

## AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

**SUBJECT:**

**APPLICATION PROCEDURES FOR THE ISSUANCE OF  
AN AIR OPERATOR CERTIFICATE (AOC)**

**EFFECTIVE DATE:**

17 March 2021

**CANCELLATION:**

AC/OPS/004R06

**GENERAL:**

The President of Civil Aviation Authority – Macao, China, in exercise of his power under Paragraph 89 of the Air Navigation Regulation of Macao (ANRM) and Article 35 of the Statutes of Civil Aviation Authority, approved by the Decree-Law 10/91/M, established this AC.

### 1. Introduction

ICAO Annex 6 requires member States to issue an Air Operator Certificate (AOC) or equivalent document to commercial air transport operators which shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training program, ground handling and maintenance arrangements consistent with the nature and extent of the operation specified.

In order to ensure that all these ICAO standards are reflected in Macao aviation legislation, *Regulamento Administrativo no. 10/2004* and *the ANRM* were published and Civil Aviation Authority – Macao, China, (AACM) has developed a formal process for the certification of Air Operators. That process is described in the following paragraphs.

Under *Regulamento Administrativo no. 10/2004*, any commercial air transport operator is required to obtain an AOC; and in accordance with the scope of the operations, commercial air transport is subdivided into:

- Commercial air transport for public service; (a concession contract was granted for this type of operations, therefore, the applicant must have obtained a sub-concession contract prior to the application of an AOC for this type of operations);

➤ Commercial air transport not for public service, comprising;

- Helicopter operations;
- Executive jet operations for non-scheduled air services using aircraft with a unit capacity not greater than 40 passengers plying for hire by third parties for casual business passenger traffic.

The issuance of an AOC does not grant any traffic right to its holder.

This AC provides guidance to those operators or individuals, who intend to apply for approval to conduct commercial air transport operations. All commercial operators based in Macao SAR must obtain an AOC and Operations Specifications from the AACM before conducting commercial activities.

The AOC and associated Operations Specifications are issued in a standardized layout and comprise specific information on authorizations, conditions and limitations with respect to each particular AOC holder.

This AC also provides guidance to an operator to determine their capability of meeting AACM's requirements. Existing operators wishing to add a different aircraft type should follow the same general process.

Formal application procedures for the renewal and variation of an existing AOC are also included in this AC.

## **2. Applicability**

This AC applies to organizations requiring information about the approval process to conduct commercial air transport operations and to AOC holders requiring information about the formal application procedures for the renewal and variation of an existing AOC. This AC also applies when an AOC holder proposes to add a different aircraft type, whether leased or owned, to their Operations Specifications or substantially change the type of operation such as from freight to passenger carrying.

## **3. General Requirements**

- 3.1 An application for an AOC shall be made in a form and manner acceptable to the AACM, and shall contain any information the AACM requires the applicant to submit.
- 3.2 The applicant shall be a Macao incorporated company duly registered on Macao's company registry, which has commercial aviation activities stated in company's articles of association and has its principal place of business in Macao.
- 3.3 The issue of an AOC shall be dependent upon the applicant demonstrating an adequate organization, method of control and supervision of flight operations, training programme

as well as ground handling and maintenance arrangements consistent with the nature and extent of the proposed operations.

- 3.4 The applicant shall ensure that all aircraft to be operated for the proposed operations are duly registered in Macao.
- 3.5 The type and number of aircraft to be operated shall be commensurate to the nature, size and complexity of the proposed operations.
- 3.6 All flight operational and maintenance managerial appointments, manuals, documents and facilities required by relevant Macao aviation regulations or requirements must be approved or accepted by the AACM.
- 3.7 Organizations or facilities such as maintenance organizations, training facilities and flight simulation training devices (FSTDs) used by the applicant require specific inspection and approvals.
- 3.8 The applicant shall ensure that all personnel required to obtain licenses in order to perform their duties must possess appropriate Macao aeronautical licenses prior to operating Macao registered aircraft.
- 3.9 Separate air transport operating permits must be obtained from the AACM for any intended aerodrome(s) of operation.
- 3.10 The applicant shall ensure that all pre-requisite approvals (such as concession or sub concession rights, whenever applicable) have been obtained prior to the AOC application.
- 3.11 The applicant shall ensure that the applicable Macao aviation security requirements are fulfilled prior to the grant of an AOC.
- 3.12 Any deficiency revealed by the AACM during the AOC certification process will be brought to the attention of the applicant in writing for remedial actions. The applicant shall remedy such deficiencies within a period specified by the AACM, failing which no further action will be taken by the AACM to process the application.
- 3.13 When applying for the introduction of an aircraft type not in the current registry of Macao registered aircraft certified in the commercial air transport category, the applicant shall provide the aircraft type training (pilot and aircraft maintenance) to AACM inspectors on the proposed aircraft type(s) at no cost to the AACM.

#### **4 The AOC certification process**

The certification process which results in the initial issuance of an Air Operator Certificate (AOC) is divided into the following five phases:

- Pre-application phase
- Formal application phase
- Document evaluation phase
- Demonstration and inspection phase
- Certification phase

#### 4.1 Pre-application phase

4.1.1 This phase includes all of the preliminary contact between the prospective operator and the AACM prior to the submission of a formal application. During this time and in response to the operator's initial queries, the AACM will make the potential operator fully aware of the legislation and regulatory requirements which must be met in order to obtain an AOC and of the exact steps in the certification process which must be accomplished before the AOC may be issued. It is essential that the applicant has a clear understanding that in view of the current concession contract, a sub-concession contract must be granted prior any AOC for commercial air transport for public service is issued. The applicant also needs to have a clear understanding of the form, content, and documents required for the formal application.

*Note: The Information Package for Potential Air Operator Certificate (AOC) Applicants provides general guidance to potential applicants on the AOC application processes and other related matters such as the regulatory structure of AOC related legislation. The AOC Prospective Operator's Pre-Assessment Statement (POPS) is also contained therein.*

4.1.2 If, after studying all relevant requirements, the applicant intends to proceed with the certification process, he must submit a *AOC Prospective Operator's Pre-Assessment Statement (POPS)* to the AACM.

4.1.3 The AACM will conduct a review of the applicant's POPS and, if the information provided is complete and considered acceptable without critical deficiencies on a preliminary basis, the AACM will schedule a **pre-application meeting** with the applicant.

4.1.4 The pre-application meeting should be attended by the key management personnel of the applicant. The applicant should be prepared to discuss, in general terms, all aspects of the proposed operations.

4.1.5 The purpose of the pre-application meeting is to confirm the information provided in the pre-assessment statement and to determine whether or not the applicant has sufficient knowledge of the relevant regulations and requirements, as well as clear understanding of the certification process.

4.1.6 Subsequent to the pre-application meeting, the AACM will evaluate the results of the meeting. If the AACM considers that the applicant is not ready to make a formal application, the AACM will inform the applicant to make further preparation and another pre-application meeting should be scheduled.

4.1.7 If the AACM considers that the applicant is ready, the AACM will invite the applicant to prepare and proceed with a formal application.

#### 4.2 Formal application phase

4.2.1 If the applicant has been invited by the AACM and intends to proceed with the certification process, he must submit a **formal application package** to the President of the AACM. The documents which must be included in the formal application package are stipulated in Appendix 1 to this AC.

4.2.2 The applicant is required to provide a business plan for the proposed operations as part of the formal application package. The applicant is also required to provide financial data and proof of guaranteed access to sufficient financial resources to obtain all the required equipment, facilities and manpower and to fully support operations in the early stages when revenues are difficult to predict and may, in any case, be very low.

4.2.3 After receipt of the formal application, the AACM will make a preliminary review to determine that the applicant has:

- a) A sub-concession for the commercial air transport for public service whenever it is applicable;
- b) Sufficient financial resources;
- c) A route structure for the proposed operation;
- d) An intended level of service that meets a need or demand and is in the public interest;
- e) Proposed a type and level of operation that is in accord with bilateral or multi-lateral air transport agreements relating to traffic rights, frequencies, capacity, routes, etc., to which Macao SAR is a party;
- f) Presented traffic studies or other data indicating that the proposed operation should be economically successful; and
- g) Management structure and suitable personnel, equipment, facilities, manuals, buildings, service agreements, etc., or will be able to obtain them.

4.2.4 The applicant shall determine the special authorizations (RVSM, PBN, Permit to carry dangerous goods, etc) required for the proposed operations and submit the relevant application package(s) at the same time of the formal application for an AOC.

*Note: Some special authorizations (e.g. LVO, ETOPS) require certain in-service experience as a pre-requisite. Therefore, application for such special authorizations will not be accepted by the AACM during initial AOC application.*

4.2.5 If the applicant is introducing a new aircraft type into Macao, he must ensure that the aircraft type acceptance processes have been initiated. The AACM will not perform any

aircraft type related evaluations or inspections until the concerned aircraft type has been formally accepted by the AACM.

4.2.6 Operations manuals must be properly authorized by the company management, before they are submitted to the AACM. It is the applicant's responsibility to ensure that the operations manuals comply with all relevant regulations and requirements and the contents of the manuals are correct and up-to-date. Draft version of the operations manuals will not be accepted.

4.2.7 The AACM will make a preliminary cursory review of the formal application package to check that the required documents have been presented, that these documents address the required information and that the documentation is of an appropriate quality.

*Note: The preliminary cursory review process normally requires two to four weeks, but may require additional time depending on the circumstances and quality of the submission.*

4.2.8 If the formal application package is incomplete, with critical deficiencies or otherwise unacceptable, the AACM will inform the applicant, providing details of the deficiencies and advice on the re-submission of the formal application.

4.2.9 The AACM will review the submitted forms and documents for the nominated post-holders and may invite the nominees for interview in order to determine if they are acceptable to the AACM as post-holders.

4.2.10 If the information in the formal application package and the nominated post-holders are considered acceptable, the AACM will schedule a **formal application meeting** with the applicant's management team and discuss in detail any minor errors or omissions in the application package together with all aspects of the proposed aircraft types and their operations, management structure, training and checking arrangements and the proposed schedule of events, etc. After the formal application meeting, if there is any uncertainty concerning the applicant's ability to comply with all relevant requirements or any other outstanding matters, the AACM may require the applicant to submit additional information before any further processing of the AOC application.

*Note: It should be understood that acceptance of the formal application package does not constitute acceptance or approval of any of the documents submitted therewith which will be subjected to in-depth evaluation in the next phases.*

4.2.11 If the AACM is satisfied as to the viability and legality of the operation, and all the above mentioned evaluations, the AACM will inform the applicant in writing that the AOC application is accepted; and continue with the next phase of the AOC certification process.

### 4.3 Document evaluation phase

4.3.1 After the formal application has been accepted, the AACM will begin a detailed evaluation of all submitted manuals, forms and documents. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If

the manuals and documents are satisfactory, the content and the structure will be approved or accepted, as required. Nevertheless the responsibility of all documented and published contents of any company manual or document remains with the applicant.

- 4.3.2 The applicant shall submit revision of the detailed compliance statement when submitting amendments to the operations manuals, where appropriate. An appropriate **detailed compliance statement** (refer to Appendix 3 to this AC) is a prerequisite for the formal approval or acceptance of the applicant's operations manuals.
- 4.3.3 Document Evaluation Phase is completed with the formal acceptance of the content and structure of the Operations Manual.
- 4.3.4 Subject to the relevant training program(s) having been found preliminarily acceptable by the AACM, inspections pertaining to training (inspections related to the approval of training providers, FSTDs, etc) may be started during the Document Evaluation Phase prior to the formal acceptance or approval of the programme. However, the AACM will not give credit to any training conducted prior to the appropriate acceptance or approval of the concerned training is granted by the AACM.

*Note: It is possible that conditional approval and acceptance be issued based on favourable document evaluation, and the grant of unconditional approval/acceptance be subjected to a positive on-site inspection carried out subsequently. The training carried out as part of the on-site inspection under a conditional approval/acceptance will be given credit.*

*Note: Normally the AACM will require approximately 120 working days to evaluate the adequacy of the submitted manuals and documents. Additional time may be required depending on the size and complexity of the proposed operations, as well as the standard of the submitted manuals and documents; the time necessary for the applicant to take all necessary remedial actions to meet the relevant requirements also needs to be taken into account.*

#### 4.4 **Demonstration and inspection phase**

- 4.4.1 Prior to the commencement of this phase, all crewmembers, flight operations officers (dispatchers), and other appropriate ground support personnel must have completed their required training as outlined in the training manual(s) approved by the AACM.
- 4.4.2 During the demonstration and inspection phase, the applicant is required to demonstrate the actual performance of activities and/or operations in accordance with the applicant's operations manuals while being observed by the AACM inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the AACM evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase.

4.4.3 During this phase the AACM will evaluate all aspects of the proposed operation. The actual type and number of inspections will be determined by the AACM taking into account of the proposed operations. Typical inspections consist of the following:

- a) Organization structure/management;
- b) Quality system (see Paragraph 4.4.4);
- c) Safety management system (see Paragraph 4.4.5);
- d) Engineering & Maintenance;
- e) Operational control and supervision;
- f) Training and checking program (see Paragraph 4.3.4);
- g) Training and qualification records (see Paragraph 4.3.4);
- h) Flight and duty time control;
- i) Document control;
- j) Records control;
- k) Emergency evacuation and ditching demonstration;
- l) Station facilities (equipment, procedures, personnel, fuelling/defueling, anti/de-icing, technical data); and
- m) Proving flights.

*Note: The above demonstration and inspections normally requires two to four weeks to be completed, but may require additional time depending on the circumstances. However, it does not include the time taken by the applicant to comply with the requirements laid down in Paragraph 4.4.6 below.*

*Note: Requirements on emergency evacuation demonstration, ditching demonstration and proving flights can be found in Appendix 4 to this AC.*

4.4.4 The applicant shall have implemented all procedures and operating practices as described in the Operations Manual and that the Quality System has successfully reviewed all aspects of the proposed operations by means of audits and inspections. The applicant shall submit the corresponding internal quality audit report(s) to the AACM at least 5 working days before the commencement of the AACM on-site inspections.

4.4.5 The applicant shall have implemented the Safety Management System (SMS) processes in accordance with the applicant's SMS implementation plan. The applicant shall submit an initial safety risk assessment report covering all aspects of the proposed operations to the AACM at least 5 working days before the commencement of the AACM on-site inspections.

4.4.6 Unsatisfactory conditions noted by the AACM during any part of the demonstrations and inspections will be brought to the attention of the applicant for corrective action. The applicant must correct or resolve all discrepancies and items of non-compliance with acceptable records of the corrective actions taken.

#### 4.5 Certification phase

4.5.1 After all of the requirements of AOC certification are satisfactorily met and all corrective actions out of findings raised during the demonstration and inspection phase are completed and closed, the AACM will issue an Air Operator Certificate to the applicant. Additionally, Operations Specifications will be issued which contain specific operating authorizations and limitations such as approved aircraft and capacities, route and terminal authorizations, weather minimums, description of maintenance arrangement, and other provisions unique to the operator. Thereafter, the operator will be required to adhere to all provisions of its AOC and Operations Specifications in addition to all applicable Macao aviation regulations and ICAO annexes.

*Note: After the AACM is satisfied that the applicant has completed the necessary remedial actions to address the deficiencies identified in the previous phase, the AACM normally requires five working days to complete the certification process for issuing the AOC, but may require additional time depending on the circumstances.*

4.6 After the AOC is granted, the operator will be subject to continued surveillance by the AACM in order to ensure that he continues to operate to the same standards upon which the issuance of the AOC was based.

#### 5 Formal Application for Renewal of AOC

5.1 An AOC remains valid for one year or as stated on the Certificate and will only be renewed provided there is a demonstrated compliance with the regulations applicable to operations and airworthiness.

5.2 An applicant who is the holder of an AOC must comply with the requirements of the renewal of the AOC in this AC.

5.3 A minimum of 45 days prior to the expiration date, the holder of an AOC must apply to the AACM for the renewal of the AOC.

5.4 In case the AOC has lapsed for more than 90 days, a new AOC shall be issued after fulfilling the complete requirements of initial issue of an AOC.

5.5 Information pertaining to any substantial changes to the type of operation, addition of aircraft and/or maintenance status if proposed shall also be included as a part of the application.

5.6 Attachments required to be submitted along with the Application are:

- Copy of the existing AOC and its Operation Specifications;
- The fee for the renewal of the AOC;
- Copy of the Insurance policy for the operation;
- List of scheduled destinations and associated information;

- Detailed Compliance Statement: Renewal compliance statement in the form of a detailed listing of the ANRM and ACs that is applicable to the operation with either a brief narrative description or a reference to an applicable document that describes compliance; and
- The status of the implementation of the corrective action(s) regarding the existing outstanding findings.

5.7 In accordance with Regulamento Administrativo no. 10/2004 Article 7(5), the operator is required to submit the latest audited financial report.

## **6 Variation to Existing AOC**

6.1 If the holder of an AOC wishes to apply for the variation of its certificate, the holder of the AOC shall submit an application with the appropriate application form to the AACM giving full details with supporting information for the requested variation.

6.2 The operator shall request AACM's approval in writing of any intended variation of the following at least 30 days before desired variation:

- Name of the organization specified in the Air Operator Certificate;
- Address of the organization specified in the Air Operator Certificate;
- The post-holder(s) who are listed in the Operations Specifications; and
- Scheduled services to new destination listed in the Operations Specifications.

6.3 However, although the AACM will make every effort to process an application within the 30 days, this cannot be guaranteed and is, to a large extent, dependent on the quality and promptness of the operator's submissions and responses.

6.4 For other kind of variation, the AOC holder must set up a pre-application meeting with the AACM in order to provide the variation details, understand the requirements of such variation and determine the required timeframe. Depending on the complexity of the desired variation, the AACM may require the AOC holder to submit a Schedule of Events acceptable to the AACM and appoint a coordinator responsible for the application to supervise the progress of activities cited in the Schedule of Events. The Schedule of Events shall be updated from time to time to reflect the actual progress and updated Schedule of Events shall be submitted to the AACM in a timely manner. The AOC holder shall adhere to the Schedule of Events, deviation from the Schedule of Events will cause delay to processing of the application.

*Note: The Schedule of Events shall address appropriate activities and target dates for support documents submission.*

**7 Costs**

- 7.1 All inspections and processing will be conducted at either no cost to the AACM or after payment of the appropriate fees. The costs of the application for the issue, renewal or variation of an AOC will be charged in accordance with the 12<sup>th</sup> Schedule of the ANRM (Charging Scheme).
- 7.2 Payment of fees must be made at the time of the application. Where it is not possible to determine the final amount of fees payable for the concerned AOC application, payment of the amount estimated by the AACM must be paid at the time of application, and the necessary adjustment of the payable fees will be made at the end of the application process.
- 7.3 Depending on the circumstances, the applicant may wish to apply for other approvals/authorizations to support the proposed operations. The application fees for such approvals/authorizations will be charged in accordance with the 12<sup>th</sup> Schedule of the ANRM (Charging Scheme).

- END -

## Appendix 1 – Documents required for Formal AOC Application

1. It is the applicant’s responsibility to ensure that the Formal AOC Application Package is complete and the information contained therein is correct and up-to-date.
2. **INCOMPLETE FORMAL AOC APPLICATION PACKAGE WILL BE REJECTED OR CAUSE DELAY TO PROCESSING OF THE APPLICATION.**
3. The Formal AOC application package **MUST** contain at least all the applicable items detailed in the table below, unless otherwise determined not applicable by AACM.
4. Depending on the circumstances, the AACM may require the applicant to submit further information.
5. Relevant aviation regulations/requirements, application forms are available for download from [www.aacm.gov.mo](http://www.aacm.gov.mo).

A	GENERAL	
A1	Covering Letter	Letter signed by the Accountable Manager stating the intention to apply for AOC and that the applicant understands and will comply with all Macao aviation laws and regulations.
A2	AOC Application Form	AACM FORM FS/APP/001
A3	Application Fee	AACM will determine the application fee after receiving sufficient information from the applicant. The general charging scheme has been laid down in the 12 <sup>th</sup> Schedule of the ANRM .
A4	Macao company registration number	
A5	Business plan	Refer to AC/OPS/004 paragraph 4.2.2 and 4.2.3
A6	Proof of sufficient financial resources to conduct the proposed operations	
A7	For scheduled services, proposed routes, including geographical tracks, minimum flight altitudes, destination and alternate aerodromes to be used including data on instrument approach procedures, proposed aerodrome operating minima, navigation and communications facilities	
A8	Schedule of Events with appropriate events addressed and target dates	Refer to Appendix 2 to this AC
A9	Detailed Compliance Statement	Refer to Appendix 3 to this AC
A10	Documents of purchase, leases, contracts or letters of intent for aircraft, facilities, training and services appropriate to the operation proposed	
A11	Sub-concession contract, <i>if applicable</i>	Applicable for the commercial air transport for public service only. See AC/OPS/004 para 1.

<b>B</b>	<b>ORGANIZATIONAL STRUCTURE</b>	
B1	Description of the applicant's business organization and names and addresses of those entities and individuals having a major financial interest	
B2	Detailed description of the organization structure and an organization chart	
B3	For the Accountable Manager and each nominated post-holder, include the corresponding resume providing qualifications and aviation experience, and supporting documents.	Refer to AC/OPS/026
B4	Details of operational control and supervision methods to be used	Refer to AC/OPS/027
B5	Data concerning each flight crew member including types of certificates or license number, ratings, medical certificate and evidence of currency in assigned aircraft	
B6	Details of continuing airworthiness management and maintenance arrangement	
<b>C</b>	<b>MANUAL(S) WHICH ARE IN COMPLIANCE WITH ALL RELEVANT REQUIREMENTS</b>	
	Note: In addition to one printed copy of the manual(s), the applicant is suggested to also provide electronic copy of the manual(s).	
C1	Operations Manual complying with all applicable requirements.	The latest Aeronautical Circular are available AACM website
C2	Maintenance Management Exposition	Refer to ANRM 19 <sup>th</sup> Sch & AC/AW/022
C3	Aircraft Maintenance Programme	Refer to ANRM 19 <sup>th</sup> Sch & AC/AW/022
C4	Aircraft Technical Log	Refer to ANRM 19 <sup>th</sup> Sch & AC/AW/022
C5	Reliability Programme, if applicable	Refer to ANRM 19 <sup>th</sup> Sch & AC/AW/022
C6	Passenger Safety Briefing card	
<b>D</b>	<b>TRAINING &amp; CHECKING ARRANGEMENTS</b>	
D1	Details of flight crew training arrangements for: <ul style="list-style-type: none"> <li>• Initial training</li> <li>• Recurrent training</li> <li>• Re-qualifying training</li> <li>• Line flying under supervision (LFUS)</li> <li>• Training outsourced to training organization</li> <li>• Instructional personnel</li> </ul>	Initial training may include aircraft type initial, company transition and aircraft base training. Aircraft base training is required for aircraft endorsement on Macao pilot license.  A training course may include ground school, simulator and aircraft training syllabus.

		Instructional personnel may include ground, simulator and aircraft instructors and line training captain (LTC).
D2	<p>Details of flight crew checking arrangements for:</p> <ul style="list-style-type: none"> <li>• Skill Test</li> <li>• Proficiency Check</li> <li>• Line Check</li> <li>• Test/check outsourced to training organization</li> <li>• Checking personnel</li> </ul>	<p>Skill test is required after aircraft type initial training at the approved training organization.</p> <p>A check may include written test, simulator and/or aircraft check.</p> <p>Checking personnel may include knowledge evaluator, simulator/aircraft examiner and check pilot.</p>
D3	Details of contracted training organization and/or FSTD used for flight crew training and check	<p>Contracted organization's ATO approval with authorized training courses and supporting documents upon request (see AC/PEL/006)</p> <p>FSTD Qualification Certificate and supporting documents upon request.</p> <p>Proposed instructors and examiners' credential for their qualification and experience.</p>
D4	SEP training facilities to be used	Information on the training facilities to be used for fire-fighting training, water survival drills, emergency evacuation procedure training, etc.
D5	Cabin Crew training and checking arrangements, if applicable	<p>Information on the training facilities to be used.</p> <p>Instructor(s) qualifications and experience. Refer to AC/OPS/016</p>
D6	FOO/Dispatcher training and checking arrangements, if applicable	<p>Instructor(s) qualifications and experience</p> <p>Refer to AC/OPS/025</p>
D7	Training and checking arrangements for ground personnel	Ground personnel may include operation control/load control/crew scheduling staff; and quality/safety auditors, if applicable.
<b>E</b>	<b>SPECIAL AUTHORIZATIONS APPLICATIONS, as applicable to the proposed operations</b>	
E1	RVSM application	Refer to AC/OPS/020
E2	PBN application	Refer to AC/OPS/022
E3	Transport of Dangerous Goods application	<p>Refer to AC/OPS/005</p> <p><i>Carriage of aircraft parts which are subject to DG provisions as COMAT also requires DG approval</i></p>

E4	LVO	Not accepted for initial AOC application
E5	ETOPS	Not accepted for initial AOC application
E6	ADS-B application	Refer to AC/OPS/023
E7	Electronic Flight Bag application	Refer to AC/OPS/029
<b>F</b>	<b>SECURITY</b>	
F1	Security Programme	Contact AACM for detailed requirements.
<b>G</b>	<b>OTHERS (as applicable to the proposed operations)</b>	
G1	Application for exemptions	Refer to AC/GEN/007
G2	MAR-145AMO Approval application	Refer to Airworthiness Procedure AP7
G3	Type Acceptance of Aircraft application	Refer to Airworthiness Procedure AP2
G4	Registration of Aircraft application	Refer to Airworthiness Procedure AP3
G5	Certificate of Airworthiness application	Refer to Airworthiness Procedure AP4

## Appendix 2 – Schedule of Events

1. The Schedule of Events (SoE) is one of the REQUIRED documents for the formal application of an AOC. The SoE is a key document that lists all items, activities, programmes, aircraft and facility acquisitions that will be made ready for inspection by the AACM during the AOC certification process.
2. The dates in the SoE shall be logical in sequence and realistic by providing reasonably sufficient time for the applicant and AACM to complete the required processes for each item.
3. The applicant is required to review and update the SoE as necessary to keep monitoring and maintain effective control of the certification process.
4. The following table is an example of the items that should be included in the schedule of events. It is the applicant's responsibility to present a schedule of events containing all relevant items that would be applicable during the entire certification process, in particular those requiring AACM evaluation/inspection and acceptance/approval with a realistic timeline.

<i>Events</i>	<i>Remarks</i>
<b>1. Pre-application phase</b>	
1.1 Submit AOC <i>Prospective Operator's Pre-Assessment Statement (POPS)</i>	
1.2 Pre-application meeting	
1.3 Received invitation to proceed with formal application	
<b>2. Formal Application phase</b>	
2.1 Submit Formal AOC application package	
2.2 Preliminary review of Formal application package	Normally requires 2 to 4 weeks, but may require additional time depending on the circumstances.
2.3 Evaluation and acceptance of nominated post-holders	AACM inspection team will coordinate with the applicant on the arrangements for post-holders evaluation and acceptance.
2.4 Formal Application Meeting	Date to be confirmed after preliminary review of application

<b>3. Document Evaluation phase</b>	
3.1 AACM evaluation of submitted manuals and documents	Normally require about 120 working days.  Additional time may be required depending on the size, complexity and the standard of the submitted manuals and documents; and the time necessary for the applicant to take all necessary remedial actions to meet the relevant requirements.
3.2 AACM document evaluation of Special Authorization application(s), as applicable <ul style="list-style-type: none"> <li>• RVSM</li> <li>• PBN</li> <li>• Transport of dangerous goods by air</li> <li>• ADS-B</li> <li>• EFB</li> </ul>	
3.3 Approval/acceptance of manual(s)	
<b>4. Demonstration and Inspection phase</b>	
4.1 Training programme inspections:	See also AC/OPS/004 paragraph 4.3.4.
Approval/acceptance of nominated training and checking personnel	
Inspection and approval for the use of FSTD, if applicable	
Inspection and approval for the use of foreign ATO, if applicable	
Inspection(s) of flight crew training programme	
Inspection(s) of cabin crew training programme, if applicable	
Inspection(s) of FOO/Dispatcher training programme, if applicable	
Inspection(s) of other operational personnel training programme, if applicable	

4.2 Applicant submit internal quality audit reports to AACM	Submit to AACM at least 5 working days before Operational inspections.
4.3 Applicant submit initial safety risk assessment to AACM	Submit to AACM at least 5 working days before Operational inspections.
4.4 Operational Inspections:	
<ul style="list-style-type: none"> <li>• Organization structure/management</li> <li>• Quality System</li> <li>• Safety Management System</li> <li>• Operational control</li> <li>• Training and qualifications records inspection</li> <li>• Flight and duty time control</li> <li>• Fuel computation procedures</li> <li>• Ground handling</li> <li>• Load control, mass &amp; balance procedures</li> <li>• Documents control &amp; records control</li> <li>• DG procedures (if applicable)</li> </ul>	
4.5 Engineering & Maintenance inspections	
4.6 Emergency evacuation and ditching demonstration	
4.7 Applicant complete remedial actions for any deficiencies identified during the inspections specified in 4.1 to 4.6	
4.8 Submit proving flight plan to AACM	To be submitted approximately 20 working days before the proving flights
4.9 Proving flights & station facilities inspections	
4.10 Applicant complete remedial actions for any deficiencies identified during the proving flights and station facilities	
<b>5. Certification phase</b>	
5.1 AACM administrative process for the issuance of an AOC	The AACM normally requires 5 working days to complete this process, but may require additional time depending on the circumstances.

6. Other related events (if applicable)	
Application for Type Acceptance of Aircraft	
MAR-145 Application and Approval	
Application for aircraft registration and certification	
Flight crew license conversion	
Aircraft Maintenance Engineer license conversion	

### Appendix 3 – Detailed Compliance Statement

1. The Detailed Compliance Statement is a complete list of **all AACM regulations applicable to the proposed operation. It is a REQUIRED document when applying for an AOC.** The purpose of the Detailed Compliance Statement is to ensure that the applicant has addressed all regulatory requirements. It aids the AACM certification team to assess where the regulatory requirements have been addressed in the applicant’s manuals, programmes and procedures.
  
2. The applicant shall review all AACM regulations. As a minimum, the Detailed Compliance Statement should include a review of the **ANRM** and the **Aeronautical Circulars (ACs)**. The regulations are available from AACM website [www.aacm.gov.mo](http://www.aacm.gov.mo). Each regulation, or sub-part, should be accompanied by a brief description or a reference to a manual or other document. The description or reference should describe the method of compliance in each case. It is the operator’s responsibility to ensure that all operations are conducted in compliance with any Macao law and regulations may be in force at the time.
  
3. The Detailed Compliance Statement should be prepared in the format as detailed below.

Macao aviation regulations	Regulations reference	Compliance status (Yes/No*/Not applicable*)	Operations Manual/ Document Reference	Note or additional information	AACM Comment
(1) State the name of the regulation.  Eg. ANRM, AC/OPS/002, etc.	(2) State the section/paragraph reference of the regulation.  Eg. 25(1), 4.5.1, etc.	(3) If the compliance status is <i>No</i> , state the target compliance date.  <i>If Not applicable</i> , state reason in the “Note or additional information” column.	(4) State the Operator’s Document name and chapter/section/paragraph reference.  Eg. OM Part D TCM, Section 1.4.2	(5) State any information which helps understand the compliance status.	(6) Reserved space for AACM use.

## **Appendix 4 – Requirements on Emergency Evacuation Demonstration, Ditching Demonstration and Proving Flight**

### **1. Emergency Evacuation Demonstration**

- 1.1. The objective of an emergency evacuation demonstration is for the applicant to demonstrate to the satisfaction of AACM the adequacy of the applicant's aircraft emergency procedures, crew member emergency evacuation training and emergency equipment.
- 1.2. An emergency evacuation demonstration can take varying forms. The two main categories of emergency evacuation demonstrations are: full-scale evacuation and partial evacuation.
- 1.3. For the issuance of an AOC or variation to an AOC, the adequacy of an operator's training and procedures along with the proper functioning of emergency exits can be usually be determined through a partial evacuation demonstration. In this demonstration, a full complement of crew members is required to carry out the procedures for an emergency evacuation, including opening 50 per cent of the emergency exits and successfully deploying the escape slides (or equivalent egress means) at those exits within a specified timeframe. No person is required to actually exit the aircraft by means of an escape slide (or equivalent egress means).
- 1.4. In exceptional cases, such as operations in which cabin crew is not required to be carried, limitations with the aircraft physical characteristics including the layout of the crew/passenger compartments, or other factors considered to be relevant, upon applicant's request, AACM may at its discretion, further adjust the scale of the partial evacuation or require the demonstration to be taken in a varied format, provided the objective of emergency evacuation demonstration can be met.

### **2. Ditching Demonstration**

- 2.1. A ditching demonstration is required during the Demonstration and Inspection Phase of the certification process for each aircraft type, model and configuration which will be operated on long-range over-water flights (when life-saving rafts are required to be carried according to the ANRM). The applicant shall show that the ditching procedures allow for the removal of the life-saving rafts and the evacuation of the occupants from the aircraft in an orderly and timely manner. The purpose of the demonstration is to evaluate the operator's ability to safely prepare passengers, aircraft and ditching equipment for a planned water landing.
- 2.2. Prior to conducting this demonstration, AACM will determine whether the aircraft has an airworthiness certification covering ditching. If the aircraft is not certified for ditching, extended flights over water will not be authorized.
- 2.3. In exceptional cases, upon applicant's request, AACM may at its discretion, adjust the scale of the ditching demonstration or require the demonstration to be taken in a varied format, provided the objective of the ditching demonstration can be met.

### **3. Proving Flight (In-Flight Inspection)**

- 3.1. The applicant will be required to conduct proving flights representative of the proposed operations and routing. The number of flight hours required will be based on the size and complexity of the organization, aircraft and the proposed operations, so that it is sufficient to

demonstrate the applicant's ability to safely operate the aircraft on a day to day basis. Hence, the actual number of flights will be determined depending on the length of the sectors flown and the time available for the completion of the required demonstration and evaluation. In any case, the proving flights must cover at least two route sectors, preferably with one sector conducted at night (if applicable).

- 3.2. The objectives for proving flights include the demonstration by the applicant and the determination by AACM in relation to the adequacy of: 1) in-flight procedures laid down in the operations manual and compliance with those procedures; 2) the facilities and equipment provided to flight crew to conduct the flight safely and in accordance with regulations; 3) the support provided by the operational control system to the flight crew; 4) the general provision made for ground handling of the aircraft and assisting the flight crew to carry out their duties at all aerodromes utilized by the applicant along the route; and 5) en-route facilities.
- 3.3. The applicant will be required to submit a proving flight plan which contains the number of flights, dates, crew composition, and destinations to AACM at least 20 working days prior to the proving flights. The AACM may require additional time or additional proving flights as deemed necessary to validate the overall safe operations by the applicant.