

Checklist Issuance of Foreign Air Operators Certificate (FAOC)

OP123AK

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

• Any other relevant documents (if applicable)	☐	☐		
FAOC certificate prepared by AA-I in coordination with DGSCI/SFOII/FOI-I's	☐	☐		
Memo	☐	☐		
Cover letter	☐	☐		
CA100	☐	☐		
Payment verified	☐	☐		

FAOC Certificate & associated documents submitted for perusal and endorsement	APPROVED		REMARKS	DATE
	YES	NO		
FOI-I - Airbus	☐	☐		
FOI-I - Boeing	☐	☐		
DGCSI	☐	☐		
SFOII	☐	☐		
EMAS	☐	☐		
CE	☐	☐		

FAOC Certificate DISSEMINATION	SUBMITTED		REMARKS	DATE
	YES	NO		
FAOC Certificate sent	☐	☐		
FAOC Certificate scanned and filed	☐	☐		
Service charter updated	☐	☐		
ESS updated	☐	☐		
Final remarks:			Verified by : Sign: Title:	