



TANZANIA CIVIL AVIATION AUTHORITY
DIRECTORATE OF SAFETY REGULATIONS
FLIGHT OPERATIONS

Revision: 0
OPS-AOC-12

Document No.: OPS-AOC-12

Title: Application for Renewal of an Air Operator Certificate

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1. PARTICULARS OF APPLICANT'S ORGANIZATION

(a) Name/Title in full:

(b) Permanent Address:

(c) Telephone


(d) Fax:

(e) E-Mail:

(f) Physical Address:

(g) Residential Address:

(h) Description of the applicant's business organization and corporate structure and names and addresses of those entities and individual having a major financial interest:

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(i) Description of management organization and key staff members including their title, name, background, qualifications, and experience:

2. PARTICULARS OF CERTIFICATES AND QUALIFICATION HELD

(a) Detail your previous experience of air operations and/or maintenance

(b) Have you ever held a certificate of this nature before? Yes/No
If yes give particulars of the certificate (country of issue, Authority which issued the certificate and its address and the certificate number)



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(c) Was it ever revoked, suspended, or cancelled? Yes/No

If yes give details:

(d) Do you have a current Air Service Licence/approval? Yes/No

If yes give details of the licence/approval:



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3. FLIGHT OPERATIONS

(a) Specify the type and number and registration of aircraft you intend to deploy and the instruments, flight documents, communication and navigation equipment and any other equipment to be used:

(b) If the aircraft is/are not owned by the company, a copy of the lease agreement should be attached:

(c) Do you have adequate office premises to suit your operations undertakings: Yes/No

(d) Where is your operating base?



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(g) Describe proposed routes including geographical tracks, minimum flight attitudes, destination and alternate aerodromes to be used including data on instrument approach procedure, proposed aerodrome operating minima and navigation and communication facilities (This may be done by attaching an illustrated map suitable for aerial navigation showing geographical tracks of the routes and information on terminal and intermediate, alternate or emergency aerodromes and radio navigation facilities):

(h) The details of operation control and supervision method to be used:



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(i) Specify the nature of operation – scheduled/non-scheduled – passenger/cargo/mail-day/night-VFR/IFR:

(i) Provide a detailed description of how you intend to show compliance with each provision of the applicable code of air navigation regulations:

(k) Specify the desired date for operation to commence:

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<p>5. DOCUMENTATION</p>
<p>Furnish the TCAA, for approval, your organization's:</p>
<ul style="list-style-type: none"> • Company Exposition,
<ul style="list-style-type: none"> • Operations Manual, Part A, B, C, E and F
<ul style="list-style-type: none"> • Training Manual,
<ul style="list-style-type: none"> • Ground Handling Manual
<ul style="list-style-type: none"> • Maintenance Control Manual
<ul style="list-style-type: none"> • Aircraft Maintenance Program
<ul style="list-style-type: none"> • MEL specific for each aircraft
<ul style="list-style-type: none"> • Emergency Response Plan (ERP) Manual
<ul style="list-style-type: none"> • Safety Management Manual
<ul style="list-style-type: none"> • Security Manual
<p>Remarks:</p>

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6. DECLARATION AND SIGNATURE


I/We request that an air operator certificate be granted to me/us, and I/We certify that the particulars given by me/us in this form are true to the best of my/our knowledge.

Date.....


Signature with Company Seal

Note: This application for Air Operator Certificate should be accompanied with the following:

- a. Management and Operational Personnel Data form for AOC: Form TCAA (33) 02
- b. Pilot Data form for AOC: Form TCAA (33) 03
- c. Aircraft Data form for AOC: Form TCAA (33) 04
- d. Training Captain Data Form for AOC: Form TCAA (33) 05
- e. Cabin Crew Data form for AOC: Form TCAA (33) 06
- f. Copies of Aircraft Insurance Covers of all aircraft that will be inspected for the renewal
- g. Copies of Aircraft Lease Agreements (where applicable)
- h. Draft Operations Specifications:
 - Part A: General Provisions: Form TCAA (33) 08
 - Part B: Enroute Authorizations and Limitations: Form TCAA (33) 09
 - Part C: Aerodrome Authorizations and Limitations: Form TCAA (33) 10
 - Part D: Maintenance Form TCAA (33) 11
 - Part E: Minimum Equipment List Form TCAA (33) 12
 - Part F: Aircraft Mass and Balance Control: Form TCAA (33) 13
 - Part G: Interchange of equipment operations: Form TCAA (33) 14 (Where applicable)
 - Part H: Aircraft Leasing Operations: Form TCAA (33) 15 (Where applicable)

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- i. Appropriate inspection/AOC fees including TCAA inspectors visiting fees to cover transport/accommodation out of Dar es Salaam.
- j. Certificates of Airworthiness (C of A) (page 1 and 2) of all aircraft that will be inspected for renewal.
- k. Certificates of Release to Service (CRS) of all aircraft that will be inspected for renewal.
- l. Copies of Air Operator Certificate (AOC) with all Operations Specifications (OPS SPECS).
- m. Flight Crew achieved roster for the past three months and
- n. Cabin Crew achieved roster for the past three months.

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MANAGEMENT AND OPERATIONAL PERSONNEL DATA FORM

FORM TCAA (33) 02

OPERATOR : _____

ACCOUNTABLE MANAGER	DIRECTOR OF MAINTENANCE
DIRECTOR OF FLIGHT OPERATIONS	DIRECTOR OF SAFETY
CHIEF PILOT	QUALITY MANAGER
FLIGHT CREW INSTRUCTORS/EXAMINERS	FLIGHT OPERATIONS OFFICERS
CABIN CREW INSTRUCTORS/EXAMINERS	

ACCOUNTABLE MANAGER SIGNATURE :



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PILOT DATA FORM FOR AOC

FORM TCAA (33) 03

OPERATOR _____

1 PILOT NAME	2 LICENCE NUMBER	3 TOTAL FLIGHT TIME	4 TYPE RATING HELD	5 HOURS ON TYPE	6 LAST MEDICAL DATE	7 LAST IR DATE	8 LAST LPC DATE	9 LAST OPC DATE	10 LICENCE EXPIRY DATE

ACCOUNTABLE MANAGER SIGNATURE :



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AIRCRAFT DATA FORM FOR AOC

FORM TCAA (33) 04

OPERATOR _____

1 AIRCRAFT TYPE AND REGISTRATION	2 TOTAL AIRFRAME HOURS	3 TOTAL ENGINE HOURS		4 TOTAL PROP HOURS		5 NEXT MAINTENANCE	6 CHECK "C" DUE DATE	7 C OF A EXPIRTY DATE
		LEFT	RIGHT	LEFT	RIGHT			

ACCOUNTABLE MANAGER SIGNATURE :

