**TOR for Associate Operations Officer**

1. Full compliance with BCAA published regulations and audit findings internal and external auditors within the deadline stipulated in the findings.
2. Assist with audit and ensure that all technical audit memos and findings are settled.
3. Storage and update of all information and documentation and maintain all technical files in the operational library and aircraft.
4. Ensure the promulgation, amendments and continuing validity of operations manual and AOC.
5. Carry out administration duties.
6. Maintain all Pilots leave.
7. Prepare and submit Annual Budget.
8. Maintain and compile Compact for Pilots and Office staff.
9. Ensure required information submitted to Finance for all crews for the Aircraft insurance.