

LIBERIA CIVIL AVIATION AUTHORITY REQUIREMENTS FOR AN AIR SERVICE LICENSE

Under the Air Service Licensing Regulation, copies of the following documents must be submitted for each aircraft to be operated in and out of Liberia along with the completed application form for Air Service License.

1. Application for Air Service License (ASL); form no. **FSS-GEN- FORM 007A 01/2006** must be filled for the issuance or renewal of ASL.

2. **Aircraft information:**
 - 2.1 – Certificate of Airworthiness
 - 2.2 – Radio Station License
 - 2.3 – Weight & Balance Report for Aircraft
 - 2.4 – Certificate of Insurance
 - 2.5 – Certificate of Registration
 - 2.6 – Aircraft equipment listing
 - 2.7 – Maintenance release
 - 2.8 – Operating Permit from Country of Registry (AOC)

3. **Pilot information:**
 - 3.1 – Pilot's License with type ratings
 - 3.2 – Pilot's Medical Certificate
 - 3.3 – Supporting Documents – Aircraft and Pilot(Employers' ID card or contract;
 - 3.4 – Pilot's Passport
 - 3.5 – Pilot's Visa into Liberia
 - 3.6 – Proficiency check report (recurrent training)

- 3.7 – Total hours by type and position
- 3.8 – Dangerous goods training record
- 3.9 – CRM if applicable
- 3.10 – Pilot’s initial aircraft type training report
- 3.11 – Emergency underwriter training (if applicable)
- 3.12 – Radio Telephony License

4. **Other requirements:**

- 4.1 – Emergency Response Plan
- 4.2 – Aircraft Operator’s Security Program to be approved by LCAA
- 4.3 - copy of the Aeronautical Information Publication (AIP) that encompasses Liberia, Sierra Leone and Guinea.
- 4.4 Company Operation Manual
- 4.5 – All pertinent documents of the aircraft, flight and maintenance crew must be submitted to LCAA;
- 4.6 - Aircraft and operational home base facilities (maintenance organization) are to be inspected by LCAA Inspectors prior to issuance of ASL.
- 4.7 –Operator who wishes to include additional aircraft on the Air Service License already issued, will be required to pay a fee of 1,800.00 (One Thousand Eight Hundred United States Dollars) for each additional aircraft to be included on your License. The duration of Air Service License is 12 Calendar Months.
- 4.8 Aircraft and operational home base facilities (maintenance organization) are to be inspected by LCAA Inspectors prior to aircraft arrival in Liberia.
- 4.9 An ASL fee of 3,000 USD (three thousand United States Dollars) for **Short haul regional operation** in and out of Liberia.
- 4.10 An ASL fee of 5,000 USD (five thousand United States Dollars) for **Long haul regional operation** in and out of Liberia.

5. Business Registration, Documentations (Local and or Foreign)

5.1 – Legal document - which serves to officially provide the link between the Foreign Base Company, the operator of the aircraft, and the locally registered company if applicable.

5.2 Report including availability of financial resources and composition of Capital (if applicable)

5.3 - Feasibility studies and 5 years business plan (if applicable)

6 Required LCAA Documents

6.3- LCAA Guidance Materials on obstacle clearance

6.4- Applicable regulations, LCAR Part 9,10, 2, 6, 8

6.5- Manual of Validation & Surveillance

6.6- Over flight/Landing Permit Requirements

7. Over flight Landing Permit Requirements

7.1 Name of persons & responsible Department for correspondence

7.2 Contact details of responsible Department

7.3 Office hours/working days

8. Attached form FSS-OFC-FORM 019 02/2010; see website:

www.liberiacaa.com;

9. Prospective Operators Pre application Statements

10. Policy and Procedures to establish an airlines company

11. Processing period, minimum of four (4) weeks before the commencement of operation

Note: Obtaining an Air Service License is a pre-requisite for Airlines that intend to operate commercially