



**FLIGHT OPERATIONS APPROVAL PROCEDURES  
(AD-HOC) CHARTER / LEASE OPERATIONS**

<b>Operator</b>		<b>AOC Number</b>	
<b>Intended Date</b>		<b>Operator's Reference</b>	
<b>Intended Time</b>		<b>Intended Sectors</b>	

<b>A</b>	<b>AIR TRANSPORT DIVISION (COMMERCIAL)</b>				
1	Is approval obtained from Air Transport Division CAAM for the charter / lease route/s.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2	Is approval obtained for the charter / lease flights from Air Transport Division CAAM when it involved two countries.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3	Air Transport Division Approval Reference				

<b>B</b>	<b>AIRWORTHINESS SECTOR</b>				
1	Registration of the aircraft(s) to be used for the operations :				
2	Does the aircraft intended for the operations have a valid Certificate of Airworthiness (C of A) ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>C</b>	<b>FLIGHT OPERATIONS SECTOR</b>				
<i>Please submit the documents below for review by CAA Malaysia. However, if the airport(s) of intended operations are listed in Operational Specifications (OM-C), then items on C1,C2 and C3 below can be omitted.</i>					
1	Charts of destination airports, alternate and enroute alternate.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2	Airways charts for the intended routes.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3	Operational Flight Plans for the intended routes, destination and alternate.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4	Are Technical Crew qualified for the intended operation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5	Has ground handling been arranged at the destination airport?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>D</b>	<b>RISK ASSESSMENT</b>				
<i>Please submit the documents below for review by CAA Malaysia.</i>					
1	Station facilities, equipments, lightings, area pertaining to aircraft operations.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2	Intended routes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3	Airports designated as alternate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>E</b>	<b>RESPONSIBILITY</b>	
<i>Person responsible for the charter / lease operations who will liase with CAA Malaysia:</i>		
1	Name / Position	
2	Contact Number	
3	Email Address	

<b>FILLED BY</b>	
<b>SIGNATURE</b>	
<b>NAME</b>	
<b>DATE</b>	

<b>FOR CAAM OFFICIAL USE ONLY</b>	
<b>APPROVED / NOT APPROVED</b>	
<b>REMARKS</b>	
<b>SIGNATURE</b>	
<b>NAME</b>	
<b>DATE</b>	