



## Appendix B

### INSTRUCTIONS FOR THE COMPLETION OF THE PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT AS SET OUT IN ATTACHMENT A

All sections are to be completed.

#### Section 1A.

1. Enter the official name and mailing address, telephone, fax and e-mail address of the company. Include any other name under which business is conducted if different from the official company name.
2. This address shall be the physical location where the primary activities are based. It is where the offices of management required by legislation are located. If the address is the same as under item 1, enter "same". Include secondary business addresses and identify the type of operation conducted at such addresses.
3. Enter the estimated date when operations or services are intended to commence.
4. This information will be used to assign a company identification number, known as a designator for aircraft operating agency. You may indicate up to three, three-letter identifiers, such as ABC, XYZ. If all choices have already been allocated to other operators or maintenance organizations, another identifier will be allocated.
5. Enter the names, titles, telephone numbers and other contact details of management and key staff personnel.

#### Section 1B.

6. Indicate whether the applicant air operator intends to perform maintenance as an AMO or intends to contract out all or part of its maintenance.
7. The proposed type of air operation will be indicated. Check all applicable boxes.

#### Section 1C.

8. Data for all aircraft to be used to be provided. Provide a copy of the lease agreement for all leased aircraft.
  - a) Indicate number and types of aircraft by make, model and series, and indicate individual aircraft nationality and registration marks; and
  - b) number of passenger seats and/or cargo payload capacity.
9. Indicate geographic area(s) of intended operation and proposed route structure.

#### Section 1D.

10. Provide any information that would assist MCAA personnel in understanding the type and scope of the operation or business to be performed by the applicant. If an air operator intends to contract out maintenance and inspection of its aircraft and/or associated equipment, identify the AMO selected and list the maintenance and inspections that the contracting organization will perform. Provide copies of all maintenance contracts where applicable.
11. Identify the type of aircraft and/or flight simulation training devices, including flight simulators, to be used and the training to be provided.

#### Section 1E.

Signature of the pre-assessment statement by the accountable manager denotes an intent to seek certification as an air operator.

**Section 2.** The application is to be forwarded to MCAA with all available information