



Advisory Circular

CAA-AC-ATD004

May, 2023

OPERATING AUTHORIZATION

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) is issued to provide information and guidance related to the application by foreign airlines for operating authorization where a Bilateral Air Service Agreement or Multilateral Air Service Agreement exists between the State of the Operator and Kenya.

2.0 REFERENCE

- 2.1 The Civil Aviation Act, 2013 (as amended)
- 2.2 The Civil Aviation (Licensing of Air Services) Regulations
- 2.3 Applicable Bilateral/ Multilateral Air Service Agreement (BASA/MASA) between Kenya and State of the Operator;

3.0 GENERAL

- 3.1 This Advisory Circular contains information on application for an operating authorization by foreign airlines conducting international scheduled air services between Kenya and the State of the Operator
- 3.2 A foreign airline will initiate the application for operating authorization upon acceptance of its designation by Kenya.

4.0 GUIDANCE AND PROCEDURE

- 4.1 Guidance and procedure for obtaining operating authorization are detailed below:
 - 4.1.1 The application for operating authorization will be submitted in the form prescribed by the Authority for consideration.
 - 4.1.2 The following documents will be submitted together with the application for the operating authorization:
 - 4.1.2.1 Certificate(s) of registration

- 4.1.2.2 Certificate of Airworthiness
 - 4.1.2.3 Air operator Certificate including Operation Specifications
 - 4.1.2.4 Aircraft Radio Station Licence
 - 4.1.2.5 Aircraft Noise Certificate
 - 4.1.2.6 Flight Crew Licences
 - 4.1.2.7 Certificate of Insurance, including the policy document.
 - 4.1.2.8 Certificate of Incorporation/ Registration of the air carrier
 - 4.1.2.9 Proposed flight timetable
 - 4.1.2.10 Letter of acceptance of designation
- 4.1.3 The applicable fee will be paid for processing the application upon submission of the application.
- 4.1.4 The applicable processing fee will be as published in the Aeronautical Information Circular on Charges for Air Navigation Services and Regulatory Fees from time to time.
- 4.1.5 The Authority will process the application and communicate the decision in writing to the applicant.
- 4.1.6 The Airline will be required to make payment for the issuance of the operating authorization as specified in the decision.
- 4.1.7 The operating authorization will remain valid for the period specified in the authorization. The operating authorization may be amended, suspended or revoked in the event that the designated airline fails to comply with the terms and conditions of the operating authorization or the provisions of the relevant agreement and/or the National laws.
- 4.1.8 The Authority may on a case by case basis prescribe additional requirements relating to issuance of an operating authorization.

Civil Aviation Authority