



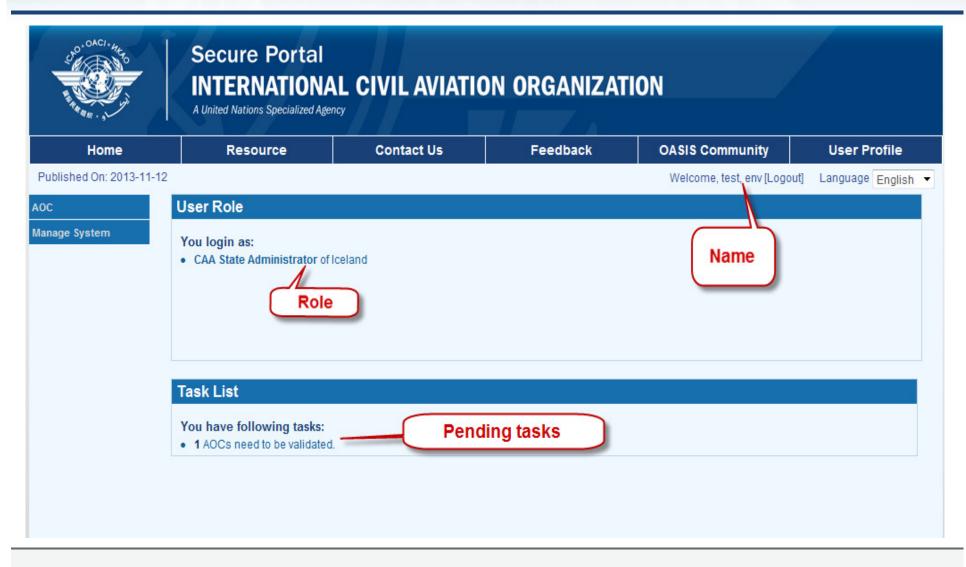
Air Operator Certificates (AOC) & Operations Specifications

Module 2
Tour of the Application

The beginning...











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

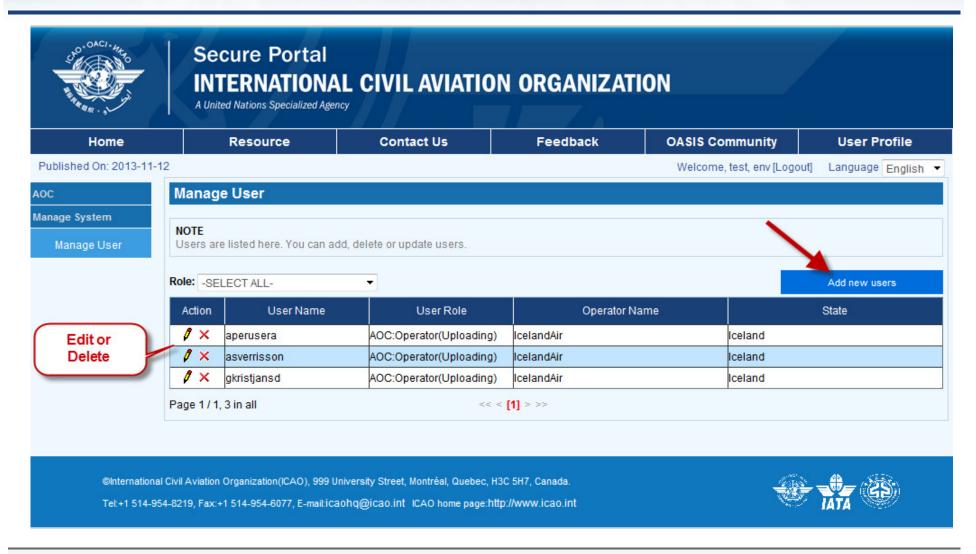












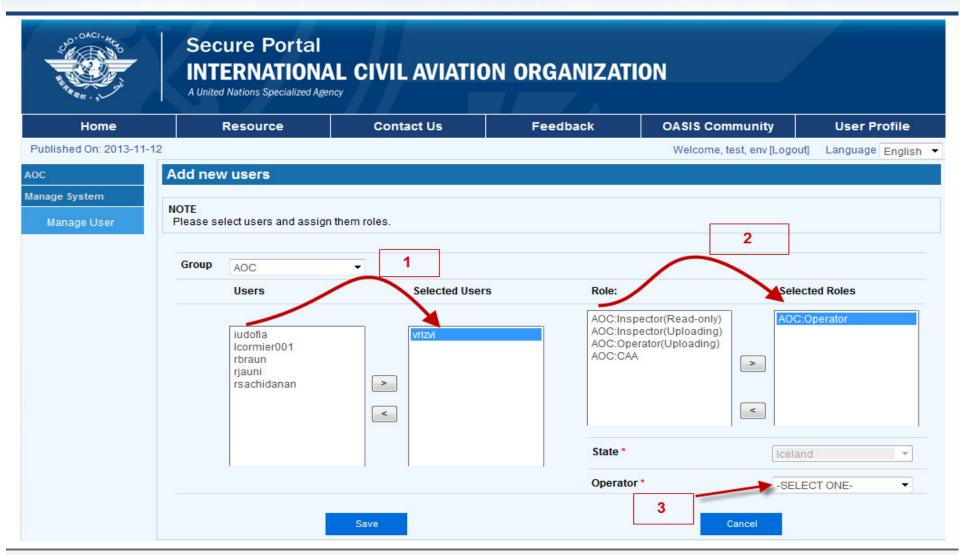




- All users must first register on ICAO Portal and subscribe to AOC group
- Will appear under "Add New Users" page
- Users with CAA State Administrator role may now add users with their roles to the system











USER ROLES





- CAA State Administrator (nominated by CAA)
 - ICAO manages CAA Admin user list
 - 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





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





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





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





- 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] L	anguage	English •
AOC	Issuing Authorit	у				
+ My AOC	NOTE You can modify the inf	ormation of Issuing Authority if necessary.				
Issuing Authority						
Operators	State	Iceland	•			
Documents				Tip: Name		
+ Upload AOC	Name*	Pall S Palsson		Name of the Issuing Authority for the Sta of the operator.	ate	
+ Upload Ops Spec	Phone Number*	354 5694100		Tip: Phone Number The telephone number of the Issuing Authority office of principal interest.		
+ Search Manage System	Fax Number*	354 5623619		Tip: Fax Number The fax number of the Issuing Authority office of principal interest.		
	Email Address*	palls@caa.is		Tip: Email Address The email address of the Issuing Author office of principal interest.	rity	
		Save				

Issuing Authority

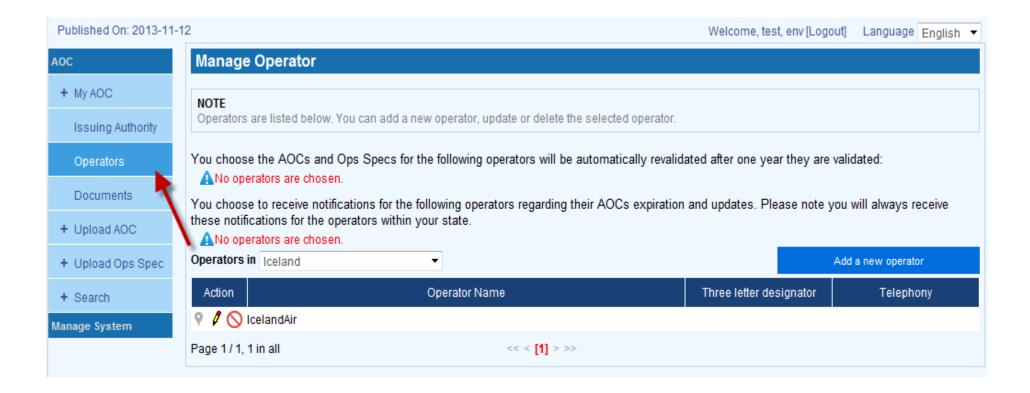




- Could be accessed by "CAA State Administrator" and "CAA" roles
- Entry shows up in all new records







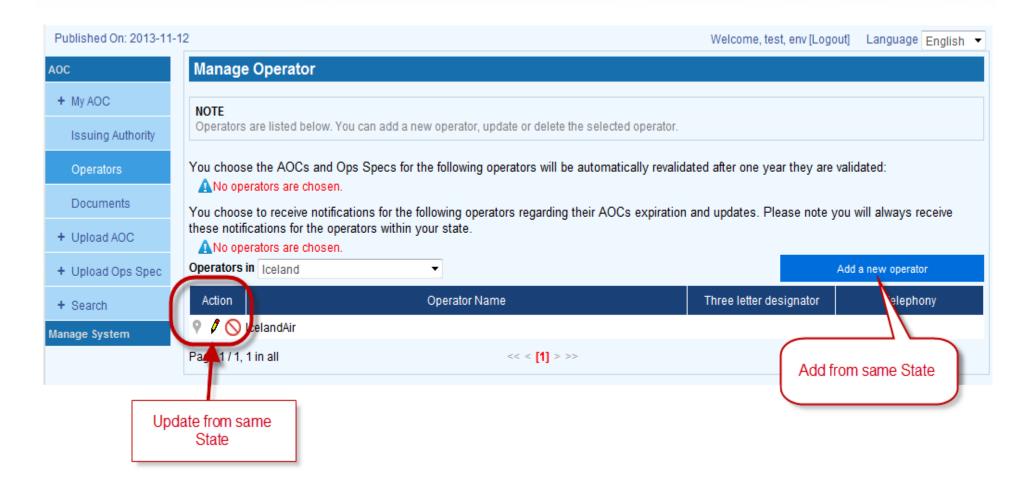




- Operator record must be entered BEFORE users with "Operator" roles are given access
- "CAA State Administrator" and "CAA" roles have full access to their State's Operator records
- "Operator" roles could edit information such as address, telephone etc.











- 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)





• 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 Oos Specs for the following operators will be automatically revalidated after one year they are validated:

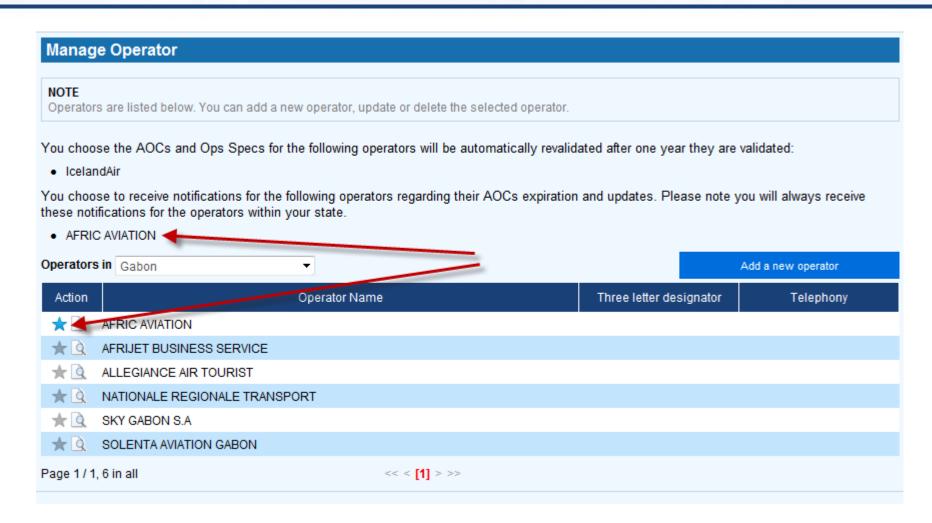
Operators to be automatically re-validated

You choose to receive notifications for the operators within your state.

ANo operators are chosen.











- 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



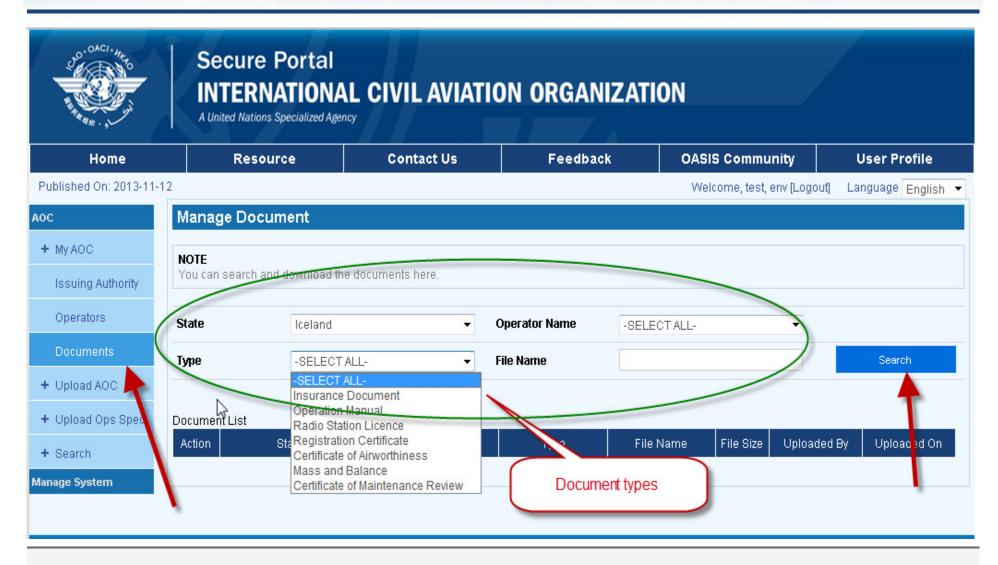


- "Operator" roles may add various types of e-Documents such as:
 - Insurance
 - Ops manuals
 - Et. al.
- All other roles may only search and download e-documents

e-Documents







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



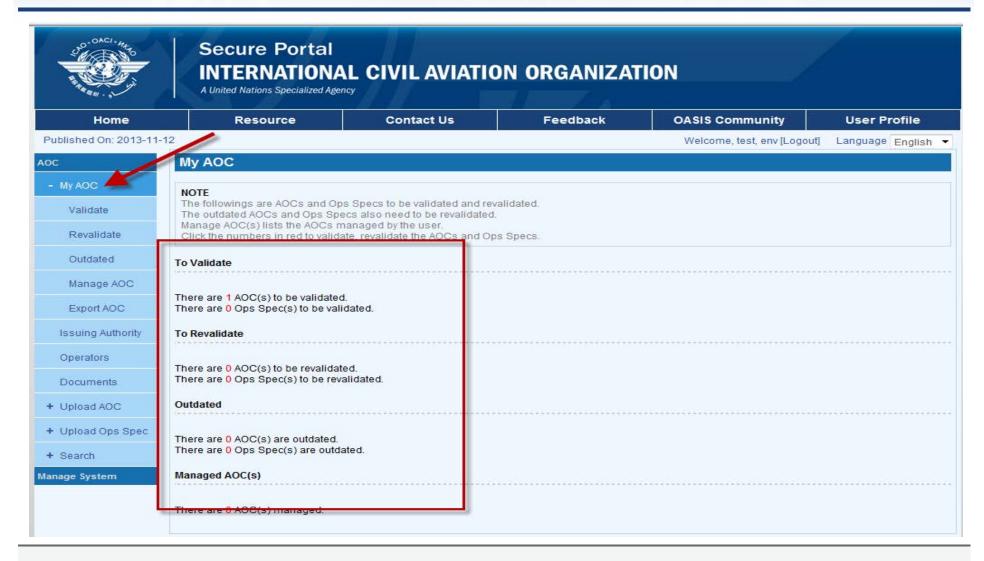


MY AOC

My AOC







My AOC



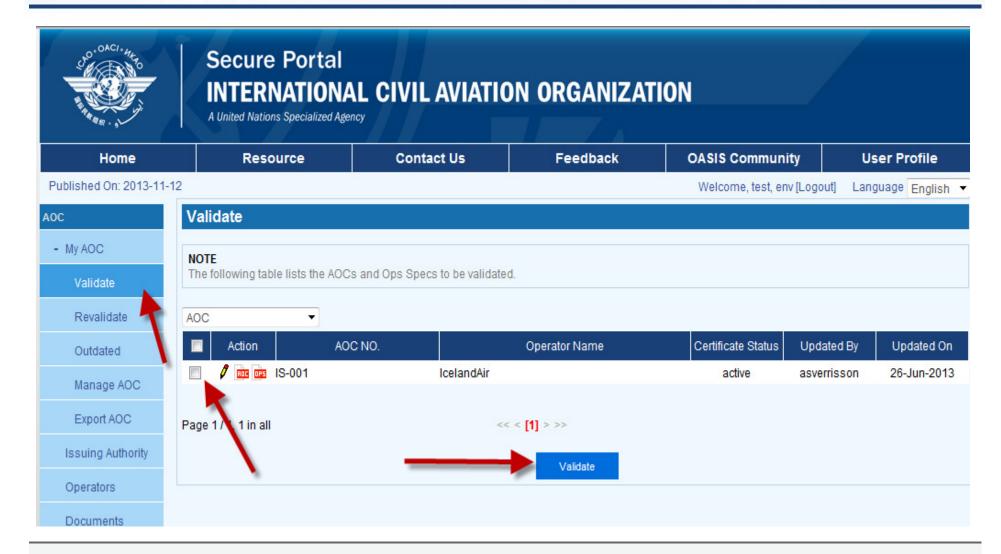


- Only available to "CAA State Administrator" & "CAA" roles
- Validate entered AOCs & Ops Specs
- Re-validate expired or updated AOCs & Ops Specs
- List Outdated AOCs & Ops Specs
- Manage AOCs & Ops Specs based on its status
- Export AOC to an Excel file

Validate



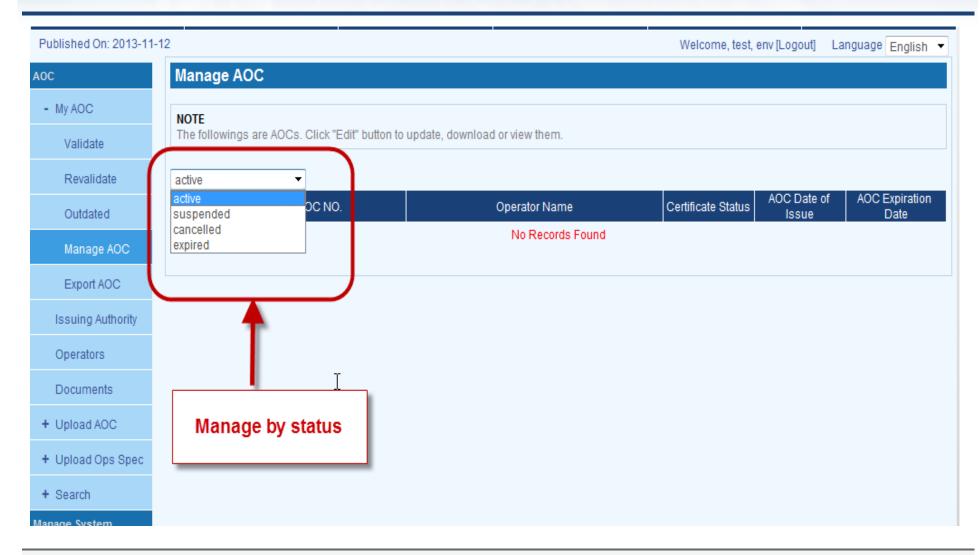




Manage AOC



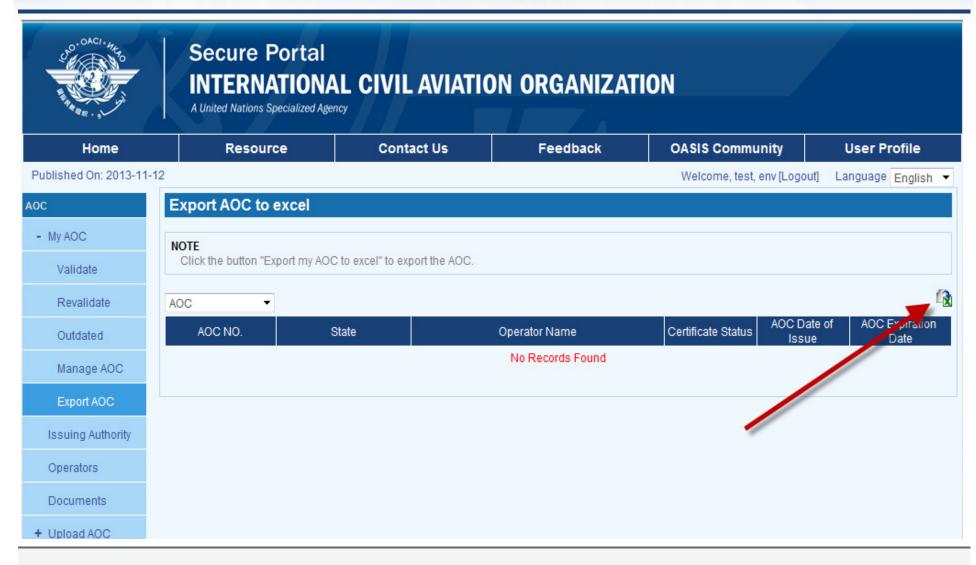




Export AOC









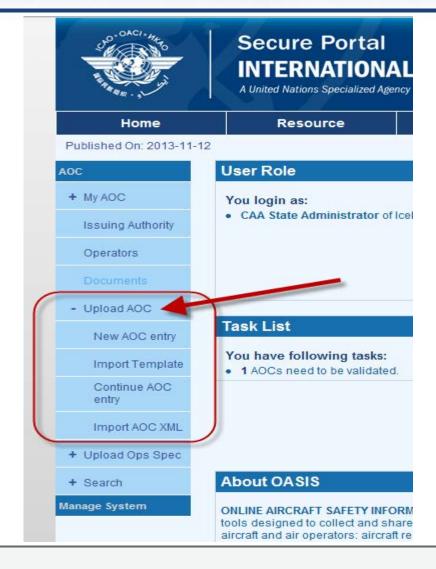


UPLOAD AOC

Upload AOC







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	Begin/Resume AOC upl	oad process						
+ My AOC	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.							
Issuing Authority								
Operators	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.							
Documents								
- Upload AOC	Option A: Start a new online entry							
New AOC entry	Click the button to start a new online entry of AOC. An AOC sample could be found here							
Import Template								
Continue AOC entry	Option B: Import AOC using template							
	Please download the template if you don't have it. Download Template							
Import AOC XML								
+ Upload Ops Spec	Or else, import templates you have already finished Option C: Continue AOC entry from a XML file							
+ Search								
Manage System								
	Click the button to continu file.	e AOC entry from a previo	usly saved XML	Continue AOC	entry			

New AOC Entry



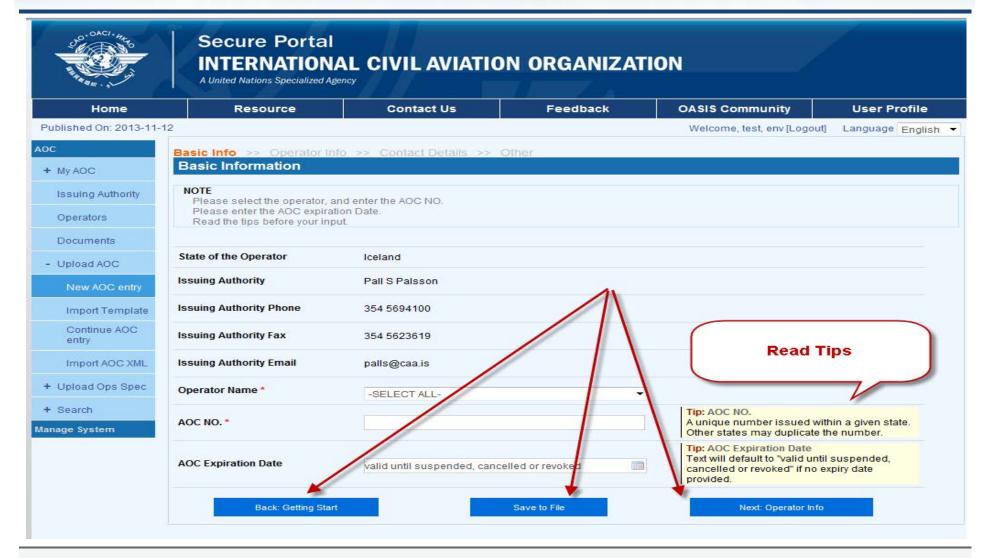


- Option A: Start on-line entry using form
- Option B: Fill & import Excel Template
 - Make sure you are using latest template
 - Make sure you respect all required formatting in template
- Option C: Continue a previously saved, but not completed on-line entry session

On-line entry







On-line entry



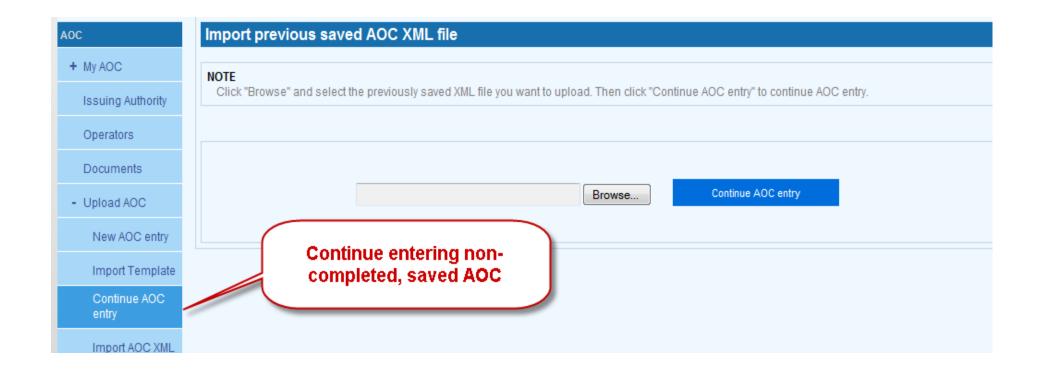


- Attributes with red asterisk = Compulsory
- Click on "Save to file" to defer completion for another time
- Throughout on-line entry screens, "Next" button brings you to further attributes of form

Continue AOC entry









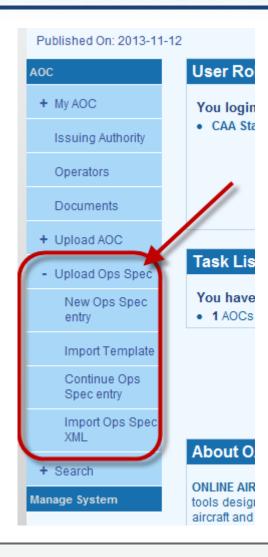


UPLOAD OPS SPECS

Upload Ops Spec







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





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			
ssuing 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 Fi		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



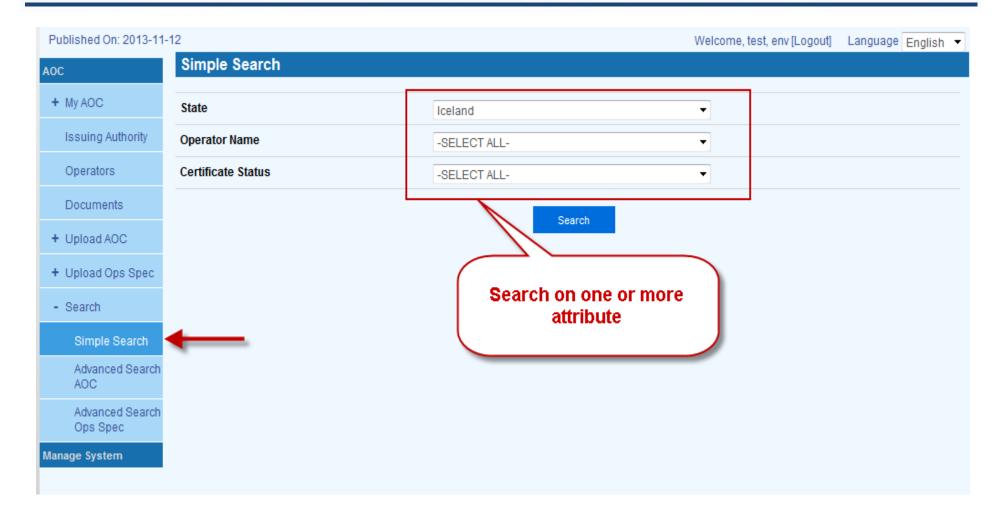


SEARCH

Simple Search





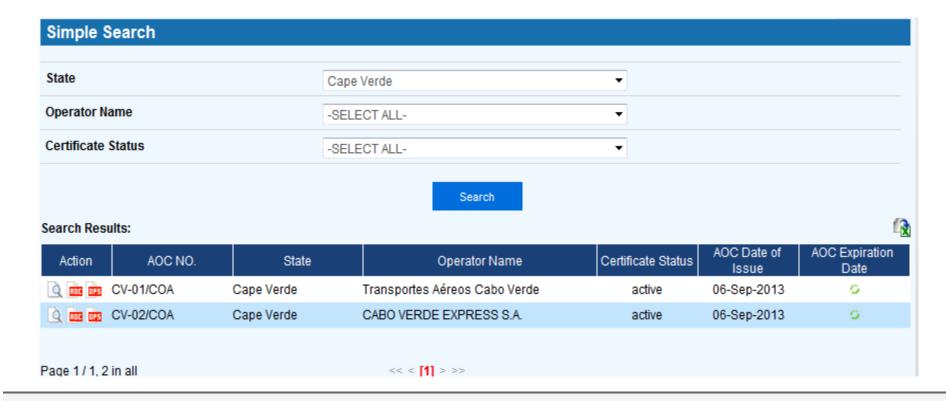


Simple Search





Result



Advanced Search AOC





Advanced Search-AOC					
Basic Information					
State	Iceland	ı		•	
AOC NO.					
Issuing Authority					
AOC Expiration Date	between	112	and		
AOC Date of Issue	between	112	and	1101	
Operator Information				$\overline{}$	
Operator's Contact Details		Aveilable O			
Issuing Authority Representative		Available Sections			
Supplemental Information					
		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		Available Sections	
Low Visibility Operations - CATI			
Low Visibility Operations - CAT II			
Low Visibility Operations - CAT III			
RVSM			
EDTO			
PBN			
Continuing Airworthiness			
Other Authorizations			
	Search	Reset	

Differences





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





Thank You