



APPENDIX – K



Form No. CAA/OP/002
Form AOCR - 1

APPLICATION FOR RENEWAL OF AN AIR OPERATOR CERTIFICATE

1. Name of Operator: -
2. Postal Address: -
3. Telephone(s):- Facsimile:- E-mail:-
4. Name of Chief Executive Officer:-
5. Designation:-
6. Telephone(s):- Facsimile:- E-mail:-
7. Type of Licence held:- Licence/ Provisional Licence
8. Date of original issue:-
9. Date of Expiry:-
10. Classes of Operations authorized:- 1. Private 2. Aerial Work 3. Charter 4. Regular Public Transport
11. Date of commencement of operations:-
12. Particulars of aircraft used for the Operations(Please complete the form AOCR-1-1)
13. Particulars regarding maintenance facilities (Pl. Complete the form AOCR-1-2)
14. Particulars regarding personnel (Please complete the form AOCR-1-3)
15. Particulars regarding Manuals (Please complete the form AOCR-1-4)
16. Particulars regarding services operated (Please complete the form AOCR-1-5)
17. Particulars regarding performance (Please complete the form AOCR-1-6)
18. Financial Status of the airline (Please complete the form AOCR-1-7 and attach a Duly completed certified copy of Annual Report/Final Accounts/Balance Sheet and Loss & Profit Account)
8. Any other information:-



Particulars about aircraft Form
AOCR – 1-1 (a)

Type	Year of Manufacture	Registration Number	Serial Number	Basic Weight of aircraft (kg)	Date & Method of acquisition	Number of hours flown to date	Type of Engines	C.of.A valid till	Crew Requirement					Capacity			
									Pilots	Engineers	Flight Cabin Crew	Navigator	Others	Passengers	Cargo		



Particulars about aircraft Form
AOCR – 1-1 (b)

1. Engines

Type	Model	Serial Number	Hours/Cycles

2. Propeller

Type	Model	Serial Number	Hours/Cycles



Particulars about aircraft Form
AOCR – 1-2

Description	Location	Extent (Sq. metres)	Date & Method of acquisition	Facilities available	Any other details
Hangars					
Workshops					
Engine Test Cells					
Shop Equipment					
Instrument overhaul and test shop					
Spare parts storage					
Refueling facilities					
Sub bases					



Particulars about aircraft Form
AOCR – 1-3 (a)

Post	Name	Qualifications	Nationality	Main responsibilities
a. Accountable Manager				
b. Head of Flight Operations				
c. Head of CAMO				
d. Head of Training				
e. Head of Ground Operations				
f. Head of Airline Security				
g. Head of Quality/ Compliance Monitoring				
h. Head of Safety Management System				
i. Chief Pilots of Each Fleet				
j. Head of Cabin Crew				



Particulars about aircraft Form
AOCR – 1-3 (b)

Description	Number of Persons		Nature of Employment	
	Sri Lankans	Foreigners	Full time	Part time
1.Captains				
2.First Officers				
3.Second Officers				
4.Flight Engineers				
5.Navigators				
6.Cadet Pilots				
7.Aircraft Maintenance Engineers				
8.Aircraft Technicians				
9.Flight Operations Officers				
10.Cabin Crew Members				
11.Loaders				
12.Station Managers				
13.Country Managers				
14.Senior Managers				
15.Managers				
16.Executives				
17.Consultants				
18.Radio Operators				
19.Approved Instructors – Flight crew (Pilots, Cabin crew, Flight Engineers)				
20.Maintenance Release Engineers				
21.Officers of Clerical & Allied grades				
22.Minor Employees				
23.Others				

(Please enclose a list of names of all employees coming under categories 1-14)

Particulars about aircraft Form
AOCR – 1-4

Name of Manual	Date of initial issue	Date of last revision	Language in which the documents are Written	Whether a copy has been given to DGCA (if so please specify the date)
1.Certificate of Type Approval				
2.Drawing of the design				
3.Flight Manual				
4.Wiring Manual				
5.Maintenance Manual				
6.Overhaul Manual				
7.Repair Manual				
8.Operating Manual				
9.Mandatory Service Bulletins/Ads				
10.Flight Test Report				
11.Type Record or Stress Analysis summary				
12.Schedule of materials used in each important part of the primary structure				
13.List of equipment carried in the aircraft				
14.Minimum Equipment List				
15.Operations Manual				
16.Training Manuals				
17.Dangerous Goods Manual				
18.Security Manual				
19.Air Navigation Act & Regulations				
20.ASN				
21.Maintenance Schedule				
22.Illustrated parts catalogue				



Particulars about aircraft Form
AOCR – 1-5

Sector	Frequency per week	Type of Aircraft	Date of commencement



Particulars about aircraft Form
AOCR – 1-6

Sector	Capacity provided		Capacity utilized			Date of Commencement
	Pax.	Cargo	Pax.	Cargo	Mail	



Particulars about aircraft Form
AOCR – 1-6

Year Ended:-

Currency:- Airline:-

The published Annual Report of the Airline should be forwarded, if possible, with this reporting form.



Financial Data

AOCR – 1-7

DESCRIPTION		AMOUNTS	
		SUB ACCOUNTS	MAIN A/C'S & RESULTS
REVENUES	1. Scheduled services (total)...		
	1.1 Passenger...		
	1.2 Excess baggage...		
	1.3 Freight, express and diplomatic bags...		
	1.4 Mail.....		
	2. Non-Scheduled flights (total).....		
	2.1 Passenger & excess baggage.....		
	2.2 Freight (including express and diplomatic bags) and mail.....		
	3. Incidental revenues (total).....		
	3.1 Air transportation activities (gross)		
	3.2 Other incidental revenues (net)....		
	4. TOTAL OPERATING REVENUES.....		
EXPENSES	5. Flight operations (total).....		
	5.1 Flight crew salaries and expenses.....		
	5.2 Aircraft fuel and oil.....		
	5.3 Flight equipment Insurance and uninsured loss.....		
	5.4 Rental of flight equipment.....		
	5.5 Flight crew training (when not amortized).....		
	5.6 Other flight expenses		
	6. Maintenance and Overhaul.....		
	7. Depreciation and Amortization (total).....		
	7.1 Normal depreciation of flight equipment.....		
	7.2 Normal depreciation of ground property and equipment....		
	7.3 Extra depreciation (in excess of cost).....		
	7.4 Amortization of development and pre-operating costs.....		
	7.5 Flight crew training (when amortized).....		
	8. User charges and station expenses (total).....		
8.1 Landing and associated airport charges.....			
8.2 Route facility charges.....			
8.3 Station expenses.....			



	9. Passenger Services..		
	10. Ticketing, sales and promotion..... 11. General and administration..... 12. Other operating expenses..... 13. TOTAL OPERATING EXPENSES.....		
O.R	14. OPERATING RESULTS.....		
NON-OPERATING	15. Retirement of property and equipment..... 16. Interest..... 17. Payments from public funds not allocated elsewhere (total)..... 17.1 Direct subsidies..... 17.2 Other payments..... 18. Affiliated companies... 19. Other non-operating items..... 20. NON-OPERATING ITEMS (balance).....		
PROFIT/LOSS	21. PROFIT OR LOSS (-) BEFORE INCOME TAXES... 22. Income taxes..... 23. PROFIT OR LOSS (-) AFTER INCOME TAXES...		
Remarks, Part 1 (include description of any unavoidable deviations from reporting instructions)			



Financial Data
AOCR – 1-7

PART 2 – BALANCE SHEET

ASSETS	AMOUNTS	
	SUB ACCOUNTS	MAIN ACCOUNT & TOTAL
1. Current assets..... 2. Equipment purchase funds..... 3. Other special funds..... 4. Flight equipment before depreciation..... Less: Reserve for depreciation..... Flight equipment after depreciation (item 4 minus item 4.1) 5. Ground property and equipment before depreciation..... Less: Reserve for depreciation..... Ground property and equipment after depreciation (item 5 minus item 5.1) 6. Land..... 7. Investments in affiliated companies..... 8. Deferred charges (total) Development and pre-operating costs..... Other deferred..... 9. Intangible assets..... 10. Other assets..... 11. TOTAL ASSETS (equal to item 24 below)		
LIABILITIES 12. Current liabilities (Other than reported in item 13). 13. Unearned transportation revenues..... 14. Deferred credits..... 15. Operating reserves..... 16. Self-insurance reserves..... 17. Other reserves (specify)..... 18. Advance from affiliated companies..... 19. Other liabilities..... 20. Long-term debt..... 21. Capital stock..... 22. Capital surplus..... 23. Net balance of unappropriated retained earnings (identical to item 6 of Part 3 below, “Statement of Retained Earnings” 24. TOTAL LIABILITIES (equal to item 11 above.).....		



Financial Data
AOCR – 1-7

DESCRIPTION	SUB-ACCOUNTS	MAIN ACCOUNTS AND RESULTS
<p>1. Net balance of unappropriated retained earnings for previous years, as shown in item 6 of last Year’s Statement of Retained Earnings.....</p> <p>2. Adjustments to previous years retained earnings (Total).....</p> <p>Transfer to reserves</p> <p>Amount paid as bonus, dividends, etc.....</p> <p>Other (Specify).....</p> <p>Other (Specify).....</p> <p>3. Profit or loss (-) after income taxes for this year (as shown in item 23 of part 1, Profit and loss statement</p> <p>4. Appropriations (total –specify items below)</p> <p>(-----)</p> <p>(-----).....</p> <p>(-----)</p> <p>5. Dividends.....</p> <p>6. Net balance or unappropriated retained earnings for the current and previous years (same as item 23 of part 2 above)</p>		
<p>Remarks, Part 2 and 3 (include description of any unavoidable deviations from reporting instructions)</p>		



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SLCAP 4100 Air Operator Certification Manual	6 th Edition	Rev No: 00