



2023 REQUEST FOR STANDING OFFERS

CHECKLIST OF REQUIRED DOCUMENTS

1. **CTA License**

(Not required if previously submitted, still valid and there are no changes or updates. Certify in writing that the license is on file and valid and that there are no changes or updates)

2. **Transport Canada Air Operator Certificate**

Include Operational Specifications/Special Authorizations/Specific Approvals (SA's) – e.g. Entering or Leaving a Helicopter in Flight, Forest Fire Management, Aerial Surveying, authorized types of aircraft, carriage of passenger, etc.

(Not required if previously submitted, still valid and there are no changes or updates.

Certify in writing that the certificate is on file and valid and that there are no changes or updates)

3. **Signed Offer sheet – Acceptance of Agreement**

4. **Aircraft Registration List**

5. **Current Copies of Certificates of Insurance**

(The certificate of insurance should name the GNWT as an Additional Insured and to provide fifteen (15) days' notice of material change and to waive subrogation rights against the GNWT) – see Section 12.

6. **A letter of good standing with the NWT Workers Safety and Compensation Commission (WSCC)**

7. **Complete and current copy of Tariff (specifically the Terms and Conditions)**

(Not required if your company has already submitted a complete tariff. However, we will require any amendments or updates)

8. **Completed Pilot Information Form(s)**

9. **Certification of Dangerous Goods Approval**

(Certify in writing if your company is dangerous goods approved or **not** approved)

10. **Fuel Rate Sheet – FIXED WING ONLY**

PROVISION OF THESE DOCUMENTS IS MANDATORY.