



Advisory Circular AC-FSS-001 May 2018

SUBJECT: ADDITION OF A NEW AIRCRAFT TYPE TO A CERTIFIED OPERATOR'S FLEET

1. OBJECTIVE

1.1.1 This circular provides operational guidance and directions on the addition of an aircraft to an existing AOC Certificate Holder's.

2. BACKGROUND

2.1.1 The addition of a new aircraft type to a certificated operator's fleet requires many of the same inspections, reviews, demonstrations, authorizations, and approvals by the Authority as were required for the original issuance of an AOC.

2.1.2 Therefore the five phase process and associated documentation will be utilized during the pre-application, application, document review, evaluation and certification phases. Normally an FOI will be designated as the team leader of the process. The inspector in charge will be required to closely coordinate all activities with the other specialities in the Authority to insure a complete and effective evaluation is conducted. The operator may not commence revenue operations until the Operation Specifications are signed by the Authority authorizing the operation of the new aircraft.

3. DOCUMENT REVIEW

3.1.1 At least 2 months prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit an application with the following documents or their equivalents for review and approval required:

- (1) A revised or updated Operations Manual (OM) which incorporates general information, guidance, and instructions pertaining to the new aircraft type, and reflects the current operating environment of the airline;
- (2) An Aircraft Operating Manual (AOM/AFM) for the new aircraft type either develop specifically by the airline or adopted directly from the manufacturer, which contains information on aircraft systems, limitations, performance, and normal and abnormal operating procedures for the airplane;
- (3) 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 Authority;

- (4) A Configuration Deviation List for the new aircraft type which contains information regarding flight with missing aircraft components;
- (5) 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 Authority;
- (6) Passenger briefing cards in English and other appropriate languages;
- (7) A revised Cabin Crew Manual or other suitable reference for Cabin Crew concerning the configuration of the new aircraft type, location and operation of installed cabin equipment, and duties and responsibilities during normal and abnormal operations;
- (8) Weight and balance information and procedures;
- (9) Airport Analysis charts or equivalent reference material for use by flight crew for determining maximum gross takeoff and landing weights for specific airports and runways; taking into account obstacle clearance, runway length and slope, aircraft configuration, and current meteorological conditions;
- (10) Written training programs for cockpit and cabin crewmembers and flight dispatchers/flight operations officers.

4. DEMONSTRATIONS

4.1.1 The following demonstrations must be successfully completed by the operator for the new aircraft type:

- (1) Emergency evacuation and ditching drills should be conducted to demonstrate the ability of the cabin crew to safely evacuate passengers and utilize aircraft emergency equipment;
- (2) Prior to the first revenue flight, proving flights must 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.

5. INSPECTIONS

5.1.1 In addition to the manual inspections and approvals outlined in paragraph 3. above, the Authority must conduct the following inspections to ensure that the operator is fully prepared to operate the new aircraft type:

- (1) Inspections of each transit or line station that the new aircraft will initially utilize must be conducted to ensure that ground personnel are adequately trained to support the new aircraft type and 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;



- (2) The Dispatch/Operational Control center shall be inspected to ensure adequacy of flight planning, mass and balance, performance, use of MEL/CDL, crew pre-flight briefing and record-keeping associated with the new aircraft type.

6. OTHER

- 6.1.1 All assigned crewmembers must receive all required training before the proving flights are conducted.

All crewmembers must receive training on duties during emergencies and on operation of emergency equipment installed on the aircraft. All crewmembers must receive hands-on training in door operation and deployment of escape slides, if applicable. Training records for all crew members should be verified. The maintenance programme for the new aircraft type must be submitted to and approved by the GCAA Airworthiness Department.

7. REVISED OPERATIONS SPECIFICATIONS

- 7.1.1 The Operations Specifications must be amended as required to reflect the addition of the new aircraft type and any other authorization that was requested by the AOC and satisfactory demonstrated and approved by the Authority. Issuance of the revised Operations Specifications to the operator represents formal approval for the operator to commence revenue operations with the new aircraft type.

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