

 INAC São Tomé and Príncipe Civil Aviation Authority	PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)	Reference:	F-300-01
		Revision:	Revision 1
		Date:	29-12-2023
Air Operators Certificate (AOC) Application			
Issued by: Flight Operations Section			

Submission of Application Form								
This Form should be completed and submitted to: President of the Board of Directors of Sao Tome and Principe Civil Aviation Authority (INAC) P.O. Box 97 Bairro do Aeroporto São Tomé São Tomé and Príncipe The completed application form should reach the STPCAA at least 90 days before the date on which the Air Operator's Certificate is required to be effective.								
PART A - DETAILS OF APPLICANT AND DECLARATION								
If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence to make false declaration. Questions marked with an asterisk (*) are mandatory and must be completed.								
A.1 - Details of Applicant*								
The particulars given should be those of the person who will be the Operator of the aircraft; in the case of an incorporated body, the names, addresses and nationality of the directors, and in the case of an unincorporated association, the name, addresses and nationality of partners. If a business name is used it should be given. Give the place and number of the company registration. All "trading names" used should be specified. Any "trading name" adopted subsequent to the completion of the application form or the issue of the certificate should be notified to the INAC at the address above. The name you provide in A1.1 and A1.2 will be the name reflected on the certificate when issued.								
Is the proposed name to be reflected on the certificate when issued that of: a) an individual: ☐ b) an company(Legal entity other than individual): ☐								
A.1.1 - An individual								
You must provide proof of identity.								
<table border="1"> <tr> <td>(i) Surname*</td> <td></td> </tr> <tr> <td>(ii) Given Names*</td> <td></td> </tr> <tr> <td>(iii) Date of Birth*</td> <td></td> </tr> <tr> <td>(iv) ID Number*</td> <td></td> </tr> </table>	(i) Surname*		(ii) Given Names*		(iii) Date of Birth*		(iv) ID Number*	
(i) Surname*								
(ii) Given Names*								
(iii) Date of Birth*								
(iv) ID Number*								

A.1.2 - An company(Legal entity other than individual)	
You must provide proof of identity if you are not a Sao-Tomean registered business.	
a) Name of the Company or Legal Entity*	
b) Trading name (For your trading name to appear on AOC, you must meet the criteria set out in the Guidelines)	
c) Registration Number	
d) If NOT Sao-Tomean Registered: (Place formed or incorporated)	
e) Place of Registration	
f) Any other STPCAA Approval held (Enter approval number)	
g) Trading name (If applicable)	
h) Address of Principal Place of Business	
i) Postcode	
j) Address of Main Operating Base	
k) Postal Address: (where all correspondence will be sent)	
l) P.O. Box:	

A.2 - Contact details of proposed certificate holder(s)	
a) Phone No. (Business hours)	
b) Phone No. (after hours)	
c) E-mail address	
d) Mobile No.	
e) Website address (if applicable)	

A.3 - Note	
Please note that the STPCAA will publish the following details of the AOC holder on its website: - Name and, if applicable, trading name; - Website address or, if not available, e-mail address;	
Aircraft types on AOC. If you do not give a website address, please indicate whether you are happy for an a website address to be published instead: ☐ Please publish the a website address given in A.2 e) ☐ Please publish the following a website address Please show contact as "Details withheld at the request of the AOC"	

A.4 - Use of an Agent	
If you wish to authorise an agent to act on your behalf, INAC requires that the agent has the necessary authorisation e.g. Power of Attorney (POA). The POA must be executed and signed by all applicants or in the case of a company by a Director of that company. A certified copy of the POA must be submitted with the application.	

A.4.1 Are you using an Agent for this application?	☐ Yes > Go to B.1	☐ No > Go to B.2
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A.4.2 Details of the Agent	
a) Agent Name	
b) Phone No. (business hours)	
c) Phone No. (after ours)	
d) Email Address	
e) Company title (if applicable)	

PART B - CRIMINAL AND REGULATORY ACTION	
B.1 Has the applicant(s) or any of the applicant's key personnel been charged with or convicted of any criminal offence in Sao Tome and Principe, its territories, or a foreign country in the last 5 years? * • Use additional sheets if necessary.	
Yes ☐ > Provide the details below	
No ☐ > Go to B.2	
a) Charges laid, and present status;	
b) If convicted the date and place of any conviction;	
c) The penalty imposed;	
d) The matters in which a conviction was recorded.	
B.2 Has the applicant(s) or any of the applicant's key personnel ever been subjected to regulatory action by INAC or the aviation regulatory authority of a foreign country in the last 5 years that has resulted in a fine, conviction, variation, suspension or cancellation of a civil aviation authorisation, licence or certificate?* • Use additional sheets if necessary.	
Yes ☐ > Provide the details below	
No ☐ > Go to C	
a) The date and description of the action taken;	
b) The fine imposed;	
c) The conviction recorded;	
d) Suspension or cancellation ordered.	

Part C - DESCRIPTION OF MANAGEMENT ORGANISATION
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An operator must have a management organisation capable of exercising operational control and supervision over any flight operated under the terms of the AOC. The information provided under this heading should give a clear picture of the chain of responsibility, appropriate to the size of the company, for all major aspects of management and of the arrangements for suitably qualified deputies to assume the functions of senior executives temporarily absent from duty. In addition, details of the accountable manager and nominated post holders are required. Complete sections C1, C2 and C3.

C.1 - THE ACCOUNTABLE MANAGER (RACSTP Part 119.B.210 (a))*

The operator must have nominated an accountable manager who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to an acceptable standard. Please complete and attach a Form F-300-41 for the accountable manager.

Name:.....

Phone No. (business hours):

Phone No. (after ours):.....

Mobile No:..... Fax No:

Email Address:.....

Company title: Form F-300-41 attached ☐

C.2 - NOMINATED PERSONS (RACSTP Part 119.B.210 (c))*

The operator must have nominated post holders, acceptable to the STPCAA, who are responsible for the management and supervision of the operation. Please complete and attach a Form F-300-41 for each Nominated Person.

C.2.1 - FLIGHT OPERATIONS (RACSTP Part 119.B.210 (c)(1))*

Name:.....

Company title:.....

Phone or Mobile number : Form F-300-41 attached ☐

C.2.2 - CONTINUED AIRWORTHINESS/MAINTENANCE SYSTEM (RACSTP Part 119.B.210 (c)(3))*

Name:.....

Company title:.....

Phone or Mobile number : Form F-300-41 attached ☐

C.2.3 - CREW TRAINING (RACSTP Part 119.B.210 (c)(2))*

Name:.....

Company title:.....

Phone or Mobile number : Form F-300-41 attached ☐

C.2.4 - GROUND OPERATIONS (RACSTP Part 119.B.210 (c)(4))*

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**C.2.5 - OTHER NOMINATED PERSONS**

Please list the names and company titles of additional nominated post holders and attach a completed Form F-300-41 attached for each position.

a)

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**b)**

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**c)**

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**C.3 - COMPANY POSITIONS****C.3.1 - COMPLIANCE/QUALITY MONITORING MANAGER***

- The operator shall appoint a Safety Manager, acceptable to the STPCAA.

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**C.3.2 - SAFETY MANAGER***

- The operator shall appoint a Safety Manager, acceptable to the QCAA.

Name:.....

Company title:.....

Phone or Mobile number :..... Form F-300-41 attached ☐**C.4 - SUBMISSION OF OPERATIONS MANUAL***

State when the Operations and Training Manuals will be available for presentation to the STPCAA. The minimum period required for initial review of these documents is 60 days. If manuals require amendment following initial review, then further time may be required before STPCAA final acceptance of the amended manual.

The Operations Manual will be submitted on the date of:.....

You will also need to submit your project plan which outlines the dates your personnel are available for interview, and the dates your aircraft and facilities are available for inspection. INAC will use this information to plan the assessment of your AOC application. INAC will discuss the assessment timeframes with you.

Please note that the issue date of an AOC depends on a number of factors, e.g. satisfactory documentation and the project timeframes of both the applicant and INAC.

Part D. DESCRIPTION OF OPERATION

This part of the form requires information on the type of operation the applicant plans to conduct. It could be operating from A to A or A to B and could be carrying passengers only, cargo only or both passengers and cargo. If the operation includes specialised activities (e.g. carriage of vehicles, live animals etc.) details are required. Details of the region where the applicant plans to operate are required for each aircraft type; only a brief description of the area of operation and/or routes is required at this stage. Finally, details of the aircraft to be operated, including type and registrations along with the proposed operating base(s), should be provided.

D.1 - TYPE OF OPERATION

State whether the aircraft will be used for commercial air transport of passengers and/or cargo. If the proposed operations include specialised activities (e.g. carriage of vehicles, live animals etc.) please give details. Add specialised activities into blank rows.

D.1.1 - Types of Operations - Indicate the types of operations proposed:*

Aerial Work	☐	You must complete Part 119
Flight Training Activities	☐	You must complete Part 119
Charter	☐	You must complete Part 119
Regular Public Transport	☐	You must complete Part 119
Details of specific Approvals required	☐	You must complete Part 119
FTL	☐	ETOPS/EDTO
LVO	☐	RVSM
NAT HLA (MNPS)	☐	RNP-10
RNP 1/P-RNAV	☐	GNSS App
Dangerous Goods	☐	Offshore Exposure
En-route Exposure	☐	Public Interest Operations
Ground Level Exposure	☐	HEMS/NVIS/HHO
PBCS:	☐	

Details of specialised activities:

.....

.....

.....

D.1.2 - Types of Aerial Work Specialty Operations		D.1.3 - Types of Aviation Training Organization Operations	
Aerial Harvesting	☐	Flight Training	☐
Aerial Mapping	☐	Maintenance Training	☐
Aerial Photography	☐	Ground Service Training	☐
Aerial Sightseeing	☐	Aviation Medicine Training	☐
Aerial Spraying	☐	Security Training	☐
Aerial Surveying	☐	Dangerous Goods Training	☐
External Load Charge	☐	Cabin Crew Training	☐
Fire Fighting	☐	Dispatcher Training	☐
Recreational Flying	☐	Others	☐
Forest Fire Management	☐	Remarks:	
Glider Tower	☐		
Parachute Jumping	☐		
Wild Life Management	☐		

D.2 - PROPOSED AREAS OF OPERATION*	
Give a brief description of the area of operation/routes for each aircraft type.	
a)	
Aircraft Type:.....	
Proposed area of operation:	
Proposed routes of operation:.....	
b)	
Aircraft Type:.....	
Proposed area of operation:	
Proposed routes of operation:.....	
c)	
Aircraft Type:.....	
Proposed area of operation:	
Proposed routes of operation:.....	
d)	
Aircraft Type:.....	
Proposed area of operation:	
Proposed routes of operation:.....	
e)	
Aircraft Type:.....	
Proposed area of operation:	
Proposed routes of operation:.....	

D.3 - AIRCRAFT AND OPERATING BASE DETAILS
In D.3.1 give details of the aircraft types and registration marks of each aircraft owned or immediately available to the

applicant for operation and the total number of each. If the aircraft are not currently available for inspection, give the date on which they will be available for such inspections. In addition, in D.3.2 indicate the proposed operating base(s). The types defined in this section of the application form will, in addition, form the basis for investigations into the applicant's Part 145, Subpart B approval.

D.3.1 - AIRCRAFT DETAILS*

Aircraft Manufacturer	Type/Mark/Model	Registration	Date Available for Inspection	>5700kg? Yes/No	Airworthiness Review and ARC Issue? Yes/No

D.3.2 - OPERATING BASE DETAILS*

Proposed Operating Bases

Base Name	Location	Base Name	Location

D.4 - AIRCRAFT MAINTENANCE

- In respect of the Operator's Maintenance System, the following documentation will have to be submitted and approved prior to the issue of an approval in accordance with the AOC requirements, RACSTP Part 21, Annex I (Part M) Subpart G (hereafter known as Part M, Subpart G). The Continued Airworthiness Management Exposition (CAME). The applicant must provide a CAME prepared in accordance with Part-M, Subpart G. The minimum period required for scrutiny is 60 days.
- The Operator's Aeroplane/Helicopter Maintenance Programme(s). The applicant must provide to the STPCAA a copy of the Operator's Aeroplane/Helicopter Maintenance Programme, prepared in accordance with Part-M, Subpart C. The STPCAA must approve the Maintenance Programme and any subsequent amendment, unless otherwise agreed.
- The Operator's Aeroplane/Helicopter Technical Log. The applicant must submit the proposed Operator's Aeroplane/Helicopter Technical Log prepared in accordance with Part-M, Subpart C. (Part 21, Subpart 21.R.405). The document must be submitted in draft form for approval prior to being committed to a final print run. The operator's Aeroplane/ Helicopter Technical Log and any subsequent amendment must be approved by the STPCAA.

D.4.1 - Maintenance Programme*

Aircraft Registration	Document/Programme Title	Has the CAA approved them? Yes/Non

Note: Any programme that is being amended or has not been approved must be submitted to the CAA for assessment and approval.

- Where appropriate, the Maintenance Contract(s)/Agreement(s) between the operator and any RACSTP Part 145 approved Maintenance Organisation(s):
 - Where the operator does not hold his own RACSTP Part 145 approval and therefore requires maintenance accomplishment to be contracted out, a formal contract/agreement must be established between the parties. The STPCAA will require a copy of the technical specification of such agreements, including any side letters or addenda, but details of the financial aspects of the arrangements may be omitted.
 - When any line or base maintenance of the operator's aircraft is to be accomplished by contractors appropriately approved under RACSTP Part 145, list all the organisations and give details of the work and locations for which each is responsible. The Operator's Continued Airworthiness Management Exposition will be required to include the procedures to control such arrangements, when submitted to the STPCAA for approval.

D.4.2 - Maintenance organisations or persons (licensed engineer) *

- List any maintenance organisations or persons (licensed engineer) you intended to contract the maintenance of your aircraft to:*

Name and address of Approved Maintenance Organisation/ Licensed Engineer	Base or Line Maintenance	Approval No.

Part E - Exemptions

- List any exemptions you hold (List numbers and applicable rules)

Part F - Security Programme*

a)	The holder of an airline air operator certificate that proposes to operate a regular air transport passenger services must establish and maintain a security programme and security training programme (PNSAC 4.6, Chapter IX 9 and RACSTP Part 119, Subpart 119.E.115).	☐
b)	Does the CAA hold a copy of a security programme and security training programme that have been approved for your organization?	Yes ☐ Non ☐

PART G - Supporting Material and Requirements(attached)*

a)	Business Plan, Accounts and Financial Fitness requirements submitted to the Air Transport Department	☐
b)	Approvals Application Forms (completed forms enclosed)	☐

PART H		
H.1 - Submission Checklist*		
a) Have you attached Proof of ID?	Yes ☐	No ☐ N/A as STPCN/NIF provided ☐
b) Have you completed Part 119 – Aerial Work Operations?	Yes ☐	No ☐ We do not propose to operate aerial work operations.
c) Have you completed Part 119 – Flight Training Activities?	Yes ☐	No ☐ We do not propose to operate a flying school
d) Have you completed Part 119 – Charter Operations?	Yes ☐	No ☐ We do not propose to operate charter
e) Have you completed Part 119 – Regular Public Transport (RPT) Operations?	Yes ☐	No ☐ We do not propose to operate RPT
f) Have you completed Part 119 – Details of Main and Ancillary Base/s of Operations and Facilities?	Yes ☐ This is required for all applications	
g) Have you completed Part 119 – Details of Organisation Structure & Personnel and attached all the relevant forms outlined in this part as follows:	Yes ☐ This is required for all applications	
• Form F-310-41 - CEO Nomination Form	Yes ☐ This is required for all applications	
• Form F-310-41 - Chief Pilot Nomination Form	Yes ☐ This is required for all applications	
• Form F-310-41 - Head of Training Nomination Form	Yes ☐ This is required for all applications	
• Form F-310-41 - Head of Ground Operations Nomination Form	Yes ☐ This is required for all applications	
• Form F-300-41 - Head of Operations Nomination	Yes ☐ This is required for all applications	
• Does the Head of Operations meet all of the position requirements, qualifications and experience, as defined in Part 119 Regulation 119.210(c)?	Yes ☐ This is required for all applications	
• Form F-310-41 - Safety Manager Nomination	Yes ☐ This is required for all applications	
• Form F-310-41 - Compliance/Quality Manager Nomination Form	Yes ☐ This is required for all applications	
h) Have you completed Part 145 – Details of Main and Ancillary Base/s of Maintenance and Facilities?	Yes ☐ This is required for all applications	
H2. For Non-Regular Public Transport (RPT) operations only		
• Form F-310-41 – Head of aircraft airworthiness and maintenance Control Nomination Form	Yes ☐ This is required for all Non-RPT AOC applications.	
• Form F-310-41 – Maintenance Controller Nomination Form	Yes ☐ This is required for all Regular Public Transport AOC applications proposing to operate under RACSTP Part 119.	

H3. For Regular Public Transport operations or operations using transport category (class A) aircraft only		
• Form F-330-32 - 01 Application for RACSTP Part 43 Approval Certificate	Yes ☐	No ☐ We are not proposing to change our approved CAMO
9. Have you completed Part D.1.1 - Additional Authorisations?	Yes ☐	No ☐ We are not requesting for additional authorisations
• Form F-300-12 - Application for ETOPS/EDTO Approval	Yes ☐	No ☐ We do not intend to conduct ETOPS/EDTO operations
• Form F-300-43 - Application for RVSM Approval	Yes ☐	No ☐ We do not intend to conduct the operations covered by this form
• Form F-300-44 - application for North Atlantic Minimum Navigation Performance Specifications (NAT-MNPS) Approval	Yes ☐	No ☐ We do not intend to conduct the operations covered by this form
• Form F-300-46 - Application form for Low Visibility Operations (CAT CATS II and III).	Yes ☐	No ☐ We do not intend to conduct the operations covered by this form
10. Have you completed RACSTP Part 1 – Exemptions?	Yes ☐	No ☐ We are not requesting for any exemptions
11. Have you attached your Operations Manual?	Yes ☐	This is required for all applications
12. Have you attached your Maintenance Manual?	Yes ☐	This is required for all applications
13. Have you attached your Maintenance Programme?	Yes ☐	This is required for all applications
14. Have you completed and attached the following:		
• Form F-300-27 - Compliance Statement	Yes ☐ This is required for all applications	
• Form F-DTA-06 – Financial Viability Assessment	Yes ☐ This is required for all applications	
• F-310-09-Air Operator Certification Job Aid and Schedule of Events - Project plan, see Part C.4 - Proposed start date of Operations and Project Plan	Yes ☐ This is required for all applications	

PART I - SIGNATURE BLOCK*

Data Protection Act:

The information submitted will be stored on a database and is restricted to authorised persons. I apply for the grant of an Air Operator's Certificate.

Name (**BLOCK LETTERS**):..... Signature:.....

Position:..... Date:.....

PART J. DECLARATION ***J.1 - Declaration****I am / We are signing this form as either:***The individual named in A.1.1 ☐The Managing Director and Director(s) / Chief Executive Officer of the company named in A.1.2 ☐

The agent appointed under a Power of Attorney. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.

I / We understand that the information provided in this application form is true and correct. Please note that giving false or misleading information is an offence under Article 316 of the Aeronautical Code No. 3/2021.

What to do now

Email the complete set of documents to INAC at inac@cstome.net.

After reviewing your application, INAC may require you to submit additional documents to support your application.

J.2 - Applicant Intentions: Company Executive or Authorized Person

The statements and information contained on this form indicate intent to apply for STPCAA certification. To be completed by the Accountable Manager (i.e. Director).

Legal name (company) or Trade Name (business name if different from company name):

.....

I understand that the named company must be able to comply with the Sao Tome and Principe Aviation Legislation, Sao Tome and Principe Civil Aviation Regulations (RACSTP) and the international standards pertaining to the operation of aircraft as published in relevant ANNEXES to the convention on International Civil Aviation Organisation (ICAO) with respect to all matters regulating the issuance of an Air Service Licence and an Air Operator Certificate. I further understand that the above-named company shall not commence operation until it is in possession of an Air Operator Certificate (AOC) and to conduct Commercial Air Transport Operations under STPCAA regulations, an operator must be a citizen, individual and legal entity as defined in Sao Tome and Principe Aviation Legislation. (Signature to certify understanding).

NAME OF COMPANY EXECUTIVE OR
AUTHORISED PERSON OF OPERATOR,
(IN BLOCK LETTERS)

SIGNATURE:

DATE:

J.3 - To be complete by INAC

Received by CAA on	Y	Y	Y	Y	M	M	D	D	Remark:
Forwarded to FOD on	Y	Y	Y	Y	M	M	D	D	
Coordinated with AWD	Y	Y	Y	Y	M	M	D	D	

NAME OF INSPECTOR
(IN BLOCK LETTERS)

SIGNATURE

DATE