

# # 1010 Information on the Certification Pamphlet

# **Advisory Certification Pamphlet for Air Operators -Information Guide**

#### Form 1010

- 1. Purpose
- a. This pamphlet describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under the Belize Civil Aviation Regulations (BCAR OPS 1 & 3). The certification process may appear to be a complex undertaking, particularly to a "first-time" operator. This document provides basic information applicable to the certification process. This document does not describe the process for obtaining an operations certificate when the applicant of an AOC intends to carry out maintenance under BCAR 145.
- b. Applicants shall be informed in detail, as necessary, with regard to the preparation of manuals and other documents required during the meetings with BDCA personnel.
- c. See Appendix 1 about the Form 1000 Guidance

# 2. Related Regulations

BCAR OPS 1 BCAR OPS 3

# 3. Background

- a. To carry out commercial air transport operations under the BDCA regulations, the operator should comply with all the provisions established in the Civil Aviation Act. The BDCA admits that the Commercial Air Operator is responsible for providing the highest possible safety level in the interests of the citizens. The certification process is designed to ensure that the prospective holder of an AOC understands and is able to comply with its duties. After the certification process is satisfactorily completed, the BDCA shall ensure that the operator is able to undertake continued compliance with the Civil Aviation Act, international regulations and standards.
- b. An air operator certification process is divided into five phases. Each phase is described in sufficient detail to provide an overall understanding of the process. The five phases are the following:
- (1) Phase 1: Pre-application
- (2) Phase 2: Application
- (3) Phase 3: Document evaluation
- (4) Phase 4: Technical demonstration
- (5) Phase 5: Issue of AOC

Phase 1
Preapplication

Phase 2
Application

Phase 3

Document evaluation

Phase 4
Technical demonstration

Phase 5
Issue of an AOC

31 May 2023

# 4. Phase 1: Pre-Application

- a. As far in advance as possible of the start of operations, the prospective operator should contact the BDCA office and inform of its intent to apply for an AOC. A meeting with the BDCA personnel shall be arranged. During this initial meeting, discussions will only be focused on basic information and general aspects of the certification process. If the applicant decides to pursue and start the process, OIH OPS Form 1000 should be provided.
- b. The BDCA personnel will review OIH OPS Form 1000 after it is submitted at the first preapplication meeting. If the information is wrong or incomplete, it will be returned to the prospective operator, including the reasons for its return. If all the information is acceptable, the BDCA will make the arrangements necessary to start the certification project. In addition, the BDCA will schedule the second pre-application meeting with the prospective operator's technical personnel and the certification team members selected by the BDCA.
- c. The BDCA will designate one certification team member as the Project Manager. The Project Manager will be the official BDCA spokesperson throughout the certification project.
- d. The purpose of the pre-application meeting is to confirm the information provided by the applicant in OIH OPS Form 1000 Formal AOC request and provide the applicant with critical information about the certification process. Management personnel are required to attend the pre-application meeting, which should be prepared for the discussion of plans and general matters related to the proposed operation. Many problems may be prevented by discussing all aspects of the proposed operation and the specific requirements that must be met to be certificated as an air operator.
- e. The applicant may seek guidance from the BDCA and to help promote a better understanding of the applicant about the certification process, the applicant should be informed what manuals will be required in accordance with the OIH OPS and the AIH OPS. The BDCA will explain how to develop some documents that will be required during the certification The list of documents that the BDCA may request include at least the following:
  - Statement of compliance (cross reference between the manual system and the regulation)
  - Management structure and personnel qualifications
  - Operation specifications and limitations
  - List of manuals the applicant must prepare
  - Operation letter of intent



- Operations Manual
- Schedule of events
- Resumes of the management personnel
- Ownership documents and/or letters of intent of purchase, leasing, contracts of, documents of purchase, leases of:
  - Aircraft (i) (ii) Station facilities and services Weather information and services (iii) Communications facilities and services (iv) (v) Maintenance facilities and services (vi) Maintenance contractual arrangements (vii) Aeronautical charts and related publications Airport analysis and obstruction data (viii)
- Compliance statement

(ix)

- Aircraft maintenance programme
- List of aircraft the applicant intends to operate. (manufacturer, model and series)

Training facilities and contract services

- Schedule of demonstration flights
- Emergency evacuation plan (if required)
- List of destination and alternate aerodromes
- Ditching demonstration plan (if required)
- Financial assessment by the BDCA to verify the applicant's economic capacity to undergo the certification process.
- Other documents and publications that the project manager may deem appropriate.
- f. During the pre-application phase and through the certification process, the prospective operator shall prepare documents and manuals for evaluation, approval or acceptance by the BDCA. The prospective operator is encouraged to coordinate formal and informal meetings with the certification team members to ask for advice and clarify questions about these documents. This should be done before the formal submission of the documents and it can considerably reduce the processing time. Even so, the actual development of acceptable documents and manuals is always the responsibility of the prospective operator.

# 5. Phase 2 - Application Phase

- a. The BDCA shall review the application to determine that it contains the required information. If there are any errors or omissions, the application shall be returned with a letter explaining the reasons for its return. If the applicant has a good understanding of the requirements, the application should be of sufficient quality to allow that any omission, deficiency or open question to be resolved during the meeting.
- b. The prospective operator's management personnel should attend the application meeting. The purpose of the meeting is to discuss the application and resolve omissions, deficiencies or answer questions from either party. For example, this meeting may be used to re-schedule date conflicts



or to ensure the applicant understands the certification process. This meeting should also be used to reinforce good working relationships and communication between the BDCA and the applicant.

c. If the application meeting is acceptable, the prospective operator should be given a letter acknowledging receipt of all documents and manuals. The letter of acknowledgement of receipt does not constitute approval or acceptance of the documentation and manuals. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the application is not accepted, it will be returned with a written explanation of the reasons for its return.

#### 6. Phase 3 - Document Evaluation

- a. After the application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents required by the regulations. The BDCA will endeavor to complete these evaluations in accordance with the schedule of events agreed with the applicant. If a manual or document is incomplete or deficient or if non-compliance with the regulations or safe operating procedures is detected, the manual or document will be returned for corrective action. If manuals and documents are satisfactory, they will be temporarily approved and/or accepted, in accordance with BCAR OPS 1 requirements. Temporary acceptance or approvals will be indicated by letter.
  - b. The complexity of the information which must be addressed in the applicant'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 BDCA during this phase:
  - (1) Management personnel resumes and qualifications
  - (2) Operations Manual (structure in BCAR OPS 1 Appendix 1 1.1045).
  - (3) Maintenance Control Manual (BCAR OPS 1.905).
  - (4) Plan for demonstration flights
  - (5) Emergency evacuation plan
  - (6) Ditching demonstration plan (if required)
  - (7) Fully completed statement of compliance

#### 7. Phase 4: Technical Demonstration

a. BCAR OPS 1 require that the operator demonstrate its ability to comply with regulations and safe operating procedures before the start of operations. These demonstrations include actual performance of activities and/or operations while being observed by the BDCA inspectors. This includes on-the-spot evaluations of maintenance of aircraft, equipment, and facilities. During these demonstrations and inspections, the BDCA will evaluate the effectiveness of policies, methods, procedures, and instructions described in the manuals and documents. Emphasis is placed on the effectiveness of management personnel during this phase. Deficiencies shall be brought to the attention of the applicant and corrective action shall be taken before the AOC certificate is issued.



- b. Although the document evaluation and technical demonstration phases have been discussed separately in this document, these phases are overlapped or simultaneously achieved in real practice. The following list gives examples of elements to be evaluated during the technical demonstration phase, such as equipment, facilities, and operations.
- (1) How the training programme is provided (classrooms, simulators, aircraft, flight and ground personnel training).
- (2) Training and evaluation of crew members and dispatchers.
- (3) Premises and station facilities (equipment, procedures, personnel, refuelling, de-icing, technical information).
- (4) Record keeping procedures (training documentation, flight and duty time, flight documentation).
- (5) Flight control (flight supervision and monitoring system or flight following system).
- (6) Maintenance and inspection programmes (procedures and record keeping).
- (7) Aircraft (Conformity inspections, aircraft maintenance records, etc.)
- (8) MELs and CDLs.
- (9) Weight and balance programme
- (10) Emergency evacuation demonstration
- (11) Demonstration flights including real flights where safe operation and compliance with all applicable regulations is demonstrated.
- c. If between phases 1 and 4 the applicant is not interested in continuing the process, it will be filed after a period of three (3) months, in calendar days, of the last communication with the applicant.

#### 8. Phase 5: Issue of AOC

- a. After the document evaluation and technical demonstration phases are satisfactorily completed, the BDCA will prepare an Air Operator Certificate (AOC), its corresponding operation specifications and limitations, as well as the permanent manual system approvals and acceptance. The Operation Specifications and Limitations include authorisations, limitations and the specific provisions for an operator's operation.
- **b.** The certificate holder is responsible for continued compliance with the regulations and the operation specifications and limitations. The process for amending the operation specifications and limitations is similar to the certification process divided into five phases. In some cases it may be a less complex process, depending on the amendment subject. The BDCA is responsible for conducting periodic inspections of the certificate holder's operations to ensure continued compliance with the regulations and safe operating practices.



# Appendix 1 OIH Form 1000- Guidance

This guide is designed to assist the applicant in the completion of the application process for the issue of a new AOC or modification of an existing AOC.

You should carefully read the guidelines because the quality and truthfulness of the information you provide in this form will have a direct impact on the time used for evaluation and completion of the process.

# What is an Air Operator Certificate (AOC)?

It is a certificate used to authorize an operator for the performance of commercial air transport operations.

An AOC is required for any intended commercial operation including scheduled/non-scheduled transport operations of passengers, cargo, and mail.

An AOC application form (OIH Form 1000 Formal AOC request) is the form approved by the BDCA for the issue of an Air Operator Certificate.

Once accurately filled out, this form shall be submitted to the BDCA, along with the supporting documentation required for the AOC application, to start the certification process.

All applicants shall complete the Form 1000 Formal AOC request.

The completion of this application form is the first step of the certification process. After receipt of this completed application form, the BDCA will provide you with a list of supporting documents that you should submit.

# Veracity of the information provided.

All the information will be used to determine whether the applicant is able to obtain an AOC or if the AOC will be subject to special operation conditions. Incomplete, inaccurate, or poorly prepared information could lead to:

- Raising doubts about the applicant's ability to control the operation.
- Delays
- Refusal to issue the AOC

#### Privacy policy

The BDCA accepts OIH OPS Form 1000 and thus collects the information the applicant provides in this document. All information received shall be dealt with confidentially.



**Note:** The BDCA can refuse to accept an application or re-consider it in the future if the applicant has not met some requirements in accordance with the Civil Aviation Act or Belize Civil Aviation Regulations.

If you complete the form by hand, please print carefully with a black or blue pen.

It is a criminal offense to make false statements.

#### List of submission documents

The list of submission documents identifies the type of documents that you are required to complete and submit to the BDCA, in addition to the requirements of this form.

Some or all those documents will be required to be submitted, depending on the type of operations you have applied for.

#### **Statement**

By signing the statement on the form, the applicant indicates to the BDCA that the information you have provided in Form 1000 is true and you authorize the BDCA to verify it. This application shall be signed by the applicant.

# The formal request of Air Operator Certificate is structured the following way:

- 1. Data of the Applicant
- 2. Proposed operations
- 3. Main base of Operation and additional stations
- 4. Data of the proposed managers
- 5. Data of the aircraft(s) intend to incorporate
- 6. Proposed training
- 7. Type of maintenance intended for aircraft

# Section 1 Data of the Applicant (information)

Please note that an AOC applicant will be referred to as "the Applicant", in the guidelines and form. The applicant's name is the name that will appear on the certificate.

Applicant's details will be required in this section. If you are the Applicant or if the Applicant is an individual, please, provide full name, address and contact information.

If the Applicant is a company, provide details according to the legal identity.

The details provided will be used to determine whether the Applicant is able to meet the Civil Aviation Act and the Belize Civil Aviation Regulations safety requirements to hold an AOC.



If a failure is found, the BDCA can start legal action against a natural or legal person, in accordance with the Civil Aviation Act. The penalty can lead to imposing a fine, varying the Operation Specifications and Limitations, suspending, or cancelling the AOC.

#### Section 2

# **Proposed operations**

The Applicant must describe the proposed operation including intended date to start operations, type of operations and type of operations.

In this form the applicant must indicate what regulatory basis will be based for the certification, including any or which Special Operations the applicant intends to obtain and the following items as well:

- Carry passengers, cargo, or mail.
- Provide details of the type of operation you intend to carry out.
- Indicate the estimated start date of operations.
- > Submit a list of airports where you intend to operate and their locations.

In accordance with BCAR OPS 1, a period of eight (8) months of working days is given to complete the certification process.

#### Section 3

#### Main base of Operation and additional stations

The principal base of operations is the place where the main aviation activity is carried out.

Description of the pretend location of the Applicants Main Base of Operations.

If the organization is going to operate from a platform without its own hangar, it is a must to have an office space at the airport facilities to ensure the following:

- The clearance process (if applicable)
- passenger/baggage weighing,
- storage of aircraft maintenance and service equipment, (if maintenance is owned),
- hold or assigned place for lagging baggage.
- availability of maps, letters and valid associated documents or equivalent information,
- ramp areas must include marking, signs, signal devices, lighting, equipment and ramp facilities, such as equipment for embarking and disembarking passengers and baggage (trailers, fueling, food, and aircraft power and air supply equipment, (if applicable),
- rooms for pilot briefings, planning, flight preparation and post-flight activities,
- work facilities for ground staff,
- communication equipment for flights following and monitoring with administrative support,
- airport capacity to provide service support through facilities.

# Section 4 Data of the proposed managers

Details of management personnel and the intended operation.

Management personnel are the people that hold the following positions, or carry out the duties thereof, in the Applicant's organization:

- a) Accountable Manager
- b) Operations Manager
- c) Maintenance Manager
- d) Training Manager
- e) Ground Operations Manager
- f) Quality Manager
- g) Safety Management Manager

To ensure a safe air operation, the applicant needs to include the details of the management structure that will be established in the organization.

You can add an organizational chart to depict the management organization structure.

The Applicants responses should give details on the management personnel responsibilities and accountabilities in all the relevant organization areas.

#### b) Operations Manager

The appointed Operations Manager is part of the management personnel required to hold an AOC. Without an Operations Manager, an organization cannot exercise the privileges of an AOC. The Operations Manager's knowledge and skill are critical for the safe operation of the applicant. Therefore, the evaluation of the nominee for this position is equally important.

This position requires aviation experience and qualifications. The more sophisticated the operation, the greater the knowledge and experience required by an Operations Manager.

For more details about the experience and qualifications required, refer to BCAR-OPS, Subpart C.

Additional information such as references or a resume will be useful for the assessment process.

The BDCA shall require the Operations Manager to provide evidence of aviation and management experience.

#### c) Maintenance Manager

The prospective operator should appoint a person to this position.



The Maintenance Manager shall be required to have a high level of aircraft maintenance knowledge; he shall be given authority to hold his job position and be involved in daily AOC operations. His main responsibility is to manage the maintenance control activities required by the BDCA for the safe operation of aircraft under the AOC.

For more information about the Maintenance Manager requirements, refer to BCAR-OPS 1 & 3, Subpart C.

# d) Training Manager

The prospective operator should appoint a person to this position. Details of the licenses and ratings held by such person, related to the nature of the intended AOC operation, should be provided.

The BDCA shall require the Training Manager to provide evidence of experience in air operations.

# e) Ground Operations Manager

The operator should appoint a person to this position. The BDCA shall require the applicant for this position to provide evidence of experience in ground operations.

# f) Quality Manager

The operator should appoint a person to this position. The BDCA shall require the applicant for this position to provide evidence of quality control experience.

#### g) Safety Management Manager

The operator should appoint a person to this position.

A competent person to fulfil the role of safety manager is essential to an effectively implemented and functioning of an SMS. The safety manager advises the accountable executive and line managers on safety management matters and is responsible for coordinating and communicating safety issues within the organization as well as with external members of the aviation community.

The competencies for a safety manager should include, but not be limited to, the following:

- a) safety/quality management experience;
- b) operational experience related to the product or service provided by the organization;
- c) technical background to understand the systems that support operations or the product/service provided;
  - d) interpersonal skills:
  - e) analytical and problem-solving skills;
  - f) project management skills;
  - g) oral and written communications skills; and
  - h) an understanding of human factors.



The BDCA shall require the applicant for this position to provide evidence of Safety Management Systems experience.

# Section 5

# **Data of the Aircraft(s) intend to incorporate**

All aircraft to be used in the operation should be listed, and you **MUST** indicate the manufacturer, type, model, serial number, registration and seating configuration of each.

# Section 6

**Proposed training** 

# Section 7

Type of maintence intended for aircraft

#### Aircraft maintenance

Indicate the location of the maintenance organisation

31 May 2023



# BELIZE DEPARTMENT OF CIVIL AVIATION Appendix 2 OIH OPS FORM 1010- Guidance

- 1.0 Content of the Section
- 1.1 General
- 1.2 Initial Issuance of the AOC
- 1.2.1 Financial Evaluation of the Candidate
- 1.2.2 If the Candidate does not meet the requirements
- 1.2.3 Assessment of Candidate Capacity
- 1.2.4 Operator Responsibilities
- 1.3 Administrative Procedures
- 1.3.1 Introduction
- 1.3.2 Management consultation
- 1.3.3 Information Disposition
- 1.3.4 Receipt of the Letter of Compliance in the Pre-Application phase
- 1.3.5 Receipt of the Application and Actions before the Meeting of Pre-application
- 1.3.6 Draft and Emission of a AOC
- 1.3.7 Actions after Certification (Surveillance)
- 1.4 Obligations and variations in the conditions of the AOC
- 1.5 Cancellation of a AOC

#### 1.1 General

The Civil Aviation Act establishes, among other things, that for commercial operations an AOC is required, as stipulated in BCAR-OPS 1.175 (a).

1.2 Initial Issuance of the AOC

All inspectors involved in the issuance of a AOC must, first of all, familiarize themselves with the Civil Aviation Act that gives the legal framework for the issuance of the AOC. If clarification is required, the inspector should seek legal help. BCAR-OPS1.180 raises the points on which BDCA should be satisfied before the issuance of an AOC. If BDCA is not satisfied that a candidate meets ALL the requirements specified in the Civil Aviation Act, BDCA will not issue the AOC.

The issuance of a AOC is a joint process between Airworthiness and Operations, which requires very close coordination and cooperation between the two disciplines.

But also the coordination between all other different departments or directorates of the BDCA (such as transportation, finances, legal, personnel licensing) will allow a very effective process.

The certification process is dynamic and the suggested guidelines and sequence of events given in this document should not be, in some cases, the only possibility for issuing an AOC. In some situations, the experience and qualification of the candidate and its key personnel, the type and scope of the proposed operation and the resources available, may allow the certification process to be fast and simple.

Because the operator is the final link in the chain of responsibility for aviation safety, an important goal in the certification process is to ensure that the candidate understands and accepts their obligations and responsibilities in maintaining a safe operation.

#### 1.2.1 Financial Evaluation of the Candidate.



The General Director of the BDCA will refer the candidate to the responsible unit or department within the BDCA, in order to be informed of the procedures to evaluate the financial position of the candidate, when evaluating their application for the AOC. It should be noted that this is one of the core evaluations to the potential operator, given that this will give us the indication of how serious the intentions may be, as well as evidence of any economic deficiency. It will show in advance, where problems will arise with poor training as well as aircraft poorly maintained and other important points, where operational safety can be seriously questioned. Here is also an area in which the team leader should use qualified financial advisors or personnel from the BDCA to help him in the audit or assesment

# 1.2.2 If the Candidate does not meet the requirements

If it is clear that the candidate will not meet the requirements for certification, it is important to be notified immediately of the deficiencies and reminded him of the requirements of the certification process.

# 1.2.3 Assessment of the Candidate Capacity

The Project Manager should consider the experience and capacity when assigning responsibilities during the issuance of an AOC, particularly those that involve an international operation. Normally these tasks should be assigned only to those inspectors who deal with the same kind of operation and types of aircraft.

It is essential that the financial, economic and legal aspects be assessed as satisfactory early in the certification process, before committing additional resources to that process. If the proposed operation is not considered to be viable in respect of the financial, economic and legal factors, further action should be suspended until it is

determined whether these deficiencies can be rectified.

In many cases the assessment of the candidate's capacity demands a great judgment capacity on the part of the inspector. Some conflicts will arise in matters of professional opinion and judgment instead of matters of fact. It is necessary that the inspector has the qualifications and experience to allow him to make valid judgments.

The Team Manager or Head of the Certification Project has the responsibility to ensure that the inspectors and engineers involved in the certification process have the required experience.

# 1.2.4 Operator Responsibilities

The Civil Aviation Act gives the BDCA authority to suspend, revoke or cancel an AOC, if the operator has not complied with or is not complying with its responsibilities, established in the Civil Aviation Act and the regulation under which the AOC.has been granted

#### 1.3 Administrative Procedures

#### 1.3.1 Introduction

In addition to the provisions of BCAR-OPS 1.185 (Administrative requirements); the administrative procedures associated with the issuance of the AOC are prescribed for the following activities:

Handling of questions



Disposition of information to interested parties

Reception of the Letter of Compliance in the Pre-application phase

Reception of the Application

Draft and emission of the AOC

Post-certification action

1.3.2 Handling of questions

Consultations regarding the start of an operation should be sent to the Director General of the BDCA.

If the query ends in an application, the query must be registered and placed in the appropriate file by the Director of the Standards Department or its equivalent.

# 1.3.3 Information Disposition

The information emanating from the BDCA to allow the preparation of an application for an AOC depends on the following:

The type of operation

Type of Aircraft (s)

Previous experience of the applicant

# Legal requirements

It is recommended that the applicant obtain a copy of the OIH, part 2, before delivering the application, (OIH FORM 1000, and OIH FORM 1000-2- Guide for Certification of an Air Operator), which will provide the information required by the BDCA.

The information that must be provided includes:

The estimated time required to process the application.

The procedure for issuing an AOC.

Information about operator liability insurance.

Steps necessary to complete the Letter of Compliance.

#### Guide in the preparation of documents.

Refer to the OIH FORM 1010 - Certification Pamphlet Process for Air Operators

1.3.4 Receipt of the Letter of Compliance in the Pre-Application

The following steps are required in the receipt of the pre-application compliance letter:

- 1. If the applicant has a corporate identity, check their current legal status.
- 2. Open a file with the name of the applicant.



1.3.5 Application and Actions receipt before the Pre-Application Meeting

The following administrative actions must be completed before the pre-application meeting:

Record the corresponding details of licenses, aircraft records and other appropriate details, by means of a detailed minute.

1.3.6 Draft and Issuance of an AOC

The steps involved in the draft and issuance of an AOC are the following:

- 1. The Project Manager makes arrangements for any necessary amendment in the draft of the AOC given by the BDCA.
- 2. The Project Manager signs the Certificate of Completion to indicate that the certification process is complete.
- 3. The Director General of the BDCA signs the AOC after verifying it with the Technical Support Group.
- 4. After signing, the AOC should be sent as soon as possible to the candidate.
- 1.3.7 Actions after Certification (Surveillance)

A copy of all AOC documents will be kept in the Certification Unit or its equivalent, and a copy will be sent to the following departments:

Airworthiness Department

Operations department

The Chief of Operations in conjunction with the Chief of Airworthiness, are responsible for maintaining all files associated with surveillance activities and subsequent actions on the AOC.

To facilitate future reference, copies of all documents containing authorizations for the AOC must be archived. The content of the file must be kept up to date, including any subsequent authorization and removing those that have expired. The operator will have the responsibility to keep his manuals up to date and send them to the BDCA (printed and / or digital form)

### 1.4 OBLIGATIONS AND VARIATIONS IN THE CONDITIONS OF AN AOC

The conditions of an AOC are imposed by the Civil Aviation Legislation of each Central American country.

The Civil Aviation Legislation limits the conditions required in the operations of maintenance and airworthiness of an AOC, in foreign registered aircraft on commercial domestic flights. These conditions may be imposed only to ensure that the operation of the aircraft, maintenance and airworthiness are of the standard that the BDCA deems convenient in the interest of air navigation safety.



For the operation of foreign registration aircraft, the Civil Aviation Act gives the conditions that may be mandatory to ensure compliance with the law relative to safety. However, the Civil Aviation Act requires that the holder of an AOC comply with all the requirements of the Act and of the BCARs.

The conditions at the time of issuance of the AOC, the Act stipulates that the conditions must be specified in the AOC.

In other circumstances where conditions must be changed in an AOC, the Civil Aviation Act says that the operator must be notified.

The conditions imposed at the time of issuance of the AOC, must be specified in the AOC.

If the conditions imposed on an AOC change, the operator must be notified

#### 1.5 Cancellation of an AOC

The procedures for the cancellation of an AOC, as requested by the operator, will be defined by the BDCA.