



2025 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)
 - 2.1 **Certificate of Registration**
(Company must have Certificate of Registration (CoR) for aircraft within fleet. Not required to submit unless requested)
 - 2.2 **Certificate of Airworthiness**
(Company must have Certificate of Airworthiness (CoA) for aircraft within fleet. Not required to submit unless requested)
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 (WSSC)**
7. **Complete and current copy of Tariff, specifically the Terms and Conditions.**
Every Air Operator that offers and/or sells air transportation to, from and within Canada must have a tariff, as per Canadian Transportation Agency (CTA). <https://otc-cta.gc.ca/eng/tariffs>
(Not required if your company has already submitted a complete tariff. However, amendments or updates are required)
8. **Completed Pilot Information Form(s)**
9. **Certification of Dangerous Goods Approval**
(Unless clearly stated in AOC document - 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.