



APPLICATION FOR A FOREIGN AIRCRAFT AIR OPERATOR'S CERTIFICATE

Civil Aviation Act 1988, Section 27AE

INITIAL ISSUE

INTERNATIONAL AIR TRANSPORTATION OPERATIONS BY FOREIGN AIRLINES AND AIR CARRIERS

Supporting Documentation

Operators are to ensure that the application is completed in full and are required to provide English language copies of the following documents when submitting this application:

Assessment of your application will not commence until receipt of ALL documentation and payment.

1. Air Operator's Certificate or equivalent and a **full** copy of the operations specifications issued by the authority responsible for regulating civil aviation in the country in which the aircraft is registered or operating, containing approval to conduct international operations using the aircraft types the operator proposes to use.
2. A copy of any limitations, not already included in (1), imposed on the company's operations by the civil aviation regulatory authority in the state in which the aircraft is registered or operating.
3. A certified copy of the company's **current** Certificate of Incorporation or Business Registration, or the equivalent document issued by the Registrar of Companies in the country of your principal place of business.
4. A certified copy of the records held by the Registrar of Companies in the country of your principal place of business that confirm the appointment of directors of your company and the registered business address of your company.
5. A copy of the documents and manuals referenced in the completed ICAO Compliance Matrix. Where your regulatory authority approves such documents, copies of the approval pages of letters of approval are also required.
6. If using an agent, a letter of authorisation for the agent to act on your behalf.
7. A copy of the document issued by your regulatory authority that approves your company's maintenance programme for the aircraft that you intend to operate to and from Australia, along with those pages that identify which aircraft are subject to the approved maintenance programme and a copy of the table of contents for each approved maintenance programme.
8. A copy of the proposed schedule of operations into Australia.
9. A copy of the Certificate of Approval, or equivalent, for the maintenance organisation provider in Australia.

Notes:

1. Australia will endeavour to confirm that the regulatory systems of the State that issues your company's Air Operator Certificate, Flight Crew Licences and your aircraft's Certificates of Registration and Airworthiness meet the minimum standards established by ICAO.
2. Australia may seek confirmation from the regulatory authority of the State of the Operator that appropriate ongoing surveillance is being conducted of the airworthiness, maintenance procedures and operations of the applicant company. If the amount and type of ongoing aviation safety surveillance is considered inadequate CASA reserves the right to refuse the issue of a foreign aircraft Air Operator's Certificate to your company.

Additional Requirements

1. **CASA -Carriers Liability Insurance.** It is an Australian Government requirement that all operators authorised to carry passengers for hire or reward in Australian territory hold insurance to cover passenger liability. Enquiries should be directed to the CASA Carriers' Liability Insurance Unit;
Telephone: +61 2 6217 1761 | Fax: +61 2 6217 1607 | Email: carriers.liability@casa.gov.au
2. **CASA- Drug and Alcohol Management Plan.** CASA has introduced an Alcohol and Other Drugs (AOD) Programme for the aviation industry. Although Foreign Operators can apply for an exemption from providing a Drug and Alcohol Management Plan (DAMP), there are conditions that are required to be met. The first of the conditions is that an operator provides contact information of a senior person in your organisation with whom CASA may liaise. (See Head Office Contact for Drug and Alcohol Management on page 4 of this application form).
For a copy of the full exemption or further information, please visit www.casa.gov.au/aod under the Regulations tab.

Additional Requirements - Other Government Departments/Agencies/Other

1. **International Airline Licence.** Operators wishing to conduct scheduled international air services may be required to hold an International Airline Licence issued by the Australian Department of Infrastructure and Transport (DIT). The Department has a set of guidance notes outlining its requirements, including how to apply for an IAL, is available at: <http://www.infrastructure.gov.au/aviation/international/ial/index.aspx>
Telephone: +61 2 6274 7403 | Fax: +61 2 6274 6749 | Email: Internationalairline@infrastructure.gov.au
2. **Transport Security Plan.** Operators wishing to conduct air services within Australia must comply with the Australian Government's Aviation Transport Security Act 2004 and submit a Transport Security Program for approval by the Secretary of the Department of Infrastructure and Transport. Further information is available at:
Fax: +61 2 6245 4300 | Email: national.coordinator@infrastructure.gov.au
Further information is at: <http://www.infrastructure.gov.au/transport/security/aviation/tsp/aircraft.aspx>
3. **Economic Charter Approval.** Operators wishing to conduct international non-scheduled flights or flights that are not permitted by their Australian foreign aircraft AOC may also require approval from the Department of Infrastructure and Transport. Certain standing approvals for these operations are promulgated in the Australian Aeronautical Information Publication, Entry, transit and Departures section (AIP-GEN 1.2). An application form to request approval of a non-scheduled flight is available from the General Manager Aviation Markets, Aviation and Airports Business Division, Department of Infrastructure and Transport. Further information is available at:
Telephone: +61 2 6274 7403 | Fax: +61 2 6274 6749 | Email: internationalairline@infrastructure.gov.au
4. **Noise Standards.** Annex 16 Chapter 2 aircraft are prohibited from operating in Australia. Subsonic jet aircraft must be certified as ICAO Annex 16 Chapter 3 or Chapter 4. Large marginally noise-compliant (MCC3) jet aircraft are prohibited from operating at Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Canberra, Darwin, Cairns, Gold Coast, Newcastle (Williamstown), Essendon and Avalon airports. Operators who wish to operate to these airports must apply to the Department of Infrastructure and Transport for a noise permission. For a full list of potentially affected aircraft types and application information contact the General Manager, Aviation Environment Branch, Department of Infrastructure and Transport at:
Telephone: +61 2 6274 7009 | Fax: +61 2 6274 7804 | Email: aircraftpermits@infrastructure.gov.au
5. **Slots.** Time slot clearances may also be required. This is particularly important for operations into Sydney (Kingsford Smith) Airport, where a legislated slot scheme is in place. Time slot clearances can be obtained from Airport Coordination Australia at:
Telephone: +61 2 9313 5469 | Fax: +61 2 9313 4210 | Email: aca@coordaus.com.au
6. **Airport Authority.** Although an AOC may approve an operator to enter Australian territory and to land at specified airports, all operators are required to obtain permission from the relevant airport authority (the aerodrome operator) for the use of movement areas, aprons and terminals of both destination and alternate aerodromes. Details of the airport authorities are contained in the Australian Aeronautical Information Publication.

Additional Information

1. **Carriage of Dangerous Goods.** Australia has specific legislative requirements regarding the carriage of dangerous goods by foreign commercial aircraft operators. A foreign operator must have a Dangerous Goods Manual in accordance with the ICAO Technical Instructions; and
 - a) Must make a copy of the manual available to their employees and ground handling agents in Australia whose duties and responsibilities are related to the handling or carriage of cargo; and
 - b) Take all reasonable steps to ensure that the handling and carriage of dangerous goods is in accordance with the procedures and instructions in, or referred to in, its dangerous goods manual; and
 - c) Take all reasonable steps to ensure that each of the operator's employees is made aware of the contents of the operator's dangerous goods manual so far as it is applicable and relevant to the employee's duties before the employee first performs those duties.**Reference: Civil Aviation Safety Regulations Part 92.050 and 92.055.**
2. **Aeroplane Maintenance, Maintenance Programme.** ICAO recommends that an operator's maintenance programme be based upon the maintenance programme information made available by the State of Design or by the organisation responsible for the type design, and any additional applicable experience (Annex 6, Part 1, Section 11.3.3). If the maintenance programme applicable to your aircraft is based upon this information you should provide a statement from your organisation's Head of Maintenance (or equivalent position) clearly identifying the use of MRBR or MMPD information as the basis for the approved maintenance programme in addition to the references to the items listed under "Maintenance Programme" on page 15 of this application form.

Contact Details

Registered Company Name:	
Trading Name (if different):	
ICAO Airline Code:	
Registered Business Address:	
.....	
.....	
Postcode/Zipcode:	Country:
Postal Address:	
(If different to the Registered Business Address)	
.....	
Postcode/Zipcode:	Country:
Physical Address of your Principal Place of Business:	
.....	
.....	
Postcode/Zipcode:	Country:
Functions carried out at your Principal Place of Business:	
(For example, Flight Operations, Finance, Administration, Engineering)	
.....	
.....	
.....	

Accountable Person for the Purpose of your Air Operator's Certificate

Name:	Position:
Telephone:	Facsimile:
Email Address:	

Head Office Contact for Operational Matters

Name:	Position:
Telephone:	Facsimile:
Email Address:	

Head Office Contact for Airworthiness Matters

Name:	Position:
Telephone:	Facsimile:
Email Address:	

Head Office Contact for Safety Systems Management

Name:	Position:
Telephone:	Facsimile:
Email Address:	

Head Office Contact for Drug and Alcohol Management

Name:	Position:
Telephone:	Facsimile:
Email Address:	

Australian Contact for Drug and Alcohol Management

Name:	Position:
Telephone:	Incl emergency contact:
Facsimile:	
Email Address:	

Station Manager Australia

Name:	
Australian Office Address:
Postcode:	Telephone: Facsimile:
Email Address:	

Handling Agent

(Airline or agency providing apron and turnaround services at Australian ports)

Company Name:	
Contact Name:	Position:
Telephone:	Facsimile:
Email Address:	

Engineering And Maintenance Provider

(Airline or agency providing engineering or maintenance support to services at Australian ports)

Company Name:	
Contact Name:	Position:
Telephone:	Facsimile:
Email Address:	

Route Manual Used

(eg, Jeppesen, Aerad, etc.)

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Regulatory Authority Details

Regulatory Authority for Airline Certification (or Equivalent)

Name of the Authority:

Address:
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.....

Postcode/Zipcode:

Country:

Officer Responsible for Air Operator Certification:

Name: Position:
Telephone: Facsimile:
Email Address:

Regulatory Authority of the State of Registry of your Aircraft

(if different from Authority for Airline Certification)

Name of the Authority:

Address:
.....
.....

Postcode/Zipcode:

Country:

Officer Responsible for Airworthiness:

Name: Position:
Telephone: Facsimile:
Email Address:

Regulatory Authority of the State of Licensing

(if different from Authority for Airline Certification)

Name of the Authority:

Address:
.....
.....

Postcode/Zipcode:

Country:

Officer Responsible for Licensing:

Name: Position:
Telephone: Facsimile:
Email Address:

Proposed Operations

(Please tick as appropriate)

- Scheduled Passenger Scheduled Cargo Scheduled Passenger and Cargo
- Non Scheduled Passenger Non Scheduled Cargo Non Scheduled Passenger and Cargo

Proposed commencement date: / /

Mandatory Aircraft Equipment for Operations in Australian Territory

Is this aircraft fitted with TAWS–A equipment? (e.g. EGPWS) Yes No

Manufactured by:

Model:

If Yes:

Is this aircraft type fitted with ACAS II or TCAS II Change 7.0 equipment? Yes No

If yes:

Manufactured by:

Model Number:

General Comments

Are there any other details, not otherwise specified in this application, which may affect the safety of your operation(s) into/out of Australia? (e.g. incident or accident)

Yes* No

*If yes, please provide details and a copy of the report for any incidents/accidents reported in the last 24 months.

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Declaration

The undersigned applies for the issue of an Air Operator's Certificate pursuant to the Civil Aviation Act 1988 and Civil Aviation Regulations on behalf of the organisation identified below. Further, the undersigned certifies that the facts in this application are complete and correct and that any attached documents are true copies.

Name:*

Position:*

Signature:

Date: / /

*To be completed by the approved person who holds responsibility for Air Operator's Certificate matters for the company—e.g. Company Director or Director of Operations

Payment Attached Yes No

Comments:

Address for Correspondence

Operations Officer (International)
CASA Operations
Civil Aviation Safety Authority
GPO Box 2005
CANBERRA ACT 2601
AUSTRALIA

Telephone: +61 7 3144 7400
Fax: +61 7 3144 7599
E-mail: international_ops@casa.gov.au
Internet: www.casa.gov.au

ICAO Checklists

Explanatory Information

The tables that follow list the operations and maintenance procedures that CASA expects an air operator intending to conduct international commercial air transport operations to have included in their operations and maintenance manual documents. The list of procedures has been extracted from Annex 6, Operation of Aircraft, to the Convention on International Civil Aviation.

The information provided by completing this table will be used by CASA's technical specialists when assessing your application for a foreign aircraft AOC.

If your company documentation does not address ALL of the items listed in the following table, the assessment of your application will be delayed and any request to issue a foreign aircraft Air Operator's Certificate is likely to be refused.

Instructions

Identify the relevant section of your operations or maintenance manuals that addresses the procedure listed in the table.

Enter the document reference for the company procedure in the column headed "Company Document Reference". The document reference should identify the manual, volume, section and paragraph(s) that contain the company procedure.

If a procedure is deemed to be not applicable to your operation please indicate this against the procedure and provide a short explanation why the procedure is not applicable.

Assessment of Contents of the Company's Operations Manual or Suite of Manuals, required for the issue of a Foreign Aircraft Air Operators Certificate (ICAO Reference: Annex 6, part 1, Chapter 4, section 4.2.2.1).

Items that are not covered by a procedure in the company documents that are available to the auditor should be identified. These matters will be taken up with the company and resolved before this part of the AOC assessment is signed off.

Assessment Flying Operations

Explanatory Information	Company Document Reference	Office Use Only Date & Auditor's Init.
General (Annex 6, Part 1, Appendix 2, Section 2.1)		
Instructions outlining the responsibilities of operating personnel pertaining to the conduct of flight operations. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.1	/ /
Details of the company's fatigue management system or the rules governing flight times and flight duty periods and for the provision of adequate rest periods for all crew members (including cabin crew) in accordance with the regulations established by the state of the operator. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.2	/ /
A list of the navigation equipment to be carried including any requirements relating to operations where performance-based navigation is required. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.3	/ /
Where relevant to the operations, the long range navigation procedures, engine failure procedure for ETOPS and the nomination and utilisation of diversion aerodromes. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.4	/ /
The circumstances in which a radio listening watch is to be maintained. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.5	/ /

Explanatory Information	Company Document Reference	Office Use Only Date & Auditor's Init.
General (Annex 6, Part 1, Appendix 2, Section 2.1)		
Details of the method for determining minimum flight altitudes. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.6	/ /
Details of the method of determining aerodrome-operating minima. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.7	/ /
Details of the safety precautions during refuelling with passengers on board. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.8	/ /
Details of ground handling arrangements and procedures in Australia. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.9	/ /
Details of the company procedures for pilots-in-command observing accidents. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.10	/ /
Details of the flight crew for each type of operation including the succession of command. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.11	/ /
Instructions for the computation of aircraft fuel and oil quantities to be carried having regard to all circumstances of the operation including possibility of loss of pressurisation and the failure of one or more power units while en-route. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.12	/ /
Details of the conditions under which oxygen will be used and the amount of oxygen determined to be adequate to supply all crewmembers and passengers. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.13	/ /
Instructions for mass and balance control. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.14	/ /
Instructions for the conduct and ground control of de-icing/ anti-icing operations. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.15	/ /
The specifications for the operational flight plan. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.16	/ /
Standard Operating Procedures (SOP) for each phase of flight. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.17	/ /
Instructions on the use of normal checklists and the timing of their use. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.18	/ /
Details of the departure contingency procedures. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.19	/ /
Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call out. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.20	/ /
Instructions on the use of autopilots and auto throttle in IMC. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.21	/ /

Explanatory Information	Company Document Reference	Office Use Only Date & Auditor's Init.
General (Annex 6, Part 1, Appendix 2, Section 2.1)		
<p>Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.22</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Instructions for departure and approach briefings.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.23</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Procedures for familiarisation with areas, routes and aerodromes.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.24</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Stabilised approach procedure.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.25</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Limitations of high rates of descent near the surface.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.26</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Conditions required to commence or continue an instrument approach.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.27</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Instructions for the conduct of precision and non-precision instrument approach procedures.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.28</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Allocation of flight crew duties and procedures for the management of workload during night and IMC instrument approach and landing operations.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.29</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the EGPWS/ TAWS-A equipment.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.30</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS) equipment.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.31</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Information and instructions relating to the interception of civil aircraft including procedures (as prescribed in Annex 2) for pilots-in-command of intercepted aircraft and visual signals used by intercepting and intercepted aircraft, as contained in Annex 2.</p> <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.32</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>For Aeroplanes intended to be operated above 15,000 m (49,000 ft):</p> <ul style="list-style-type: none"> a) Information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and b) Procedures in the event that a decision to descend is taken, covering: <ul style="list-style-type: none"> 1) The necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining provisional descent clearance; and 2) The action to be taken in the event that communication with the ATS unit cannot be established or is interrupted. <p>ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.33</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>

Explanatory Information	Company Document Reference	Office Use Only Date & Auditor's Init.
General (Annex 6, Part 1, Appendix 2, Section 2.1)		
Details of the company's Safety Management System provided in accordance with Chapter 3, 3.3 ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.34	/ /
Information and instructions on the carriage of dangerous goods and the action to be taken in the event of an emergency. See Note 1, Carriage of Dangerous Goods , page 2. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.35	/ /
Security Instructions and guidance. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.36	/ /
The aeroplane search procedure checklist in accordance with ICAO Ref Ann 6, Chapter 13, 13.3. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.1.37	/ /
Instructions and training requirements for the use of head-up displays (HUD) and enhanced vision systems (EVS) as applicable. ICAO REF: Ann 6 Pt 1, App2, Sect 2.1.38		

Explanatory Information	Company Document Reference	Office Use Only Date & Auditor's Init.
Aircraft Operating Information (Annex 6, Part 1, Appendix 2, Section 2.2)		
Details of the certification and operating limitations for each aircraft type to be operated to and from Australia. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.1	/ /
The normal, abnormal and emergency procedures to be used by the flight crew, and the checklists for these procedures ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.2	/ /
Operating instructions and information on the climb performance with all engines operating for each aircraft type intended for operations in Australian territory. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.3	/ /
Flight planning data for pre-flight and in-flight planning with different thrust/ power and speed settings. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.4	/ /
Maximum crosswind and tailwind components for each aeroplane type operated and reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal and emergency circumstances, or any other relevant operational factors. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.5		
Instructions and data for mass and balance calculations. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.6	/ /
Instructions for aircraft loading and securing of loads. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.7	/ /

Explanatory Information Aircraft Operating Information (Annex 6, Part 1, Appendix 2, Section 2.2)	Company Document Reference	Office Use Only Date & Auditor's Init.
Details of the aircraft systems, associated controls and instructions for their use. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.8	/ /
Minimum Equipment List and Configuration deviation list for the aeroplane types and specific authorised operations (e.g. RNP, RVSM, ETOPS). ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.9	/ /
Checklists of emergency and safety equipment and instructions for its use. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.10	/ /
Details of the Emergency Evacuation Procedures including: <ul style="list-style-type: none"> • Type specific procedures • Crew coordination • Assignment of crew emergency positions duties assigned to each crewmember. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.11	/ /
The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists for these procedures and aircraft systems information required including a statement related to the necessary procedures for the coordination between flight and cabin crew. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.12	/ /
Details of the survival and emergency equipment for different routes and the necessary procedures to verify its normal function before take-off, including procedures to determine the required amount of oxygen and the quantity available. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.13	/ /
Details of the Ground-Air visual signal code for use by survivors as contained in Annex 12. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.2.14	/ /

Explanatory Information Routes and Aerodromes (Annex 6, Part 1, Appendix 2, Section 2.3)	Company Document Reference	Office Use Only Date & Auditor's Init.
A route guide to ensure that the flight crew will have information relating to communication facilities, navigation aids, aerodromes and other information considered necessary for the proper conduct of flight operations. The route guide should contain specific information detailing the conduct of operations to, from and within Australian territory. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.1	/ /
Details of the minimum flight altitudes for each route to be flown. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.2	/ /
Details of the aerodrome operating minima for each aerodrome that is likely to be used as a destination or alternate aerodrome. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.3	/ /

Explanatory Information Routes and Aerodromes (Annex 6, Part 1, Appendix 2, Section 2.3)	Company Document Reference	Office Use Only Date & Auditor's Init.
Details of the increase of aerodrome operating minima in the case of degradation of approach or aerodrome facilities. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.4	/ /
Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.5	/ /
The necessary information for compliance with all required flight profiles required by regulations, including the determination of: <ul style="list-style-type: none"> • Take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures that affect take off distance; • Take-off climb limitations; • En-route climb limitations; • Approach climb limitations and landing climb limitations; • Landing runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures that affect take off distance; • Supplementary information, such as tyre speed limitations. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.3.6	/ /

Explanatory Information Training (Annex 6, Part 1, Appendix 2, Section 2.4)	Company Document Reference	Office Use Only Date & Auditor's Init.
Details of the flight crew training programme. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.4.1	/ /
Details of the cabin crew training programme. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.4.2	/ /
Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision. ICAO Ref: Ann 6 Pt 1, App2, Sect. 2.4.3	/ /

Assessment AWI-Maintenance

Item and ICAO Reference	Company Document Reference	Office Use Only Date & Auditor's Init.
Maintenance Control Manual (Annex 6, Part 1, Chapter 11, Section 11.2)		
<p>A description of the maintenance procedures required for each aircraft type including details of the administrative arrangements between the operator and the approved maintenance organisation when applicable.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 a)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>The names and duties of persons responsible to ensure that maintenance is carried out in accordance with the MCM.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 b)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Reference to the Maintenance Programme approved by the State of registry of the aircraft.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 c)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the required maintenance records and the methods used for the completion of those records.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 d)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the procedures for monitoring assessing and reporting on operational experience.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 e)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the procedures for complying with service information reporting requirements.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 f)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the procedures for assessing continuing airworthiness information and implementing resulting actions.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 g)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of procedures for implementing mandatory continuing airworthiness information.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 h)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Details of the system of analysis and continued monitoring of the performance and efficiency of the maintenance programme.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 i)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the aircraft types and models to which the manual applies.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 j)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 k)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Description of the procedures for notifying the State of registry of significant in service occurrences.</p> <p>ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.2 l)</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>

Item and ICAO Reference	Company Document Reference	Office Use Only Date & Auditor's Init.
Maintenance Programme (Annex 6, Part 1, Chapter 11, Section 11.3)		
Details of the following for each aircraft type:		
Maintenance tasks and intervals at which these tasks are to be performed. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.1 a)	/ /
The continuing structural integrity programme. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.1 b)	/ /
Procedures for deviating from the maintenance programme. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.1 c)	/ /
Condition monitoring and reliability programme descriptions for aircraft systems, components and power plants. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.1 d)	/ /
Identification of mandatory maintenance tasks and intervals as specified in the type design. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.2	/ /
Maintenance programme. See Aeroplane Maintenance, Maintenance Programme , page 2 for details. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.3.3	/ /
Details of the aeroplane journey log book. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.4.1	/ /
Records of emergency and survival equipment carried. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.5	/ /
Flight Recorder Records. ICAO Ref: Ann 6 Pt1, Chap 11, Sect 11.6	/ /

Assessment Cabin Safety

Item and ICAO Reference	Company Document Reference	Office Use Only Date & Auditor's Init.
Aircraft Operating Information (Annex 6 Part 1, Chap 12 and App 2, Sect 2.2) Details of the company's fatigue management system or the rules governing flight times and flight duty periods and for the provision of adequate rest periods for cabin crew members in accordance with the regulations established by the State of the Operator. ICAO Ref Ann 6 Pt 1 App2 Sect 2.1.2	/ /
Details of the cabin crew procedures and safety precautions during refuelling with passengers on board. ICAO Ref Ann 6 Pt 1 App2 Sect 2.1.8 (already in Flt Ops)	/ /
Information on the carriage of dangerous goods and cabin crew procedures to be taken in the event of an emergency. ICAO Ref Ann 6 Pt 1 App2 Sect 2.1.35 (already in Flt Ops)	/ /
Security instructions and guidance. ICAO Ref Ann 6 Pt 1 App2 Sect 2.1.36 (already in Flt Ops)	/ /
Details of the cabin crew search procedure and guidance on the appropriate course of action to be taken should a bomb or suspicious object be found. Information on the least-risk bomb location specific to the aircraft. ICAO Ref Ann 6 Pt 1 App2 Sect 2.1.37 (already in Flt Ops)	/ /

Item and ICAO Reference	Company Document Reference	Office Use Only Date & Auditor's Init.
Aircraft Operating Information. ICAO Ref Ann 6 Pt 1, Ch 12 and App 2, Sect 2.2)		
Minimum number of crew required for each type of aeroplane. ICAO Ref Ann 6 Pt 1, Ch 12, Sect 12.1	/ /
Procedures for cabin crew to occupy a seat in accordance with 6.16 during take off and landing and whenever the pilot-in-command so directs. ICAO Ref Ann 6 Pt 1, Ch 12, Sect 12.2	/ /
Location of cabin crew seats and procedures for cabin crew to be seated with seat belt, or, when provided, safety harness fastened during take off and landing and whenever the pilot-in-command so directs. ICAO Ref Ann 6 Pt 1, Ch 12, Sect 12.3	/ /
The location, number and types of emergency and safety equipment carried on board the aircraft and instructions for its use. ICAO Ref Ann 6 Pt 1, App 2 Sect 2.2.10	/ /
Details of the duties and functions to be performed by each member of the cabin crew in the event of an emergency or a situation requiring the emergency evacuation of the aircraft, including: <ul style="list-style-type: none"> • Type specific procedures. • Crew coordination. • Assignment of crew emergency positions. • Duties assigned to each crew member. ICAO Ref Ann 6 Pt 1, Ch 12, Sect 12.1 and App2 Sect 2.2.11	/ /
The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists for these procedures and aircraft systems information required including a statement related to the necessary procedures for the coordination between flight and cabin crew. ICAO Ref Ann 6 Pt 1, App 2, Sect 2.2.12	/ /
Details of the survival and emergency equipment for different routes and the necessary cabin crew procedures to verify its normal function before take off. ICAO Ref Ann 6 Pt 1, App 2, Sect 2.2.13	/ /

Item and ICAO Reference	Company Document Reference	Office Use Only
Training ICAO Ref Ann 6 Pt 1 Chap 12, Chap 13 and App 2, Sect 2.4		Date & Auditor's Init.
<p>Details of the approved training programme to be completed by all persons before being assigned as a cabin crew member.</p> <p>ICAO Ref Ann 6 Pt 1 App 2 Sect 2.4.2 ICAO Ref Ann 6 Pt 1 Ch 12 Sect 12.4</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Details of recurrent training programme to be conducted annually before being assigned as a cabin crew member.</p> <p>ICAORef Ann 6 Pt 1 Ch 12 Sect 12.4</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Training programme to ensure that each cabin crew member is:</p> <ul style="list-style-type: none"> a) Competent to execute assigned safety duties and functions in the event of an emergency or emergency evacuation. b) Drilled and capable in the use of emergency and life saving equipment required to be carried: <ul style="list-style-type: none"> i) Portable fire extinguishers. ii) Personal flotation devices such as life jackets. iii) Life rafts. iv) Evacuation slides. v) Emergency exits. vi) Oxygen equipment. vii) ELTs. viii) First aid kits and medical supplies. c) When operating an aircraft above 3000m (10000ft), knowledgeable in regards to the effects of the lack of oxygen and the effects of loss of pressurisation. d) Aware of other crew members' assignments and function in an emergency. e) Aware of types of dangerous goods in the cabin and completion of the dangerous goods programme required by Annex 18. f) Aware of human performance as related to passenger cabin safety duties including flight crew – cabin crew coordination before being assigned as a crew member. <p>ICAO Ref Ann 6 Pt 1 Ch 12 Sect 12.4</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>

Item and ICAO Reference	Company Document Reference	Office Use Only Date & Auditor's Init.
Passengers (Annex 6, Pt 1, Chap 4, Sect 4.2)		
Details of the procedures to ensure that passengers are made familiar with the location and use of: <ul style="list-style-type: none"> • Seat Belts, • Emergency Exits, • Life Jackets, • Oxygen dispensing equipment, • Other emergency equipment provided for individual use, before being assigned as a cabin crew member. ICAO Ref Ann 6 Pt 1 Ch 4 Sect 4.2.12.1, Sect 4.2.12.2	/ /
Procedures to instruct passengers in an emergency during the flight before being assigned as a cabin crew member. ICAO Ref Ann 6 Pt 1 Ch 4 Sect 4.2.12.3	/ /
Procedures to ensure that passengers are secured in their seats during take off, landing, turbulence or any emergency concerning flight. ICAO Ref Ann 6 Pt 1 Ch 4 Sect 4.2.12.4	/ /
Procedures to ensure the safe stowage of carry in baggage. ICAO Ref Ann 6 Pt 1 Ch 4 Sect 4.8	/ /

Dangerous Goods

Item	Company Document Reference	Office Use Only Date & Auditor's Init.
The requirement of the operator's employees and agents to comply with instructions in the dangerous goods manual.	/ /
A list of the technical documents used / referenced by the operator e.g. ICAO Technical Instructions (TI's) or IATA Dangerous Goods Regulations (IATA DGR's).	/ /
Instructions that the operator must make the dangerous goods manual available, in a readily accessible place, to: a) Any of the operators employees in Australia whose duties and responsibilities relate to the processing of passengers and or carriage of cargo; and b) Any employee of its ground handling agent in Australia whose duties and responsibilities relate to the processing of passengers and or carriage of cargo.	/ /
Instructions to the employees / agents covering the dangerous goods which may be carried on the operator's aircraft including: a) Dangerous goods not to be carried b) Dangerous goods of the operator.	/ /
Operator Variations.	/ /
Procedures for handling dangerous goods: a) Acceptance procedures b) The operator's dangerous goods acceptance checklist c) Aircraft loading procedures to ensure "cargo aircraft only" dangerous goods are not loaded onto passenger aircraft (if applicable) d) Retention of dangerous goods documentation.	/ /
Dangerous goods carried by passengers and crew: a) Provision of information to passengers at passenger check-in points b) Provision of information at cargo / dangerous goods acceptance points.	/ /
Instructions related to company aircraft: a) Aircraft hold diagrams and numbering system b) Stowage and segregation after loading c) Specific instructions relating to stowage of radioactive materials (Transport Index limits) Dry Ice and Magnetised Material on the operator's aircraft.	/ /
Procedures for reporting dangerous goods incidents: a) Definition of a dangerous goods incident b) Responsibilities of individual employee - agent to report.	/ /

Item	Company Document Reference	Office Use Only Date & Auditor's Init.
<p>Dangerous Goods Training</p> <p>a) Regulatory training requirements (relevant to the state of the airline operator direct employees)</p> <p>b) Responsibilities for conduct of training (relevant to the state of the airline operator direct employees)</p> <p>c) Maintenance of dangerous goods training records (relevant to the state of the airline operator)</p> <p>The following items need to be recognised in the dangerous goods manual but not specifically detailed</p> <p>d) Responsibilities for conduct of training (ground agents- relevant to the state of activity)</p> <p>e) Maintenance of dangerous goods training records (relevant to the state of activity)</p> <p>Note: Entries to cover d) and e) above can be documented as follows:</p> <ul style="list-style-type: none"> • "Ground handling agents must be trained in accordance with the Civil Aviation laws for the country of activity" and • "Dangerous goods training records, for Ground Handling Agents, must be maintained in accordance with Civil Aviation laws of the state of activity". 	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Information to the Pilot-in-Command</p> <p>a) Method of providing written advice to the pilot in command of dangerous goods on board the aircraft</p> <p>b) Responsibilities of the pilot in command to acknowledge that advice</p> <p>c) Method of providing emergency response information to the pilot in command</p> <p>d) Instructions to the pilot in command to report to ATS details of dangerous goods carried in the event of an in-flight emergency.</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>
<p>Emergency procedures:</p> <p>a) Actions to be taken by employees in the event of an incident, such as spillage or leakage, on the ground or in flight.</p> <p>Note: For convenience and practicality it may be more beneficial to place this information in a document that deals specifically with emergencies, such as Flight Crew Emergency Procedures Manual / Checklist.</p>	<p>.....</p> <p>.....</p>	<p>/ /</p>