



Formal Application Letter & CVs Evaluation Form

A = Acceptable U = Unacceptable

ITEMS REQUIRED BY AOC ADVISORY PAMPHLET FSS-AOC-AP-001		
ITEM	A	U
1. Does the letter include this statement: "This letter serves as formal application for an Air Operating Certificate?"		
2. Does it request certification as an Air Operator?		
3. Does it contain the full and official name of the applicant?		
4. Does it contain the physical location address of the applicant's intended primary operating location?		
5. Is the applicant's mailing address included in the formal application letter if different than that on its letterhead?		
6. Does the letter include the full name and, if applicable, address of the applicant's Agent for Service? See Namibia Civil Aviation Act.		
7. Does the letter confirm the identity of key management personnel?		
8. Has the Accountable Manager signed the letter? See NAMCARs		
9. Is the Formal Application Letter Acceptable?		
Inspector's Recommendation		
I have given the applicant's Formal Application Letter and attachments a cursory review for quality and content, and consider the submissions to be: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable .		
State the rationale you will provide to the applicant:		

**ITEMS REQUIRED BY PART 121, 127, 133, 135, 137 OF THE
NAMIBIA CIVIL AVIATION REGULATIONS**

ITEM	A	U
1. Has the applicant identified an Accountable Manager as required by NAMCARS?		
2. Does the applicant's proposed Accountable Manager have the appropriate qualifications?		
3. Has the applicant identified a Person Responsible for Flight Operations as required by NAMCARS		
4. If the applicant has identified a Person Responsible for Flight Operations, does the applicant's proposed Person Responsible for Flight Operations have the appropriate pilot's license?		
5. Does the applicant's proposed Person Responsible for Flight Operations have at least 3 years' experience as PIC in commercial air transport operations of large aircraft?		
6. Has the applicant identified a person responsible for Crew Training as required by NAMCARS?		
7. Does the applicant's proposed person responsible Crew Training have the required Pilots license with the appropriate ratings for at least one aircraft used in the applicant's operation as required by the NAMCARS?		
8. Does the applicant's proposed person responsible Crew Training have at least 3 years experience as PIC in commercial air transport operations?		
9. Has the applicant identified a Person Responsible for Maintenance as required by NAMCARS?		
10. Does the applicant's proposed Person Responsible for Maintenance have an AME license with the appropriate ratings for the applicant's operation?		U
11. Does the applicant's proposed Person Responsible for Maintenance have 3 years' experience in maintaining the same category and class of aircraft used by the AOC including 1 year in the capacity of returning aircraft to service ?		
12. Has the applicant identified a Quality Manager as required by NAMCARS?		
13. Does the applicant's proposed Quality Manager have the appropriate qualifications as required by NAMCARS?		
14. Has the applicant identified a Person Responsible for Training as required by NAMCARS?		
15. Has the applicant identified a Safety Manager as required by NAMCARS?		
16. Does the applicant's proposed Safety Manager have the appropriate qualifications as required by NAMCARS?		
Inspector's Recommendation		
I have given the applicant's CV a cursory review for quality and content, and consider the submissions to be: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable .		

Note: Complete the appropriate form / letter and forward to the project manager for signature.

INSPECTOR REMARKS:

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THE CVs AND CERTIFICATES HAVE BEEN EVALUATED AGAINST THE OPERATOR MANUALS AND THE NAMCAR REQUIREMENTS CURRENTLY IN FORCE, FSS-AOC-AP001 AND APPLICABLE INSPECTOR HANDBOOKS CHAPTERS.

I **DO / DO NOT / ACCEPT** THE PROPOSED NAMES FOR THE NOMINATED POSITIONS.

.....
Inspector's Name & ASI Stamp

.....
Signature

.....
Date

Note: Where the proposed names are found acceptable the Inspector or CPM will make the necessary arrangements in coordination with the Chiefs of Operations and Airworthiness for the nominees to appear before the Fit-and-proper-person panel.