



## 2020 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 - 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**  
(Page 3 or 4 of the Standing Offer Agreement)
- 4. Aircraft Registration List**  
(Page 5 of the Standing Offer Agreement)
- 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 on pages 11 and 12 of the Standing Offer Agreement)
- 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 Data Sheet(s)**  
(Page 7 or 8 of the Standing Offer Agreement)
- 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**  
(Page 9 of the Standing Offer Agreement)

**PROVISION OF THESE DOCUMENTS IS MANDATORY.**