

**REPUBLIC OF CYPRUS
MINISTRY OF COMMUNICATIONS AND WORKS**

**DEPARTMENT OF CIVIL AVIATION
SAFETY REGULATION UNIT**



AIR OPERATOR'S CERTIFICATE AND EASA PART-M, SUBPART G APPLICATION

Please complete the form using black or dark blue ink.

Part A Submission of application Form

This Form should be completed and submitted with the appropriate application fee to:

The Director of Civil Aviation
Civil Aviation Department
Pindarou 27
Alpha Business Centre 5th Floor
1060 Nicosia

The completed application form and the application fee should reach the DCA at least 90 days before the date on which the Air Operator's Certificate is required to be effective. Cheques should be made payable to the Director of the Department of Civil Aviation.

A1. DETAILS OF THE APPLICANT
<p>The particulars given should be those of the person who will be the Operator of the aircraft; in the case of an incorporated body, the names, addresses and nationality of the directors, and in the case of an unincorporated association, the name, addresses and nationality of partners. If a business name is used it should be given. Give the place and number of the company registration. All "trading names" used should be specified. Any "trading name" adopted subsequent to the completion of the application form or the issue of the certificate should be notified to the DCA at the address above.</p> <p>The name(s) provided will be reflected on the Certificate when issued. The name(s) provided is (are):</p> <p>a) an individual: <input type="checkbox"/></p> <p>b) a company: <input type="checkbox"/></p>

A1. a)
Surname:
Given Name:.....

A1. b)
Name of the company:
Registration No:
Place of Registration:
.....
Any other DCA Approval held (quote Approval No.):.....
.....

A1. c)
Trading Name if applicable:

A1. d)

Address of Principal Place of Business:
.....
..... Postcode:.....

A1. e)

Address of Main Operating Base:
.....

A1. f)

Postal Address (where all correspondence will be sent:
.....
..... Postcode:.....

A1. g)

Contact details of proposed certificate holder(s)

Phone No. (business hours): Phone No. (after hours):
E-mail address:
Fax No: Mobile No: :

A1. h)

Website address (if applicable)

Please note: The DCA will publish the following details of the AOC holder on its website:

- Name and, if applicable, trading name;
- Website address or, if not available, e-mail address;
- Aircraft types on AOC

If you do not give a website address, please indicate whether you are happy for an e-mail address to be published instead:

Please publish the e-mail address given in A1 g)

Please publish the following e-mail address:

Please show contact as "Details withheld at the request of the AOC holder"

Part B Description of Management Organisation

An operator must have a management organisation capable of exercising operational control and supervision over any flight operated under the terms of the AOC. The information provided under this heading 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, details of the accountable manager and nominated post holders are required.

B1. THE ACCOUNTABLE MANAGER	
The operator must have nominated an accountable manager who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to an acceptable standard.	
Surname:	
Given Names:	
Address:	
.....	
Contact details of Accountable Manager	
Phone No. (business hours): Phone No. (after hours):	
E-mail address:	
Fax No: Mobile No:	
Company title:	Form 4 attached <input type="checkbox"/>

B2. NOMINATED PERSONS	
The operator must have nominated post holders acceptable to the DCA who are responsible for the management and supervision of the operation. Please complete and attach a Form 4 for each nominated post holder.	
B2. a) FLIGHT OPERATIONS	
Name:	
Company title:	Form 4 attached <input type="checkbox"/>

B2. b) CONTINUED AIRWORTHINESS/ MAINTENANCE SYSTEM	
Name:	
Company title:	Form 4 attached <input type="checkbox"/>

B2. c) CREW TRAINING	
Name:	
Company title:	Form 4 attached <input type="checkbox"/>

B2. d) GROUND OPERATIONS	
Name:	
Company title:	Form 4 attached <input type="checkbox"/>

B2. e) OTHER NOMINATED POST HOLDERS

Please list the names and company titles of any additional nominated post holders and attach a completed Form 4 for each post.

Name:

Company title: Form 4 attached

Name:

Company title: Form 4 attached

Name:

Company title: Form 4 attached

Name:

Company title: Form 4 attached

B3 COMPANY POSITIONS

B3. a) COMPLIANCE MONITORING MANAGER

The operator shall designate a Compliance Monitoring Manager acceptable to the DCA.

Name:

Company title: Form 4 attached

B3. b) ACCIDENT PREVENTION AND FLIGHT SAFETY PROGRAM

The operator shall appoint a person responsible for managing the programme.

Name:

Company title: Form 4 attached

B4 SUBMISSION OF OPERATIONS MANUAL

State when the operations and Training Manuals will be available for presentation to the DCA. The minimum period required for initial review of these documents is 60 days. If manuals require amendment following initial review, then further time may be required before DCA final acceptance of the amended manual.

Operations Manual will be submitted :

B5 PROPOSED DATE FOR COMMENCEMENT OF OPERATIONS

The completed application form and the application fee should reach the DCA at least 90 days before the date on which the Air Operator's Certificate is required to be effective.

The interval between applications and grant or variation of a certificate will depend primarily upon matters within the control of the operator and no undertaking can be given that the DCA will be able to reach a decision within a particular period. Nevertheless, if after a period of 12 months the application process has not been substantially progressed, the DCA may refuse the application.

The fee cannot be refunded in the event that an application is refused or withdrawn.

References to periods during which an Air Operator's Certificate remains in force and the associated charges are raised shall be deemed to include periods during which the Certificate is suspended.

Proposed date for commencement of Operations:

Part C Description of Operation

This part of the form requires information on the type of operation the applicant plans to conduct. It could be operating from A to A or A to B and could be carrying passengers only, cargo only or both passengers and cargo. If the operation includes specialised activities (e.g. carriage of vehicles, live animals etc.) details are required. Details of the region where the applicant plans to operate are required for each aircraft type; only a brief description of the area of operation and/or routes is required at this stage. Finally, details of the aircraft to be operated, including type and registrations along with the proposed operating base(s), should be provided.

C1. TYPE OF OPERATIONS		
State whether the aircraft will be used for commercial air transport of passengers and/or cargo. If the proposed operations include specialised activities (e.g. carriage of vehicles, live animals etc.) please give details.		
	v / X	Details (if applicable)
A to A Operations	<input type="checkbox"/>
A to B Operations	<input type="checkbox"/>
and		
Passenger	<input type="checkbox"/>
Cargo	<input type="checkbox"/>
Passenger and Cargo	<input type="checkbox"/>
Details of specific Approvals required		
Approval	v / X	Details (if applicable)
FTL:	<input type="checkbox"/>
ETOPS:	<input type="checkbox"/>
AWOPS:	<input type="checkbox"/>
RVSM:	<input type="checkbox"/>
MNPS:	<input type="checkbox"/>
RNP-10:	<input type="checkbox"/>
B-RNAV (RNAV-5):	<input type="checkbox"/>
P-RNAV (RNAV-1):	<input type="checkbox"/>
GNSS Approach:	<input type="checkbox"/>
Dangerous Goods:	<input type="checkbox"/>
Details of specialised activities:		
.....		
.....		

C3. b) OPERATING BASE DETAILS	
Proposed Operating Bases	

C4. AIRCRAFT MAINTENANCE

In respect of the Operator's Maintenance System, the following documentation will have to be submitted and approved prior to the issue of an approval in accordance with Commission Regulation (EC) No. 2042/2003 Annex 1, Part-M Subpart G (hereafter known as Part-M, Subpart G). All EU Member States' operators, operating for the purpose of Commercial Air Transport, are required to be approved as a Continuing Airworthiness Management Organisation to Part-M, Subpart G.

- a) The Continued Airworthiness Management Exposition (CAME). The applicant must provide a CAME prepared in accordance with Part-M, Subpart G. The minimum period required for scrutiny is 60 days.
- b) The Operator's Aeroplane/Helicopter Maintenance Programme(s). The applicant must provide to the DCA a copy of the Operator's Aeroplane/Helicopter Maintenance Programme, prepared in accordance with Part-M, Subpart C. The DCA must approve the Maintenance Programme and any subsequent amendment, unless otherwise agreed.
- c) The Operator's Aeroplane/Helicopter Technical Log. The applicant must submit the proposed Operator's Aeroplane/Helicopter Technical Log prepared in accordance with Part-M, Subpart C. The document must be submitted in draft form for approval prior to being committed to a final print run. The operator's Aeroplane/Helicopter Technical Log and any subsequent amendment must be approved by the DCA.
- d) Where appropriate, the Maintenance Contract(s)/Agreement(s) between the operator and any EASA Part-145 approved Maintenance Organisation(s).
 - i. Where the operator does not hold his own EASA Part-145 approval and therefore requires maintenance accomplishment to be contracted out, a formal contract/agreement must be established between the parties in accordance with Part-M, Subpart G. The DCA will require a copy of the technical specification of such agreements, including any side letters or addenda, but details of the financial aspects of the arrangements may be omitted.
 - ii. When **any** line or base maintenance of the operator's aircraft is to be accomplished by contractors appropriately approved under EASA Part-145, list all the organisations and give details of the work and locations for which each is responsible. The Operator's Continued Airworthiness Management Exposition will be required to include the procedures to control such arrangements in accordance with Part-M, Subpart G when submitted to the DCA for approval

Name of Approved Maintenance Organisation	Base or Line Maintenance	Approval No.

D. SIGNATURE BOOK

Data Protection Act: The information submitted will be stored on a database and is restricted to authorised persons. I apply for the grant of an Air Operator's Certificate.

Signature:

Name (BLOCK LETTERS):

Position:

Date: