

CERTIFICATION INFORMATION FOR OPERATING UNDER PART 135

On Demand, Intrastate, VFR, 9 Passengers or less, Single Pilot Certifications

Generally, with few exceptions, if a person provides air transportation of persons or property for compensation or hire, that person must become certificated as an operator under Part 119 of the Federal Aviation Regulations. This certification package was developed by Flight Standards personnel to assist individuals desiring to become certificated in a minimum amount of time.

Most first time applicants are initially intimidated by the certification process. This is due, in part, to the large amount of information provided to an applicant in the initial certification meeting. Actually, the certification process is not difficult if an applicant takes it one step at a time. The following information is tailored toward an applicant conducting on-demand intrastate operations, visual flight rules, 9 passengers or less, utilizing only one pilot (single pilot operator) under [Part 119 and 135](#). Applicants who wish to conduct a more complex operation such as interstate operations, scheduled service, instrument flight rules or use multiple pilots will find this information provides a solid basic foundation, but will need to develop additional documents to become certificated.

INSTRUCTIONS FOR COMPLETING SUBMISSIONS

We recommend applicants review the following information, complete the required documents, and submit a complete package to the Flight Standards District Office ([FSDO](#)) having jurisdiction over your area. This will help expedite the certification process. To complete the package use the following highlighted sections as a checklist. Those sections that contain sample documents, programs, or forms will be hyperlinked. Download and/or print each hyperlinked section as necessary. Sample letters and programs will need to be modified to reflect your individual information. All documents were created in Word or Acrobat PDF format. When all the required sections are complete or if you need any additional assistance please contact the [FSDO](#) nearest you.

- [Advisory Circular 120-49, Appendix's](#): This advisory circular provides an overview of the certification process. Each applicant should review this document during the initial stages of the certification process.
- [PASI \(Preapplication Statement of Intent\)](#): This form must be completed by all applicants and submitted to the FAA. A blank form is provided. Detailed instructions for completing this form can be found in Appendix 1 of [AC120-49, Appendix's](#).
- [Formal Application Letter](#): A formal application letter must be completed by all applicants and submitted to the FAA. A sample letter is provided. Choose the correct Flight Standards Office and fill in the required information as indicated. Additional information detailing the contents of a formal application letter can be found in [AC120-49](#).
- [Operations Specifications](#): All applicants need to review this work sheet. Enter the person(s) who will have authority to sign operations specifications for the applicant in A007. Complete the information contained in A008, A009 & A010 and submit. This information will be used to develop the Operations Specifications.
- [Letter of Compliance](#): A letter of compliance (LOC) must be developed by all applicants and submitted to the FAA. The development of the LOC is normally the most time consuming portion of the certification process. **The sample LOC provided is for an applicant conducting on-demand, intrastate operations using only one pilot, single-engine land aircraft, VFR, nine passengers or less.** The applicant should read each FAR and the corresponding sample statement. The applicant should then revise the sample statement, if necessary, to describe how the applicant will comply with each regulation.
- [Corporation Papers](#): If a corporation makes the application, the FAA must have a copy of the Certificate of Incorporation by the State and any accompanying documentation to evaluate the eligibility of the applicant.

- **Pilot Resume to Include Total Pilot Hours**: All applicants must submit a pilot resume in the certification package indicating their work history and flying experience to meet Part 135 requirements.
- **Pilot Certificate & Medical Certificate**: All applicants must provide a copy of the pilot certificate & medical certificate for pilots utilized during initial certification.
- **Exclusive Use of One Aircraft**: Applicants must have exclusive use of at least one aircraft (6-month minimum) for each type of operation authorized. All applicants must provide a copy of the aircraft registration for the aircraft to be used and a copy of a lease agreement if the applicant does not own the aircraft.
- **HazMat Procedure Manual & Training Program**: All Title 14 CFR part 121, 135, 125 and 91K operators are required to provide training on the identification of hazardous materials to their personnel. The requirements for part 121 and part 135 operators to receive approval and/or acceptance of the hazardous materials manual and training program have significantly changed. SFAR-99, which previously contained procedures associated with hazardous materials training program and manual contents expired on February 7, 2007. Previously used templates have been replaced by specific code citations. For complete information, refer to [FAA Notice 8000.352](#), Revision of Operations Specification A055 for the Carriage of Hazardous Materials.
- **Drug and Alcohol Program**: All applicants must provide a drug and alcohol program to be approved by the FAA. The Drug Abatement Home page is located at the following address, http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/drug_alcohol/
- **Ground Deicing Program & Training**: Applicants intending to operate aircraft in ground icing conditions must develop a training program for approval. Information on developing a ground de-icing program is provided.
- **Seat Removal Training**: Applicants wanting the pilot to install and remove seats in the aircraft under the provisions of Part 43.3(i) must submit a seat removal-training program to be approved. A sample seat removal training program is provided.
- **Deviations**: If the applicant requests any deviations where the rule allows it (Parts 119.69, 135.21, and 135.341) must be submitted to the FAA for evaluation in letterform. A sample deviation request is provided.
- **Exemptions**: Any exemption requests by an applicant must be accomplished in accordance with Part 11.25.
- **Minimum Equipment List**: If the applicant wishes to operate with inoperable equipment it may only be accomplished in accordance with a MEL. Master Minimum Equipment (MMEL) Lists can be found at <http://www.opspecs.com/AFSDATA/MMELs/Final/>
- **PAX Briefing Card**: Applicants must provide a passenger briefing card for each occupied passenger seat. Information is provided for the development of passenger briefing cards.
- **Aircraft Discrepancy Log**: All applicants must develop an aircraft discrepancy log to be utilized by the pilot. A sample aircraft discrepancy record is provided or the applicant may develop one.
- **Pilot Training** and **Flight & Duty Records**: All certificate holders are required to keep documentation of training and flight and duty times. Sample forms are provided for recording flight and duty pilot and pilot training or the applicant may develop their own.
- **Appropriate D.O.T. Economic Authority**: If the applicant conducts interstate operations (across state line) or transports mail they must apply for [economic authority from the Federal DOT](#).
- **Aircraft Conformity Inspection**: Aircraft being utilized in Part 135 operations must undergo a conformity inspection by the FAA. The conformity inspection checklist contains all the required information that will be verified by the FAA during initial certification.
- **Pilot Flight Check**: Each pilot will undergo a check ride by the FAA to evaluate the pilots knowledge, skills and abilities to act as pilot in command under Part 135 operations.

- [General Operations Manual](#): Applicants that utilize more than one pilot in their operation will need to submit a General Operations Manual (GOM) containing the information required by Part 135.21. A sample GOM is provided.
- [Training Manual](#): Applicants that utilize more than one pilot in their operation will need to submit a Training Program for approval containing the information required by Part 135.341. A sample Training Program manual is provided.
- **Other Required Personnel Resumes**: All applicants using more than one pilot must submit a resume for each person holding a required management position indicating their work history and flying experience to meet Part 119 and 135 requirements.

The following information is used by FAA Inspectors as guidance information during the certification process. This information would be very valuable to the applicant to review.

[The Generic Process for Certifying Organizations](#), from FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 2, Chapter 1

From FAA Order 8900.1 (FSIMS), Volume 2, Chapter 4, The Certification Process - Title 14 CFR Part 135

- [Phase 1 -- Preapplication](#)
- [Phase 2 -- Formal Application](#)
- [Phase 3 -- Document Compliance](#)
- [Phase 4 -- Demonstration and Inspection](#)
- [Phase 5 -- Certification](#)

Selected Sections

- [Operations Specifications -- Background Information](#)
- [Evaluate Airworthiness Related Issues of a Part 135 \(Nine Seats or Less\) Operator](#)
- [Evaluate Part 135 \(Nine or Less\) Operator/Applicant's Maintenance Requirements](#)
- [Evaluate Part 135 \(Nine or Less\) Weight and Balance Control Procedures](#)
- [Evaluate Part 135 \(Nine or Less\) Approved Aircraft Inspection Program](#)
- [Evaluate Part 135 \(Nine or Less\) Operator/Applicant's Maintenance Requirements](#)
- [Evaluate Part 135 Operator's Maintenance Records](#)
- [Evaluate a Maintenance Manual/Revision for a 14 CFR Section 135.411\(a\)\(1\) Program](#)