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INCLUSION OF EXISTING AIRCRAFT TYPE INTO OPERATOR'S OPERATIONS SPECIFICATIONS (OPS-SPECS)

This is a guide/form is for the use of Inspector for the inclusion of aircraft type that already exist in the operator's operations specification (ops-specs).

1. PREAMBLE

If an aircraft type already existing in the operator's fleet is to be added to **Operator's Operations Specification**, it is believed that, the operator has been operating this aircraft type and has experience, personnel, facilities, documentation, procedures etc. Hence, as an AOC holders many requirements must have been fulfilled in the past leading to award of an AOC. Therefore, things to be checked are minimum.

NOTE: If an operator is adding a different aircraft into its fleet of aircraft, the type which it does not operate before "***this guideline should not be followed*** a full Five Phase processes must be followed"

2. PROCEDURE

Any inclusion/addition of aircraft into the operator's operations specifications (Ops-Specs) must follow the FIVE PHASE processes; in the case of inclusion of aircraft type already existing into the operations specifications, this may be in an ***accelerated way, however, no phase should be jumped***. Jumping any phase is the beginning of a problem.

Phase I-The operator will apply, and the CAA will respond calling the operator for a meeting to know the intention. All items in phase I will be accomplished. Since, this operator is already in existence "**Certification Team**" can be made up of the operator's "Principal Operation inspector (POI), Principal Airworthiness Inspectors (PAIs-airframe and avionics), Ground Operations Safety Inspector (GOSI) and Cabin Safety Inspector (CSI)" as minimum

Phase II-The operator will formerly apply in the require CAA form and he could, at the same time, submit existing approved manuals, in a revised format with the ***inclusion of the aircraft*** in relevant pages. This should include schedule of events (stating what will be accomplished, where and when, as well as when/where will the aircraft be available for inspection) and where necessary, the programme of training for additional Pilots and Certifying Maintenance Engineer

Phase III-The CAA will start to assess the submitted manuals and documents with emphases on but not limited to the following: -

ITEMS	YES	NO	REMARKS
(a) Will the aircraft be maintained under the existing AOC holders Approved Programme for the aircraft type?	<input type="checkbox"/>	<input type="checkbox"/>	
If answer to (a) is "No" Is there a developed maintenance programme for this aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	
If the answer to (a) is "Yes" The Inspector need to determine under which maintenance the aircraft was maintained to date, and which bridging check will be required to move the aircraft to the operator's approved programme??? <input type="checkbox"/> satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Operator yet to determine It is not for Inspector to reject the aircraft at this point, important that relevant question has been asked it is left for the Operator to take action prior to phase IV-Demonstration phase, when the aircraft will be inspected.			
(b) Will the aircraft be operated under the same MEL of the existing aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	
If answer to question (b) is "No" Is there a developed MEL for the aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	
If the answer to (b) is "YES" Operator must provide LIST OF AVIONICs equipment for the aircraft which must be the same as any of the existing aircraft in its fleet. Otherwise, a revised MEL with references to equipment differences in terms of aircraft registration number that is directly indicated in front of each MEL item applicable to specific aircraft. <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/> operator yet to determine It is not for Inspector to reject the aircraft at this point, important that relevant question has been asked it is			

left for the Operator to take action prior to phase IV-Demonstration phase, when the aircraft will be inspected.

(c) Other general issues the Inspector will pay attention to are

→operator's manuals: Are the manuals updated to the most recent revision of the source documents.

→The registration number of the in-coming aircraft is included in the applicability sections of all approved manuals.

→List of effective pages of all manuals are up to date

→Both operator's manuals and the CAA copies are identical

→Where need be training or recruitment of additional Certified Maintenance Engineers, moreover if additional routes is to be flown.

→etc.

Phase IV- Demonstration Phase

It is at this phase that all that is written in the manuals are demonstrated to the CAA Inspectors. It is at this point that aircraft is inspected and advice (s) given during document evaluation will be physically cross-checked.

For Certificate of Airworthiness (C of A) issuance/renewal an appropriate airworthiness form shall be used for the inspection of the aircraft at this stage. The operator is advised to be conversant with airworthiness forms related to issuance/renewal of C of A, as well as facility inspection forms depending on the level of in-house maintenance the operator will be carrying out on its own.

Phase V- Certification Phase

When the demonstration phase is found satisfactory, then Certification Job Aid and Scheduled of Events (AOC) is completed relevant sections of the operations specifications that require endorsement will be prepared for the endorsement.