



# NAMIBIAN CIVIL AVIATION AUTHORITY

## Advisory Pamphlet (AP)

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### FLIGHT OPERATIONS APPLICATION FEES

05/2023

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Effective date: 31 May 2023

  
Executive Director for Civil Aviation





## SCHEDULE

### 1. INTRODUCTION

This advisory pamphlet provides guidance material to Operators and Organization for fees applicable to the processing of application related to Operation of Aircraft.

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### 3. BACKGROUND

Two issues of concern have come to the attention of the flight operation section. This advisory pamphlet seeks to clarify the two matters, streamline the application process and ensure correct payment procedures of fees by Organizations and Operators wishing to apply, amend or renew documents issued by the Flight Operations Section, Safety Division.

### 4. FEES PAYMENT

In order for Organizations and Operators to make the required payments to the Namibian Civil Aviation Authority (NCAA), an invoice has to be issued by NCAA first.

The Operator or approved Organization shall request an invoice by sending an invoice request e-mail directly to the NCAA finance department approximately 3 days prior to the required payment, if local, or 5 days if a foreign operator, associated with the application. Any period less than this may result in unwanted delays.



The invoice request must contain the following information:

1. Company name and address
2. Part under which application is made
3. Weight of heaviest aircraft operated
4. Clear statement if the application is for initial Issue, renewal or amendment
5. Details like aircraft number etc.

The above details are to be e-mailed to the NCAA finance department at [nauyomap@ncaa.na](mailto:nauyomap@ncaa.na) or [finance@ncaa.na](mailto:finance@ncaa.na) and CC (copy in) the assigned Flight Operations Inspector into the e-mail if known.

Once the invoice has been paid, proof of payment is to be sent to the above e-mail addresses as support.

The payment reference should contain the invoice number and company name

Once processed by the NCAA finance department, a receipt will be issued.

It is important to note that processing of the application will not commenced until a receipt has been issued for the applicable fee.

## 5. APPLICATION FOR INITIAL APPROVAL OR AMENDMENT TO AN AOC

If the holder of an Air Operator Certificate desires to make any change in the quality assurance system, the provisions relating to the approval or amendment in NAMCARS Part 187.00.13 (b) of an Air Operator Certificate shall apply.

For the issue of an Air Operator Certificate, renewal or amendment thereof, the applicable fee shall be payable as prescribed in NAMCARS Part 187.00.17 (a) of 2017.

## 6. AMENDMENT OF OPERATOR SAFETY DOCUMENT SYSTEM

The amendment to the documents listed below (not exhaustive) shall be deemed to be an amendment to the quality assurance system and as such, the Air Operator Certificate (AOC).

- 1) Evaluation of a Training Program
- 2) Evaluation of Training contracts
- 3) Evaluation of Soft courses
- 4) Evaluation of Simulator approvals
- 5) Evaluation of Dangerous Goods Training Program
- 6) Evaluation of a Quality Assurance System
- 7) Evaluation of a Ground Handling Manual
- 8) Evaluation of a Dangerous Goods Manual



- 9) Evaluation of a Minimum Equipment List (MEL) and Configuration Deviation List (CDL)
- 10) Evaluation of an Emergency Response Plan
- 11) Evaluation of a Cabin Crew Manual
- 12) Acceptance of an Aircraft/Rotorcraft Flight Manual/Pilot Operating Handbook
- 13) Evaluation of a Safety Management System
- 14) Evaluation of an Operations Manual
- 15) Evaluation of CARRY-ON-BAGGAGE Programme
- 16) Evaluation of an EXIT ROW SEATING PROGRAMME
- 17) Evaluation of a Standard Operating Procedures (SOP)
- 18) Evaluation of Checklist
- 19) Evaluation of Quick Reference Handbook
- 20) Management Personnel Biographical Data Assessment inclusive of Fit and Proper Person Test (FPPT)
- 21) Evaluation of a lease agreement (dry/wet)
- 22) Evaluation of a passenger briefing card
- 23) Addition of new type of aircraft to AOC
- 24) Addition of similar type of aircraft to AOC
- 25) Evaluation of Air Operator Certificate Special Approval
- 26) Evaluation of Manual of Procedures

As such **APPLICATION FOR AMENDMENT OF AN AOC** on form **FSS-GEN-FORM 001A** must be completed in the above instances and proof of payment (the receipt issued by the NCAA finance department) of the applicable fee for amendment of an Air Operators Certificate shall accompany the application.

