



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
*A United Nations Specialized Agency*



# **Air Operator Certificates (AOC) & Operations Specifications**

Module 2

Tour of the Application

# The beginning...



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test\_env [Logout] Language English

AOC

Manage System

### User Role

You login as:

- CAA State Administrator of Iceland

Role

Name

### Task List

You have following tasks:

- 1 AOCs need to be validated.

Pending tasks



# MANAGE USERS

# Manage Users



- First register on ICAO Portal  
<http://portal.icao.int>
- Subscribe to **AOC** Group
- CAA Focal Point should be first user
- Assigns roles for subsequent users
- Assigns roles to both CAA and Operator users

# Manage Users



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

[Home](#)

[Resource](#)

[Contact Us](#)

[Feedback](#)

[OASIS Community](#)

[User Profile](#)

Published On: 2013-11-12

Welcome, test, env [Logout] Language English ▾

AOC

Manage System

Manage User



### User Role

You login as:

- CAA State Administrator of Iceland

# Manage Users



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

AOC

Manage System

Manage User

### Manage User

#### NOTE

Users are listed here. You can add, delete or update users.

Role:

[Add new users](#)

Action	User Name	User Role	Operator Name	State
	aperusera	AOC:Operator(Uploading)	IcelandAir	Iceland
	asverrisson	AOC:Operator(Uploading)	IcelandAir	Iceland
	gkristjansd	AOC:Operator(Uploading)	IcelandAir	Iceland

**Edit or Delete**

Page 1 / 1, 3 in all

<< < [1] > >>

©International Civil Aviation Organization(ICAO), 999 University Street, Montréal, Quebec, H3C 5H7, Canada.

Tel:+1 514-954-8219, Fax:+1 514-954-6077, E-mail:icaohq@icao.int ICAO home page:http://www.icao.int



# Manage Users



- All users must first register on ICAO Portal and subscribe to **AOC** group
- Will appear under “Add New Users” page
- Users with CAA State Administrator role may now add users with their roles to the system

# Manage Users



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

AOC

Manage System

Manage User

### Add new users

#### NOTE

Please select users and assign them roles.

Group

Users

iudofia  
lcormier001  
rbraun  
rjauni  
rsachidanan

Selected Users

vrizvi

Role:

AOC:Inspector(Read-only)  
AOC:Inspector(Uploading)  
AOC:Operator(Uploading)  
AOC:CAA

Selected Roles

AOC:Operator

State \*

Iceland

Operator \*

-SELECT ONE-

Save

Cancel



# USER ROLES

# Roles



- CAA State Administrator
  - Only granted by ICAO
  - May assign other State users (CAA or Operator) roles to access application
  - May perform all functions related to **validating, adding, updating, or deleting** records related to his/her State.
  - If more than 1 State Administrator is needed, please notify ICAO

# Roles



- CAA role
  - Granted by CAA State Administrator
  - Able to **validate, add, update, delete** AOCs and Operation Specifications of the State
  - Able to upload via Excel or XML template
  - Receives expiration notifications

# Roles



- Inspector (Uploading)
  - Granted by CAA State Administrator
  - Has all functionality of CAA Role except the ability to **validate** AOCs and Operation Specifications.

# Roles



- Inspector (Read Only)
  - Granted by CAA State Administrator
  - Could only search for validated AOCs and Operation Specifications

# Roles



- Operators (Uploading)
  - Granted by CAA State Administrator
  - Able to **add, update, delete** AOCs and Operation Specifications belonging to that Operator
  - Modified AOCs and OpsSpecs are moved into the “to be validated” area and will not be visible to others until CAA validates them
  - Able to manage Documents for this Operator

# Role



- Operators role
  - Could look at valid AOCs and Operation Specifications for that Operator
  - Could manage documents for this Operator



# ADMINISTRATIVE FUNCTIONS

# Issuing Authority



Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- + Search
- Manage System

## Issuing Authority

### NOTE

You can modify the information of Issuing Authority if necessary.

State

Name\*

**Tip: Name**  
Name of the Issuing Authority for the State of the operator.

Phone Number\*

**Tip: Phone Number**  
The telephone number of the Issuing Authority office of principal interest.

Fax Number\*

**Tip: Fax Number**  
The fax number of the Issuing Authority office of principal interest.

Email Address\*

**Tip: Email Address**  
The email address of the Issuing Authority office of principal interest.

Save

# Issuing Authority



- Could be accessed by “CAA State Administrator” and “CAA” roles
- Entry shows up in all new records

# Manage Operators



Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- + Search
- Manage System

## Manage Operator

### NOTE

Operators are listed below. You can add a new operator, update or delete the selected operator.

You choose the AOCs and Ops Specs for the following operators will be automatically revalidated after one year they are validated:

**No operators are chosen.**

You choose to receive notifications for the following operators regarding their AOCs expiration and updates. Please note you will always receive these notifications for the operators within your state.

**No operators are chosen.**

Operators in

Add a new operator

Action	Operator Name	Three letter designator	Telephony
	IcelandAir		

Page 1 / 1, 1 in all

<< **[1]** >>

# Manage Operators



- Operator record must be entered BEFORE users with “Operator” roles are given access
- “CAA State Administrator” and “CAA” roles have full access to their State’s Operator records
- “Operator” roles could edit information such as address, telephone etc.

# Manage Operators



Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- + Search
- Manage System

## Manage Operator

### NOTE

Operators are listed below. You can add a new operator, update or delete the selected operator.

You choose the AOCs and Ops Specs for the following operators will be automatically revalidated after one year they are validated:

**⚠ No operators are chosen.**

You choose to receive notifications for the following operators regarding their AOCs expiration and updates. Please note you will always receive these notifications for the operators within your state.

**⚠ No operators are chosen.**

Operators in

Add a new operator

Action	Operator Name	Three letter designator	Telephony
	IcelandAir		

Page 1 / 1, 1 in all


<< < [1] > >>

Update from same State

Add from same State

# Manage Operators



- ⊘ No delete allowed if there are AOCs and/or Operation Specifications linked to this Operator
- x** Delete Operator (CAA roles only)
-  Edit Operator information (CAA or Operator roles)

# Manage Operators



- 📍 When “on”, this Operator’s AOCs and OpsSpecs are automatically re-validated by the system annually (CAA roles only for own State)

You choose the AOCs and Ops Specs for the following operators will be automatically revalidated after one year they are validated:

- IcelandAir

Operators to be automatically re-validated

You choose to receive notifications regarding their AOCs expiration and updates. Please note you will always receive these notifications for the operators within your state.

⚠️ No operators are chosen.

# Manage Operators



## Manage Operator

### NOTE

Operators are listed below. You can add a new operator, update or delete the selected operator.

You choose the AOCs and Ops Specs for the following operators will be automatically revalidated after one year they are validated:

- IcelandAir

You choose to receive notifications for the following operators regarding their AOCs expiration and updates. Please note you will always receive these notifications for the operators within your state.

- AFRIC AVIATION

Operators in

[Add a new operator](#)

Action	Operator Name	Three letter designator	Telephony
<input checked="" type="checkbox"/>	AFRIC AVIATION		
<input type="checkbox"/>	AFRIJET BUSINESS SERVICE		
<input type="checkbox"/>	ALLEGIANCE AIR TOURIST		
<input type="checkbox"/>	NATIONALE REGIONALE TRANSPORT		
<input type="checkbox"/>	SKY GABON S.A		
<input type="checkbox"/>	SOLENTA AVIATION GABON		

Page 1 / 1, 6 in all

<< < [1] > >>



- ★ When “on”, receive an email notification when this Operator’s AOC expires or is updated
- ★ Only for Operators of other States
- ★ Available to CAA roles only



# MANAGE DOCUMENTS

# e-Documents



- “Operator” roles may add various types of e-Documents such as:
  - Insurance
  - Ops manuals
  - Et. al.
- All other roles may only search and download e-documents

# e-Documents



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION *A United Nations Specialized Agency*

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- + Search
- Manage System

### Manage Document

#### NOTE

You can search and download the documents here.

State: Iceland Operator Name: -SELECT ALL-  
Type: -SELECT ALL- File Name:

Action	State	File Name	File Size	Uploaded By	Uploaded On

Document types

# e-Documents



- All roles may search for documents
- Search on combo of specific attributes as:
  - State
  - Operator name
  - Document type
  - Document name
- Search for all docs, regardless of values



# MY AOC

# My AOC



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

AOC

My AOC

- My AOC

Validate

Revalidate

Outdated

Manage AOC

Export AOC

Issuing Authority

Operators

Documents

+ Upload AOC

+ Upload Ops Spec

+ Search

Manage System

### NOTE

The followings are AOCs and Ops Specs to be validated and revalidated. The outdated AOCs and Ops Specs also need to be revalidated. Manage AOC(s) lists the AOCs managed by the user. Click the numbers in red to validate, revalidate the AOCs and Ops Specs.

### To Validate

There are **1** AOC(s) to be validated.  
There are **0** Ops Spec(s) to be validated.

### To Revalidate

There are **0** AOC(s) to be revalidated.  
There are **0** Ops Spec(s) to be revalidated.

### Outdated

There are **0** AOC(s) are outdated.  
There are **0** Ops Spec(s) are outdated.

### Managed AOC(s)

There are **0** AOC(s) managed.

# My AOC



- Only available to “CAA State Administrator” & “CAA” roles
- **Validate** entered AOCs & Ops Specs
- **Re-validate** expired or updated AOCs & Ops Specs
- List **Outdated** AOCs & Ops Specs
- **Manage** AOCs & Ops Specs based on its status
- **Export AOC** to an Excel file

# Validate



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- My AOC
- Validate
- Revalidate
- Outdated
- Manage AOC
- Export AOC
- Issuing Authority
- Operators
- Documents

### Validate

#### NOTE

The following table lists the AOCs and Ops Specs to be validated.

AOC

<input type="checkbox"/>	Action	AOC NO.	Operator Name	Certificate Status	Updated By	Updated On
<input type="checkbox"/>		IS-001	IcelandAir	active	asverrisson	26-Jun-2013

Page 1 / 1 in all

<< < [1] > >>

Validate

# Manage AOC



Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- My AOC
- Validate
- Revalidate
- Outdated
- Manage AOC
- Export AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- + Search
- Manage System

## Manage AOC

### NOTE

The followings are AOCs. Click "Edit" button to update, download or view them.

- active
- active
- suspended
- cancelled
- expired

AOC NO.	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
---------	---------------	--------------------	-------------------	---------------------

No Records Found

Manage by status

# Export AOC



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- My AOC
- Validate
- Revalidate
- Outdated
- Manage AOC
- Export AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC

### Export AOC to excel

#### NOTE

Click the button "Export my AOC to excel" to export the AOC.

AOC

AOC NO.	State	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
---------	-------	---------------	--------------------	-------------------	---------------------

No Records Found



# UPLOAD AOC

# Upload AOC



The screenshot shows the 'Secure Portal INTERNATIONAL' interface. The header includes the ICAO OACI ICAO logo and the text 'Secure Portal INTERNATIONAL A United Nations Specialized Agency'. Below the header are two tabs: 'Home' and 'Resource'. The main content area is divided into several sections:

- Published On:** 2013-11-12
- AOC** (left sidebar):
  - + My AOC
  - Issuing Authority
  - Operators
  - Documents
  - Upload AOC** (highlighted with a red box and arrow)
  - New AOC entry
  - Import Template
  - Continue AOC entry
  - Import AOC XML
  - + Upload Ops Spec
  - + Search
  - Manage System
- User Role**:
  - You login as:
    - CAA State Administrator of Icel
- Task List**:
  - You have following tasks:
    - 1 AOCs need to be validated.
- About OASIS**:
  - ONLINE AIRCRAFT SAFETY INFORM tools designed to collect and share aircraft and air operators: aircraft re

# Upload AOC



- Available to both “CAA” roles & “Uploading” Inspector and Operator roles
- Allows loading of AOCs via any of the three available methods
- Allows downloading of latest blank Excel and/or XML templates

# New AOC entry



Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

## AOC

+ My AOC

Issuing Authority

Operators

Documents

- Upload AOC

New AOC entry

Import Template

Continue AOC entry

Import AOC XML

+ Upload Ops Spec

+ Search

## Manage System

### Begin/Resume AOC upload process

#### Information on uploading the AOC

1. Enter the information requested into the appropriate spaces in each window. Please answer all of the questions in English.
2. Review the information you entered for accuracy.
3. The AOC system will permit you to start a new AOC online entry; however no partially completed AOC will be stored online. If you need to stop the AOC before it has been completed for any reason, click the 'Save to File' button at the bottom of every page you have completed and follow the instructions to save the AOC data to a file. When you return to AOC system, click on the 'Continue AOC entry' button to continue AOC entry from a previous saved XML file.

#### Option A: Start a new online entry

Click the button to start a new online entry of AOC.  
An AOC sample could be found [here](#)

New AOC entry

#### Option B: Import AOC using template

Please download the template if you don't have it.

Download Template

Or else, import templates you have already finished

Import Template

#### Option C: Continue AOC entry from a XML file

Click the button to continue AOC entry from a previously saved XML file.

Continue AOC entry

# New AOC Entry



- Option A: Start on-line entry using form
- Option B: Fill & import Excel Template
  - Make sure you are using latest template
  - Make sure you respect all required formatting in template
- Option C: Continue a previously saved, but not completed on-line entry session

# On-line entry



## Secure Portal INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Home

Resource

Contact Us

Feedback

OASIS Community

User Profile

Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- Upload AOC
- New AOC entry
- Import Template
- Continue AOC entry
- Import AOC XML
- + Upload Ops Spec
- + Search
- Manage System

Basic Info >> Operator Info >> Contact Details >> Other

### Basic Information

#### NOTE

Please select the operator, and enter the AOC NO.  
Please enter the AOC expiration Date.  
Read the tips before your input.

State of the Operator	Iceland
Issuing Authority	Pall S Palsson
Issuing Authority Phone	354 5694100
Issuing Authority Fax	354 5623619
Issuing Authority Email	palls@caa.is
Operator Name *	-SELECT ALL-
AOC NO. *	<input type="text"/>
AOC Expiration Date	valid until suspended, cancelled or revoked <input type="text"/>



**Tip: AOC NO.**  
A unique number issued within a given state. Other states may duplicate the number.

**Tip: AOC Expiration Date**  
Text will default to "valid until suspended, cancelled or revoked" if no expiry date provided.

Back: Getting Start

Save to File

Next: Operator Info

# On-line entry



- Attributes with red asterisk = Compulsory
- Click on “Save to file” to defer completion for another time
- Throughout on-line entry screens, “Next” button brings you to further attributes of form

# Continue AOC entry



**AOC**

- + My AOC
- Issuing Authority
- Operators
- Documents
- Upload AOC
- New AOC entry
- Import Template
- Continue AOC entry**
- Import AOC XML

### Import previous saved AOC XML file

**NOTE**  
Click "Browse" and select the previously saved XML file you want to upload. Then click "Continue AOC entry" to continue AOC entry.

**Continue entering non-completed, saved AOC**



# UPLOAD OPS SPECS

# Upload Ops Spec



Published On: 2013-11-12

AOC	User Role
+ My AOC	You login
Issuing Authority	• CAA Sta
Operators	
Documents	
+ Upload AOC	
- Upload Ops Spec	<b>Task Lis</b>
New Ops Spec entry	You have
Import Template	• 1 AOCs
Continue Ops Spec entry	
Import Ops Spec XML	
+ Search	<b>About O</b>
<b>Manage System</b>	ONLINE AIR tools design aircraft and

A red arrow points from the right side of the page towards the 'Upload Ops Spec' menu item, which is highlighted with a red rounded rectangle.

# Upload Ops Spec



- Similar functionality to previous AOC section
- Cannot enter Ops Spec without first entering AOC
- Ops Spec specific Excel and XML templates

# Ops Spec on-line form



**Basic Info** >> Aircraft Type >> Areas >> Dangerous >> CAT >> RVSM, EDTO & PBN >> Other

## Basic Information

### NOTE

Here is the basic information about Ops Spec.

Associated AOC NO. \*

-SELECT ONE-

**Tip: Associated AOC NO.**

A unique number issued within a given state.  
Other states may duplicate the number.

State of the Operator

Issuing Authority

Issuing Authority Phone

Issuing Authority Fax

Issuing Authority Email

Operator Name

Date of Issuance or Amendment \*

11-Mar-2014

**Tip: Date of Issuance or Amendment**

The issuance or amendment date of the  
operations specification, e.g.: dd-mmm-yyyy.  
Default value is current year-acceptable values  
1920 to current year

Back: Getting Start

Save to File

Next: Aircraft

# Ops Spec on-line form



- Divided into:
  - Basic
  - Aircraft types
  - Area of operations
  - Dangerous goods
  - Instrument approach CAT authorizations
  - RVSM, EDTO, PBN
  - Other authorizations

# Ops Spec on-line form



- Buttons “Save to File” and “Save Ops Spec” do NOT have the same effect
- “Save to File” saves an XML file on your PC, to be continued later
- “Save Ops Spec” at END of last part of form saves to database



# SEARCH

# Simple Search



Published On: 2013-11-12

Welcome, test, env [Logout] Language English

- AOC
- + My AOC
- Issuing Authority
- Operators
- Documents
- + Upload AOC
- + Upload Ops Spec
- Search
- Simple Search**
- Advanced Search AOC
- Advanced Search Ops Spec
- Manage System

## Simple Search

State

Iceland

Operator Name

-SELECT ALL-

Certificate Status

-SELECT ALL-

Search

**Search on one or more attribute**

# Simple Search



- Result

**Simple Search**

State: Cape Verde

Operator Name: -SELECT ALL-

Certificate Status: -SELECT ALL-

[Search](#)

**Search Results:**

Action	AOC NO.	State	Operator Name	Certificate Status	AOC Date of Issue	AOC Expiration Date
	CV-01/COA	Cape Verde	Transportes Aéreos Cabo Verde	active	06-Sep-2013	
	CV-02/COA	Cape Verde	CABO VERDE EXPRESS S.A.	active	06-Sep-2013	

Page 1 / 1. 2 in all      << < [1] > >>

# Advanced Search AOC



## Advanced Search-AOC

### Basic Information

State	<input type="text" value="Iceland"/>
AOC NO.	<input type="text"/>
Issuing Authority	<input type="text"/>
AOC Expiration Date	between <input type="text"/> and <input type="text"/>
AOC Date of Issue	between <input type="text"/> and <input type="text"/>

### Operator Information

### Operator's Contact Details

### Issuing Authority Representative

### Supplemental Information

**Available Sections**

Search

Reset

# Advanced Search Ops Spec



## Advanced Search-Ops Spec

### Issuing Authority

Name

Issuing Authority Phone

Issuing Authority Fax

Issuing Authority Email

### Associated AOC Information

Aircraft Make, Model, Series

Types of Operation

Area(s) of Operation

Special Limitations

Dangerous Goods

Low Visibility Operations - Take-off

Low Visibility Operations - CAT I

Low Visibility Operations - CAT II

Low Visibility Operations - CAT III

RVSM

EDTO

PBN

Continuing Airworthiness

Other Authorizations

**Available Sections**

Search

Reset

# Differences



- “Advanced” searches provide more detailed attributes to search on than “Simple”
- Result page & functionality are identical



Thank You