



Practical cooperation between the Authority and the applicant usually begins with a kick-off meeting. The meeting is an information event in which both sides provide information on their own activities and policies. At the kick-off meeting, the applicant will present to HCAA representatives the results of the preparatory work, the types of operations envisaged, the organizational structure and the persons in charge, and possibly the aircraft and crew used.

At the initial meeting, a HCAA representative will inform the organization of a nominated auditor who will be responsible for coordinating and advancing the application process. The purpose of the meeting is to agree on the practical arrangements and timetable by which the applicant for the AOC will submit HCAA management system manuals and operations manuals for review.

Application Forms related to AOC

HCAA -AOC application form

Management system of an Air Operator

Air operator must establish and maintain a management system, which includes clearly defined duties and responsibilities throughout the organization. Management system shall be in proportion to the size and nature of the operation. The following components should be included in the management system;

- Description of general safety guidelines and principles (safety-policy) and the managing director`s direct responsibility of safety
- Identification, assessment and management of aviation safety risks, which include the actions to mitigate the risks and verifying the effectiveness of these actions



- Training and maintaining required qualification of personnel
- Documentation of all essential processes of the management and;
- Oversight method of compliance monitoring, with which ensures compliance with the latest applicable requirements

Different types of CAT-operations require usually other special permissions in additions to operating license, which in turn adds more requirements to the management system. It is especially important to ensure that the organization with its management system is continuously improved and suitable for the operation the extent of which taken into account.

Personnel requirements

Organization shall have a responsible manager, who has the authority to ensure sufficient resources and compliance with applicable regulations. Responsible manager is responsible for establishing and maintaining efficient management system. In addition to responsible manager organization shall have manager in charge of compliance monitoring, a safety manager and responsible persons for oversight that the following activities comply with applicable regulations;

- [Air operations](#)
- [Crew training](#)
- Ground operations and;
- [Continuing airworthiness](#)



Operations manual

Commercial air transport shall be conducted only in accordance with the operator's operations manual. The Operations Manual shall contain all necessary instructions, information and procedures for all aircraft used and for the performance of their duties. It shall specify flight time limitations, flight duty periods and rest periods for crew members.

The operations manual and its revisions must be compliant with the approved flight manual, and the operations manual must be amended as necessary.

Operating license and financial capabilities

Admission and maintaining operating license require a valid air operator certificate (AOC). Applicant of operating license shall issue first the AOC by HCAA.

HCAA financial Dept. assess apart of the business plan that shall be submitted to HCAA during the initial application face, the financial capabilities for the safe air operations and the solvency of the applicant. For example, the applicant must be able to demonstrate that it has the ability to operate without revenue for three months.

Security

The air carrier must create and submit to HCAA for approval a security program describing how the provisions on civil aviation security are implemented. These regulations are contained in HCAA national Aviation security program. For that reason, HCAA will provide required information and guidance in developing a security program.



Oversight

It is the operator's responsibility with its processes to ensure that the company complies with the conditions of AOC and operating license throughout the validity of them.

HCAA ensures that applicants for and holders of an AOC comply with the applicable requirements and that the appropriate safety measures prescribed by HCAA are complied with. Compliance verification shall be based on documentation, results of safety oversight, audits and inspections, as well as ramp inspections and unannounced inspections.

Admission of air operator certificate

Once HCAA is satisfied that the organization complies with the applicable requirements, the organization is granted an AOC with its associated operating conditions. The operating conditions shall specify the rights and scope of activities that the organization is authorized to conduct. The AOC is issued for an indefinite period, as it continuous to comply with applicable regulations.