|  |  |  |  |
| --- | --- | --- | --- |
| Operator / Organisation |  | **Name** |  |
| Date of Application | Click or tap to enter a date. | **Date application received** | Click or tap to enter a date. |
| **Initial Issue** | **Renewal** | **Variation** | **Extension** |

This checklist shows the administrative functions to be completed for the processing of an Initial Issue / Renewal / Variation / Extension of any FAOC documentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **SUBMITTED** | | **REMARKS** | **DATE** |
| **YES** | **NO** |  |  |
| FAOC Notification Letter sent to Operator and emailed to Finance |  |  |  | Click or tap to enter a date. |
| AQD -FAOC Ramp Audit activated |  |  |  | Click or tap to enter a date. |
| Invoice requested from Finance |  |  |  | Click or tap to enter a date. |
| Invoice received and sent with FAOC Notification Letter |  |  |  | Click or tap to enter a date. |
| Check version of Application forms used |  |  |  | Click or tap to enter a date. |
| Foreign Operator need to submit cover letter as required including Operational points of contact with their Mobile and email address |  |  |  | Click or tap to enter a date. |
| OP110 - Application for a Foreign Air Operator’s Certificate-Initial/Renewal /Variation satisfactorily completed |  |  |  | Click or tap to enter a date. |
| **Other supporting Documents Submitted** | **YES** | **NO** | **REMARKS** | **DATE** |
| * Current AOC Certificate |  |  |  | Click or tap to enter a date. |
| * Current AOC Operations Specifications |  |  |  | Click or tap to enter a date. |
| * Current International Air Service Permit (Fiji) |  |  |  | Click or tap to enter a date. |
| * Current International License (if applicable) |  |  |  | Click or tap to enter a date. |
| * Current Insurance Certificate |  |  |  | Click or tap to enter a date. |
| * Noise Certificates of all the aircrafts |  |  |  | Click or tap to enter a date. |
| * EDTO/ETOPS Approval |  |  |  | Click or tap to enter a date. |
| * RVSM Approval |  |  |  | Click or tap to enter a date. |
| * Approval to carry Dangerous Goods, Live Animals, Fire Arms & Ammunitions |  |  |  | Click or tap to enter a date. |
| * Any other relevant documents (if applicable) |  |  |  | Click or tap to enter a date. |
| FAOC certificate prepared by AA-I in coordination with DGSCI/SFOII/FOI-I’s |  |  |  | Click or tap to enter a date. |
| Memo |  |  |  | Click or tap to enter a date. |
| Cover letter |  |  |  | Click or tap to enter a date. |
| CA100 |  |  |  | Click or tap to enter a date. |
| Payment verified |  |  |  | Click or tap to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FAOC Certificate & associated documents submitted for perusal and endorsement** | **APPROVED** | | **REMARKS** | **DATE** |
| **YES** | **NO** |  |  |
| FOI-I - Airbus |  |  |  | Click or tap to enter a date. |
| FOI-I - Boeing |  |  |  | Click or tap to enter a date. |
| DGCSI |  |  |  | Click or tap to enter a date. |
| SFOII |  |  |  | Click or tap to enter a date. |
| EMAS |  |  |  | Click or tap to enter a date. |
| CE |  |  |  | Click or tap to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FAOC Certificate DISSEMINATION** | **SUBMITTED** | | **REMARKS** | **DATE** |
| **YES** | **NO** |  |  |
| FAOC Certificate sent |  |  |  | Click or tap to enter a date. |
| FAOC Certificate scanned and filed |  |  |  | Click or tap to enter a date. |
| Service charter updated |  |  |  | Click or tap to enter a date. |
| ESS updated |  |  |  | Click or tap to enter a date. |
| **Final remarks:** | | | **Verified by :**  **Sign:**    **Title:** | Click or tap to enter a date. |