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**Instructions for Use:**

1. Check **YES** column if the document is submitted as required.
2. Check **NO** column if the document has not been submitted as required.
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
6. For later reference, proceed any notes with the appropriate item number.
7. For further guidance refer to Inspector Handbook Volume 4

**FSS-OPS-FORM-131  
FOREIGN AIR OPERATOR PERMIT (FOP) - APPLICATION DOCUMENTS EVALUATION AID**

**FOP - ISSUE / RENEWAL/ AMENDMENT**

Activity Tracking Reference	Certification Project Manager Name	Date Received	Date Completed or Returned	
Name of Operator/Applicant	Contact Person and Phone No.	Regulatory Reference	Inspector Handbook Ref.	
Aircraft Make/Model/Series	Base of Operations			
S/ N	The following documents shall be part of the application where required.	YES	NO	N/A
1.	Formal Application Letter received - outlining the purpose of the application with a full description and duration of the intended operations in Namibia			
2.	A Letter authorizing the Person/Agent in Namibia to submit the application (if applicable)			
3.	Application Form Completed.- Sub-part 7 of Part 121, Part 127, Part 135 as per Annexure E			
4.	Fees Paid as Prescribe in Part 187 of NAMCARS as applicable. (Receipt No): .....			
5.	Letter of Designation to Operator under the BASA/MOU (Schedule Airline Only)			
6.	Namibian Air Service License copy, or as applicable, a letter / email to Transport Committee for ASL application / Application letter to Economic Authority of Namibia (TC).			

7.	Current International Air Service License (ASL) –for the route to Namibia- Issue by of State of Operator			
8.	Copy of Existing Foreign Operator Permit (FOP) (If applicable)			
9.	Declaration of competency for each aircraft to be operated into Namibia including: a) copy of valid Certificate of Registration, and b) copy of valid Certificate of Airworthiness			
10.	<b>CAA APPROVAL PAGE OF THE FOLLOWING CURRENT DOCUMENTS as applicable:</b> Area, Route and Aerodrome Manual Training Manual Cabin Crew Manual. Cargo Operation Manual Minimum Equipment List (MEL) Runway Performance Analysis. Aircraft Normal Checklist SMS Manual Emergency Response Manual (ERP) - Operation into Namibia) Quality Manual Maintenance Control Manual (MCM) Security Manual GHM Manual Approved/Accepted/ POH / AOM Approved /Accepted AFM			
11.	Operational Flight Plan (OFP) sample for the flight to be conducted into Namibia, where applicable.			
12.	Proof of Financial Capabilities. Financial projections on route or audited financial statements ( <i>treat these documents as confidential</i> ).			
13.	Weight and Balance Certificate or Report			
14.	Lease Agreement if (applicable)			
15.	Noise Certificate			
16.	Radio Station Licenses			
17.	RVSM Certificate			
	<b>Maintenance Documentation:</b>			
18.	Aircraft Maintenance Organization Approval. (AMO)			
19.	Aircraft Technical Status Report (AD, SB,)			
20.	Maintenance Program / MPD Approval			



THIS APPLICATION HAS BEEN EVALUATED IN ACCORDANCE WITH THE NAMCAR REQUIREMENTS OF PART 121/127/133/135 CURRENTLY IN FORCE AND THE CHECKLIST ABOVE. I **DO / NOT / RECOMMEND** THAT **APPROVAL / RENEWAL / SUSPENSION / CANCELLATION** BE GRANTED TO THE ABOVE APPLICANT WITH EFFECT FROM: .....

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

**Signature**

**Date**

**CHIEF OF FLIGHT OPERATIONS: - REMARKS AND RECOMMENDATION**

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I HEREBY RECOMMEND THAT THE APPLICATION OF THE SUBJECT ORGANISATION **IS GRANTED / NOT GRANTED** (SUBJECT TO THE REMARKS ABOVE)

.....  
**Chief of Flight Operations Name**

**Signature**

**Date**