

Operator / Organisation		Name	
Date of Application		Date application received	
Initial Issue <input type="checkbox"/>	Renewal <input type="checkbox"/>	Variation <input type="checkbox"/>	Extension <input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>		
AQD -FAOC Ramp Audit activated	<input type="checkbox"/>	<input type="checkbox"/>		
Invoice requested from Finance	<input type="checkbox"/>	<input type="checkbox"/>		
Invoice received and sent with FAOC Notification Letter	<input type="checkbox"/>	<input type="checkbox"/>		
Check version of Application forms used	<input type="checkbox"/>	<input type="checkbox"/>		
Foreign Operator need to submit cover letter as required including Operational points of contact with their Mobile and email address	<input type="checkbox"/>	<input type="checkbox"/>		
OP110 - Application for a Foreign Air Operator's Certificate-Initial/Renewal /Variation satisfactorily completed	<input type="checkbox"/>	<input type="checkbox"/>		
Other supporting Documents Submitted	YES	NO	REMARKS	DATE
• Current AOC Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
• Current AOC Operations Specifications	<input type="checkbox"/>	<input type="checkbox"/>		
• Current International Air Service Permit (Fiji)	<input type="checkbox"/>	<input type="checkbox"/>		
• Current International License (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
• Current Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
• Noise Certificates of all the aircrafts	<input type="checkbox"/>	<input type="checkbox"/>		
• EDTO/ETOPS Approval	<input type="checkbox"/>	<input type="checkbox"/>		
• RVSM Approval	<input type="checkbox"/>	<input type="checkbox"/>		
• Approval to carry Dangerous Goods, Live Animals, Fire Arms & Ammunitions	<input type="checkbox"/>	<input type="checkbox"/>		

• Any other relevant documents (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
FAOC certificate prepared by AA-I in coordination with DGSCI/SFOII/FOI-I's	<input type="checkbox"/>	<input type="checkbox"/>		
Memo	<input type="checkbox"/>	<input type="checkbox"/>		
Cover letter	<input type="checkbox"/>	<input type="checkbox"/>		
CA100	<input type="checkbox"/>	<input type="checkbox"/>		
Payment verified	<input type="checkbox"/>	<input type="checkbox"/>		

FAOC Certificate & associated documents submitted for perusal and endorsement	APPROVED		REMARKS	DATE
	YES	NO		
FOI-I - Airbus	<input type="checkbox"/>	<input type="checkbox"/>		
FOI-I - Boeing	<input type="checkbox"/>	<input type="checkbox"/>		
DGCSI	<input type="checkbox"/>	<input type="checkbox"/>		
SFOII	<input type="checkbox"/>	<input type="checkbox"/>		
EMAS	<input type="checkbox"/>	<input type="checkbox"/>		
CE	<input type="checkbox"/>	<input type="checkbox"/>		

FAOC Certificate DISSEMINATION	SUBMITTED		REMARKS	DATE
	YES	NO		
FAOC Certificate sent	<input type="checkbox"/>	<input type="checkbox"/>		
FAOC Certificate scanned and filed	<input type="checkbox"/>	<input type="checkbox"/>		
Service charter updated	<input type="checkbox"/>	<input type="checkbox"/>		
ESS updated	<input type="checkbox"/>	<input type="checkbox"/>		
Final remarks:			Verified by : Sign: Title:	