

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

AUTORITE AERONAUTIQUE

Le Directeur Général



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

CAMEROON CIVIL AVIATION AUTHORITY

The Director General

CIRCULAR N°2026.003/C/CCAA/DG/DSA
AIR OPERATOR CERTIFICATION


Version 2.0



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1. INTRODUCTION

1.1. Purpose

- (1) The purpose of this circular is to provide information on the air operator certification process in compliance with the applicable regulations.
- (2) The same certification process is used to amend or renew the AOC of an existing operator, with the exception of not having to complete the Pre-Application Phase.

1.2. Applicability

This circular applies to:

- (a) prospective air operator certificate (AOC) applicants;
- (b) air operator certificate (AOC) holders.

1.3. History of modifications

MODIFICATION INDEX		DATE		REASON(S) FOR MODIFICATION / REMARKS
Version	Revision	Issue	Effective	
02	00	01/04/2026	From date of signature	Cancellation and replacement of Instruction No. 00355/CCAA/DG/DSA dated 4 August 2009 relating to the issuance of an Air Operator Certificate.

1.4. Requirements

- (1) Regulation No. 07/23-UEAC-066-CM-40 of 24 May 2024 laying down common safety rules in the field of civil aviation within the CEMAC region.
- (2) Implementing Regulation No. 127/25/CEMAC/C/P/REX-OPS of 14 January 2025 establishing the technical requirements and administrative procedures applicable to air operations.
- (3) Implementing Regulation No. 678/25/CEMAC/C/P/REX-AIR/C of 14 January 2025 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these activities.
- (4) Implementing Regulation No. 681/CEMAC/C/P/REX-PEL of 14 January 2025 establishing the technical requirements and administrative procedures applicable to civil aviation flight crew personnel within the CEMAC region.
- (5) Circular No. 000015 /C/CCAA/DG of 17 JUL 2026 relating to the issuance of the air carrier licence.

1.5. Reference documents

- (1) Decision No. 00115 of 10 October 2025 adopting the Acceptable Means of Compliance and Guidance Material of Annex II, Part ARO, requirements applicable to Authorities in the field of air operations, of Implementing Regulation No. 127/25/CEMAC/C/P/REX-OPS of 14 January 2025 establishing the technical requirements and administrative procedures applicable to air operations.
- (2) Decision No. 00127 of 10 October 2025 adopting the Acceptable Means of Compliance and Guidance Material of Annex II, Part ORO, requirements applicable to organisations for air operations, of Implementing Regulation No. 127/25/CEMAC/C/P/REX-OPS of 14 January 2025 establishing the technical requirements and administrative procedures applicable to air operations.
- (3) Doc 8335, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, ICAO, Sixth Edition, 2022.

2. DEFINITIONS AND ABBREVIATIONS

- (1) The definitions contained in Part DEF of Implementing Regulation No. 127/25/CEMAC/ C/P/REX-OPS are applicable.
- (2) The following abbreviations are used in this circular:
 - (a) **AMO** Approved Maintenance Organisation
 - (b) **AOC** Air Operator Certificate
 - (c) **CAMO** Continuing Airworthiness Management Organisation
 - (d) **DG** Dangerous Goods
 - (e) **EFB** Electronic Flight Bag
 - (f) **FDM** Flight Data Monitoring
 - (g) **PBN** Performance-Based Navigation
 - (h) **POPS** Prospective Operator's Pre-Assessment Statement
 - (i) **RVSM** Reduced Vertical Separation Minimum
 - (j) **SMS** Safety Management System

3. CERTIFICATION PROCESS

The certification process for the issuance of an initial AOC is structured in five (05) phases along the following sequences:

- (a) pre-application phase;
- (b) formal application phase;
- (c) document evaluation phase;
- (d) demonstration and inspection phase; and
- (e) certification phase.

3.1. Pre-application phase

3.1.1 Initial enquiry

- (1) A prospective operator who intends to apply for an AOC should enter into preliminary discussions with CCAA by way of formal or informal correspondences and/or meetings.
- (2) The prospective operator shall be provided with complete information concerning the types of operations which may be authorized, the data to be provided by the applicant, and the procedures to be followed in the processing of the application. This information package shall specifically include the Prospective Operator's Pre-Assessment Statement (POPS) (CMR.OPS.FORM.101), an explanatory brochure detailing the certification process and a copy of the present Circular.
- (3) Prior to the submission of the Prospective Operator's Pre-Assessment Statement, the prospective operator needs to carefully consider and document the following factors:
 - (a) Feasibility Study and business plan

A feasibility study and business plan shall be prepared, in accordance with the provisions of the circular relating to the issuance of the air carrier licence.
 - (b) Organisational Structure and arrangement

The applicable regulation requires that the operator shall:

 - (i) appoint an Accountable Manager acceptable to CCAA, who is accountable for the overall safety of the organisation and who has overall (including in particular financial) responsibility for running the organisation, ensuring operations are carried out

to the standard required for the issue of an air operator's certificate.

- (ii) must also have nominated post holders, acceptable to CCAA, who are responsible for the management and supervision of flight operations, the maintenance system, crew training, ground operations, including designated safety and compliance monitoring managers.

- (A) The Accountable Manager, Post Holders and deputies are required to meet pre-requisite qualification and experience criteria detailed in the applicable regulations which will be assessed at the Application stage.

- (B) It is also essential, in this formative stage, that the applicant gives consideration to these criteria prior to hiring, or contractually binding, such personnel to undertake preliminary work, with the intent on nominating such individuals as post holders later in the process. In cases where the applicant chooses to utilize consultants for the preliminary work it is recommended that the intended post holders also be present in these phases.

(c) CAMO approval

An AOC cannot be issued unless the applicant holds a valid CAMO approval. Accordingly, the applicant shall apply in parallel for a CAMO approval in accordance with the provisions of Circular No. 2026/004/C/CCAA/DG/DSA.

- (d) The completion of the five phases of Initial AOC Certification process, prior to the grant of an AOC, especially for a complex operation (jet aircraft, international operations, special approvals) is lengthy and rigorous. Consideration needs to be given to time required to resolve deficiencies in the documentation and inspections.

3.1.2 Prospective Operator's Pre-Assessment Statement

- (1) An applicant intending to apply for an Air Operator Certificate (AOC) shall submit to CCAA a Prospective Operator's Pre-Assessment Statement (POPS) using Form CMR.OPS.FORM.101 to be downloaded on www.dasis.ccaa.aero.
- (2) The POPS shall be accompanied by the relevant documents required by the circular relating to the issuance of the air carrier licence.

- (3) The filled-in POPS shall be sent physically and electronically to:

The Director General of the Cameroon Civil Aviation Authority

101 Air base

PO Box 6998

Yaounde

Email: contact@ccaa.aero

airops.oversight@ccaa.aero

3.1.3 Pre-application meeting

- (1) Upon receipt of a completed prospective operator's pre-assessment statement, the CCAA will conduct a review of the applicant's POPS
- (2) If the information provided is considered acceptable, CCAA will schedule a pre-application meeting with the applicant at its Headquarters in Yaoundé. The pre-application meeting should be attended by the key management personnel of the applicant.
- (3) During the pre-application meeting, CCAA will ensure that the organisation has sufficient understanding of the appropriate regulations and requirements and will present its expectations. In addition, a full overview of the processes related to the certification and verification of compliance together with an information package will be given by CCAA during the meeting for the formal application.
- (4) The meeting will normally address the following topics:
 - (a) Organisation of the applicant, where the operation will be based, the intended AOC management structure, how the AOC will be financed, which aircraft (amount/types) are intended to be operated and in which areas the operations are planned,
 - (b) Qualification requirements for the key management personnel of the prospective operator,
 - (c) Applicable regulations regarding commercial air transport operations,
 - (d) Applicable rules related to a formal application to obtain an AOC,
 - (e) Initial certification schedule of events (CMR.OPS.FORM.103),
 - (f) Required documents constituting attachments to the formal application,

- (g) Agreement on ways of exchanging information and mutual communication between the certification process participants.
- (5) Subsequent to the pre-application meeting, CCAA will evaluate the results of the meeting. Should CAA consider that the applicant is not ready to make a formal application, advice will be given on further preparation and another pre-application meeting will be scheduled or, alternatively, the applicant may be advised to withdraw the intent to apply for certification.
- (6) Should CCAA establish that the information provided in the pre-application statement is satisfactory and that the applicant has a clear understanding of the certification process, the applicant will then be invited to prepare and proceed with a formal application.

3.1.4 Assessment of the financial, economic and legal statuses

- (1) In parallel with the pre-application phase, CCAA will conduct an assessment of the financial, economic, and legal status of the applicant in accordance with the applicable national regulations.
- (2) If the proposed operation is not considered to be viable in respect of the financial, economic, and legal factors, the certification process may be suspended until it is determined whether the deficiencies can be rectified.

3.2. Formal application phase

3.2.1 Formal application package

- (1) The applicant shall submit, at least 90 days before the intended start of the operations, its formal application for initial air operator certificate.
- (2) As part of the application package, the applicant shall provide the following documents and information:
 - (a) Formal Application for Initial Air Operator Certificate form (CMR.OPS.FORM.102);
 - (b) Application forms for required specific approvals (RSVM, EFB, PBN, DG, etc.), as appropriate;
 - (c) Initial statement of compliance (Compliance Checklists) providing detailed description of how the applicant intends to show compliance with each provision of the applicable regulations;
 - (d) Operations Manuals (Parts A, B, C, D);
 - (e) Minimum Equipment List (MEL);

- (f) Configuration Deviation List (CDL);
 - (g) SMS manual;
 - (h) SMS implementation plan;
 - (i) Compliance monitoring manual;
 - (j) Emergency Response Plan;
 - (k) Security manual, including security training;
 - (l) Applications for acceptance of Accountable Manager and Nominated Persons;
 - (m) Contracts for Nominated Personnel (Safety Manager, Compliance Manager), as appropriate;
 - (n) List of aircraft to be operated;
 - (o) List of designated destination and alternate aerodromes for scheduled services, areas of operation for non-scheduled services and bases for operations, as appropriate to the intended operations;
 - (p) Proposed Schedule of Events for the certification process (CMR.OPS.FORM.103);
 - (q) Application for Part CAMO approval;
 - (r) Arrangements for crew and ground personnel training and qualification and the facilities and equipment required and available;
 - (s) Documents of purchase, leases, contracts or letters of intent providing evidence that the applicant is actively procuring aircraft, facilities and services appropriate;
 - (t) Proof of Payment of Initial AOC fee in accordance with the applicable regulation;
 - (u) Evidence of subscription to manufacturer related operations documentation (e.g. FCOM, QRH, etc.).
 - (v) FDM Agreement (if applicable).
- (3) All documents for the application must be submitted in hard and electronic formats.

3.2.2 Formal application cursory review

- (1) CCAA will then make a cursory review of the formal application package to check that the required attachments have been presented, that these

attachments address the required information and that the documentation is of an appropriate quality.

- (2) If omissions or errors are identified, CCAA will return the application with all attachments, along with a letter explaining the reasons.
- (3) If CCAA considers information in the formal application package is complete and on a general basis acceptable, it will schedule a formal application meeting.

3.2.3 Formal application meeting

- (1) The formal application meeting will aim at:
 - (a) confirming that the management background information satisfies regulatory requirements for a complex or non-complex operator;
 - (b) addressing potential errors or omissions in the application package;
 - (c) resolving any scheduling date conflicts and agreeing on a process for revising event dates;
 - (d) reinforcing the communication and working relationships between the CCAA's certification team and the applicant's personnel.
- (2) The operator's key management personnel shall attend the formal application meeting.

3.2.4 Formal application outcome

- (1) If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The CCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process.
- (2) If the formal application package is not accepted, it will be returned with a written explanation of the reasons for its return.

3.3. Document evaluation phase

- (1) Once the formal application has been accepted, CCAA will initiate a thorough review of all documents and manuals submitted.
- (2) The complexity of the information that needs to be addressed in the applicant's documents and manuals depends upon the complexity of the proposed operation and of the operator's organisation.
- (3) If a document or manual is incomplete or deficient, or if non-compliances

with regulations or safe operating practices are detected, CCAA will inform the applicant about these issues and request corrective actions to be implemented before the next step of the process may be initiated.

- (4) Documents or manuals that are found satisfactory will be approved or accepted, as required by the regulations. The approvals will be indicated by a signed document or certificate.
- (5) The acceptance of submitted material that does not require formal approval will be notified by letter.
- (6) For the accountable manager and nominated persons, interviews may take place at the initiative of CCAA.

3.4. Demonstration and inspection phase

- (1) Inspections in this phase will be carried out for base and station facilities, operational control and supervision facilities, training programmes and training facilities, aircraft and maintenance control and planning systems.
- (2) CCAA's inspectors will:
 - (a) observe training programmes;
 - (b) review maintenance, operations, and record keeping procedures;
 - (c) reviewing actual en-route operations.

This could also include interviews with personnel to ensure that the procedures are transmitted and understood.

- (3) In addition, CCAA's inspectors will also make assessment on the implementation of the safety management structure, processes, activities and interfaces.
- (4) Demonstrations will be carried out for the operational control system, aircraft emergency evacuation and ditching situations, and may involve demonstration flights as part of this process.

CCAA's inspectors will evaluate the applicant's regulatory compliance and safety operating practices. Subject to the determination by the CCAA, data from reliable analytical methods or from demonstrations by other operators may be used in the emergency evacuation or ditching demonstrations.

- (5) Any deficiencies will be brought to the attention of the operator and corrective action must be taken before the AOC is issued in the next phase.

3.5. Certification Phase

- (1) The certification phase is the conclusion of the Initial AOC certification process when CCAA has determined that all certification requirements, both operational and maintenance are acceptable and that the applicant is fully capable of fulfilling its responsibilities in conducting a safe operation.
- (2) The culmination of this phase is the issuance of the AOC, the associated Operations Specifications (Ops Specs) and other relevant approvals.
- (3) The validity of the Air Operator Certificate is limited to two (02) years.
- (4) The Continuing Airworthiness management arrangement is also certified by the issuance of a separate approval.
- (5) The certificate holder will remain responsible for its continued compliance with applicable regulations according to its authorisations, limitations, and specifications.

4. PROCESSING TIME

- (1) The formal application for an AOC should be submitted at least 90 days before the intended start of the operations.
- (2) However, the processing time may be:
 - (a) extended in case the prospective operator does not manage to provide all the required information on-time or does not manage to correct any identified non-conformity within the 90 days timeframe; or
 - (b) suspended during the process in case of major deficiencies not corrected by the operator.
- (3) The total duration of the application process and the time needed for the issuance of an AOC will depend on multiple factors, such as:
 - (a) Complexity of the planned operations,
 - (b) Quality of the documents and deliverables provided by the applicant,
 - (c) Availability of the applicant,
 - (d) Responsiveness of the applicant,
 - (e) Number of findings identified during phase 3 and phase 4 of the certification process.

5. CONTINUED SAFETY OVERSIGHT

Subsequent to the issuance of an AOC, CCAA will continue to conduct regular inspections and audits of the various aspects of the operation to ensure the operator's continued compliance with the applicable regulations and safe operating practices.

6. RENEWAL OF AN AOC

- (1) The certificate holder must apply for renewal within 60 days before its expiry.
- (2) The application must explicitly state the exact number of aircraft to be operated under the renewed certificate.
- (3) To be accepted for review, the operator must provide both in hard copy and electronic formats the following items:
 - (a) Form CMR.OPS.FORM.104. Formally filled and signed by the Accountable Manager.
 - (b) Updated Fleet List: Specifying registrations, serial numbers, model, ownership/lease status, and associated operational specifications for all aircraft.
 - (c) Proof of Payment: Receipt of payment for the official CCAA AOC renewal fee.
 - (d) Operations Manual (OM) Status & Compliance Checklists: Current copies of the OM (Parts A, B, C, D) including all valid amendments, alongside complete compliance checklists for OMA, OMB, OMC, and OMD.
 - (e) Minimum Equipment List (MEL) & CDL: Approved current versions for each aircraft type.
 - (f) Management & Continuing Airworthiness: Copy of valid Part-CAMO approval, the current Maintenance Management/Organization Manual (OMM), valid airworthiness review certificates (ARC) for the listed fleet, and copies of maintenance contracts with approved maintenance organizations (AMO).
 - (g) SMS and Compliance Monitoring: The current SMS manual, annual safety performance summaries (SPIs), risk registers, internal compliance audit reports, and the Emergency Response Plan (ERP).
 - (h) Personnel Records: Updated management organization charts, credentials of the Accountable Manager and Post Holders, and up-

to-date crew qualification records (licenses, medicals, training, and checking status).

- (4) The renewal application is reviewed by the relevant departments of the CCAA, and an inspection team is formed. Written notification of the date and scope of the inspection shall be sent to the certificate holder.
- (5) The CCAA shall, as a priority, verify the following aspects:
 - (a) The effectiveness of the Compliance Monitoring System and the Safety Management System (SMS) applied specifically to flight operations, ensuring that the operator internally identifies, mitigates, and corrects its own operational deficiencies;
 - (b) Compliance of the mandatory operational documentation, including up-to-date amendments to the Operations Manual (OM), as well as the training, checking, and qualification records of flight and cabin crews; and
 - (c) The adequacy of operational infrastructure, including the Operational Control system (Dispatch), flight preparation management (mass and balance, weather, fuel), and ground operations organization.
- (6) If the findings made during the audit indicate that the recommendation to renew the certificate cannot or will not be made, then these findings shall be confirmed in writing to the operator within two weeks of the audit.
- (7) Where the CCAA has determined that the applicant complies with all applicable regulatory requirements and has found no evidence of non-compliance with the procedures specified in the approved operations manual, the Air Operator Certificate (AOC) shall be renewed for a period of two (2) years.
- (8) Notwithstanding paragraph (7), where the renewal inspection reveals latent safety conditions, systemic weaknesses, or recurring deficiencies that do not constitute grounds for refusing renewal, the CCAA may limit the validity period of the Air Operator Certificate to a period deemed appropriate based on the assessed level of safety risk. The operator shall implement an approved corrective action plan within the timeframe specified by the CCAA, and the certificate holder may be subject to additional oversight activities before the certificate is renewed for its full validity period.

7. AMENDMENT TO THE AIR OPERATOR CERTIFICATE

- (1) An amendment to the Air Operator Certificate (AOC) shall be required whenever there is a proposed change to the information provided during the formal application phase or to any condition under which the certificate was issued, including, but not limited to, the operational specifications.
- (2) An application for the amendment of an AOC shall be submitted to the CCAA using Form CMR.OPS.FORM.105, together with all supporting documentation necessary to demonstrate continued compliance with the applicable regulatory requirements.
- (3) Upon receipt of the application, the CCAA shall assess the nature, scope, and complexity of the proposed amendment and determine the level of evaluation and oversight required.

7.1. Categories of Operational Amendments

- (1) Applicants must formally apply for an amendment for any of the following operational variations:
 - (a) Addition of aircraft (New Type): Introduction of a new aircraft type or class not currently listed on the AOC, which requires comprehensive evaluation;
 - (b) Addition of aircraft (Same Type): Introduction of an additional aircraft of a type or class already authorized and operated under the current AOC;
 - (c) Removal of aircraft: Formal deletion of an aircraft currently listed on the operator's AOC;
 - (d) Change to Area of Operations: Any modification, extension, or restriction of the approved geographic areas of operation;
 - (e) Change to Type of Operations: Alteration of the nature of services, including switching from passenger-only operations to combined passenger and cargo operations;
 - (f) Variation of Specific Approvals: Applications for the issuance, modification, or endorsement of specific approvals, including but not limited to Performance-Based Navigation (PBN), Reduced Vertical Separation Minimum (RVSM), Low Visibility Operations (LVO / CAT II/III), Extended Diversion Time Operations (EDTO), and Electronic Flight Bag (EFB);

- (g) Change in Management System and Nominated Persons: Any change regarding the Accountable Manager, Nominated Post Holders (Flight Operations, Crew Training, Ground Operations, Continuing Airworthiness), Safety Manager, or Compliance Monitoring Manager;
- (h) Change of Address: Any modification to the physical or official address of the operator's principal place of business.

7.2. Documentation and Change Management Requirements

- (1) Depending on the significance of the proposed amendment, the CCAA may require the applicant to complete one or more phases of the initial certification process. To be deemed complete, the amendment application package must include:
 - (a) Form CMR.OPS.FORM.105: Fully completed, detailing the precise scope of the variation.
 - (b) Change Management and Risk Assessments: A formal dossier demonstrating a structured change management process, accompanied by a comprehensive Safety Risk Assessment addressing the operational impact;
 - (c) Operations Manual Amendments: All revised pages, text, and the List of Effective Pages (LEP) corresponding to the parts of the OM affected by the change (OMA, OMB, OMC, OMD);
 - (d) Compliance Checklists: Completed cross-reference checklists verifying compliance for all amended sections across the relevant manuals, specifically OMA (General/Industrial), OMB (Aircraft Operating Matters), OMC (Route, Base and Aerodrome), OMD (Training), and the OMM (Maintenance Management/Organization Manual).
 - (e) Technical Support Documentation:
 - (i) For aircraft additions: Purchase/lease contracts, certificates of airworthiness, AFM, FCOM, QRH, MEL, and approved Aircraft Maintenance Programs (AMP).
 - (ii) For SPA endorsements: Manufacturer documentation demonstrating capability, SOPs, and specific training programs.
 - (iii) For personnel changes: Acceptance forms, CVs, diplomas, experience evidence, and employment contracts.

- (iv) For route/ground changes: Updated station/infrastructure analyses and handling contracts.
- (f) Proof of Payment: Receipt of fees for the amendment process, where applicable.
- (2) The extent of the certification activities required for the amendment shall be determined by the CCAA on a case-by-case basis, taking into account the safety significance of the proposed change, the complexity of the operation, and the applicant's demonstrated capability to implement the change in compliance with the applicable regulations.

8. LIMITATION – SUSPENSION – WITHDRAWAL OF AIR OPERATOR CERTIFICATE

The limitation, suspension, or withdrawal of an air operator certificate may be initiated by:

- (a) the certificate holder, or
- (b) the Cameroon Civil Aviation Authority.

8.1. Application for limitation, suspension, or withdrawal submitted by the holder

For various reasons, an operator may request the limitation, suspension, or withdrawal of its certificate. This request must be made by letter signed by the Accountable Manager and addressed to the CCAA. The CCAA will respond to the operator by letter, indicating the date of the limitation, suspension, or final withdrawal of the certificate.

8.2. Limitation, suspension, or withdrawal at the request of an inspector

8.2.1 Limitation of Scope of Activities

If the inspection team finds that a portion of the privileges granted to the operator is not being implemented in accordance with the provisions of the applicable regulations, the CCAA may limit the scope of the relevant certificate. If the reduction in scope of activities appears justified, the CCAA will send the operator a letter explaining the reasons for the measure taken and the steps to be taken to lift the limitation.

8.2.2 Suspension or Withdrawal

- (1) The suspension or withdrawal of the AOC may be decided following the discovery of a Level 1 non-conformity.
- (2) The Accountable Manager may be summoned and notified of the suspension or withdrawal of their AOC. The Director General of the CCAA

shall send to the Accountable Manager of the company a letter informing them of their decision, which may be suspension (with or without a specified duration) or withdrawal with immediate effect, as well as the conditions to be met to restore the full validity of the certificate.

9. CONTACT

(1) For more information, please contact:

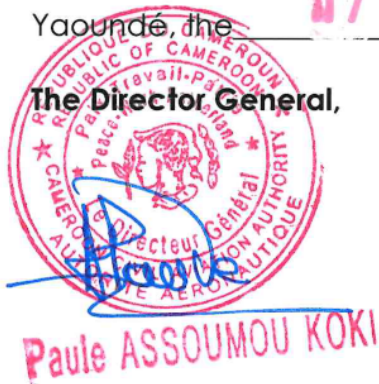
airops.oversight@ccaa.aero

(2) Any suggestion to modify this circular will be highly appreciated and can be submitted via the above-mentioned email address.

Yaoundé, the

17 JUL 2026

The Director General,



Paule ASSOUMOU KOKI