



## Prospective Operator's or Maintenance Organisation Pre-Assessment Statement

PRE-ASSESSMENT STATEMENT		
<i>To be completed by an applicant for an air operator certificate (AOC) or for approval as an approved maintenance organization (AMO). (See Part B to this Form for instructions on completion of this statement.)</i>		
<b>Section 1A. (To be completed by all applicants)</b>		
1. Company registered name and trading name if different.	2. Address of the principal place of business, including telephone, fax and e-mail.  Tel:                      Fax:                      Email:	
3. Secondary business address(if applicable):	4. Type of operation:	
5. Proposed start-up date:	6. Requested designator for aircraft operating agency in order of preference: a)                                      b)                                      c)	
7. Management and key staff personnel		
Name	Title	Telephone and email
<b>Section 1B. Proposals for maintenance (to be completed by all applicants as appropriate)</b>		
8	<input type="checkbox"/> Air operator intends to perform its maintenance as an AMO (complete 9 and 10). <input type="checkbox"/> Air operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others (complete 9 and 13). <input type="checkbox"/> Air operator intends to perform maintenance under an equivalent system (complete 9 and 13). <input type="checkbox"/> AMO (complete 10).	
9. Air operator proposed types of operation:		10. AMO proposed ratings:
<input type="checkbox"/> Passengers and cargo <input type="checkbox"/> Cargo only <input type="checkbox"/> Scheduled operations <input type="checkbox"/> Charter flight operations	<input type="checkbox"/> Airframe <input type="checkbox"/> Powerplant <input type="checkbox"/> Propeller <input type="checkbox"/> Avionics	<input type="checkbox"/> Computers <input type="checkbox"/> Instruments <input type="checkbox"/> Accessory <input type="checkbox"/> Specialized service



**Section 1C. To be completed by air operator applicants**

11. Aircraft information and data (provide a copy of the lease agreement for all leased aircraft – use additional sheets as required, but state the number of additional pages attached)

a) Number of aircraft by type and model. Aircraft nationality and registration marks where available.

b) Number of passenger seats and/or cargo payload capacity.

12. Geographic area(s) of intended operations and proposed route structure:

**Section 1D. To be completed by all applicants**

13. Additional information that provides a better understanding of the proposed operation or business (attach additional sheets, if necessary):



14. Proposed training (aircraft and/or flight simulation training device):

**Section 1E. The signature and the information contained in this form denote an intent to apply for an AOC and/or approval as a maintenance organisation, as appropriate.**

15. Type of organization:

16. Signature:

17. Date (dd/mm/yyyy)

18. Name and title:

**Section 2. To be completed by the Civil Aviation Authority of Vanuatu (CAAV)**

19. Received by (name and office):

20. Date received (dd/mm/yyyy):

21. Date forwarded to PASO (dd/mm/yyyy) (if applicable):

22. For:  Action  Information only

23. Remarks:

**Submit to:**

The Director  
Civil Aviation Authority of Vanuatu  
PMB 9068, Port Vila  
Vanuatu  
Or  
Email to: [info@caav.vu](mailto:info@caav.vu)



## **PART B - INSTRUCTIONS FOR THE COMPLETION OF THE PROSPECTIVE OPERATOR'S OR MAINTENANCE ORGANISATION'S PRE-ASSESSMENT STATEMENT**

### **Section 1A.** To be completed by all applicants.

1. Enter the official registered name and include any other name under which business is conducted if different from the official company name ie trading name if applicable.
2. Enter the company address: mailing address, telephone, fax and e-mail address of the company. This address should be the physical location where the primary activities are based. It is where the offices of management required by legislation are located. If the address is the same as under item 1, enter "same".
3. Include secondary business addresses
4. Identify the type of operation conducted by the company.
5. Enter the estimated date when operations or services are intended to commence.
6. This information will be used to assign a company identification number, known as a designator for aircraft operating agency. You may indicate up to three, three-letter identifiers, such as ABC, XYZ. If all choices have already been allocated to other operators or maintenance organisations, another identifier will be allocated.

**Note:** *The CAA uses this information for allocation of identification marks.*

7. Enter the names, titles, telephone numbers and other contact details of management and key staff personnel.

### **Section 1B.** To be completed by all applicants, as appropriate.

8. Indicate whether the applicant air operator intends to perform maintenance as an AMO or intends to contract out all or part of its maintenance, or perform its maintenance using an equivalent system.
9. The proposed type of air operation will be indicated. Check all applicable boxes.
10. The proposed maintenance organisation ratings will be indicated. Check all applicable boxes.

### **Section 1C.** To be completed by air operator applicants.

11. Data for all aircraft to be used to be provided. Provide a copy of the lease agreement for all leased aircraft.
  - a) Indicate number and types of aircraft by make, model and series, and indicate individual aircraft nationality and registration marks; and
  - b) number of passenger seats and/or cargo payload capacity.
12. Indicate geographic area(s) of intended operation and proposed route structure.

### **Section 1D.** To be completed by all applicants.

13. Provide any information that would assist CAA personnel in understanding the type, and scope of the operation, or business, to be performed by the applicant. If an air operator intends to contract out maintenance and inspection of its aircraft and/or associated equipment, identify the AMO selected and list the maintenance and inspections that the contracting organisation will perform. Provide copies of all maintenance contracts where applicable.



14. For air operator applicants, identify the type of aircraft and/or flight simulation training devices, including flight simulators, to be used and the training to be provided. For maintenance organisation applicants, identify the types of aircraft to be maintained, and in addition identify the training that the quality assurance staff, certifying staff and other maintenance staff will receive based on the ratings requested.

**Section 1E.** To be completed by all applicants.

Signature of the pre-assessment statement by the accountable manager denotes an intent to seek certification as an air operator or approval as a maintenance organisation.

**Section 2.** The application is to be forwarded to CAAV office or email to [info@caav.vu](mailto:info@caav.vu) with all available information and a recommendation on the action to be taken.