



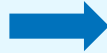
24119-01 ISSUE Part 119 Air Operator Certificate Application for issue

Use this form to apply for the **issue** of an air operator certificate under the:

- [Civil Aviation Act 1999](#), s 8 application for aviation document and s 9 grant or renewal of aviation document
- [Civil Aviation Rules](#), Part 119 air operator certification for air operations conducted under Part 121 large aeroplanes, Part 125 medium aeroplanes, or Part 135 helicopters and small aeroplanes

1. You need to apply earlier than 90 days before you intend to operate because our assessment takes time

To apply, email to info@caav.vu



- This completed application for issue form
- The relevant completed documents as set out in **section 19** of this form

You must also pay for an initial 4 hours at the CAAV standard hourly rate to



CAAV Office: Civil Aviation Authority of Vanuatu
PMB 9068
Stade, Port Vila
Vanuatu
Phone: + (678) 22819


If you want to pay by credit card, contact us on 22819 and ask to speak to CAAV Finance Officer


2. About your application and our assessment

- You have to submit your application and pay 33,000 VT for an initial 4 hours not less than 90 days before you intend to operate, but our assessment can take longer (rule 119.9 application for certificate)
- How long our assessment takes depends on the complexity of your operation and accuracy of information you provide
- We'll only start our assessment once your application is complete and you pay the 4 initial hours
- We'll email you invoices during and at the end of the assessment for the initial payment and CAA's additional hours at CAA's standard hourly rate
- Read the [advisory circulars](#) for your type of operation before you start
- See section 8(b) about senior persons fit and proper person requirements (Note: The government agency reports can take 8 weeks or more to get)
- Complete the [forms](#) in **section 19** required for your type of operation
- Sections in this form with * must be addressed in your exposition
- [Click on the field areas and type \(they expand as you type\)](#)
- [Click on square boxes to select](#)
- [To add rows to tables in this form copy and paste the last row](#)

3. Organisation's details You must complete this section. Click on the field areas and type (they expand as you type)

If the organisation is a registered company, incorporated society, or limited partnership, you must email us the Companies Office certificate of incorporation.

Organisation legal name 	<input type="text"/>		
Trading names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation's CAA ID no.	<input type="text"/>	AL No or N/A	<input type="text"/>

Address for service Must be a physical address in Vanuatu (not a PO Box) 		Postal address If different from address for service (can be a PO Box)	
No. & street	<input type="text"/>	No. & street	<input type="text"/>
Suburb	<input type="text"/>	Suburb	<input type="text"/>
City/Town	<input type="text"/>	City/Town	<input type="text"/>
Postcode	<input type="text"/>	PO Box	<input type="text"/>
		Postcode	<input type="text"/>

Email for notices and communications	<input type="text"/>
Phone no. for general communications	<input type="text"/>

Contact person for this application


Name	<input type="text"/>	Position title	<input type="text"/>
Email	<input type="text"/>		
Mobile	<input type="text"/>	Their CAA ID no. or N/A	<input type="text"/>

Details for CAA invoices

Organisation or person to be invoiced by CAA	<input type="text"/>		
Their CAA ID no. or N/A	<input type="text"/>	Your reference no. or N/A	<input type="text"/>
		Phone no. for invoice enquiries	<input type="text"/>
Email for invoices	<input type="text"/>		

4. Does your organisation have any of the following? You must complete this section. Click on square boxes to select.

If you answer yes to any of the questions below, you must email us information about it with this application form.

Criminal offences 	Does your organisation have a conviction in the past 5 years or is presently facing charges?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transport safety offences	Does your organisation have a conviction in the past 5 years or is presently facing charges?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aviation documents	In the past 5 years, has your organisation had an aviation certificate application rejected, or aviation document suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5. Bases of operation* You must complete this section. To add rows to tables in this form copy and paste the last row.

Principal base (rule 119.15(b)(i))

Other bases

Other bases

Other bases

6. Geographical areas of operation and routes (where scheduled)* You must complete this section.

Geographical area/route

Geographical area/route

Geographical area/route

Geographical area/route

7. Types of operation* *Only select the types that apply to your operation.*


For Parts 121 and 125, and Part 135 for RNP, you must also email us your completed 24091-07 Part 91 application for operational approval.

Operation types		Part 121 Large aeroplanes		Part 125 Medium aeroplanes		Part 135 Helicopters and small aeroplanes		
		International	Domestic	International	Domestic	International	Domestic	
						Fixed wing	Fixed wing	Helicopters
Passenger	Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods	Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Air Transport Operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To remote areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passengers perform tasks/duties		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flight rules	IFR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
	SEIFR			<input type="checkbox"/>				
	VFR	<input type="checkbox"/>		<input type="checkbox"/>				
	Day VFR					<input type="checkbox"/>		
	Night VFR					<input type="checkbox"/>		
Certificate	Airline					<input type="checkbox"/>		
	General aviation					<input type="checkbox"/>		


8. Senior persons

a) Senior persons for your organisation* **You must complete this section.**

Senior Persons responsibility

	Name	Position title	Their CAA ID no.
Chief executive			
Air operations – flight operations			
Air operations – supporting ground operations			
Crew training			
Crew competency assessment 			
Maintenance control and scheduling			
System for safety management			
Conducting occurrence investigations			
Security (if applicable)			


Qualifications and experience

		Chief executive (if applicable)	Air operations – flight operations	Air operations – supporting ground operations	Crew training	Crew competency assessment 
Licence	CPL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ATL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours	P-in-C single engine					
	P-in-C multi-engine					
	P-in-C helicopter					
	P-in-C float plane					
	Instrument flying time					
	Total flying time					
Ratings	Aeroplanes					
	Helicopters					

b) Senior persons fit and proper person (FPP) requirements 

Email us a completed FPP questionnaire or FPP declaration and the information required (whichever applies), for each senior person. See the table below about which FPP form to use and the information required. Note: The government agency reports can take 8 weeks or more to get.

Also check your proposed senior persons meet the qualifications and experience requirements of Part 119 Appendix A airline air operator or Appendix B general aviation air operator.

FPP form to use	Information required
<p>24FPP questionnaire must be completed by a senior person:</p> <ul style="list-style-type: none"> who is a new senior person, or if their last FPP questionnaire is dated more than 5 years ago, or if their last FPP questionnaire is dated less than 5 years ago, but their FPP questionnaire information and required information has changed 	<ul style="list-style-type: none"> CV Proof of identify Proof of address for service Criminal conviction check (Ministry of Justice) Traffic safety offence history report (Waka Kotahi)
<p>24FPPDEC declaration is completed by a senior person if their last FPP questionnaire is dated less than 5 years ago and their FPP questionnaire information and required information hasn't changed </p>	<ul style="list-style-type: none"> Updated CV

9. Registered aircraft proposed to be used in your operation* You must complete this section.

The questions about charter/cross hire/lease and lawful possession in the table below relate to Part 47 aircraft registration and marking. If your organisation is *not* lawfully entitled to possession, then your operation of the aircraft must not exceed 27 days. Once that ends, you must either enter another charter, cross hire, or lease not exceeding 27 days, or apply to have the aircraft registration changed to show your organisation as having lawful possession.

Note: If the aircraft on charter, cross hire, or lease is listed in your operations specifications, then you don't have to re-apply to operate the aircraft each time you charter, cross hire, or lease the aircraft for a period not exceeding 27 days.

Aircraft type and model	Registration	Serial no.	Charter/cross hire/ lease?			Lawfully entitled to possession?		
			Yes	No	N/A	Yes	No	N/A
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Crew training and competency assessment*

a) CAA-certified training organisations *You must complete this section.*

You can *only* use Part 141 CAA-certified training organisations (see the list on our website).

CAA-certified training organisation	Their CAA ID no.	CAA-certified training organisation	Their CAA ID no.

b) CAA-approved operational instructors and flight examiners *Only fill in if this section applies to your type of operation.*

You can *only* use CAA-approved operational instructors and flight examiners. A FPP assessment is *not* required for operational instructors and flight examiners.

Operational instructor	Flight examiner	Their name	Their CAA ID no.
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

c) CAA-accredited simulators *Only fill in if this section applies to your type of operation.*

You can *only* use CAA-accredited simulators.

Simulator operator name	Location	Type	Identification	Qualification test guide level/type	Device

d) CAA-accepted training courses and assessments *Only select the items in this section that apply to your type of operation.*

You can *only* use CAA-accepted training courses and assessments and confirm with the CAA-certified training organisation that these are CAA-authorized.

Courses	
P1	<input type="checkbox"/> Pilot training rating – specific type
P5	<input type="checkbox"/> Basic gas turbine knowledge
P6	Synthetic flight trainers – specific type
	<input type="checkbox"/> Simulator
	<input type="checkbox"/> Flight procedure trainer
	<input type="checkbox"/> Basic flight instrument trainer
P7	<input type="checkbox"/> Cat II & III approaches
E3	<input type="checkbox"/> Flight engineer type rating
E4	<input type="checkbox"/> Flight engineer licence training
M1	<input type="checkbox"/> Dangerous goods
M6	<input type="checkbox"/> Crew training 121, 125, 135
	<input type="checkbox"/> AQP
M7	<input type="checkbox"/> Cabin crew training

Assessments	
A3	<input type="checkbox"/> ATPL flight test
A5	Instrument training
	<input type="checkbox"/> Additional aid
	<input type="checkbox"/> Continued competency
	<input type="checkbox"/> Multi-engine
A6	Instructor rating currency test
	<input type="checkbox"/> Cat 'B'
	<input type="checkbox"/> Cat 'C'
A8	Operational competency
	<input type="checkbox"/> Part 121 operations
	<input type="checkbox"/> Part 125 operations
	<input type="checkbox"/> Part 135 operations
A11	<input type="checkbox"/> Helicopter winching rappelling and human sling load

11. CAA-certified maintenance organisation or licensed engineer* *You must complete this section.*

You can *only* use Part 145 CAA-certified maintenance organisations (see the list on our website) or Part 66 licensed engineers for aircraft maintenance. You must complete the table below for an aircraft even if you're chartering, cross-hiring, or leasing and not entitled to lawful possession.

Aircraft registration	CAA-certified maintenance organisation/licensed engineer name	Their CAA ID no.	Part 135 operator - option for maintenance					
			135.402(1)(a) Annual review of airworthiness			135.402(1)(b) maintenance review		
			Yes	No	N/A	Yes	No	N/A
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Maintenance programme* You must complete this section.

Email us your proposed maintenance programmes (see maintenance programme template) and completed 24091-02 Part 91 application for approval or amendment of a maintenance programme (hire or reward aircraft). You must complete the table below for an aircraft even if you're chartering, cross-hiring, or leasing and not entitled to lawful possession.

Aircraft registration Maintenance programme name

13. Crew fatigue management procedure* You must complete this section.

See advisory circular AC119-2 air operations – fatigue of flight crew, and the example CAA Part 135 Day VFR scheme and example IFR alternate scheme. For a scientifically endorsed flight and duty scheme, your exposition must also set out how the scheme is managed and assessed for continued effectiveness.

Flight crew fatigue management procedure type (SELECT ONE)

<input type="checkbox"/> Advisory Circular 119-2	<input type="checkbox"/> Part 135 Day VFR alternate scheme	<input type="checkbox"/> Part 135 IFR alternate scheme	<input type="checkbox"/> Scientifically endorsed flight and duty scheme
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14. Security programme* Only fill in if this section applies to your type of operation.

Only applies to regular air transport passenger services with passenger seating configuration of more than 9 seats (excluding required crew member seats).

Do you require an approved security programme under Part 108? If yes, email us your security programme and 24108-02 rule checklist.

Yes <input type="checkbox"/> No <input type="checkbox"/>
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15. Exemptions* Only fill in if you are petitioning for an exemption.

If you require an exemption to operate, you may need to have this granted before we can issue your air operator certificate. To make a petition, use 24011-02 Section 37 petition for exemption.

Exemption you are petitioning for	Applicable rule

Exemption you are petitioning for	Applicable rule

16. Exposition You must complete this section.

Email us your proposed exposition. Your exposition (which can be one document or separate documents), has your operational procedures including for instance, your system for safety management and other information to comply with:

- rule 119.81 airline air operator exposition, or
- rule 119.125 general aviation air operator exposition.

If your proposed exposition is made up of separate documents, then list each document in the table below.

Separate document name	Version no.	Separate document name	Version no.

17. Rule checklists

Email us with this application, the completed rule checklists applying to your type of operation. See the list of the rule checklists in **section 19** below.

18. Other rules specific to your type of operation* Only fill in if other rules apply to your type of operation that are not included in this form.

If you're also applying for an issue, renewal or amendment of a certificate under another Part, list the application in this table and tell us if you emailed it separately.

Rule	Documents attached to your email

19. Completed documents *Only select the documents in this section that apply to your type of operation.*

By selecting the documents below, you're confirming the documents are complete and attached to your email with this application.

<p>If your organisation is a registered company, incorporated society, or limited partnership</p> <p><input type="checkbox"/> Companies Office certificate of incorporation</p>	<p>Exposition</p> <p><input type="checkbox"/> Proposed exposition</p>
<p>For each senior person, a 24FPP questionnaire or 24FPPDEC declaration, and information required</p> <p><input type="checkbox"/> Chief executive</p> <p><input type="checkbox"/> Air operations – flight operations</p> <p><input type="checkbox"/> Air operations – supporting ground operations</p> <p><input type="checkbox"/> Crew training</p> <p><input type="checkbox"/> Crew competency assessment (if different to crew training)</p> <p><input type="checkbox"/> Maintenance control and scheduling</p> <p><input type="checkbox"/> System for safety management</p> <p><input type="checkbox"/> Conducting occurrence investigations</p> <p><input type="checkbox"/> Security (if applicable)</p>	<p>Types of operation (Parts 121 and 125, and Part 135 for RNP)</p> <p><input type="checkbox"/> 24091-07 Part 91 application for operational approval</p> <p>Security programme (if applicable)</p> <p><input type="checkbox"/> Part 108 proposed security programme</p> <p>Exemptions (if applicable)</p> <p><input type="checkbox"/> 24011-02 Section 37 petition for exemption</p> <p>Other rules specific to your type of operation (if applicable)</p> <p><input type="checkbox"/> Documents for compliance with other rules</p> <p>Maintenance programme</p> <p><input type="checkbox"/> Proposed maintenance programme(s)</p> <p><input type="checkbox"/> 24091-02 Part 91 application for approval or amendment of a maintenance programme (hire or reward aircraft)</p>
<p>Rule checklists (select those applicable for your type of operation)</p> <p><i>All operators</i> <input type="checkbox"/> 24092-02DG Part 92 carriage of dangerous goods rule checklist</p> <p><i>Part 108 only</i> <input type="checkbox"/> 24108-02 Part 108 air operator and foreign air transport operator – security programme rule checklist</p> <p><i>Parts 121 and 125 operators only</i></p> <p><input type="checkbox"/> 24119-08 Part 119 air operator – Part 121 large aeroplane – operations rule checklist</p> <p><input type="checkbox"/> 24119-08M Part 119 air operator – Part 121 large aeroplanes and Part 125 medium aeroplanes – maintenance rule checklist</p> <p><input type="checkbox"/> 24119-09 Part 119 air operator – Part 125 medium aeroplanes – operations rule checklist</p> <p><i>Part 135 operators only</i></p> <p><input type="checkbox"/> 24135-01AO Part 119 air operator – Part 135 airline - helicopters & small aeroplanes – operations rule checklist</p> <p><input type="checkbox"/> 24135-02AM Part 119 air operator – Part 135 airline - helicopters & small aeroplanes – maintenance rule checklist</p> <p><input type="checkbox"/> 24135-03GAM Part 119 air operator – Part 135 general aviation – helicopters & small aeroplanes – maintenance rule checklist</p> <p><input type="checkbox"/> 24135-04GAHO Part 119 air operator – Part 135 general aviation – helicopters – operations rule checklist</p> <p><input type="checkbox"/> 24135-05GAAVFR Part 119 air operator – Part 135 general aviation – small aeroplanes VFR – operations rule checklist</p> <p><input type="checkbox"/> 24135-06GAAIFR Part 119 air operator – Part 135 general aviation – small aeroplanes IFR – operations rule checklist</p> <p><input type="checkbox"/> 24135-07GAAITC Part 119 air operator – Part 135 general aviation – small aeroplanes – internal training and competency rule checklist</p> <p><input type="checkbox"/> 24135-08GAAETC Part 119 air operator – Part 135 general aviation – small aeroplanes – external training and competency rule checklist</p>	

20. Declaration by chief executive or authorised officer/representative You must complete this section.

1. I confirm in relation to this application:

- I have read and understood the applicable Civil Aviation Rules
- on behalf of the organisation, the activities can be financed and carried out in accordance with s 12 Civil Aviation Act 1990 (general requirements for participants in the civil aviation system)
- the organisation set out in the 'details for CAA invoices' of this form is aware that the organisation is required to pay the invoice(s) from CAA.

2. I declare to the best of my knowledge that the information in this application and applicable documents is complete and correct.

Note: Under s 59 Civil Aviation Act 1999 communicating false information or failing to disclose information relevant to granting or holding of aviation document is an offence and liable on conviction, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding 400,000 VT; and a body corporate, to a fine not exceeding 2,000,000 VT.

Full name	<input type="text"/>	Position title	<input type="text"/>
Their CAA ID no. or N/A	<input type="text"/>	Application date	<input type="text" value="Click or tap to enter a date."/>

Electronic signature

To add your electronic signature:

- Right click on the X in the signature box
- Select **Sign** from the drop-down list
- Follow the instructions to sign

X
