|  |  |  |  |
| --- | --- | --- | --- |
| 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** **[x]**  | **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. |

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| **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. |

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| --- | --- | --- | --- |
| **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. |