



## CIVIL AVIATION AUTHORITY OF MALAYSIA

### AOC APPROVAL ON INDUCTION OF NEW AIRCRAFT

The addition of a new aircraft type to a certificated operator's fleet requires many of the same inspections, reviews, demonstrations, authorisations, and approvals by the CAAM as were required for the original issuance of an AOC. **The operator may not commence revenue operations with the new aircraft type until all of the provisions of the checklist below are followed.**

| S/N | SUBJECT   | REFERENCE AND SUMMARY OF REPORT |
|-----|---|---------------------------------|
|     | <p><b>APPLICATION BY OPERATOR</b></p> <p>Letter is sent to the Chief Executive Office, who will in turn advise Air Transport, Airworthiness and Flight Operations. Coordination meeting between CAAM and Operator is required.</p>                                    |                                 |
| 1   | <p><b>DOCUMENT REVIEW</b></p> <p>At least 6 weeks prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit the following documents or their equivalents for review and approval as required:</p>                   |                                 |
|     | <p>a. A revised or updated Flight Operations Manual (FOM) or Basic Operations Manual (BOM) which incorporates general information, guidance, and instructions pertaining to the new aircraft type, and reflects the current operating environment of the airline.</p> |                                 |
|     | <p>b. An Aircraft Operating Manual (AOM/AFM) for the new aircraft type either developed specifically by the airline or adopted directly from the manufacturer, which</p>  |                                 |

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|  | contains information on aircraft systems, limitations, performance, and normal and abnormal operating procedures for the airplane.  |  |
|  | c. A Minimum Equipment List (MEL) for the new aircraft type which reflects the Master Minimum Equipment List approved by the state of manufacture, and is tailored to the specific airplane model and operating environment of the airline. This document requires signature approval by the CAAM. (AW) |  |
|  | d. A Configuration Deviation List for the new aircraft type which contains information regarding flight with missing aircraft components. (AW)  |  |
|  | e. All normal, abnormal, and emergency checklists for the new aircraft type, including abbreviated checklists for use in the cockpit. These checklists must be approved by CAAM signature.  |  |
|  | f. Passenger briefing cards in English and other appropriate languages.   |  |
|  | g. A revised Flight Attendant Manual or other suitable reference for flight attendants concerning the configuration of the new aircraft type, location and operation of installed cabin equipment, and duties and responsibilities during normal and abnormal operations.                               |  |
|  | h. Weight and balance information and procedures. (AW)  |  |
|  | i. Airport Analysis charts or equivalent reference material for use by aircrew for determining maximum gross take-off and landing weights for specific airports   |  |

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|   | and runways; taking into account obstacle clearance, runway length and slope, aircraft configuration, and current meteorological conditions.  |  |
|   | j. Written training programs for cockpit and cabin crewmembers and flight dispatchers/flight operations officers.   |  |
| 2 | <p><b>DEMONSTRATIONS</b></p> <p>The following demonstrations must be successfully completed by the operator for the new aircraft type:</p>  |  |
|   | a. Emergency evacuation and ditching drills should be conducted to demonstrate the ability of the cabin crew to safely evacuate passengers and utilise aircraft emergency equipment.  |  |
|   | b. Prior to the first revenue flight, proving flights should be conducted which demonstrate the ability of the airline to safely operate the new aircraft type on a day to day basis. The airline should submit a proposed proving flight plan which contains the number of flights, dates, crew composition, and destinations. |  |
| 3 | <p><b>INSPECTIONS</b></p> <p>In addition to the manual inspections and approvals outlined in paragraph 1 above, the CAAM must conduct the following inspections to ensure that the operator is fully prepared to operate the new aircraft type:</p>   |  |
|   | a. Inspections of each transit or line station must be conducted to ensure that ground personnel are adequately trained to support the new aircraft type and  |  |

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|   | that support equipment and facilities are adequate for the operation. Transit stations may be inspected during proving flights or as separate events prior to the first revenue flight. |  |
|   | b. The Dispatch/Operational Control center should be inspected to ensure adequacy of flight planning, briefing, and record-keeping associated with the new aircraft type.               |  |
| 4 | <b>TRAINING</b>   |  |
|   | a. All crewmembers must receive the full range of technical training before operations commence.  |  |
|   | b. All crewmembers should receive training on duties during emergencies and on operation of emergency equipment installed on the aircraft.  |  |
|   | c. Flight attendants should receive hands-on training in door operation and deployment of escape slides, if applicable.   |  |
|   | d. Training records for all crew members should be verified.  |  |
|   | e. Dangerous Goods Manuals and Training verified.   |  |
|   | f. Security Manuals and Training verified.  |  |
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| 5 | <p><b>MAINTENANCE</b></p> <p>The aircraft maintenance programme for the new aircraft type must be submitted to and approved by the Airworthiness Division.</p>   |  |
| 6 | <p><b>SIMULATOR TRAINING</b></p>   |  |
|   | <p>a. Simulator is to be validated by CAAM prior to training. Simulator specifications and existing approvals are to be submitted to CAAM prior to evaluation visit. The evaluation, conducted in accordance with reg. 68 MCAR and FOD-ORA Part C Section II shall cover:</p> <p>QTG Inspection, and Subjective and Functional Evaluation.</p> |  |
|   | <p>b. Technical specifications and drawings showing differences between simulator and the actual aircraft to be submitted to CAAM.</p>   |  |
|   | <p>c. Simulator training curriculum to be reviewed by CAAM.</p>  |  |
|   | <p>d. Approval Certificate to be issued by CAAM.</p>   |  |
| 7 | <p><b>GROUND TRAINING INSTRUCTORS, TRAINING CAPTAINS AND APPROVED EXAMINERS</b></p>  |  |
|   | <p>a. List of names to be submitted.</p>   |  |

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|          | b. Resumes to be submitted.  |  |
|          | c. Verification by local authority on the appointment, experience and qualifications.              |  |
|          | d. Security vetting approval.  |  |
|          | e. Head to submit to CAAM at least 2 sets of technical questions and answer                        |  |
|          | f. AE to be validated by CAAM, if required.  |  |
| <b>8</b> | <b>TYPE ENDORSEMENT FLIGHT TEST</b>  |  |
|          | a. Additional airborne exercises to be conducted, after simulator training, need to be identified. |  |
|          | b. Draft Type Endorsement Flight Test Form to be submitted to CAAM for approval.                   |  |
| <b>9</b> | <b>LICENCE VALIDATION FOR FOREIGN CREW</b>   |  |
|          | a. Validation for ferry flight.  |  |
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|    | b. Validation for operations flights (C of T and IRT)   |  |
|    | c Security vetting of aircrews not covered under para 7.  |  |
| 10 | <p><b>REVISED OPERATIONS SPECIFICATIONS</b></p> <p>Applicable parts of the Operations Specifications must be amended as required to reflect the addition of the new aircraft type. Issuance of the revised Operations Specifications to the operator represents formal approval for the operator to commence revenue operations with the new aircraft type.</p> |  |

Report Made By:

Signature:

Date:

Remarks by Director Flight of Operations:

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Signature:

Date: