHASE

- 8.1.1 Accept or approve final programs, manuals and issue appropriate Operations Specifications.
- 8.1.2 Approval/Certification Report. When the merger process is completed the Project Manager is responsible for assembling the approval/certification report. This report will be signed by the Project Manager and will include the names and title of each team member. The report will consist of:
- (1) Schedule of events;
 - (2) Job Aids;
 - (3) Job Functions;
 - (4) Operations Specifications;
 - (5) Summary of Major Difficulties experienced during the approval process including recommendations which may enhance future approvals or certifications.

9. FUTURE ACTIVITIES

- 9.1.1 Prepare operator surveillance program
- (1) Assigned ASI should carefully follow the operator's operations for the first 90 days.
 - (2) Additional surveillance may be necessary to determine operating practices are performed at an adequate level of safety and per manual procedures.
- 9.1.2 The ASI may detect a need for changes in the methods, operation, inspection, and/or maintenance during this early surveillance period and must request changes to any observed deficiencies.



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