

APPLICATION FOR GROUND HANDLING AGENCY

Form No.: GTF-GHA-001

 الهيئة العامة للطيران المدني والأرصاد
 CIVIL AVIATION & METEOROLOGY AUTHORITY

 INITIAL ISSUE/ RENEWAL/ AMENDMENT

1. Applicant Details					
Name of company:		Address and websites:			
Trading name:		PO Box/			
Phone/Fax:		Email:			
2. Yemen National or Sponsor Details		3. Main Office Location			
Name:		Address:			
Phone /Fax:		Phone /Fax:			
4. Date of Application and Commencement Date (DD-MMM-YYYY)					
Application Date:		Commencement Date:			
5. Trade License and Activities Details					
License No.	Type	Issue Date	Expiry Date	Activities	
6. Authorization Services Requested:			Authorization seek		
(Mark for I: Initial, R: Renewal, A: Ammendment / Upgrade)			Initial	Renewal	Amendment
6.1 Air Traffic Service (ATS) Flight Plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Preparation of OFP (Operational Flight Plan)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Compilation and supply of weather report and NOTAM			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Preparation of Mass and Balance & computation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Loading of passenger and cargo (on type training)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Passenger handling			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Aircraft fueling arrangement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8 Aircraft Towing and marshalling			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9 Obtaining over flight clearances and landing permissions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.10 De-icing and anti- icing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.11 Other authorizations when specified			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Personnel Accepted by the Authority					
7.1 Accountable Manager (CEO), Fill CAMA form GTF-NPA-001 and attach CV		Signature:			
Name:					
7.2 Post Holder Operation, Fill CAMA form GTF-NPA-001 and attach CV		Signature:			
Name:					
8. Additional Remarks: (use this space to amplify the above and to state any supporting comments)					
Internal CAMA use only: FOI: I have reviewed the application and hereby recommend that the certificate of authorization be issued.					
FOI:	Signature:	DFO :	Signature:		
Date:		Date:			

Note: See next page for application instruction (instruction is not part to be submitted).



APPLICANT INSTRUCTIONS

For Ground Handling applicant, the letter of request and the duly filled form (FOF-GHD-001) must be accompanied by the following additional documents:

- A. Trade License
- B. Applicable foreign Aviation Authority/DCA letter on your existing Ground Handling activities including consultancy work if necessary
- C. Company Operations manuals (see Appendix 2 sample of manuals)
- D. The following attachments are for the related services only:
 1. Air Traffic Service (ATS) Flight Plan: To attach - No Objection letter from Airport Authority or Letter of authorization from at least one operator
 2. Preparation of OFP (Operational Flight Plan): To attach - Contract of OFP software provider
 3. Compilation and supply of weather report and NOTAM: To attach - Contract of Meteorological provider or other legal Sources
 4. Preparation of Mass and Balance & computation: To attach - Mass & Balance for specified aircraft type, software used and flight dispatchers' licenses
 5. Loading of passenger and cargo (on type training): To attach - Certificate that personnel have been trained for applicable Aircraft Type
 6. Handling of passenger and cargo (mass/dimension): To attach - Certificate and letter to certify that personnel have been trained on applicable aircraft Type/generic (for private operations)
 7. Aircraft fueling arrangement : To attach - Fuel agreement contract for approved creditor or nil for a broker
 8. Aircraft Towing and marshalling: To attach - List of qualified personnel authorized by applicable agency
 9. Obtaining over flight clearances and landing permissions: To attach - Letter to bear statement from other foreign authority indicating regional experience
 10. ETOPS Flight release and flight watch: To attach - Specified procedures as in the operations manuals or subcontractor manuals
 11. Other authorizations when specified: To attach -List of other requested services



SAMPLE LETTER OF APPLICATION

Director of Flight Operations
Civil Aviation and Met. Authority
Sana'a, Yemen
Fax: 01 326811

Subject: INITIAL/RENEWAL/VARIATION APPLICATION OF GROUND OPERATIONS

This has reference to the above mentioned subject.

Introductory (optional) introduce brief of your organization history/scope of business optional (Name of contractor) hereby would like to request that a CAMA acceptance/approval for initial/renewal or upgrade be given, to conduct the following ground handling activities.

- (i) (List of ground operations required)

The following are information regarding our organization for your assessment

- (i) Company background
- (ii) Location
- (iii) Management and personnel qualification and experience,
- (iv) Authorization or licenses issued by other Authority
- (v) Others

Enclosed herewith please find the following documents (listed in Appendix 4) for your assessment. Should you need further information, kindly contact the undersigned at the following addresses (phone number) and (email address).

(Name)
(Appointment/Title)