GUIDANCE ON THE CERTIFICATION AND OR RE-VALIDATION OF AIR OPERATOR CERTIFICATE (AOC)

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In line with CAAP's Corrective Action Plan (CAP) to address the 'Findings' on the ICAO-Validation Mission (ICVM), all CAAP-FSIS inspectors are hereby directed to adhere to the following administrative and interim policies and procedures not inconsistent but supplementary to the approved' FSIS manuals and technical guidance materials:

I. AOC Certification

A. All original AOC certification not completed on or after the ICVM last October 2012 shall use the flowchart and AOC Checklist, please see Attachment A[*] and B[*] respectively of this Memorandum.

This AOC checklist will ensure the coordination between Flight Operations and Airworthiness inspectors.

B. All certification members from Operations and Airworthiness Departments shall submit to the assigned Certification Project Manager the satisfactory completion of inspection with a recommendation regarding the applicant's ability to safely carry out the proposed operation. The recommendations shall be accompanied by inspection reports (job aids) and other documentations (if applicable) to substantiate the recommendation.

C. Initial AOC certifications shall follow the standard set of activities in CASORT from application up to the issuance of and AOC and operations specifications, please see Attachment C[*] of the Memorandum.

NOTE: Softcopies of the flowchart, AOC checklist and CASORT standard activities are available in the Inspector Toolkit: G-CAAP-FSIS Job Aids- Checklists.

II. JOB-AIDS

A. All inspectors must complete the appropriate Job Aid for a systematic accomplishment of every evaluation and/or inspection.

NOTE: Softcopies of Job Aids are available in any appropriate inspector manual and also in the Inspector Toolkit G-CAAP-FSIS Job Aids-Checklist.

'Job Aid 001' is provided for inspections that do not have an associated job aid in any manuals or Inspector Toolkit.

B. All Job Aids must be retained in the Operator (AOC/AMO/ATO) Job Aid Binder in chronological order by Action Number/Date Accomplished. The Job Aid binder will be stored in the following:

> For AOC: CMD/FOD Offices
> For AMO: AWD Office
> For ATO: TOCID Office

C. If there are finding/s or observation/s during evaluation or inspection, all the necessary correspondences/documentations must be attached on the Job Aid used.

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III. Communication/Records Keeping

A. All inspectors are reminded that all accomplished functions including evaluations and inspections must be recorded in CASORT as well as the results of that function.

B. All observation and non-conformities identified must be adequately followed-up and resolved in time.

C. At the conclusion of an inspection,

1. Inspectors should debrief appropriate operator personnel of the inspection results.

a. Persons, items, or areas that were found to meet or exceed standards should also be commented during the debriefing.
b. Post inspection debriefing must include an explanation of any deficiency that was found during the inspection.
c. Appropriate operator personnel must be informed of any area that will require some form of follow up action.
d. If it appears that a regulation has been violated, inspectors must inform responsible operator personnel that an investigation into the apparent violation will be initiated.

2. When an inspector is unable to debrief the appropriate operator employees on any deficiency because those employees are not available, the inspector should indicate in the inspection report that the operator was not briefed on the deficiencies.

3. Isolated types of deficiencies found during an inspection can often be corrected by operator personnel while the inspection is being conducted.

> Such deficiencies can be adequately resolved and closed out during the post inspection debriefing.
> In these cases, however, inspectors should record information about the deficiency and how it was corrected on the inspection report because such information is useful for trend evaluations.

4. The preparation of the inspection report is the final action that must be taken by inspectors to conclude an inspection. All reports on specific types of inspections shall be recorded by Action report entry.

5. All inspectors must provide a copy of the final report of finished evaluation/inspection to the operator (AOC/AMO/ATO), regardless of its outcome, satisfactory or with finding/observation. Please see Attachment D[*] for the recommended format of Transmittal Letter for satisfactory Inspection.

Note: Softcopies of the recommended formats of Transmittal Letters are found in the Inspector Toolkit H-CAAP-FSIS Standards Letters-Templates.

6. All observations must be recorded in CASORT using the “Admin Tracking Database”.

For the purpose of this guidance, “observation” is defined as a finding from a concluded evaluation or inspection which does not have an appropriate reference from the PCAR. Observations are comments and/ or remarks from the inspectors that could enhance the existing system but not directly affecting the safety of flight or non-compliant to the existing regulation. These observations may be administrative in nature.

The procedure in recording observation in CASORT is the same with recording a safety issue excluding the identification of PCAR reference. This procedure will not lead to an enforcement action.

D. All meetings must have a report that provides information about the Date Venue Attendees Agenda Action taken attached with the signed Attendance Sheet.

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IV. Root Cause

A. All inspectors are required to review the Resolution and Enforcement Manual on chapters that describes the root cause concept.

For strict compliance.

Signed and approved this 25th of January 2013, CAAP, Pasay City

(SGD.) LT GEN WILLIAM K HOTCHKISS II AFP (Ret)
Director General

[*] Text Available at the Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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