

## **Application for an AOC in Malta**

### **Steps to acquiring an AOC**

- ➔ The process starts off with a preliminary meeting with the Civil Aviation Directorate in Malta.
- ➔ The next step involves the submission of the 'Prospective Operator's Pre-assessment statement' (the POPS form available at: [http://www.transport.gov.mt/admin/uploads/files/2\\_POPS%20%20Form%20TM\\_CAD.pdf](http://www.transport.gov.mt/admin/uploads/files/2_POPS%20%20Form%20TM_CAD.pdf)).
- ➔ The POPS form is then followed by a pre-application meeting with the Civil Aviation Directorate in Malta.
- ➔ If the pre-application meeting is successful the application can then be submitted.
- ➔ Subsequent to the submission of the application another meeting with the Civil Aviation Directorate is held to review the documents submitted with the application.
- ➔ After all of the above a decision on whether Malta will accept such an AOC is given.

### **An applicant for an AOC must:**

- ➔ Have his principal place of business and registered office in Malta.
- ➔ Satisfy the Maltese Civil Aviation Directorate that he is able to conduct safe operations.
- ➔ Satisfy the Maltese Civil Aviation Directorate that its organization and management are suitable and properly matched to the scale and scope of the operation.
- ➔ Satisfy the Maltese Civil Aviation Directorate that procedures for the supervision of operations have been defined.
- ➔ Obtain approval from the Maltese Civil Aviation Directorate to hold a second AOC in Malta.

### **The operator must nominate the following posts:**

- ➔ Accountable manager.
- ➔ Quality manager.

- ➔ Safety manager.
- ➔ Head of flight operations.
- ➔ Head of crew training.
- ➔ Head of ground operations.
- ➔ Manager responsible for management and supervision of continued airworthiness.

*A person may hold more than one of the nominated posts.*

### **Necessary documentation:**

- ➔ The Operations Manual.
- ➔ Compliance Schedule.
- ➔ Operations Approval – request form.
- ➔ Resume of Accountable Manager and Post holders.
- ➔ Initial AOC fee = 25% of the AOC fee.
- ➔ Operators Proposed Schedule of Events for the Certification Process.
- ➔ Application for Part M Subpart G CAMO approval (EASA Form 2G).
- ➔ The Continuing Airworthiness Management Exposition Part – M.A.704.
- ➔ The Aircraft Maintenance Programme Part – M.A. 302.
- ➔ The Aircraft Technical Log System Part – M.A. 306.
- ➔ The Technical Specification(s) of the Maintenance Support Contract(s) with Part-145 Approved Maintenance Organisation(s) Part – M.A. 708(c).
- ➔ The Number of the Aircraft.