

---

# **Economic Authority and Insurance Management (eAIM) System**

## **User Guide - FAA Insurance Analyst Processes**



**Version 0.4**  
**DRAFT - Working Content**  
**November 2019**

# Table of Contents

<b>1. Introduction .....</b>	<b>1</b>
1.1 Purpose .....	1
1.2 Supported Business Processes .....	1
1.2.1 Submit an Initial Air Taxi Operator Registration.....	1
1.2.2 Submit an Amendment to Air Taxi Operator Registration .....	1
1.2.3 Submit Insurance Certification for U.S. Air Carriers.....	1
1.2.4 Submit Insurance Certification for Foreign Air Carriers .....	2
1.2.5 Cancel Insurance Policy .....	2
1.2.6 Review Air Taxi Operator Initial Registration.....	2
1.2.7 Review an Amendment to Air Taxi Operator Registration.....	2
1.2.8 Review Insurance Certification for U.S. Air Carriers .....	3
1.2.9 Review Insurance Certification for Foreign Air Carriers.....	3
1.2.10 Review Cancellation of Insurance.....	3
1.2.11 Air Carrier Ceases Operations.....	4
1.2.12 Active Air Carrier with No Insurance .....	4
1.2.13 Aircraft Added to FAA Certificate with No Economic Authority .....	4
1.2.14 Aircraft Removed from FAA Certificate with No Economic Authority.....	4
1.2.15 Record DOT Economic Authority Status and Regulatory Document Information for Air Carriers that Do Not Receive Exemptions .....	5
<b>2. Using the Operator Summary screen when Processing Submitted Operator Packages.....</b>	<b>6</b>
2.1 Using the Operator Summary Screen to Process a Submitted Initial Air Taxi Operator Registration (Initial OST Form 4507 Filing) .....	6
2.2 Using the Operator Summary Screen for Submitted Amendment to Air Taxi Operator Registration (OST Form 4507 Amendment Filing).....	33
<b>3. Using the Operator Summary Screen - Insurance Analyst .....</b>	<b>59</b>
3.1 Operator Summary Screen User Procedure Lists .....	59
3.1.1 Procedures List - Submitted Initial Air Taxi Operator Registration (Initial OST Form 4507 Filing) .....	59
3.1.2 Procedures List - Submitted Amendment to Air Taxi Operator Registration (OST Form 4507 Amendment Filing) .....	59
3.1.3 Procedures List - Submit Insurance Certification for U.S. Air Carriers .....	60
3.1.4 Procedures List - Submit Insurance Certification for Foreign Air Carriers .....	60
3.1.5 Procedures List - Cancel Insurance Policy .....	60
3.1.6 Procedures List - Review Air Taxi Operator Initial Registration.....	60
3.1.7 Procedures List - Review an Amendment to Air Taxi Operator Registration .....	60
3.1.8 Procedures List - Review Insurance Certification for U.S. Air Carriers.....	60
3.1.9 Procedures List - Review Insurance Certification for Foreign Air Carriers .....	60
3.1.10 Procedures List - Review Cancellation of Insurance .....	60
3.1.11 Procedures List - Air Carrier Ceases Operations .....	60
3.1.12 Procedures List - Active Air Carrier with No Insurance.....	61
3.1.13 Procedures List - Aircraft Added to FAA Certificate with No Economic Authority .....	61
3.1.14 Procedures List - Aircraft Removed from FAA Certificate with No Economic Authority ..	61

3.1.15 Procedures List - Record DOT Economic Authority Status and Regulatory Document Information for Air Carriers that Do Not Receive Exemptions ..... 61

3.2 Opening the Operator Summary screen..... 62

3.3 Description of Operator Summary Screen..... 64

    3.3.1 Description of Operator Summary Screen Field Groups and Fields/Controls ..... 64

**4. Using the Operator Summary Screen..... 66**

    4.1 User Procedures..... 66

        4.1.1 Designating Registered Carrier Data and Operator Types of Service using the Operator Summary screen ..... 67

        4.1.2 Viewing and Updating Comments using the Operator Summary screen..... 69

        4.1.3 Updating Economic Authority Status Data using the Operator Summary screen..... 70

        4.1.4 Viewing and Updating DBA Company Names using the Operator Summary screen ..... 75

        4.1.5 Viewing Principals Information using the Operator Summary screen..... 76

        4.1.6 Viewing Air Taxi Addresses using the Operator Summary screen..... 77

        4.1.7 Viewing and Updating Insurance Information using the Operator Summary screen..... 78

        4.1.8 Viewing and Updating Aircraft Information using the Operator Summary screen ..... 79

    4.2 Using the Review and Assess screen to Complete Operator Data Processing ..... 81

        4.2.1 Creating a New Insurance Policy using the Operator Summary screen..... 82

        4.2.2 Adding and Updating Brokerage Company Data for an Insurance Policy ..... 83

        4.2.3 Adding Company Personnel Data for an Insurance Policy ..... 85

        4.2.4 Updating Company Personnel for a New Insurance Policy ..... 86

        4.2.5 Adding and Updating Aircraft Information for a New Insurance Policy ..... 87

        4.2.6 Editing an Insurance Policy using the Operator Summary screen ..... 88

    4.3 Performing a Policy Cancellation..... 88

        4.3.1 Opening and Viewing an Insurance Policy using the Operator Summary screen..... 90

        4.3.2 Viewing Insurance Policy History ..... 91

**Appendix A: Glossary..... A-1**

**Appendix B: eAIM Use with Sample Policy Update Package/Forms ..... B-1**

**Appendix C: Reports Design..... C-1**

    List of eAIM System Report Documents..... C-1

**Appendix D: Correspondence Design ..... D-1**

**Appendix E: eAIM Data Reference..... E-1**

# 1. Introduction

This document, the Economic Authority and Insurance Management (eAIM) system User Guide, contains all essential information required for an FAA Insurance Analyst user (also referred to in this document as an “IA user”) to make use of the eAIM.

## 1.1 Purpose

This manual includes a description of the system functions and capabilities, modes of operation, and step-by-step procedures for system access and use. This user guide serves as a manual for the eAIM application end-user and can also serve as a supplementary reference tool for eAIM training.

## 1.2 Supported Business Processes

The following subsections present key eAIM business processes identified by the eAIM business team.

### 1.2.1 Submit an Initial Air Taxi Operator Registration

Actor: Air carrier representative.

Economic Authority Inputs: OST Form 4507, Filing Fee.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 on demand air carrier with “Precert or Proposed” or “Active” certificate status.

Notifications: To carrier rep: fee paid, form successfully filed.

(See [User Procedures List](#))

### 1.2.2 Submit an Amendment to Air Taxi Operator Registration

Actor: Air carrier representative.

Economic Authority Inputs: OST Form 4507.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 on demand certificate holder with “Active” certificate status.

Potential triggers: aircraft change (add/remove from FAA certificate (WebOPSS)), operator name or DBA name change, address change.

Notifications: To carrier rep: form successfully filed.

(See [User Procedures List](#))

### 1.2.3 Submit Insurance Certification for U.S. Air Carriers

Actor: Insurance Representative or Broker.

Economic Authority Inputs: OST Form 6410.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135 or Part 121 certificate holder with “Active” certificate status.

Potential triggers: insurance policy or coverage change, insured aircraft change (add/remove from FAA certificate (WebOPSS) and OST Form 4507 (for Part 135 only).

Notifications: To insurance rep: form successfully filed. To carrier rep? (for 135 only?).

(See [User Procedures List](#))

### 1.2.4 Submit Insurance Certification for Foreign Air Carriers

Actor: Insurance Representative or Broker.

Economic Authority Inputs: OST Form 6411.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 129 certificate holder with “Active” certificate status.

Potential triggers: insurance policy or coverage change, insured aircraft change (add/remove from FAA certificate (WebOPSS)).

Notifications: To insurance rep: form successfully filed. To carrier rep?.

(See [User Procedures List](#))

### 1.2.5 Cancel Insurance Policy

Actor: Insurance Representative or Broker.

Economic Authority Inputs: Notice of cancellation (no OST form).

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135, Part 121 or Part 129 certificate holder.

Potential triggers: insurance policy cancelled. May or not be replaced by new policy or transferred to a different insurance company.

Notifications: To insurance rep: receipt. To carrier rep: notification of cancellation.

(See [User Procedures List](#))

### 1.2.6 Review Air Taxi Operator Initial Registration

Actor: Insurance Analyst.

Economic Authority Inputs: OST Form 4507, Filing Fee, OST Form 6410, WebOPSS FAA certificate data.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 on demand air carrier with “Precert or Proposed” or “Active” certificate status.

Analysis: Filing fee has been paid; name, DBA name, address, and aircraft information must match from all 3 sources; all identified aircraft must be adequately insured.

Notifications: To carrier rep and to PIs: registration approved, registration rejected, both to include copy of reviewed form.

(See [User Procedures List](#))

### 1.2.7 Review an Amendment to Air Taxi Operator Registration

Actor: Insurance Analyst.

Economic Authority Inputs: OST Form 4507, OST Form 6410 (only if requires change in insurance coverage), WebOPSS FAA certificate data.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 on demand air carrier with “Active” certificate status.

Analysis: Name, DBA name, address, and aircraft information must match from all 3 sources; all identified aircraft must be adequately insured.

Notifications: To carrier rep and to PIs: amendment approved, amendment rejected, both to include copy of reviewed form.

(See [User Procedures List](#))

## 1.2.8 Review Insurance Certification for U.S. Air Carriers

Actor: Insurance Analyst.

Economic Authority Inputs: OST Form 6410, WebOPSS FAA certificate data.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135 or Part 121 certificate holder with “Active” certificate status.

Analysis: Aircraft information must match from all 3 sources; all identified aircraft must be adequately insured.

Notifications: To carrier rep and to PIs of change in insurance coverage. (May need to request OST Form 4507 for Part 135 only and only if aircraft coverage has changed).

(See [User Procedures List](#))

## 1.2.9 Review Insurance Certification for Foreign Air Carriers

Actor: Insurance Analyst.

Economic Authority Inputs: OST Form 6411, WebOPSS data.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 129 certificate holder with “Active” certificate status.

Analysis: Aircraft information must match from all 3 sources; all identified aircraft must be adequately insured.

Notifications: To carrier rep and to PIs of change in insurance coverage.

(See [User Procedures List](#))

## 1.2.10 Review Cancellation of Insurance

Actor: Insurance Analyst.

Economic Authority Inputs: Notice of cancellation (no form), OST Form 6410 (IF Replaced by new policy).

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135, Part 121 or Part 129 certificate holder.

Potential triggers: insurance policy cancelled or transferred to another insurance company.

Analysis: Aircraft information must match from all 3 sources; all identified aircraft must be adequately insured. Cancelled policy may or may not be replaced by new policy.

Notifications: To insurance rep: receipt. To carrier rep: notification of cancellation.

(See [User Procedures List](#))

### 1.2.11 Air Carrier Ceases Operations

Actor: PI in WebOPSS.

Economic Authority Inputs: FAA certificate status change to inactive (e.g., Terminated, Revoked, Voluntary Surrender).

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135, Part 121 or Part 129 certificate holder in an inactive certificate status.

Notifications: To Insurance Analysts, DOT.

(See [User Procedures List](#))

### 1.2.12 Active Air Carrier with No Insurance

Actor: PI in WebOPSS.

Economic Authority Inputs: FAA certificate status Active, no (current) 4507 (Part 135 only) and/or 6410/11 filing.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135, Part 121/135, Part 121 or Part 129 certificate holder in an active certificate status.

Notifications: To Insurance Analysts, DOT.

(See [User Procedures List](#))

### 1.2.13 Aircraft Added to FAA Certificate with No Economic Authority

Actor: PI in WebOPSS.

Economic Authority Inputs: Aircraft added to active FAA certificate, Part 135 aircraft not on 4507 (Part 135 only), and/or aircraft not on 6410/11 filing.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 (4507 only applicable to 135), Part 121/135, Part 121 or Part 129 certificate holder in an active certificate status.

Notifications: To Insurance Analysts.

(See [User Procedures List](#))

### 1.2.14 Aircraft Removed from FAA Certificate with No Economic Authority

Actor: PI in WebOPSS.

Economic Authority Inputs: Part 135 aircraft removed from FAA certificate in WebOPSS, but not removed by sending amendment to OST Form 4507.

FAA Certification (WebOPSS) Conditions: Active 14 CFR Part 135 certificate holder.

Notifications: To Insurance Analysts.

(See [User Procedures List](#))

## 1.2.15 Record DOT Economic Authority Status and Regulatory Document Information for Air Carriers that Do Not Receive Exemptions

Actor: DOT, but FAA may enter.

Economic Authority Inputs: Docket numbers and links to regulations.gov for: Show Cause Order, Final Order, Effective Order.

FAA Certification (WebOPSS) Conditions: 14 CFR Part 135 Commuter Air Carriers, Part 121/135, Part 121 or Part 129 certificate holder.

Notifications: None, but info available through WebOPSS.

(See [User Procedures List](#))

## 2. Using the Operator Summary screen when Processing Submitted Operator Packages

This chapter provides procedures used by an FAA Insurance Analyst to perform operator package processing work using the eAIM system's Operator Summary screen. For an FAA Insurance Analyst user, the eAIM system displays the FAA Insurance Analyst Home screen as the default landing zone after eAIM log in.

### 2.1 Using the Operator Summary Screen to Process a Submitted Initial Air Taxi Operator Registration (Initial OST Form 4507 Filing)

#### Step 1: After log in, click on Operator List

 **Federal Aviation Administration** | Economic Authority and Insurance Management (eAIM) | [\[Log Out\]](#)  
version 0.3.1 | [faainsuranceanalyst@eaim.com](mailto:faainsuranceanalyst@eaim.com)

[Home](#) | [User Management](#) | [Reports](#) | [Resources](#)

Home

### FAA Insurance Analyst Home

- [Work Queue](#)
- [Operator List](#)
- [Update Profile](#)

The Economic Authority and Insurance Management (eAIM) system is an online system for managing aircraft accident liability insurance certification required by Title 14 Code of Federal Regulations (14 CFR) Part 205 and Air Taxi Operator registration and amendments under 14 CFR Part 298. You can use eAIM to submit the following Office of the Secretary of Transportation (OST) forms to the Federal Aviation Administration:

- OST Form 4507 - Air Taxi Operator Registration and Amendments and Filing Fee for an initial registration through Pay.gov
- OST Form 6410 - U.S. Air Carriers Certificate of Insurance, and
- OST Form 6411 - Foreign Air Carriers Certificate of Insurance.

[FAA Technical Programs Branch Part 205 Insurance and Part 298 Exemptions](#)  
[Department of Transportation \(DOT\) Air Carrier Fitness Division U.S. Air Carriers](#)

Step 2: Search for operator (Name, certificate number, DBA name, etc)

The screenshot displays the FAA eAIM interface for the Operator List. At the top, there is a navigation bar with the FAA logo and the text 'Federal Aviation Administration | Economic Authority and Insurance Management (eAIM) | [Log Out]'. Below this is a secondary navigation bar with 'Home', 'User Management', 'Reports', and 'Resources'. The main content area shows the 'Operator List' page with a breadcrumb 'Home > Operator List' and a 'Help' link. A button labeled 'Open operator work space' is present. Below the button is a table with the following columns: Operator Name, Certificate Number, Certificate Status, DBA Name, CFR, CHDO, Initial Registration Date, and Amendment. The table contains one row for 'Tango Air, Inc' with Certificate Number 'LOMA488T', Status 'Active', DBA Name 'Schubach Aviation', CFR '135', CHDO 'WP09', Initial Registration Date '03/02/1993', and Amendment '05/07/2019'. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

Operator Name	Certificate Number	Certificate Status	DBA Name	CFR	CHDO	Initial Registration Date	Amendment
Tango Air, Inc	LOMA488T	Active	Schubach Aviation	135	WP09	03/02/1993	05/07/2019

### Step 3: Input Data on Operator Summary

Home User Management Reports Resources

Home • Operator List • Operator Summary

**Operator Menu**

- Operator Summary →
- Form 4507 Filings
- Imported Form 4507 Filings
- Form 6410 Filings
- Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
- Correspondence History
- Miscellaneous Documents
- Imported Documents

#### Operator Summary

**Air Carrier:** Tango Air, Inc  
**Certificate Number:** LOMA488T  
**Certificate Status:** Active

**Designator:** LOMA  
**CHDO:** WP09  
**CFR:** 135  
**Domestic/International:** D

4507(Filing ID 4507-2019-2349) was filed by John, Smith on 12/11/2019 05:01:33 PM.

**Initial Registration Date:** 03/02/1993      **Last Amendment Date:** 05/07/2019

[Update Economic Authority Status](#)

**Air Carrier Type:** U.S. Air Taxi Operator (under part 298)  
**Economic Authority Status:** Approved

**\* Is the registering carrier a U.S. Citizen?**  
 Yes     No

**\* If this is an amendment, has the carrier carried passengers in foreign air transportation, that is, between any point in the United States and any point outside thereof, during the past 12 months?**  
 Yes     No

**\* Types of Service**  
 Indicate the types of service that the carrier intends to perform (check all that apply)

- Passenger
- Cargo
- Air Ambulance
- U.S. Postal Service Contract
- Fire Fighting
- Seasonal
- Other

[View/Update Comment](#)

**Comments:** This is a sample test comment.

DBA    Principals    Air Taxi Addresses    4507 Aircraft    Insurance

DBA Name:  [Add](#)

eAIM DBA Names	WebOPSS DBA Names
Schubach Aviation	Schubach Aviation

[Delete](#)

**Last Updated By:** Chamblee, Katie      **Last Updated On:** 05/07/2019 05:01:33 PM

[Save](#)      [Process 4507](#)

4507-3a

4507-7

4507-5

DBA part of 4507-1a

### Step 4: Verify Data on "Principals" tab

DBA    **Principals**    Air Taxi Addresses    4507 Aircraft    Insurance

<p><b>Principal Operations Inspector</b>                  Boyd, MacDonald                  boyd.macdonald@faa.gov                  858-123-1234</p> <p><b>FAA Office Address</b>                  8525 Gibbs Drive                  San diego CA 92123                  858-502-9882</p>	<p><b>Principal Maintenance Inspector</b>                  [Redacted]                  834-234-3457</p>	<p><b>Principal Avionics Inspector</b>                  Brown, Brian E                  brown.brian@faa.gov</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

4507-3d

4507-3b, 3c



**Step 5: Verify and edit (if required) data on Air Taxi Addresses:**

DBA Principals **Air Taxi Addresses** Insurance

**Insured Address**

POC First Name: John  
 POC Last Name: Smith  
 Address Line 1: 2026 Palomar Airport Road  
 Address Line 2:  
 City: Carlsbad  
 State: CA  
 Zip Code: 92011  
 Phone Number: (760) 929-0307  
 Fax Number: (760) 929-2793  
 E-mail: charter@schubachaviation.com

**Primary Address**  
 2026 Palomar Airport Road  
 Carlsbad CA 92011  
 (760) 929-0307  
 (760) 929-2793  
 charter@schubachaviation.com

**Mailing Address**  
 2026 Palomar Airport Road  
 Carlsbad CA 92011  
 (760) 929-0307  
 (760) 929-2793  
 charter@schubachaviation.com

**Agent for Service Address**  
 2026 Palomar Airport Road  
 Carlsbad CA 92011  
 (760) 929-0307  
 (760) 929-2793  
 charter@schubachaviation.com

Address and contact info part of 4507-1a, 1b, 1c

**Step 6: Verify and/or update 4507 aircrafts: first click on 4507 Aircrafts on the bottom left of “Operator Summary” Page, which will open Aircraft information pop up**

Home User Management Reports Resources

Home > Operator List > Operator Summary

**Operator Summary**

Air Carrier: Tango Air, Inc Designator: LOMA

**Aircraft Information**

List all aircraft which the air carrier intends to operate or is operating in air taxi service

Remove

Action(s)	Manufacturer	Aircraft M/M/S	Registration Number	Installed Seat	In Service?	On OpSpecs?	Previous Form 4507?
<input type="checkbox"/> x <input type="checkbox"/> Edit	Bombardier	BD-100-1A10	N116HF	9	Yes	Yes	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Bombardier	BD-100-1A10	N228PK	9	Yes	Yes	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-100-B100	N997ME	8	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-200-200	N4270Y	0	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-200-B200	N4270Y	0	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-200-B200	N444LP	0	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-300-B300	N74RR	0	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-400-A	N233MW	7	Yes	Yes	No
<input type="checkbox"/> x <input type="checkbox"/> Edit	Beech	BE-90-C90	N247CH	0	No	No	Yes
<input type="checkbox"/> x <input type="checkbox"/> Edit	Cessna	CE-500-S550	N63HA	0	No	No	Yes

Page 1 of 4 View 1 - 10 of 40

Note: Passenger seats do not include seats occupied by the pilot or co-pilot unless the latter is available for passenger use

**Add Aircraft**

\* Manufacturer: -- Select -- \* Model: -- Select -- \* Model-Series: -- Select --

\* Registration Number: \* Installed Seats: Add

Save Cancel

Delete

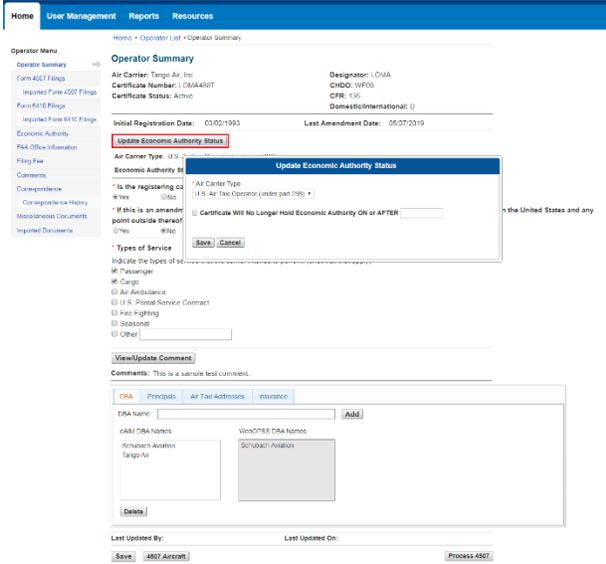
Last Updated By: Last Updated On:

Save 4507 Aircraft Process 4507

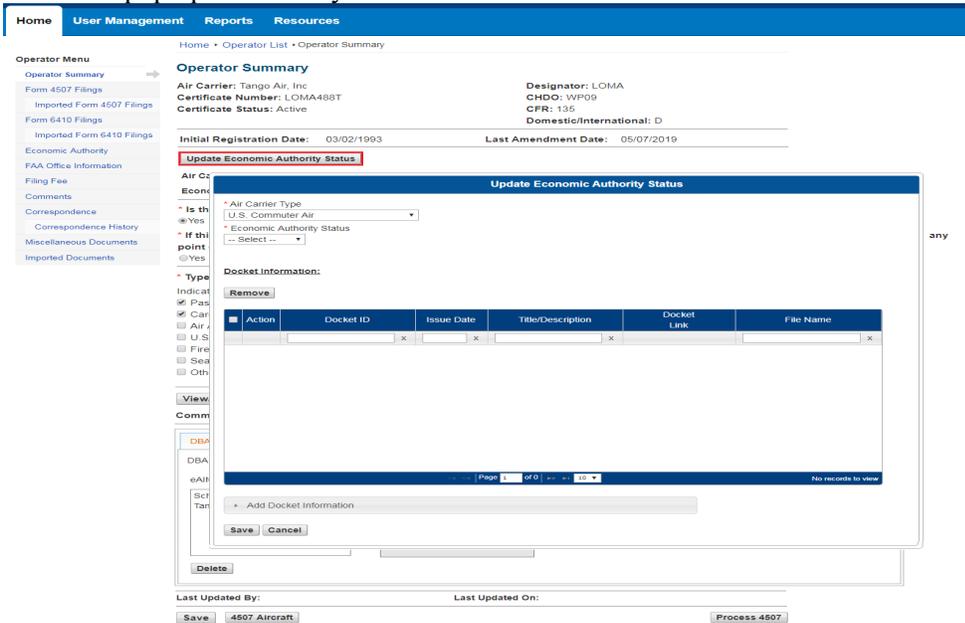
4507-6

**Step 7: Updating Economic Authority (not part of 4507 or 6410 form):**

When “Update Economic Authority” is clicked, Update Economic Authority will pop up will show with Air Carrier Type dropdown and a check box for cancelling Economic Authority with effective date of cancellation.



If from the dropdown “U.S. Commuter Air” is selected then the pop up box will dynamically change to the below pop up with ability to remove or add Docket information.



**Step 8: Validate or update insurance information from 6410/11, by using “Insurance” tab on Operator Summary page**

DBA   Principals   Air Taxi Addresses <b>Insurance</b>							
<input type="button" value="New Policy"/> <input type="button" value="Edit Policy"/> <input type="button" value="Open Policy"/> <input type="button" value="Delete"/> <input type="button" value="History"/> <input type="button" value="View PDF"/> <input type="button" value="Cancel Policy"/> <input type="button" value="Undo Cancellation"/>							
Policy Status *	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status	
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed	
Active	05/07/2019 10:14:06 AM	SHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc.	Processed	
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed	
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed	
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed	
Active	01/06/2010 10:49:46 AM	MAP 16000462	<b>06/23/2016</b>	No	Global Aerospace Inc.	Processed	
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed	
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed	

Page 1 of 1    View 1 - 10 of 10

**“New Policy” button on Insurance Grid (Operator Summary)**

If no policy is selected on the grid only “New Policy” is active button, all buttons are inactive.

New Policy popup:

The screenshot shows the 'New Insurance Policy' form. On the left is the 'Operator Menu' with 'Operator Summary' selected. The form has several sections:

- Air Carrier Type:** A dropdown menu with a callout box listing: US Air Taxi (6410-2A), US Commuter Air Carriers (6410-2B), and US Certified Air Carriers operating large Aircrafts (6410-2C).
- Insurer License:** Radio buttons for 'is licensed to issue aircraft insurance policies throughout the United States', 'is licensed or approved by a foreign government to issue aircraft insurance policies', and 'is an approved surplus line insurer in one or more states'. A callout box labeled '6410-1' points to the first option.
- Policy Info:** Fields for 'Effective Date' (9/23/2019), 'Coverage Type' (Combined Coverages), and 'Amount of Coverage' (\$ 233333300). A checkbox for 'This policy covers CARGO operations only and excludes passenger liability insurance.' is present.
- Table:** A table with columns: Actions, Insurer Name, Policy Number, Policy Amount, Is Lead, Percentage. It contains one row: United States Aviation Underwriters, Inc. #1, SIHL 1-072Z, \$233,333,300, checked, 100.
- Insurance Company:** Fields for 'Insurance Company', 'Insurance Co. Signer', 'Phone Number', 'Email', and 'Date Signed'. Buttons for 'Add Insurer' and 'Update Insurer' are present.
- Brokerage Company:** Similar fields and buttons for 'Add Broker' and 'Update Broker'.
- Insurance Receipt Date:** A date field.
- File Upload:** A 'Choose File' button with the text 'No file chosen'.
- Policy Comments:** A text area with a '1000 characters remaining' indicator.
- Footer:** 'Last Updated By: 02/10/2009', 'Last Updated On: 10/11/2016', and buttons for 'Save Draft', 'Aircraft', 'Cancel', and 'Submit'.

Callouts include '6410-4' pointing to the 'View' button in the left sidebar and '6410-1' pointing to the first insurer license option.

**“Aircraft” button on Insurance policy popup**

Insurance Policy Aircraft popup: when the user clicks the “Aircraft” button on the bottom right of the “Insurance Policy” pop up, a new pop up appears (Insured Aircraft), where user validates, edits, adds or removes aircrafts that are on the policy.

The screenshot shows the 'New Insurance Policy' form with an 'Insured Aircraft' popup. The popup contains a table of aircraft and an 'Add Aircraft' section. An orange callout box labeled '6410-3' points to the 'Aircraft' button in the bottom right corner of the popup.

**Insured Aircraft Table:**

Action(s)	Manufacturer	Aircraft M/M/S	Registration Num	Insured Seats	On OpSpecs?
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLA	10	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLB	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLC	10	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLD	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLE	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLF	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLG	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLH	0	Yes
<a href="#">Edit Seats</a>   <a href="#">Delete</a>		HAWKFR-800XP-800XP	CS-DRH	0	Nn

**Add Aircraft Section:**

\* Manufacturer: -- Select --   \* Model: -- Select --   \* Model-Series: -- Select --

\* Registration Number:   Insured Seats:   [Add](#)

[Save](#)   [Cancel](#)

### Adding/Updating Insurance Company, or Broker Company and/or their respective personnel (6410-4)

**Home** **User Management** **New Insurance Policy**

Operator Menu  
Operator Summary  
Form 4507 Filings  
Imported Form 4507 Filings  
Form 6410 Filings  
Imported Form 6410 Filings  
Economic Authority  
FAA Office Information  
Filing Fee  
Comments  
Correspondence  
Correspondence History  
Miscellaneous Documents  
Imported Documents

Choose the Air Carrier Type  
\* Air Carrier Type: -- Select --

**Insurer License**  
The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
\* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

**Add New Brokerage Company**

\* Broker Company Name  
\* Address Line 1 Address Line 2  
\* City \* State/Province/Region  
\* Zip/Postal Code \* Country  
-- Select --

**Add** **Cancel**

Brokerage Company (You may search by Brokerage Company)  
**Add Broker** **Update Broker**

Brokerage Co. Signer  
**Add Personnel** **Update Personnel**

Phone Number  
Email Date Signed  
Insurance Receipt Date:  
\* Please upload PDF copy of the actual form submitted below.  
**Choose File** No file chosen

Policy Comments  
1000 characters remaining  
Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

**Save Draft** **Aircraft** **Cancel** **Submit**

**Home** **User Management** **New Insurance Policy**

Operator Menu  
Operator Summary  
Form 4507 Filings  
Imported Form 4507 Filings  
Form 6410 Filings  
Imported Form 6410 Filings  
Economic Authority  
FAA Office Information  
Filing Fee  
Comments  
Correspondence  
Correspondence History  
Miscellaneous Documents  
Imported Documents

Choose the Air Carrier Type  
\* Air Carrier Type: -- Select --

**Insurer License**  
The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
\* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Update Brokerage Company**

\* Broker Company Name: ACE Aviation  
\* Address Line 1: 701 Fifth Avenue, Suite 1810 Address Line 2:  
\* City: Seattle \* State/Province/Region: WA  
\* Zip/Postal Code: 98104 \* Country: United States  
Update Cancel

DB: ACE Aviation Add Broker Update Broker  
Brokerage Co. Signer Add Personnel Update Personnel  
Phone Number  
Email Date Signed  
Insurance Receipt Date:  
\* Please upload PDF copy of the actual form submitted below.  
Choose File No file chosen  
Policy Comments  
1000 characters remaining  
Last Updated By: 02/10/2009 Last Updated On: 10/11/2018  
Save Draft Aircraft Cancel Submit

Home
User Management

Operator Menu

- Operator Summary →
- Form 4507 Filings
  - Imported Form 4507 Filings
- Form 6410 Filings
  - Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
  - Correspondence History
- Miscellaneous Documents
- Imported Documents

**New Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type:

**Insurer License**  
 The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date:  \* Coverage Type:  \* Amount of Coverage:

This policy covers CARGO operations only and excludes passenger liability insurance.

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc. #1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Page 1 of 1

Insurance Company (You may search by Insurance Company)

**Add New Personnel**

Brokerage Company: ACE Aviation

\* Name

Phone Number

Email

Position/Title

Fax Number

Email

Brokerage Co. Signer

Phone Number

Email  Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.

No file chosen

Policy Comments

1000 characters remaining

Last Updated By: 02/10/2009      Last Updated On: 10/11/2018

Home
User Management

Operator Menu

- Operator Summary →
- Form 4507 Filings
- Imported Form 4507 Filings
- Form 6410 Filings
- Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
- Correspondence History
- Miscellaneous Documents
- Imported Documents

**New Insurance Policy**

Choose the Air Carrier Type  
\* Air Carrier Type: -- Select --

**Insurer License**  
The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**  
Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300

This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc.#1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Insurance Company (You may search by Insurance Company)

**Add New Personnel**

Brokerage Company: ACE Aviation

\* Name

Phone Number

Email

Position/Title

Fax Number

Email

**Add** **Cancel**

Brokerage Co. Signer  
ACE Avia **Add Personnel** **Update Personnel**

Phone Number

Email  Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.

**Choose File** No file chosen

Policy Comments

1000 characters remaining

Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

**Save Draft** **Aircraft** **Cancel** **Submit**

**“Open Policy” button on Insurance Grid (Operator Summary)**

When an insurance policy is in Draft status, user can select it, and then Open Policy button will be available to be clicked and opens the draft policy to be worked on and when user clicks submit policy gets processed status.

Policy Status	Policy Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342AN	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475AN	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341AN	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	06/03/2017	No	Berkley Aviation LLC	Processed

**Open Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type: U.S. Air Taxi Operator (under part 298)

**Insurer License**  
 The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
 \* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$23333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Table:**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a> <a href="#">Delete</a>	United States Aviation Underwriters, Inc.#1	SIHL 1-0722	\$233,333,300	<input checked="" type="checkbox"/>	100

**Insurance Company (You may search by Insurance Company)**  
 [Add Insurer](#) [Update Insurer](#)

**Insurance Co. Signer**  
 [Add Personnel](#) [Update Personnel](#)

**Phone Number**

**Email**  **Date Signed**

**Brokerage Company (You may search by Brokerage Company)**  
 [Add Broker](#) [Update Broker](#)

**Brokerage Co. Signer**  
 [Add Personnel](#) [Update Personnel](#)

**Phone Number**

**Email**  **Date Signed**

**Insurance Receipt Date:**

\* Please upload PDF copy of the actual form submitted below.  
 No file chosen

**Policy Comments**

1000 characters remaining  
 Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

**“Edit Policy” button on Insurance Grid (Operator Summary)**

When an insurance policy is in “Processed” status, user can select it, and then Edit Policy button will be available to be clicked and opens the draft policy to be edited and when user clicks submit policy gets processed status.

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342AN	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475AN	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341AN	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	06/03/2017	No	Berkley Aviation LLC	Processed

**Edit Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type: U.S. Air Taxi Operator (under part 298)  
 Policy Status: Active  
 Insurer License: The insurer (\* select one):  
 \* is licensed to issue aircraft insurance policies throughout the United States  
 \* is licensed or approved by a foreign government to issue aircraft insurance policies  
 \* is an approved surplus line insurer in one or more states  
 Policy Info:  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
 \* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a> <a href="#">Delete</a>	United States Aviation Underwriters, Inc.#1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Insurance Company (You may search by Insurance Company)  
 Add Insurer Update Insurer  
 Insurance Co. Signer Add Personnel Update Personnel  
 Phone Number  
 Email Date Signed  
 Brokerage Company (You may search by Brokerage Company)  
 Add Broker Update Broker  
 Brokerage Co. Signer Add Personnel Update Personnel  
 Phone Number  
 Email Date Signed  
 Insurance Receipt Date:  
 \* Please upload PDF copy of the actual form submitted below.  
 Choose File No file chosen  
 Policy Comments  
 1000 characters remaining  
 Last Updated By: 02/10/2009 Last Updated On: 10/11/2018  
 Save Draft Aircraft Cancel Submit

**“History” button on Insurance Grid (Operator Summary)**

When the user highlights a policy and “History” button becomes active, upon clicking it “Insurance Policy History” will appear.

Home User Management Reports Resources

Home • Operator List • Operator Summary

**Operator Summary**

Air Carrier: Tango Air, Inc      Designator: LOMA  
 Certificate Number: LOMA488T      CHDO: WP09  
 Certificate Status: Active      CFR: 135  
                                                          Domestic/International: D

Initial Registration Date: 03/02/1993      Last Amendment Date: 05/07/2019

**Insurance Policy History**

Policy Number: MAP 413530  
 Effective Date: 05/11/2019  
 Insurance Company: Global Aerospace Inc.  
 Broker Company: Aon Risk Services, Inc.

Policy Status	Policy Status Date	Blanket Policy	Coverage Type	Liability Type	Coverage Amount	Last Updated By	Last Updated On
Active	03/04/2009 12:30:24 PM	No	Combined		\$500,000,000	Chamblee, Katie	08/22/2019 08:12:04

DBA Principals Air Taxi Addresses Insurance

New Policy Edit Policy Open Policy Delete History View PDF Cancel Policy Undo Cancellation

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SiHL 1-B611	02/22/2019	No	United States Aviation Underwriters, Inc.	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Last Updated By:      Last Updated On:

Save 4507 Aircraft Process 4507

**Cancelling insurance policy: (2 methods)**

**Method 1:** Cancelling from the policy pop up page: from the Policy status drop down select “Cancelled”, “Policy Cancellation” popup will show.

The screenshot shows the 'Edit Insurance Policy' interface. On the left is a navigation menu with 'Operator Summary' selected. The main form has a 'Policy Status' dropdown menu open, with 'Cancelled' highlighted in red. A 'Policy Cancellation' modal window is open, displaying the following information:

- Policy Number:** MAP 413530
- Effective Date:** 05/11/2019
- Insurance Company:** Global Aerospace Inc.
- \* Select Effective Date of Cancellation:** (empty field)
- Comments:** (empty text area)
- Buttons:** Add Policy, Save, Cancel

The background form includes the following sections:

- Insurer License:** Radio buttons for 'is licensed', 'is licensed', and 'is an apprc'.
- Policy Info:** 'Note: Amount' (empty field), '\* Effective Date' (empty field), and a checkbox for 'This policy'.
- Insurance Company:** Searchable field with 'Add Insurer' and 'Update Insurer' buttons.
- Insurance Co. Signer:** Dropdown menu with 'Add Personnel' and 'Update Personnel' buttons.
- Brokerage Company:** Searchable field with 'Add Broker' and 'Update Broker' buttons.
- Brokerage Co. Signer:** Dropdown menu with 'Add Personnel' and 'Update Personnel' buttons.
- Insurance Receipt Date:** (empty field)
- \* Please upload PDF copy of the actual form submitted below:** 'Choose File' button, 'No file chosen' text.
- Policy Comments:** Text area with '1000 characters remaining'.
- Footer:** 'Last Updated By: 02/10/2009', 'Last Updated On: 10/11/2018', and buttons for 'Save Draft', 'Aircraft', 'Cancel', and 'Submit'.

Method 2: From the “Insurance” tab on the grid located bottom of “Operator Summary”, user selects a policy, then clicks on “Cancel Policy” button (which is inactive till a policy has been highlighted that has been processed). “Policy Cancellation” popup will show upon clicking.

**Operator Summary**

Air Carrier: Tango Air, Inc  
 Certificate Number: LOMA488T  
 Certificate Status: Active

Designator: LOMA  
 CHDO: WP09  
 CFR: 135  
 Domestic/International: D

Initial Registration Date: 03/02/1993  
 Last Amendment Date: 05/07/2019

**Update Economic Authority Status**

Air Carrier Type: U.S. Air Taxi Operator (under part 298)  
 Economic Authority Status: Approved

\* Is the registering carrier a U.S. Citizen?  
 Yes  No

\* If this is an amendment, has the carrier carried passengers in foreign air transportation, that is, between any point in the United States and any point outside thereof, during the past 12 months?  
 Yes  No

**Policy Cancellation**

\* Ty Policy Number: MAP 413530  
 Effective Date: 05/11/2019  
 Insurance Company: Global Aerospace Inc.

\* Select Effective Date of Cancellation

Comments

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-B611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Page 1 of 1 | 10 | View 1 - 10 of 10

Last Updated By:  4507 Aircraft Last Updated On:

**Correspondence regarding Insurance policy:**

**6410 - Policy Cancellation** (if effective cancellation date is in the past or the day of sending) – this email will be sent by the system once a policy has been cancelled.

To: Air Carrier Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM Notification of Insurance Policy Cancellation  
Body:

Dear <Firstname> <LastName>:

This email message is to notify you that the following Insurance Policy has been cancelled on [**Effective Date of Cancellation**]:

Operator Name: Executive Jet Management, Inc.  
Certificate Number: CWQA061D  
Filing Number: 6410-2016-08863  
Policy Number: GM012158395-04  
Coverage Type: Combined  
Coverage Amount: \$300,000,000  
Aircraft List: N343DF, ....

If you are no longer operating the listed aircraft, you must amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft.

Before you can operate the listed aircraft for air transportation, you must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 - Pending Policy Cancellation** (if the effective cancellation date is in the future of sending) - this email will be sent by the system once a policy has been cancelled.

To: Air Carrier Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM: Notification of Pending Insurance Policy Cancellation  
Body:

Dear <Firstname> <LastName>:

This email message is to notify you that the following Insurance Policy will be cancelled on [**Effective Date of Cancellation**]:

Operator Name: Executive Jet Management, Inc.  
Certificate Number: CWQA061D  
Filing Number: 6410-2015-09276  
Policy Number: 12000130  
Coverage Type: Combined  
Coverage Amount: \$250,000,000  
Aircraft List: N888HH, ...

If you intend to continue operating the listed aircraft, you must either  
(a) Restore and certify insurance coverage using OST Form 6410, or  
(b) Amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft.  
This should be accomplished no later than the indicated cancellation effective date.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 - Reinstate Pending Policy Cancellation-** (if the effective cancellation date is in the future of sending) - this email will be sent by the system once a policy has been cancelled.

To: Insurance Broker/Insurance Company Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM: Notification of Reinstate Pending Insurance Policy Cancellation

Body:

Dear <Firstname> <LastName>:

This email message is to notify you that your insurance policy [InsurancePolicyNumber] is being Reinstated Pending Insurance Policy Cancellation effective [CancellationEffectiveDate].

If you intend to continue operating the listed aircraft, you must either (a) restore and certify insurance coverage using OST Form 6410, or (b) amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft. This should be accomplished no later than the indicated cancellation effective date.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 – Receipt**

[Note: **Only when eAIM is rolled out to industry users and notification will be sent out upon submission of 6410/11 in the system**]

To: Insurance Broker/Insurance Company Rep  
Cc: Air Carrier Rep  
Subject: eAIM: Notification of Receipt – OST Form 6410

Body:

Dear <Firstname> <Lastname>:

This email message is to inform you that the Certificate of Insurance (OST Form 6410) has been submitted to the FAA for review for:

Operator Name: Cortez Flying Service, Inc.  
Certificate Number: CLDA876C  
Filing Number: 6410-2018-11426

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**Step 9: Analysis and Decision**

Once the user has completed inputting and validating all the necessary data points from both 4507 and/or 6410/11, User will need to click “Save” button on the bottom left of “Operator Summary” page. Upon saving data, “Process 4507” button will be active and upon clicking that user will enter “Review and Assess” Page for analysis and decision making.

**Review and Assess**

Air Carrier: Tango Air, Inc  
Certificate Number: LOMA488T  
Certificate Status: Active

Designator: LOMA  
CHDO: WPO9  
CFR: 135  
Domestic/International: D

Initial Registration Date: 03/02/1993  
Last Amendment Date: 05/07/2019

Changes since previous filing:  
Types of Service(s): No change

Change in Carrier's Address  
Former Address: FAA Local Office: 2026 Palomar Airport Rd., Hangar 2, Carlsbad, CA 92011  
Current Address: FAA Local Office: 8525 Gibbs Drive San Diego, CA 92123

DBA Name(s): No change

**Aircraft Changes:**

Aircraft M/M/S	FAA Registration Number	On OpSpecs?	Passenger Seats Installed	Amendment
BD-100-1A10	N116HF	Yes	9	Removed
BD-100-1A10	N228PK	Yes	9	Removed
BE-100-B100	N997ME	No	8	Removed
BE-200-200	N4270Y	No	0	Removed
BE-200-B200	N4270Y	No	0	Removed

Page 11 of 7

View 1 - 5 of 31

View 4507 PDF | View 6410/11 PDF

Aircraft M/M/S	Registration Number	4507 Filing ID	On OpSpecs?	6410 Filing ID	Policy Number	Blanket Policy	WebOPS Installed Seats	4507 Installed Seats
EMB-500-500	N247SK	4507-2019-05258	Yes	6410-2017-09974	UA00013342A/19A	No	6	4
EMB-500-500	N226KV	4507-2019-05258	No			No	0	4
GA-IV-IV	N822A	4507-2019-05258	No			No	0	13
G-IV	N614RD	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
HS-125-850XP	N806MC	4507-2019-05258	Yes	6410-2017-09257	16000462	No	7	8
LR-35-A	N395MY	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
LR-36-A	N82GG	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0

Page 1 of 1

View 1 - 7 of 7

**Analyst Review**

Review Result: Select

Select Effective date (for approved or approved with restrictions): 10/14/2019

Registration Receipt Date: [ ]

Check/Money Order Number: [ ]

Please upload PDF copy of the actual form submitted below. [Choose File] No file chosen

Preview Response Email | Save | Finish Review

Check/Money Order field is only for Initial

**Trigger:** Once the User makes a decision on the Initial 4507 by either selecting “Approved”, “Approved with Restriction”, or “Rejected”, the respective email will automatically be sent out to notify of the decision.

4507 INITIAL – APPROVED:

To: Air carrier representative

Cc: Principal Inspector

Subject: eAIM: Notification of Approved Air Taxi Operator Registration (OST Form 4507)

Body:

Dear <FirstName> <LastName>:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been approved for:

Operator Name: <135\_WO\_FS00\_TEST>

Certificate Number: <MMMA1234>

Filing Number: <4507-2017-05169>

Effective Date: <9/1/2017>

If any of the information contained on your air taxi operator registration changes, you must submit:

- a) An amendment reflecting the updated information per Title 14 CFR Section 298.23 using OST Form 4507, and
- b) Evidence of valid insurance coverage per Title 14 CFR Part 205 using OST Form 6410.

The amendment must be filed no later than 30 days after the change occurs. There is no filing fee for submitting an amendment.

You can use eAIM to view the approved registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button. [**Only when eAIM is rolled out to industry users**]

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

4507 INITIAL - APPROVED WITH RESTRICTIONS

To: Air carrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Approval with Restrictions of Air Taxi Operator Registration (OST Form 4507)  
Body:

Dear <FirstName> <LastName>:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been approved with restrictions for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

Your company does not have evidence of insurance coverage required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205 on file with the FAA. You may not operate the following aircraft (as identified by registration number) for air transportation operations:

N12345  
N45678  
.....  
N59874

You must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations with the rejected aircraft.

You can use eAIM to view the restricted registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button. [**Only when eAIM is rolled out to industry users**]

<Notes from Insurance analyst>

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

4507 INITIAL - REJECTED

To: Air carrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Rejection of Air Taxi Operator Registration (OST Form 4507)  
Body:

Dear <FirstName> <LastName>:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been REJECTED for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>

There is NO evidence of insurance coverage for your air carrier on file with the FAA as required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205.

Your air carrier operation is not entitled to any of the exemptions in Title 14 CFR Part 298 and may not engage in air transportation operations.

You must re-file using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations.

You can use eAIM to view the rejected registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button. [**Only when eAIM is rolled out to industry users**]

<Notes from Insurance analyst>

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
([AFS-260-Insurance@faa.gov](mailto:AFS-260-Insurance@faa.gov))

4507 INITIAL – RECEIPT

[Note: **Only when eAIM is rolled out to industry users and notification will be sent out upon submission of Initial 4507 in the system**]

To: Air carrier representative

Cc: Principal Inspector

Subject: eAIM: Notification of Receipt of an OST Form 4507 Registration

Body:

Dear <FirstName> <LastName>:

This email message is to inform you that your Air Taxi Operator Initial Registration (OST Form 4507) has been submitted to the FAA for review for:

Operator Name: PorMac Airways - 01

Certificate Number: 031AMMAC

Filing Number: 4507-2017-05166

Please ensure that:

- a) Your Insurance Company or Broker has submitted Certificate of Insurance (OST Form 6410), and
- b) You pay the \$8.00 filing fee. Go to: <Pay.gov link>

Sincerely,

Technical Programs Branch, AFS-260

Air Transportation Division

Federal Aviation Administration (FAA)

(AFS-260-Insurance@faa.gov)

## 2.2 Using the Operator Summary Screen for Submitted Amendment to Air Taxi Operator Registration (OST Form 4507 Amendment Filing)

Step 1: after log in click on Operator List

Home

### FAA Insurance Analyst Home

- [Work Queue](#)
- [Operator List](#)
- [Update Profile](#)

The Economic Authority and Insurance Management (eAIM) system is an online system for managing aircraft accident liability insurance certification required by Title 14 Code of Federal Regulations (14 CFR) Part 205 and Air Taxi Operator registration and amendments under 14 CFR Part 298. You can use eAIM to submit the following Office of the Secretary of Transportation (OST) forms to the Federal Aviation Administration:

- OST Form 4507 - Air Taxi Operator Registration and Amendments and Filing Fee for an initial registration through Pay.gov
- OST Form 6410 - U.S. Air Carriers Certificate of Insurance, and
- OST Form 6411 - Foreign Air Carriers Certificate of Insurance.

[FAA Technical Programs Branch Part 205 Insurance and Part 298 Exemptions](#)  
[Department of Transportation \(DOT\) Air Carrier Fitness Division U.S. Air Carriers](#)

Step 2: Search for operator (Name, certificate number, DBA name, etc)

Home | User Management | Reports | Resources

Home > Operator List

### Operator List

[Help](#)

Open operator work space

Operator Name ^	Certificate Number	Certificate Status	DBA Name	CFR	CHDO	Initial Registration Date	Amendment
~ <input type="text"/> x	~ <input type="text" value="loma"/> x	~ <input type="text"/> x	~ <input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/>
Tango Air, Inc	LOMA488T	Active	Schubach Aviation	135	WP09	03/02/1993	05/07/2019

Page 1 of 1 | View 1 - 1 of 1

### Step 3: Enter Data on Operator Summary

The screenshot shows the 'Operator Summary' page in the eAIM system. The breadcrumb trail is 'Home > Operator List > Operator Summary'. The page title is 'Operator Summary'. The 'Operator Menu' on the left includes: Operator Summary, Form 4507 Filings, Imported Form 4507 Filings, Form 6410 Filings, Imported Form 6410 Filings, Economic Authority, FAA Office Information, Filing Fee, Comments, Correspondence, Correspondence History, Miscellaneous Documents, and Imported Documents.

Key fields and callouts:

- 4507-3a**: Designator: LOMA
- 4507-7**: Economic Authority Status: Approved
- 4507-5**: Types of Service: Passenger, Cargo (checked)
- DBA part of 4507-**: DBA Name field with 'Schubach Aviation' and 'Tango Air' listed under eAIM DBA Names.

Other visible information includes: Air Carrier: Tango Air, Inc; Certificate Number: LOMA488T; Certificate Status: Active; Initial Registration Date: 03/02/1993; Last Amendment Date: 05/07/2019; Air Carrier Type: U.S. Air Taxi Operator (under part 298); and Comments: This is a sample test comment.

### Step 4: Verify Data on "Principals" tab

The screenshot shows the 'Principals' tab in the eAIM system. The breadcrumb trail is 'Home > Operator List > Operator Summary > Principals'. The page title is 'Principals'. The 'Principals' section lists three roles:

Principal Operations Inspector	Principal Maintenance Inspector	Principal Operations Inspector
Boyd, MacDonald boyd.macdonald@faa.gov 858-123-1234	Messick, Roger C 834-234-3457	Brown, Brian E brown.brian@faa.gov

Below the principals list is the 'FAA Office Address' section:

8525 Gibbs Drive  
San Diego, CA 92123  
858-502-9682

Callouts point to:

- 4507-3b, 3c**: Points to the Principal Operations Inspector (Boyd, MacDonald).
- 4507-3d**: Points to the Principal Maintenance Inspector (Messick, Roger C).

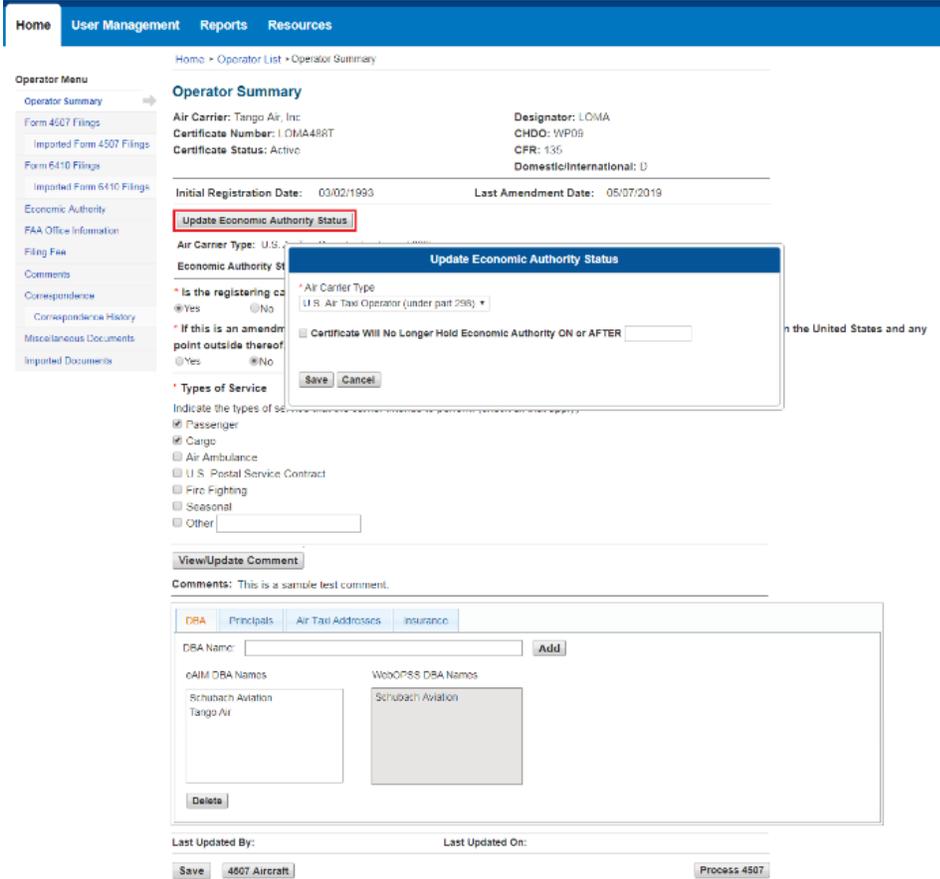
Step 5: Verify and edit (if required) data on Air Taxi Addresses:

Step 6: Verify and/or update 4507 aircrafts: first click on 4507 Aircrafts on the bottom left of “Operator Summary” Page, which will open Aircraft information pop up

Action(s)	Manufacturer	Aircraft M/M/S	Registration Number	Installed Seat	In Service?	On OpSpecs?	Previous Form 4507?
<input type="checkbox"/> <a href="#">Edit</a>	Bombardier	BD-100-1A10	N116HF	9	Yes	Yes	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Bombardier	BD-100-1A10	N228PK	9	Yes	Yes	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-100-B100	N997ME	8	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-200	N4270Y	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-B200	N4270Y	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-B200	N444LP	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-300-B300	N74RR	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-400-A	N233MW	7	Yes	Yes	No
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-90-C90	N247CH	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Cessna	CE-500-S550	N63HA	0	No	No	Yes

**Step 7: Updating Economic Authority (not part of 4507 or 6410 form):**

When “Update Economic Authority” is clicked, Update Economic Authority will pop up will show with Air Carrier Type dropdown and a check box for cancelling Economic Authority with effective date of cancellation.



If from the dropdown “U.S. Commuter Air” is selected then the pop up box will dynamically change to the below pop up with ability to remove or add Docket information.

Home | User Management | Reports | Resources

Operator Summary

Operator Summary

Form 4507 Filings  
Imported Form 4507 Filings  
Form 6410 Filings  
Imported Form 6410 Filings  
Economic Authority  
FAA Office Information  
Filing Fee  
Comments  
Correspondence  
Correspondence History  
Miscellaneous Documents  
Imported Documents

Operator Summary

Air Carrier: Tango Air, Inc  
Certificate Number: LOMA488T  
Certificate Status: Active

Designator: LOMA  
CHDO: WP09  
CFR: 135  
Domestic/International: D

Initial Registration Date: 03/02/1993  
Last Amendment Date: 05/07/2019

**Update Economic Authority Status**

Air Carrier Type: U.S. Commuter Air  
Economic Authority Status: -- Select --

Docket Information:

Action	Docket ID	Issue Date	Title/Description	Docket Link	File Name
No records to view					

Save | Cancel

Process 4507

**Step 8: Validate or update insurance information from 6410/11, by using “Insurance” tab on Operator Summary page**

DBA | Principals | Air Taxi Addresses | **Insurance**

New Policy | Edit Policy | Open Policy | Delete | History | View PDF | Cancel Policy | Undo Cancellation

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Page 1 of 1 | View 1 - 10 of 10

**“New Policy” button on Insurance Grid (Operator Summary)**

If no policy is selected on the grid only “New Policy” is active button, all buttons are inactive.

New Policy popup:

**New Insurance Policy**

Choose the Air Carrier Type

\* Air Carrier Type:

**Insurer License**

The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**

Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date:  \* Coverage Type:  \* Amount of Coverage:

This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc.#1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Page 1 of 1

**6410-4** (Operator Menu Item)

**6410-1** (Insurer License)

**Air Carrier types:**  
US Air Taxi (6410-2A)  
US Commuter Air Carriers (6410-2B)  
US Certified Air Carriers operating large Aircrafts (6410-2C)

**6410-1** (Insurer License)

**“Aircraft” button on Insurance policy popup**

Insurance Policy Aircraft popup: when the user clicks the “Aircraft” button on the bottom right of the “Insurance Policy” pop up, a new pop up appears (Insured Aircraft), where user validates, edits, adds or removes aircrafts that are on the policy.

The screenshot shows the 'New Insurance Policy' form with an 'Insured Aircraft' popup. The popup contains a table of aircraft and an 'Add Aircraft' form. An orange box highlights the '6410-3' button in the left sidebar, with an arrow pointing to the 'Aircraft' button in the popup's bottom right corner.

**Insured Aircraft Table:**

Action(s)	Manufacturer	Aircraft M/M/S	Registration Num	Insured Seats	On OpSpecs?
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLA	10	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLB	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLC	10	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLD	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLE	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLF	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLG	0	Yes
<a href="#">Edit Seats</a>	Bombardier	BD-700-1A10	CS-GLH	0	Yes
<a href="#">Edit Seats</a>   <a href="#">Delete</a>		HAWKFR-800XP-800XP	CS-DRH	0	Nn

**Add Aircraft Form:**

\* Manufacturer: -- Select --   \* Model: -- Select --   \* Model-Series: -- Select --

\* Registration Number:   Insured Seats:   [Add](#)

[Save](#)   [Cancel](#)

### Adding/Updating Insurance Company, or Broker Company and/or their respective personnel (6410-4)

**Home** **User Management** **New Insurance Policy**

Operator Menu  
Operator Summary  
Form 4507 Filings  
Imported Form 4507 Filings  
Form 6410 Filings  
Imported Form 6410 Filings  
Economic Authority  
FAA Office Information  
Filing Fee  
Comments  
Correspondence  
Correspondence History  
Miscellaneous Documents  
Imported Documents

Choose the Air Carrier Type  
\* Air Carrier Type: -- Select --

**Insurer License**  
The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
\* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

**Add New Brokerage Company**

\* Broker Company Name  
\* Address Line 1 Address Line 2  
\* City \* State/Province/Region  
\* Zip/Postal Code \* Country  
-- Select --

**Add** **Cancel**

Brokerage Company (You may search by Brokerage Company)  
**Add Broker** **Update Broker**

Brokerage Co. Signer  
**Add Personnel** **Update Personnel**

Phone Number  
Email Date Signed  
Insurance Receipt Date:  
\* Please upload PDF copy of the actual form submitted below.  
**Choose File** No file chosen

Policy Comments  
1000 characters remaining  
Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

**Save Draft** **Aircraft** **Cancel** **Submit**

**Home** **User Management** **New Insurance Policy**

Operator Menu  
Operator Summary  
Form 4507 Filings  
Imported Form 4507 Filings  
Form 6410 Filings  
Imported Form 6410 Filings  
Economic Authority  
FAA Office Information  
Filing Fee  
Comments  
Correspondence  
Correspondence History  
Miscellaneous Documents  
Imported Documents

Choose the Air Carrier Type  
\* Air Carrier Type: -- Select --

**Insurer License**  
The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
\* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Update Brokerage Company**  
\* Broker Company Name: ACE Aviation  
\* Address Line 1: 701 Fifth Avenue, Suite 1810 Address Line 2:  
\* City: Seattle \* State/Province/Region: WA  
\* Zip/Postal Code: 98104 \* Country: United States  
Update Cancel

DB: ACE Aviation Add Broker Update Broker  
Brokerage Co. Signer Add Personnel Update Personnel  
Phone Number  
Email Date Signed  
Insurance Receipt Date:  
\* Please upload PDF copy of the actual form submitted below.  
Choose File No file chosen  
Policy Comments  
1000 characters remaining  
Last Updated By: 02/10/2009 Last Updated On: 10/11/2018  
Save Draft Aircraft Cancel Submit

Home
User Management

Operator Menu

- Operator Summary →
- Form 4507 Filings
  - Imported Form 4507 Filings
- Form 6410 Filings
  - Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
  - Correspondence History
- Miscellaneous Documents
- Imported Documents

**New Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type:

**Insurer License**  
 The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date:  \* Coverage Type:  \* Amount of Coverage:

This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc. #1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Page 1 of 1

Insurance Company (You may search by Insurance Company)

**Add New Personnel**

Brokerage Company: ACE Aviation

\* Name

Phone Number

Email

Position/Title

Fax Number

Email

**Add** **Cancel**

Brokerage Co. Signer  **Add Personnel** **Update Personnel**

Phone Number

Email  Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.

No file chosen

Policy Comments

1000 characters remaining

Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

**Save Draft** **Aircraft** **Cancel** **Submit**

Home
User Management

Operator Menu

- Operator Summary →
- Form 4507 Filings
  - Imported Form 4507 Filings
- Form 6410 Filings
  - Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
  - Correspondence History
- Miscellaneous Documents
- Imported Documents

**New Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type:

**Insurer License**  
 The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date:  \* Coverage Type:  \* Amount of Coverage:

This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc. #1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Page 1 of 1

Insurance Company (You may search by Insurance Company)

**Add New Personnel**

Brokerage Company: ACE Aviation

\* Name

Phone Number

Email

Position/Title

Fax Number

Email

**Add** **Cancel**

Brokerage Co. Signer  **Add Personnel** **Update Personnel**

Phone Number

Email  Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.

No file chosen

Policy Comments

1000 characters remaining

Last Updated By: 02/10/2009      Last Updated On: 10/11/2018

**“Open Policy” button on Insurance Grid (Operator Summary)**

When an insurance policy is in Draft status, user can select it, and then Open Policy button will be available to be clicked and opens the draft policy to be worked on and when user clicks submit policy gets processed status.

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A\	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A\	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	<b>06/23/2016</b>	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A\	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

**Open Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type: U.S. Air Taxi Operator (under part 298)

**Insurer License**  
 The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

**Policy Info**  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
 \* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$ 233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a> <a href="#">Delete</a>	United States Aviation Underwriters, Inc.#1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Insurance Company (You may search by Insurance Company)  
 [Add Insurer](#) [Update Insurer](#)

Insurance Co. Signer  
 [Add Personnel](#) [Update Personnel](#)

Phone Number

Email

Date Signed

Brokerage Company (You may search by Brokerage Company)  
 [Add Broker](#) [Update Broker](#)

Brokerage Co. Signer  
 [Add Personnel](#) [Update Personnel](#)

Phone Number

Email

Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.  
 No file chosen

Policy Comments

1000 characters remaining  
 Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

[Save Draft](#) [Aircraft](#) [Cancel](#) [Submit](#)

**“Edit Policy” button on Insurance Grid (Operator Summary)**

When an insurance policy is in “Processed” status, user can select it, and then Edit Policy button will be available to be clicked and opens the draft policy to be edited and when user clicks submit policy gets processed status.

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-8611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC.	Processed

**Edit Insurance Policy**

Choose the Air Carrier Type  
 \* Air Carrier Type: U.S. Air Taxi Operator (under part 288)  
 Policy Status: Active  
 Insurer License: Active  
 Insurer License: Cancelled

The insurer (\* select one):  
 is licensed to issue aircraft insurance policies throughout the United States  
 is licensed or approved by a foreign government to issue aircraft insurance policies  
 is an approved surplus line insurer in one or more states

Policy Info  
 Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.  
 \* Effective Date: 9/23/2019 \* Coverage Type: Combined Coverages \* Amount of Coverage: \$233333300  
 This policy covers CARGO operations only and excludes passenger liability insurance.

**Actions**

Actions	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
Edit   Delete	United States Aviation Underwriters, Inc.#1	SIHL 1-0722	\$233,333,300	✓	100

Insurance Company (You may search by Insurance Company)  
 Add Insurer Update Insurer  
 Insurance Co. Signer Add Personnel Update Personnel  
 Phone Number  
 Email Date Signed  
 Brokerage Company (You may search by Brokerage Company)  
 Add Broker Update Broker  
 Brokerage Co. Signer Add Personnel Update Personnel  
 Phone Number  
 Email Date Signed  
 Insurance Receipt Date:  
 \* Please upload PDF copy of the actual form submitted below.  
 Choose File No file chosen  
 Policy Comments  
 1000 characters remaining  
 Last Updated By: 02/10/2009 Last Updated On: 10/11/2018  
 Save Draft Aircraft Cancel Submit

**“History” button on Insurance Grid (Operator Summary)**

When the user highlights a policy and “History” button becomes active, upon clicking it “Insurance Policy History” will appear.

Home User Management Reports Resources

Home • Operator List • Operator Summary

**Operator Summary**

Air Carrier: Tango Air, Inc      Designator: LOMA  
 Certificate Number: LOMA488T      CHDO: WP09  
 Certificate Status: Active      CFR: 135  
                                                                  Domestic/International: D

Initial Registration Date: 03/02/1993      Last Amendment Date: 05/07/2019

**Insurance Policy History**

Policy Number: MAP 413530  
 Effective Date: 05/11/2019  
 Insurance Company: Global Aerospace Inc.  
 Broker Company: Aon Risk Services, Inc.

Policy Status	Policy Status Date	Blanket Policy	Coverage Type	Liability Type	Coverage Amount	Last Updated By	Last Updated On
Active	03/04/2009 12:30:24 PM	No	Combined		\$500,000,000	Chamblee, Katie	08/22/2019 08:12:04

DBA Principals Air Taxi Addresses Insurance

New Policy Edit Policy Open Policy Delete History View PDF Cancel Policy Undo Cancellation

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SiHL 1-B611	02/22/2019	No	United States Aviation Underwriters, Inc.	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Last Updated By:      Last Updated On:

Save 4507 Aircraft Process 4507

**Cancelling insurance policy: (2 methods)**

Method 1: Cancelling from the policy pop up page: from the Policy status drop down select “Cancelled”, “Policy Cancellation” popup will show.

The screenshot shows the 'Edit Insurance Policy' interface. On the left is a navigation menu with 'Operator Summary' selected. The main form area has a 'Policy Status' dropdown menu open, with 'Cancelled' selected. A 'Policy Cancellation' modal window is open, displaying policy details: Policy Number: MAP 413530, Effective Date: 05/11/2019, and Insurance Company: Global Aerospace Inc. The modal also includes a 'Select Effective Date of Cancellation' field and a 'Comments' text area. Below the modal, there are sections for 'Insurance Company' and 'Brokerage Company', each with a search field and 'Add'/'Update' buttons. At the bottom, there is a 'Policy Comments' text area with a 1000-character limit and a 'Save Draft' button. The page footer shows 'Last Updated By: 02/10/2009' and 'Last Updated On: 10/11/2018'.

Method 2: From the “Insurance” tab on the grid located bottom of “Operator Summary”, user selects a policy, then clicks on “Cancel Policy” button (which is inactive till a policy has been highlighted that has been processed). “Policy Cancellation” popup will show upon clicking.

The screenshot displays the FAA Operator Summary interface. On the left is the 'Operator Menu' with options like 'Operator Summary', 'Form 4507 Filings', and 'Form 6410 Filings'. The main area shows details for 'Tango Air, Inc.' with fields for 'Certificate Number' (LOMA488T), 'Designator' (LOMA), 'CHDO' (WP09), and 'CFR' (135). A 'Policy Cancellation' modal window is open, containing fields for 'Policy Number' (MAP 413530), 'Effective Date' (05/11/2019), and 'Insurance Company' (Global Aerospace Inc.). Below the modal is a table of policies with columns for Policy Status, Policy Status Date, Policy Number, Effective Date, Blanket Policy, Insurance Company Name, and Policy Filing Status. The row for policy MAP 413530 is highlighted in red. At the bottom, there are 'Save' and 'Process 4507' buttons.

**Correspondence regarding Insurance policy:**

**6410 - Policy Cancellation** (if effective cancellation date is in the past or the day of sending) – this email will be sent by the system once a policy has been cancelled.

To: Air Carrier Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM Notification of Insurance Policy Cancellation  
Body:

Dear <Firstname> <LastName>:

This email message is to notify you that the following Insurance Policy has been cancelled on [**Effective Date of Cancellation**]:

Operator Name: Executive Jet Management, Inc.  
Certificate Number: CWQA061D  
Filing Number: 6410-2016-08863  
Policy Number: GM012158395-04  
Coverage Type: Combined  
Coverage Amount: \$300,000,000  
Aircraft List: N343DF, ....

If you are no longer operating the listed aircraft, you must amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft.

Before you can operate the listed aircraft for air transportation, you must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 - Pending Policy Cancellation** (if the effective cancellation date is in the future of sending) - this email will be sent by the system once a policy has been cancelled.

To: Air Carrier Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM: Notification of Pending Insurance Policy Cancellation  
Body:

Dear <Firstname> <LastName>:

This email message is to notify you that the following Insurance Policy will be cancelled on [**Effective Date of Cancellation**]:

Operator Name: Executive Jet Management, Inc.  
Certificate Number: CWQA061D  
Filing Number: 6410-2015-09276  
Policy Number: 12000130  
Coverage Type: Combined  
Coverage Amount: \$250,000,000  
Aircraft List: N888HH, ...

If you intend to continue operating the listed aircraft, you must either  
(a) Restore and certify insurance coverage using OST Form 6410, or  
(b) Amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft.  
This should be accomplished no later than the indicated cancellation effective date.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 - Reinstate Pending Policy Cancellation-** (if the effective cancellation date is in the future of sending) - this email will be sent by the system once a policy has been cancelled.

To: Insurance Broker/Insurance Company Rep  
Cc: POI-PMI-PAI (anyone, whichever exist)  
Subject: eAIM: Notification of Reinstate Pending Insurance Policy Cancellation

Body:

Dear <Firstname> <LastName>:

This email message is to notify you that your insurance policy [InsurancePolicyNumber] is being Reinstated Pending Insurance Policy Cancellation effective [CancellationEffectiveDate].

If you intend to continue operating the listed aircraft, you must either (a) restore and certify insurance coverage using OST Form 6410, or (b) amend your Air Taxi Operator Registration using OST Form 4507 to remove the uninsured aircraft. This should be accomplished no later than the indicated cancellation effective date.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**6410 – Receipt [Only when eAIM is rolled out to industry users and notification will be sent out upon submission of 6410/11 in the system]**

To: Insurance Broker/Insurance Company Rep  
Cc: Air Carrier Rep  
Subject: eAIM: Notification of Receipt – OST Form 6410

Body:

Dear <Firstname> <Lastname>:

This email message is to inform you that the Certificate of Insurance (OST Form 6410) has been submitted to the FAA for review for:

Operator Name: Cortez Flying Service, Inc.  
Certificate Number: CLDA876C  
Filing Number: 6410-2018-11426

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**Step 9: Analysis and Decision**

Once the user has completed inputting and validating all the necessary data points from both 4507 and/or 6410/11, User will need to click “Save” button on the bottom left of “Operator Summary” page. Upon saving data, “Process 4507” button will be active and upon clicking that user will enter “Review and Assess” Page for analysis and decision making.

**Federal Aviation Administration** | Economic Authority and Insurance Management (eAIM) | Log Out | admin@faa.com  
version 0.3.1

Home | User Management | Reports | Admin | Resources

**Operator Menu**

- Operator Registration
- Form 4507 Filings
  - Imported Form 4507 Filings
- Form 6410 Filings
  - Imported Form 6410 Filings
- Insurance Policy
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
  - Correspondence History
- Miscellaneous Documents
- Imported Documents

**Review and Assess**

Air Carrier: Tango Air, Inc.  
Certificate Number: LOMA4507  
Certificate Status: Active  
Designator: LOMA  
CHDO: WPO9  
CFR: 135  
Domestic/International: 0

Initial Registration Date: 03/02/1993 | Last Amendment Date: 05/01/2019

**Changes since previous filing:**  
Types of Service(s): No change  
Change in Carrier's Address:  
**Former Address:** FAA Local Office: 2026 Palomar Airport Rd., Hangar 2, Carlsbad, CA 92011  
**Current Address:** FAA Local Office: 6525 Gibbs Drive San diego, CA 92123

DBA Name(s): No change

**Aircraft Changes:**

Aircraft MMS <sup>1</sup>	FAA Registration Number	On OptSpecs?	Passenger Seats Installed	Amendment
BD-100-1A10	N118HF	Yes	9	Removed
BD-100-1A10	N228PK	Yes	9	Removed
BE-100-B100	N997ME	No	8	Removed
BE-200-200	N4272V	No	0	Removed
BE-200-B200	N4272V	No	0	Removed

View 4507 PDF | View 6410/11 PDF

Aircraft MMS <sup>1</sup>	Registration Number	4507 Filing ID	On OptSpecs?	6410 Filing ID	Policy Number	Blanket Policy	WebOPIS Installed Seats	4507 Installed Seats
EMB-500-500	N247SK	4507-2019-05258	Yes	6410-2017-09974	UAD00133424/19A	No	6	4
EMB-500-500	N228PK	4507-2019-05258	No				0	4
GA-717V	N822A	4507-2019-05258	No				0	13
G-IV	N614RD	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
HS-125-850VP	N808MC	4507-2019-05258	Yes	6410-2017-09257	16000462	No	7	8
LR-35-A	N095MY	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
LR-36-A	N82GG	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0

View 1 - 9 of 31

**Analyst Review**

\* Review Result:

\* Select Effective date (for approved or approved with restrictions): 10/14/2019

Registration Receipt Date:

\* Please upload PDF copy of the actual form submitted below:  
Choose File | No file chosen

**Trigger:** Once the User makes a decision on the Amendment 4507 by either selecting “Approved”, “Approved with Restriction”, or “Rejected”, the respective email will automatically be sent out to notify of the decision.

AMENDMENT - APPROVED

To: Air carrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Approved Air Taxi Operator Amendment (OST Form 4507)  
Body:

Dear FirstName LastName:

This email message is to notify you that the Air Taxi Operator Amendment (OST Form 4507) has been approved for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

If any of the information contained on your Air Taxi Operator registration changes, you must submit:

- a) An amendment reflecting the updated information per Title 14 CFR Section 298.23 using OST Form 4507, and
- b) Evidence of valid insurance coverage per Title 14 CFR Part 205 using OST Form 6410.

The amendment must be filed no later than 30 days after the change occurs. There is no filing fee for submitting an amendment.

You can use eAIM to view the approved registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button. [**Only when eAIM is rolled out to industry users**]

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

AMENDMENT - APPROVED WITH RESTRICTIONS

To: Aircarrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Approval with Restrictions of Air Taxi Operator Amendment (OST Form 4507)  
Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been approved with restrictions for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

Your company does not have evidence of insurance coverage required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205 on file with the FAA. You may not operate the following aircraft (as identified by registration number) for air transportation operations:

- {Aircraft registration # 1}
- {Aircraft registration # 2}
- {Aircraft registration # 3}
- ...
- {Aircraft registration # N}

You must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations with the rejected aircraft.

You can use eAIM to view the restricted registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button. **[Only when eAIM is rolled out to industry users]**

{Comment/notes entered by FAA analyst for the 4507 filing}

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

AMENDMENT - REJECTED

To: Aircarrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Rejection of Air Taxi Operator Amendment (OST Form 4507)

Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been REJECTED for:

Operator Name: <135\_WO\_FS00\_TEST>

Certificate Number: <MMMA1234>

Filing Number: <4507-2017-05169>

There is NO evidence of insurance coverage for your air carrier on file with the FAA as required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205.

Your air carrier operation is not entitled to any of the exemptions in Title 14 CFR Part 298 and may not engage in air transportation operations.

You must refile using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations.

You can use eAIM to view the rejected registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button. [**Only when eAIM is rolled out to industry users**]

{Comment/notes entered by FAA analyst for the 4507 filing}

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

**AMENDMENT – RECEIPT - [Only when eAIM is rolled out to industry users and notification will be sent out upon submission of Amendment 4507 in the system]**

To: Aircarrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Receipt of an OST Form 4507 Amendment

Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been submitted to the FAA for review for:

Operator Name: PorMac Airways - 01  
Certificate Number: 031AMMAC  
Filing Number: 4507-2017-05166

Please ensure that your Insurance Company or Broker has submitted Certificate of Insurance (OST Form 6410).

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## 3. Using the Operator Summary Screen - Insurance Analyst

This chapter provides procedures used by an FAA Insurance Analyst to perform work using the eAIM system's Operator Summary screen.

The Operator Summary screen allows an FAA Insurance Analyst to perform several functions when working with a selected operator's data and filings. These are grouped and listed as follows:

- Verify previously submitted data:
- Update, Add, and Edit data:
- Perform Operator and Filing workflow processes:

### 3.1 Operator Summary Screen User Procedure Lists

Each of the following subsections provides a list for a key business process, and each list item functions as a hypertext link to that specific user procedure.

#### 3.1.1 Procedures List - Submitted Initial Air Taxi Operator Registration (Initial OST Form 4507 Filing)

For the current eAIM system release, the FAA Insurance Analyst will process a submitted Initial Air Taxi Operator Registration for Economic Authority (acting for the air carrier (operator) representative). The process involves use of a hardcopy form package containing an initial OST Form 4507, Filing Fee.

(See also: Requirement description "[Submit an Initial Air Taxi Operator Registration](#)")

##### Procedures List:

Opening the Operator Summary screen

...

TBD

#### 3.1.2 Procedures List - Submitted Amendment to Air Taxi Operator Registration (OST Form 4507 Amendment Filing)

(See also: Requirement description "[Submit an Amendment to Air Taxi Operator Registration](#)")

### **3.1.3 Procedures List - Submit Insurance Certification for U.S. Air Carriers**

(See also: Requirement description “[Submit Insurance Certification for U.S. Air Carriers](#)”)

### **3.1.4 Procedures List - Submit Insurance Certification for Foreign Air Carriers**

(See also: Requirement description “[Submit Insurance Certification for Foreign Air Carriers](#)”)

### **3.1.5 Procedures List - Cancel Insurance Policy**

(See also: Requirement description “[Cancel Insurance Policy](#)”)

### **3.1.6 Procedures List - Review Air Taxi Operator Initial Registration**

(See also: Requirement description “[Review Air Taxi Operator Initial Registration](#)”)

### **3.1.7 Procedures List - Review an Amendment to Air Taxi Operator Registration**

(See also: Requirement description “[Review an Amendment to Air Taxi Operator Registration](#)”)

### **3.1.8 Procedures List - Review Insurance Certification for U.S. Air Carriers**

(See also: Requirement description “[Review Insurance Certification for U.S. Air Carriers](#)”)

### **3.1.9 Procedures List - Review Insurance Certification for Foreign Air Carriers**

(See also: Requirement description “[Review Insurance Certification for Foreign Air Carriers](#)”)

### **3.1.10 Procedures List - Review Cancellation of Insurance**

(See also: Requirement description “[Review Cancellation of Insurance](#)”)

### **3.1.11 Procedures List - Air Carrier Ceases Operations**

(See also: Requirement description “[Air Carrier Ceases Operations](#)”)

### **3.1.12 Procedures List - Active Air Carrier with No Insurance**

(See also: Requirement description “[Active Air Carrier with No Insurance](#)”)

### **3.1.13 Procedures List - Aircraft Added to FAA Certificate with No Economic Authority**

(See also: Requirement description “[Aircraft Added to FAA Certificate with No Economic Authority](#)”)

### **3.1.14 Procedures List - Aircraft Removed from FAA Certificate with No Economic Authority**

(See also: Requirement description “[Aircraft Removed from FAA Certificate with No Economic Authority](#)”)

### **3.1.15 Procedures List - Record DOT Economic Authority Status and Regulatory Document Information for Air Carriers that Do Not Receive Exemptions**

(See also: Requirement description “[Record DOT Economic Authority Status and Regulatory Document Information for Air Carriers that Do Not Receive Exemptions](#)”)

## 3.2 Opening the Operator Summary screen

For an FAA Insurance Analyst user, the eAIM system displays the FAA Insurance Analyst Home screen as the default landing zone after eAIM log in.

### To Open the Operator Summary screen...

1. Log into eAIM as an FAA Insurance Analyst user.

The system displays the FAA Insurance Analyst Home screen as the default landing zone for the FAA Insurance Analyst user (also referred to in this document as “IA user”).

2. From the FAA Insurance Analyst Home screen, click the **Operator List** link.

The system displays the Operator List screen.

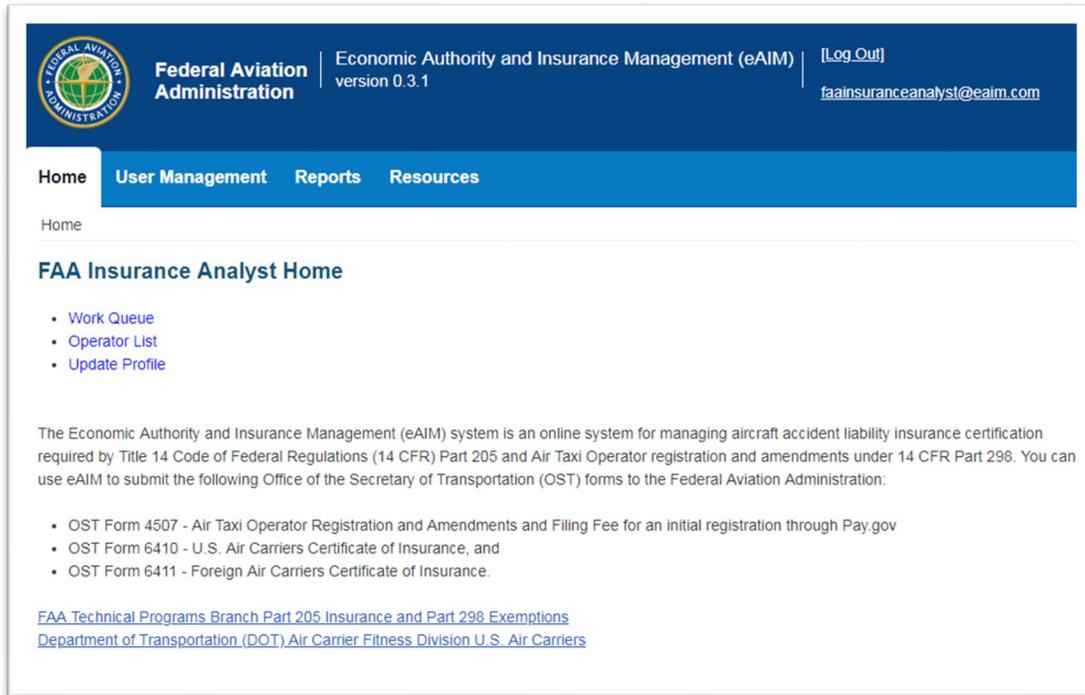


Figure 3-1: FAA Insurance Analyst Home screen.

3. Use the table-like **Operator List grid** to locate and select the operator associated with your current work task.

Once selected, the grid row containing the selected operator becomes highlighted.

Operator List

Open operator work space

Operator Name	Certificate Number	Certificate Status	DBA Name	CFR	CHDO	Initial Registration Date	Amendment
~ <input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/>			
Tango Air, Inc	LOMA488T	Active	Schubach Aviation	135	WP09	03/02/1993	05/07/2019

Page 1 of 1 | View 1 - 1 of 1

Figure 3-2: Operator List screen.

### Searching for an Operator

You can use the grid's **Search fields and controls**, contained in the top row of the grid, to search for the desired operator:

- 1) **Operator Name.**
  - 2) **Certificate Number.**
  - 3) **Certificate Status.**
  - 4) **DBA Name.**
  - 5) **CFR.**
  - 6) **CHDO.**
  - 7) **Initial Registration Date.**
  - 8) **Amendment Date.**
4. Click the **Open operator work space** button.

The system displays the Operator Summary screen for the selected operator.

### 3.3 Description of Operator Summary Screen

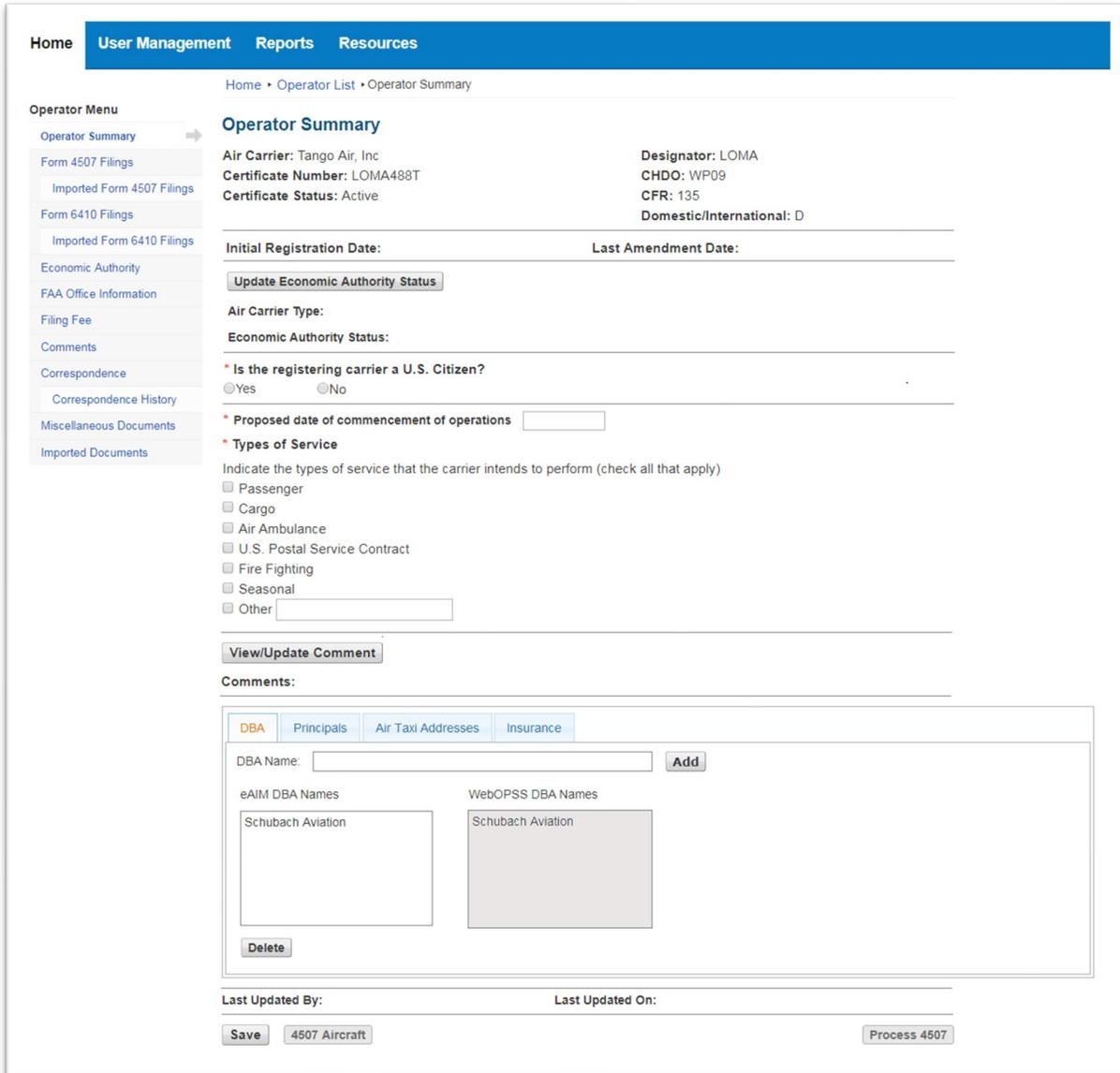


Figure 3-3: Operator Summary screen with eAIM window and menus (Initial Filing display).

#### 3.3.1 Description of Operator Summary Screen Field Groups and Fields/Controls

The Operator Summary screen includes several fields and controls as arranged (from screen top to bottom) within the following screen areas and groups:

- Operator and Registration Information: Includes the following display-only fields:
  - **Air Carrier:**
  - **Certificate Number:**

- **Certificate Status:**
- **Designator:**
- **CHDO:**
- **CFR:**
- **Domestic/International:**
- **Initial Registration Date** and **Last Amendment Date** display fields
- **Air Carrier Type** and **Economic Authority Status** display fields and the **Update Economic Authority Status** command button
- **Registering Carrier** field group and radio buttons (dynamically updated per selection)
- **Proposed date of Operations Commencement** field
- **Types of Service** field group with Service Type checkboxes
- **Comment** display and **View/Update Comment** command button
- Tabbed screen area with **DBA**, **Principals**, **Air Taxi Addresses**, and **Insurance** tabs and tabbed screens (DBA tab is displayed initially by default)
- **Last Updated By** user and **Last Updated On** date display data.
- Operator Summary screen command buttons including the **Save**, **4507 Aircraft**, and **Process 4507** buttons.

# 4. Using the Operator Summary Screen

## 4.1 User Procedures

Home > Operator List > Operator Summary

### Operator Summary

**Air Carrier:** Tango Air, Inc  
**Certificate Number:** LOMA488T  
**Certificate Status:** Active

**Designator:** LOMA  
**CHDO:** WP09  
**CFR:** 135  
**Domestic/International:** D

---

**Initial Registration Date:** \_\_\_\_\_ **Last Amendment Date:** \_\_\_\_\_

**Air Carrier Type:** \_\_\_\_\_  
**Economic Authority Status:** \_\_\_\_\_

---

\* **Is the registering carrier a U.S. Citizen?**  
 Yes  No

---

\* **Proposed date of commencement of operations**

\* **Types of Service**  
Indicate the types of service that the carrier intends to perform (check all that apply)

- Passenger
- Cargo
- Air Ambulance
- U.S. Postal Service Contract
- Fire Fighting
- Seasonal
- Other

---

**Comments:** \_\_\_\_\_

**DBA** | Principals | Air Taxi Addresses | Insurance

DBA Name:

eAIM DBA Names	WebOPSS DBA Names
Schubach Aviation	Schubach Aviation

---

**Last Updated By:** \_\_\_\_\_ **Last Updated On:** \_\_\_\_\_

Figure 4-1: Operator Summary screen (Initial Filing display).

The Operator Summary screen includes several fields and controls as arranged (from screen top to bottom) within the following screen areas and groups:

- **Operator and Registration Information:** Includes the following display-only fields:
  - **Air Carrier:**
  - **Certificate Number:**
  - **Certificate Status:**
  - **Designator:**
  - **CHDO:**
  - **CFR:**
  - **Domestic/International:**
- **Initial Registration Date** and **Last Amendment Date** display fields:
  - **Initial Registration Date:**
  - **Last Amendment Date:**

#### **4.1.1 Designating Registered Carrier Data and Operator Types of Service using the Operator Summary screen**

You can use the Operator Summary screen to perform Registered Carrier and Types of Service selections for an operator. The Registered Carrier field group is displayed near the top of the screen, immediately below the Economic Authority Status field group. The Types of Service field group with Service Type checkboxes are displayed below Registered Carrier field group.

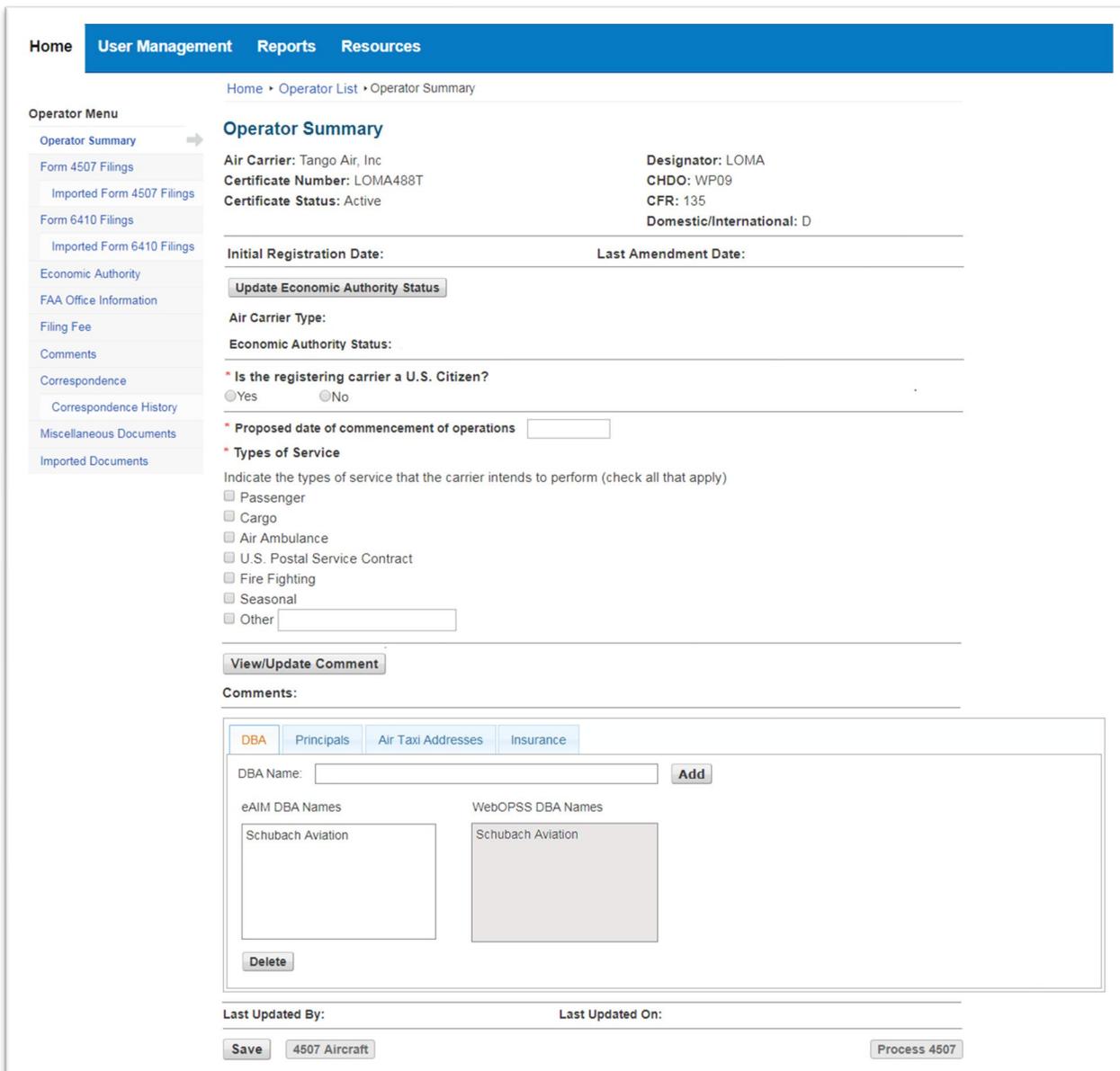


Figure 4-2: Registered Carrier and Types of Service selection on Operator Summary screen.

1. Select one of the **Registered Carrier** field group’s **Is the registered carrier a U.S. Citizen** radio buttons (**Yes** or **No**) to indicate the registering air carrier does or does not fall under the ownership of a United States (U.S.) citizen.

If you select the **Yes** radio button, the system displays an additional question and two foreign air transportation operations radio button immediately below the Is Registered radio buttons described above.

The **Yes** or **No** radio button for the foreign air transportation question are used for an Amendment filing to indicate that the air carrier has transported passengers as foreign air transportation operations within the last 12 months of operation.

2. Select one of the foreign air transportation radio buttons (**Yes** or **No**) to indicate the carrier's foreign air transportation status within the last 12 months:
  - a. Click the **Yes** radio button to indicate the air carrier has transported passengers as foreign air transportation operations within the timeframe.
  - b. Click the **No** radio button to indicate the air carrier has not transported passengers as foreign air transportation operations within the timeframe.
3. Use the screen's **Types of Service** field group and each applicable checkbox to indicate the current carrier's intended type(s) of service:
  - a. **Passenger** checkbox:
  - b. **Cargo** checkbox:
  - c. **Air Ambulance** checkbox:
  - d. **U.S. Postal Service Contract** checkbox:
  - e. **Fire Fighting** checkbox:
  - f. **Seasonal** checkbox:
  - g. **Other**: The **Other** field allows free-form text entry to describe a type of service not covered by the check boxes above it. [Describe size limit to Other field data \*\*\*]

#### 4.1.2 Viewing and Updating Comments using the Operator Summary screen

You can use the Operator Summary screen's **Comments** display area and the **View/Update Comments** command button to view, add, or edit Comments for the operator. The Comments display field and command button are displayed in the middle of the screen, immediately below the **Types of Service** field group and above the tabbed screen area used for operator addresses (including the **DBA** tab).

1. Use the **Comments** display area to view the most recently added/edited comment text.
2. Click the **View/Update Comments** button to view or edit previously entered comments or to add a new comment for the operator.

The system displays the View/Update Comments pop-up window. The window contains the Comments text field at the top and the **Save** command button, and the table-like **Comments List** grid with the **Close** command buttons displayed below the list.

You can use the fields contained in the first row of the Comments List to search for a specific comment.

3. To add a new comment, type the comment text into the Comment field and click the Save button located below the field.

The system retains the entered comment text, displaying the comment within the pop-up window's Comments grid (Note: The new comment will also be displayed as the default display comment in the Operator Summary screen's Comment display field (below the command button)).

4. Click the Close button to close the pop-up window.

The system returns the Operator Summary screen display.

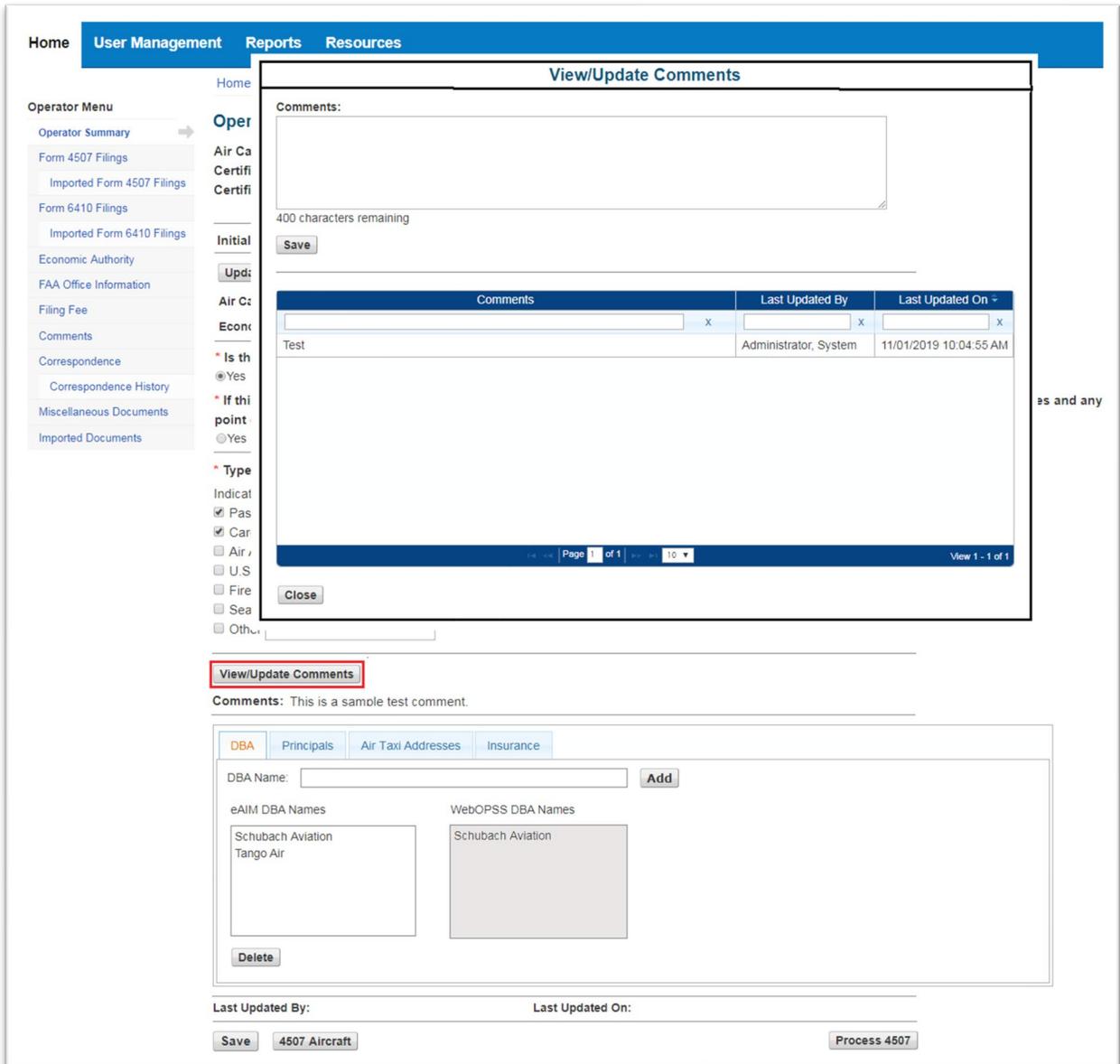


Figure 4-3: View/Update Comments pop-up window (via Operator Summary screen).

### 4.1.3 Updating Economic Authority Status Data using the Operator Summary screen

You can use the Operator Summary screen’s **Update Economic Authority Status** command button to update the Economic Authority Status data for the current operator. The command button is displayed near the top of the screen, immediately below the Initial Registration Date and Last Amendment Date display fields.

1. Click the **Update Economic Authority Status** command button, located near the top of the Operator Summary screen, to open the Update Economic Authority Status dialog box.

The system displays the Update Economic Authority Status dialog box, which will differ depending on the type of regulation that the operator is working under. The Air Carrier Type list box displays the operator's current Air Carrier Type value.

For a Part 298 U.S. Air Taxi Operator, the Update Economic Authority Status dialog box displays a single checkbox and date field pair. For other U.S. Air Taxi Operators, the dialog box will display the **Economic Authority Status** list box and the table-like **Docket Information List** grid with the **Remove** and **Add Docket Information** command buttons displayed above and below the list respectively.

2. For a Part 298 U.S. Air Taxi Operator:
  - a. To change the EA for the current operator's certificate, click the checkbox and then use the date field labeled **Certificate Will No Longer Hold Economic Authority On or After** to designate the EA change.
  - b. Click the Save button (or use Cancel to abort the process).
3. For an U.S. Air Taxi Operator:
  - a. Use the **Economic Authority Status** list box to select the appropriate status value.
  - b. As needed, use the Docket Information List to Add, Remove or edit Docket information.
  - c. To add docket information, type the click the **Add Docket Information** button located below the Docket Information List and use the grid to add the docket information.

The system retains the entered information, displaying the comment within the pop-up window's grid.
  - d. Click the Save button (or use Cancel to abort the process).

The system returns to display of the Operator Summary screen.

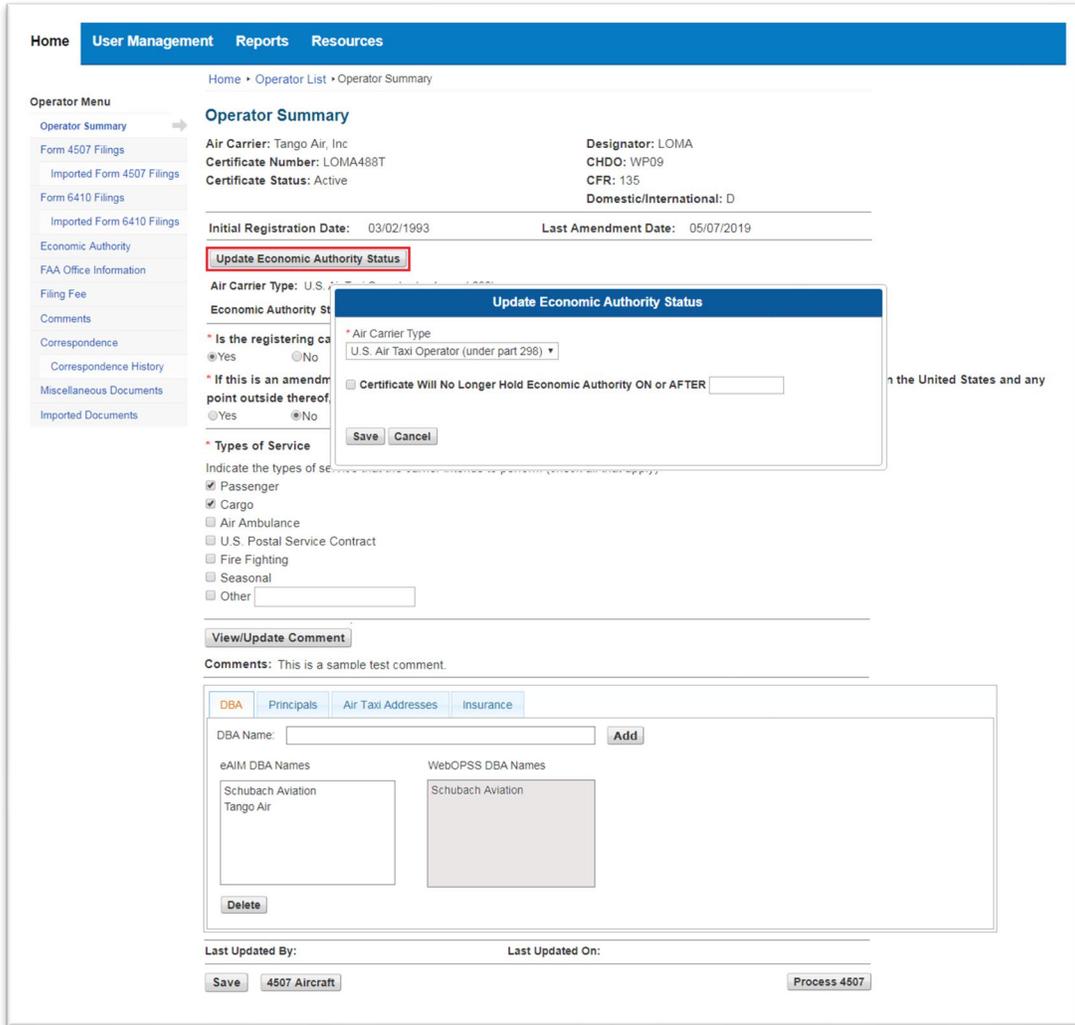


Figure 4-4: Update Economic Authority Status dialog box for Part 298 Operator (via Operator Summary screen).

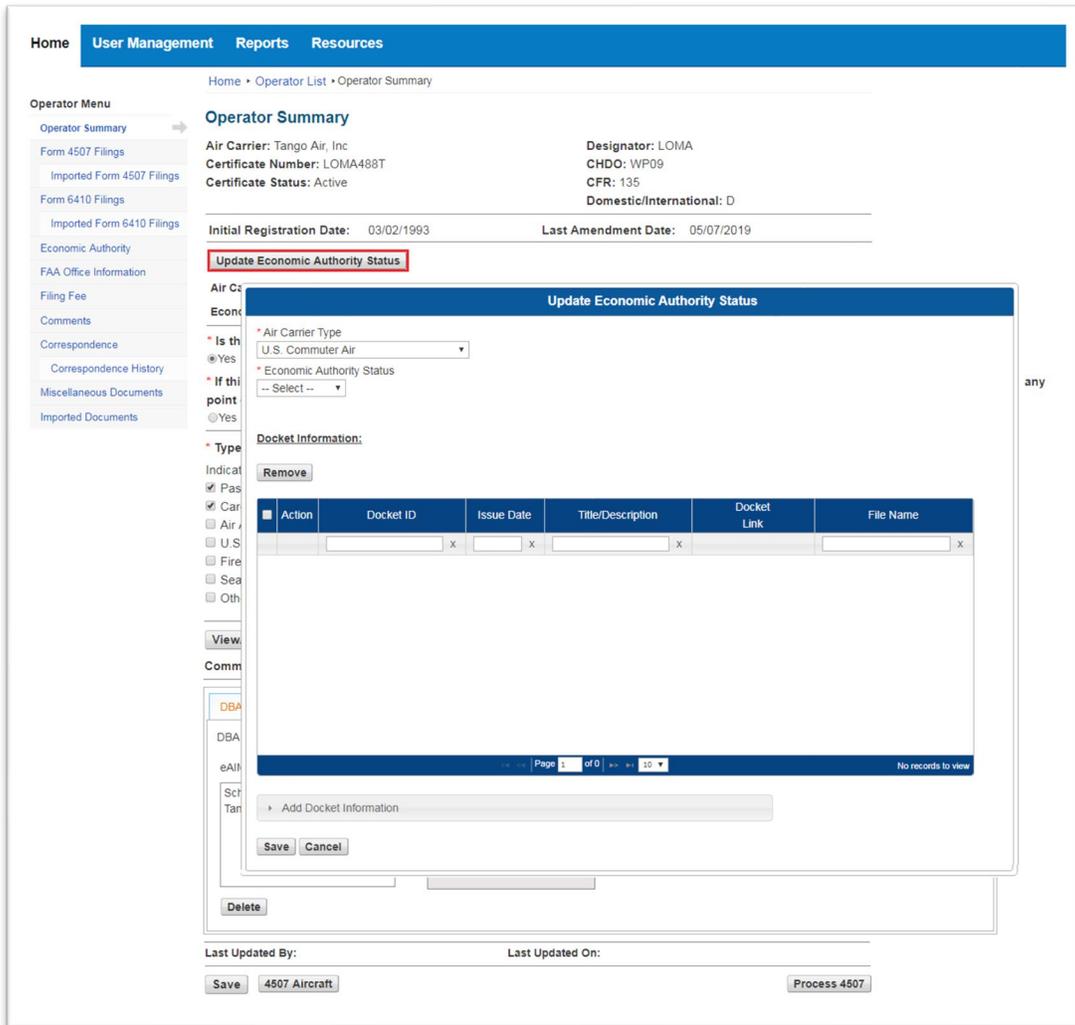


Figure 4-5: Update Economic Authority Status pop-up window (via Operator Summary screen).

**Operator Summary**

Air Carrier: Lynden Air Cargo, LLC      Designator: LR7A  
Certificate Number: LR7A113H      CHDO: AL07

**Update Economic Authority Status**

**Initial**  
\* Air Carrier Type  
U.S. Certificated Air Carrier Operating Large Aircraft

**Update**  
\* Economic Authority Status

Air Carrier Effective

**Docket Information:**

Action	Docket ID	Issue Date	Title/Description	Docket Link	File Name
<a href="#">Edit</a>	D1234	10/14/2019	Test		<a href="#">21GA-CPCN-SEP2016.pdf</a>

Page 1 of 1      View 1 - 1 of 1

**Comments:** This is a sample test comment.

**DBA**    Principals    Air Taxi Addresses    Insurance

DBA Name:  [Add](#)

eAIM DBA Names      WebOPSS DBA Names

Schubach Aviation  
Tango Air

Schubach Aviation

[Delete](#)

Last Updated By:       Last Updated On:

[Save](#)    4507 Aircraft      [Process 4507](#)

Figure 4-6: Update Economic Authority Status pop-up window with list displaying added row.

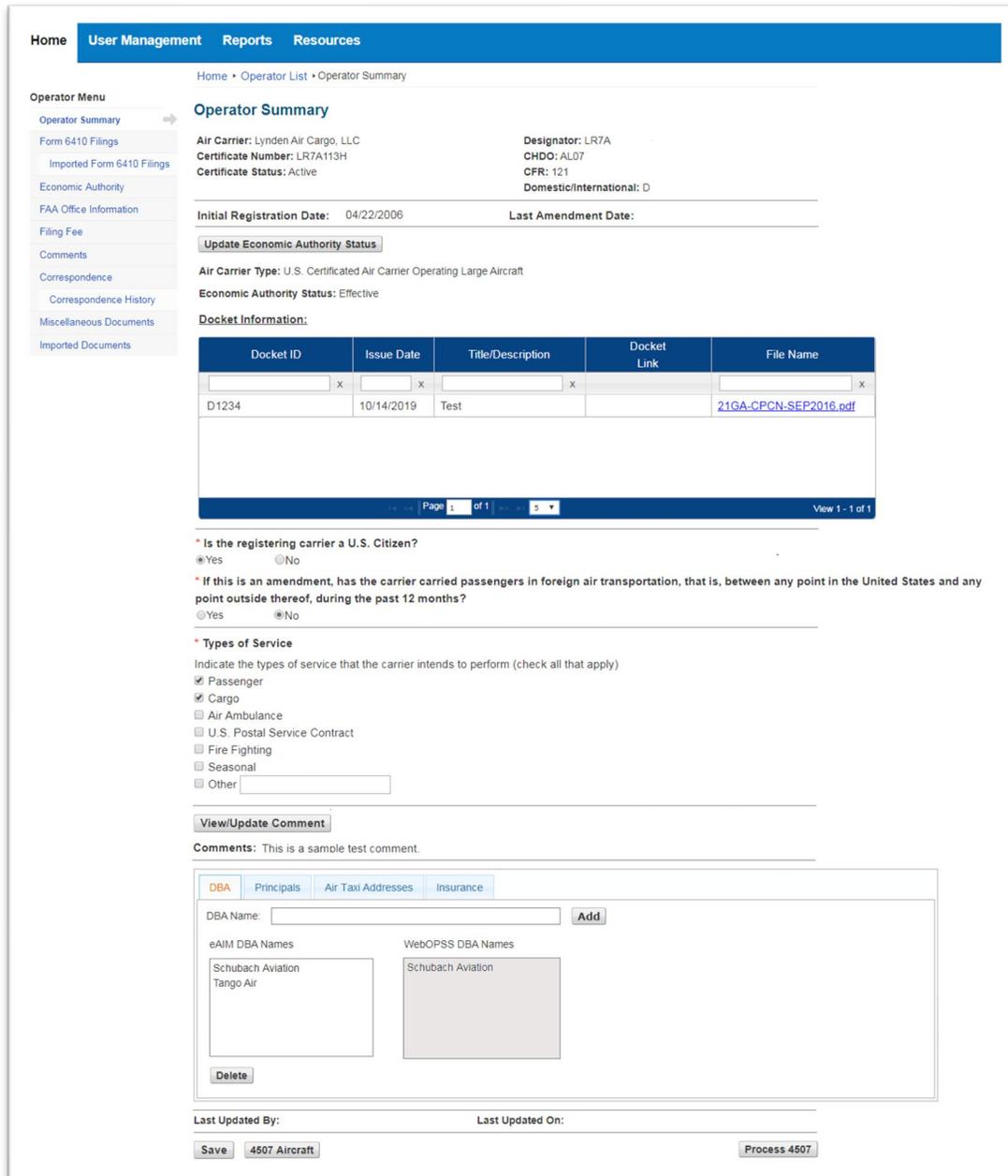


Figure 4-7: Operator Summary screen with Docket Information List display.

### 4.1.4 Viewing and Updating DBA Company Names using the Operator Summary screen

You can use the Operator Summary screen’s **DBA** tab and the attached tabbed screen to add and delete the “doing business as” (DBA) company names under which the current operator is operating. The DBA screen area contains (from top to bottom) the **DBA Name** field and **Add** command button, the **eAIM DBA Names** list and the display-only **WebOPSS DBA Names** list, and the **Delete** command button.

1. When first opened, the Operator Summary screen displays the DBA tabbed screen area in the foreground. If you have been using other tabbed screens, you can return to the DBA screen by clicking the **DBA** tab which is displayed as the leftmost tab on the Operator Summary screen's tab bar (near the middle of the screen).
2. To add a new eAIM system DBA Name, enter the new name text in the DBA Name field and click the Add button.

The system adds the new DBA Name to the displayed eAIM DBA Names list.

3. To remove a DBA Name for the current operator, click on the desired DBA Name value within the eAIM DBA Names List and then click on the Delete button located below the list. The system displays a message box requiring you to confirm the delete action. Click the Confirm button to complete the delete eAIM DBA Name process. The system updates the eAIM DBA Name list, removing the deleted name.
4. As needed, use the WebOPSS DBA Names List to validate the displayed eAIM DBA Name data.

The screenshot shows a web interface with four tabs: DBA (selected), Principals, Air Taxi Addresses, and Insurance. Below the tabs is a form with a 'DBA Name:' label, a text input field containing 'Schubach Aviation', and an 'Add' button. Below the input field are two lists: 'eAIM DBA Names' containing 'Schubach Aviation' and 'Tango Air', and 'WebOPSS DBA Names' containing 'Schubach Aviation'. A 'Delete' button is located at the bottom left of the form area.

Figure 4-8: DBA tabbed screen (detail of Operator Summary screen's tabbed area).

### 4.1.5 Viewing Principals Information using the Operator Summary screen

You can use the Operator Summary screen's **Principals** tab and the attached tabbed screen to view contact information for the **Principal Operations Inspector**, **Principal Maintenance Inspector**, [**Principal Operations Inspector**], and the **FAA Office Address** associated the current operator. The Principal screen area contains (from top to bottom) three display-only groups of Inspector contact information, placed across the top of the screen area, and the FAA Office Address displayed at the bottom of the screen.

1. To display the Air Taxi Addresses tabbed screen area, click the **Air Taxi Addresses** tab which is displayed as the third tab on the Operator Summary screen's tab bar (near the middle of the screen).

The system displays the Principals screen area.

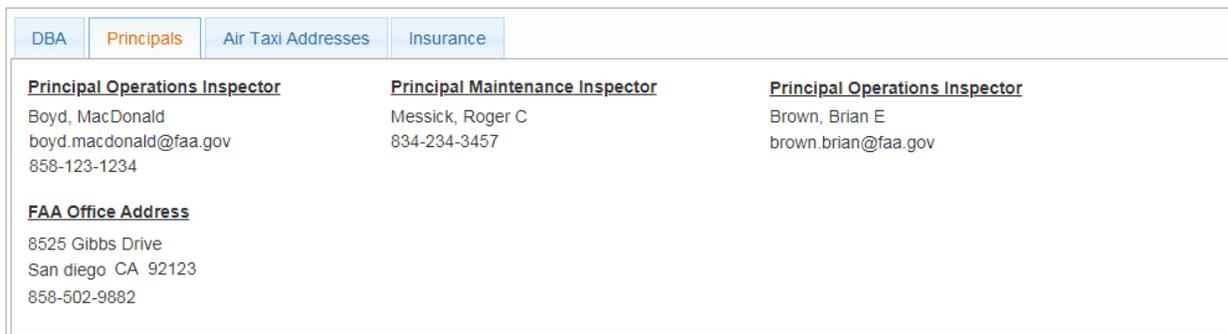


Figure 4-9: Principals tabbed screen (detail of Operator Summary screen’s tabbed area).

### 4.1.6 Viewing Air Taxi Addresses using the Operator Summary screen

You can use the Operator Summary screen’s **Air Taxi Addresses** tab and the attached tabbed screen to view address information for the Insured Address, Primary Address, Mailing Address, and Agent for Service Address associated the current operator. The Air Taxi Addresses screen area contains (from top to bottom) the display-only **Insured Address** display fields and, in three groups placed across the bottom of the screen area, the display-only Primary Address, Mailing Address, and Agent for Service Address information.

1. To display the Air Taxi Addresses tabbed screen area, click the **Air Taxi Addresses** tab which is displayed as the third tab on the Operator Summary screen’s tab bar (near the middle of the screen).

The system displays the Air Taxi Addresses screen area.

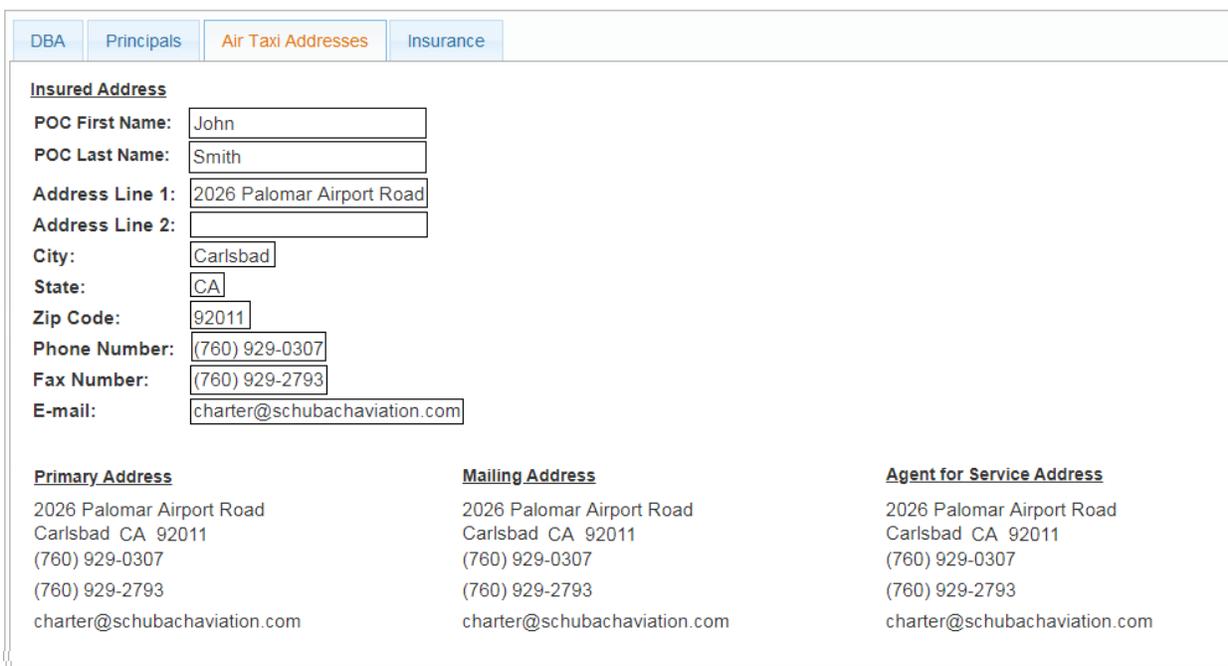


Figure 4-10: Air Taxi Addresses tabbed screen (detail of Operator Summary screen’s tabbed area).

### 4.1.7 Viewing and Updating Insurance Information using the Operator Summary screen

You can use the Operator Summary screen's **TEXT** command button to \_\_\_ for the operator. The command button is displayed near the top of the screen, immediately below the display only \_\_\_ information.

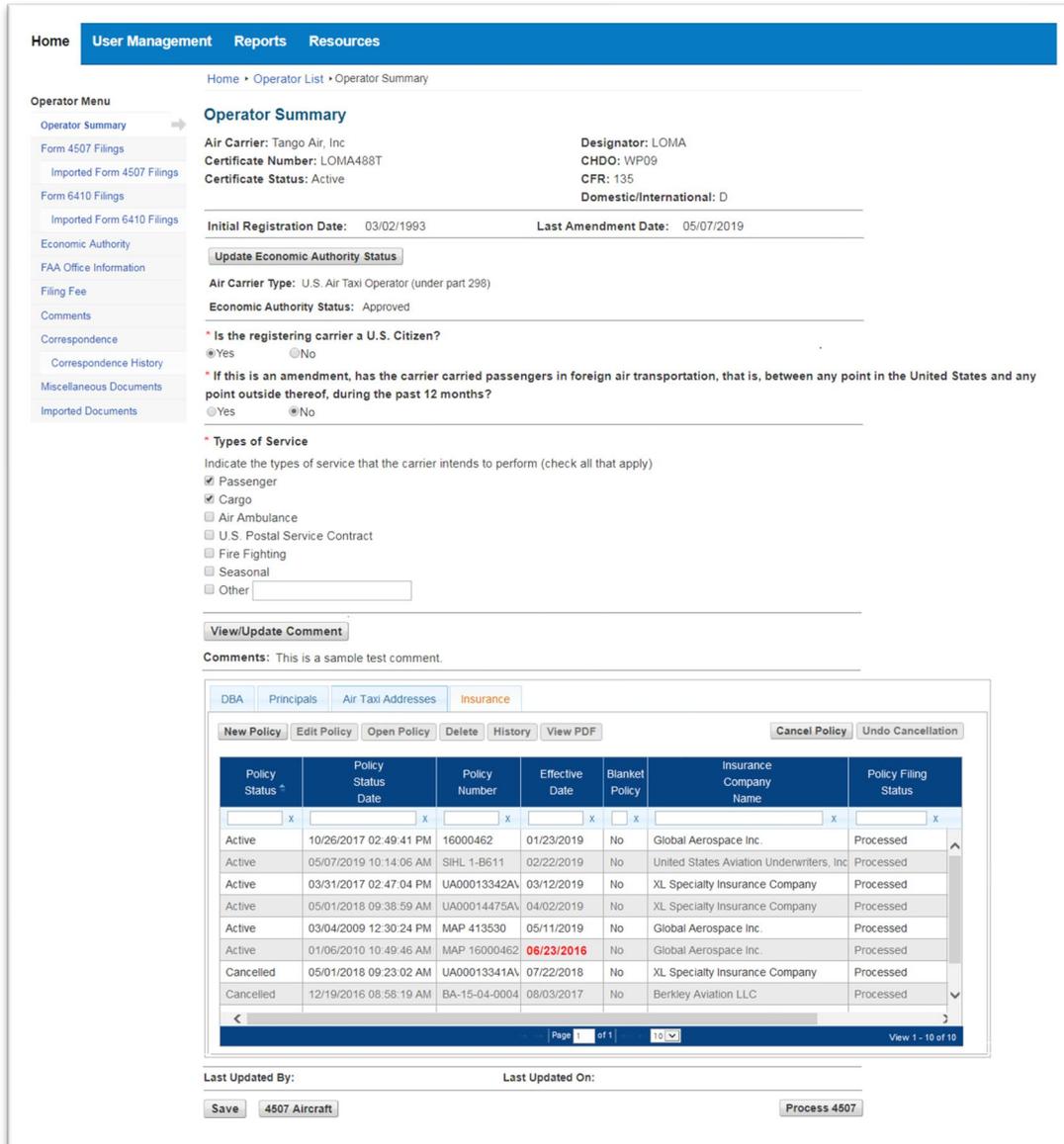


Figure 4-11: Operator Summary screen with Insurance tabbed screen in foreground.

Policy Status ^	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
<input type="checkbox"/> x	<input type="checkbox"/> x					
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-B611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342A\	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475A\	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341A\	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Page 1 of 1 10 View 1 - 10 of 10

Figure 4-12: Insurance tabbed screen (detail of Operator Summary screen’s tabbed area).

### 4.1.8 Viewing and Updating Aircraft Information using the Operator Summary screen

You can use the Operator Summary screen’s **4507 Aircraft** command button to work with the aircraft for the operator’s certificate. The command button is displayed at the bottom of the screen, immediately below the tabbed screen area.

Home • Operator List • Operator Summary

**Operator Summary**  
Air Carrier: Tango Air, Inc      Designator: LOMA

### Aircraft Information

List all aircraft which the air carrier intends to operate or is operating in air taxi service

[Remove](#)

Action(s)	Manufacturer	Aircraft M/M/S	Registration Number	Installed Seat	In Service?	On OpSpecs?	Previous Form 4507?
<input type="checkbox"/> <a href="#">Edit</a>	Bombardier	BD-100-1A10	N116HF	9	Yes	Yes	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Bombardier	BD-100-1A10	N228PK	9	Yes	Yes	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-100-B100	N997ME	8	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-200	N4270Y	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-B200	N4270Y	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-200-B200	N444LP	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-300-B300	N74RR	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-400-A	N233MW	7	Yes	Yes	No
<input type="checkbox"/> <a href="#">Edit</a>	Beech	BE-90-C90	N247CH	0	No	No	Yes
<input type="checkbox"/> <a href="#">Edit</a>	Cessna	CE-500-S550	N63HA	0	No	No	Yes

Page 1 of 4      View 1 - 10 of 40

Note: Passenger seats do not include seats occupied by the pilot or co-pilot unless the latter is available for passenger use

[Add Aircraft](#)

\* Manufacturer:       \* Model:       \* Model-Series:

\* Registration Number:       \* Installed Seats:       [Add](#)

[Save](#)      [Cancel](#)

[Delete](#)

Last Updated By:       Last Updated On:

[Save](#)      **4507 Aircraft**      [Process 4507](#)

Figure 4-13: Aircraft Information pop-up window (via Operator Summary screen).

## 4.2 Using the Review and Assess screen to Complete Operator Data Processing

**Federal Aviation Administration** | Economic Authority and Insurance Management (eAIM) | version 0.3.1 | [Log Out] | admin@eaim.com

Home | User Management | Reports | Admin | Resources

**Operator Menu**

- Operator Registration
- Form 4507 Filings
  - Imported Form 4507 Filings
- Form 6410 Filings
  - Imported Form 6410 Filings
- Insurance Policy
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
  - Correspondence History
- Miscellaneous Documents
  - Imported Documents

**Review and Assess**

Air Carrier: Tango Air, Inc  
Certificate Number: LOMA488T  
Certificate Status: Active

Designator: LOMA  
CHDO: WP09  
CFR: 135  
Domestic/International: D

Initial Registration Date: 03/02/1993 | Last Amendment Date: 05/07/2019

**Changes since previous filing:**  
Types of Service(s): No change

**Change in Carrier's Address**

**Former Address**  
FAA Local Office: 2026 Palomar Airport Rd., Hangar 2  
Carlsbad, CA 92011

**Current Address**  
FAA Local Office: 8525 Gibbs Drive San diego, CA 92123

DBA Name(s): No change

**Aircraft Changes:**

Aircraft MMS #	FAA Registration Number	On OpSpecs?	Passenger Seats Installed	Amendment
BD-100-1A10	N116HF	Yes	9	Removed
BD-100-1A10	N228PK	Yes	9	Removed
BE-100-B100	N997ME	No	8	Removed
BE-200-200	N427DY	No	0	Removed
BE-200-B200	N427DY	No	0	Removed

View 4507 PDF | View 6410/11 PDF

Aircraft MMS #	Registration Number	4507 Filing ID	On OpSpecs?	6410 Filing ID	Policy Number	Blanket Policy	WebOPS Installed Seats	4507 Installed Seats
<input type="checkbox"/>								
EMB-500-500	N247SK	4507-2019-05258	Yes	6410-2017-09974	UA00013342A/19A	No	6	4
EMB-500-500	N226KV	4507-2019-05258	No				0	4
GA-IV-IV	N822A	4507-2019-05258	No				0	13
G-IV	N614RD	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
HS-125-850XP	N806MC	4507-2019-05258	Yes	6410-2017-09257	16000462	No	7	8
LR-35-A	N395MY	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0
LR-36-A	N82GG	4507-2019-05258	No	6410-2010-04825	MAP 16000462	No	0	0

Analyst Review

\* Review Result  
Select

\* Select Effective date (for approved or approved with restrictions)  
10/14/2019

Registration Receipt Date

\* Check/Money Order Number

\* Please upload PDF copy of the actual form submitted below.  
Choose File | No file chosen

Preview Response Email | Save | Finish Review

Figure 4-14: Review and Assess screen (via \_\_\_ menu item\*\*\*).

### 4.2.1 Creating a New Insurance Policy using the Operator Summary screen

You can use the Operator Summary screen's **TEXT** command button to \_\_\_ for the operator. The command button is displayed near the top of the screen, immediately below the display only \_\_\_

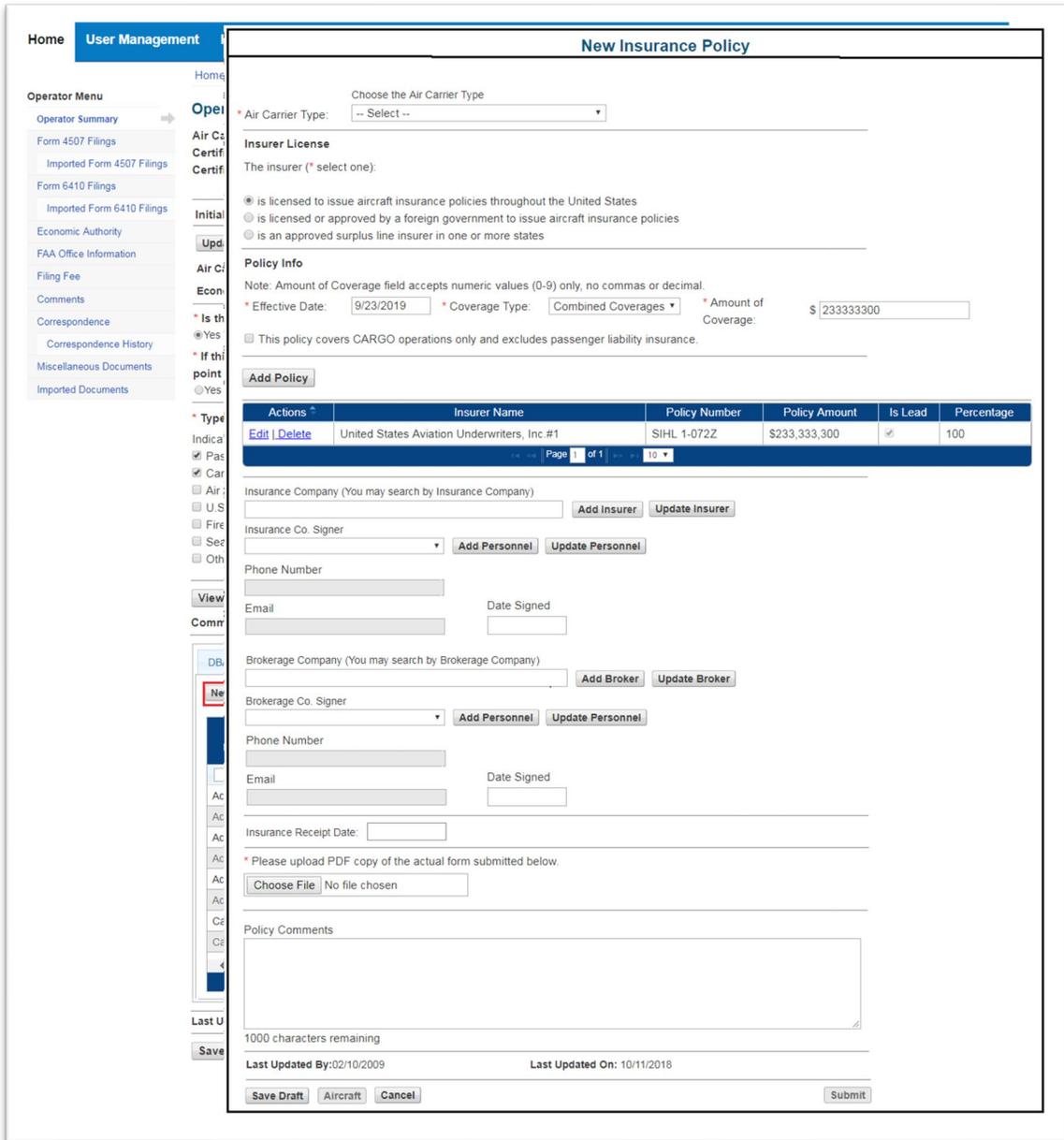


Figure 4-15: New Insurance Policy pop-up window (via Operator Summary screen).

## 4.2.2 Adding and Updating Brokerage Company Data for an Insurance Policy

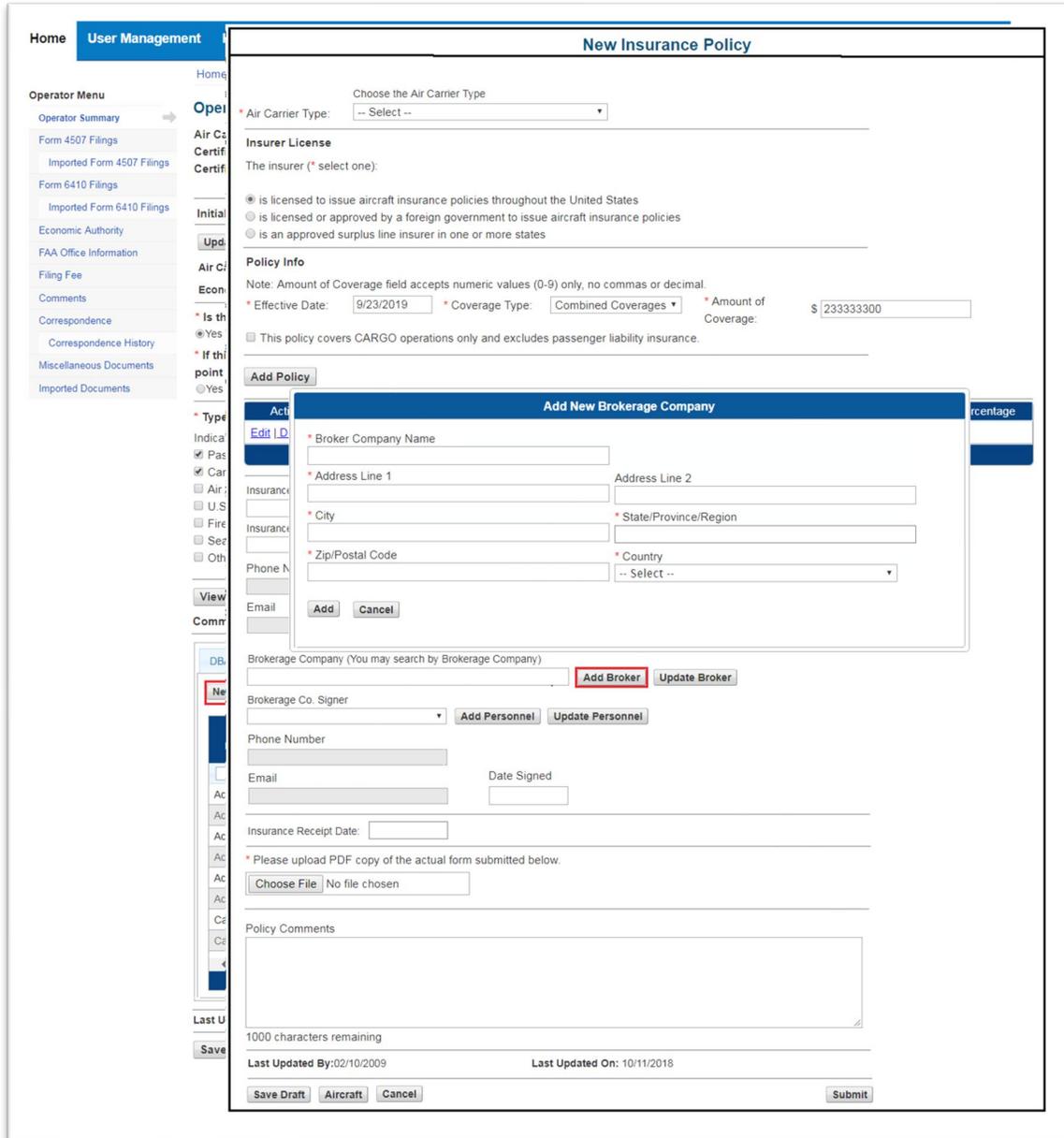


Figure 4-16: Add New Brokerage Company dialog box (from New Insurance Policy pop-up window).

The screenshot shows the 'New Insurance Policy' form in the eAIM system. The form is divided into several sections: 'Air Carrier Type' (dropdown), 'Insurer License' (radio buttons), 'Policy Info' (text and dropdowns), and 'Add Policy' (button). An 'Update Brokerage Company' dialog box is open, containing fields for 'Broker Company Name', 'Address Line 1', 'Address Line 2', 'City', 'State/Province/Region', 'Zip/Postal Code', and 'Country'. Below the dialog box, the main form shows a list of 'Brokerage Company' entries with 'ACE Aviation' selected. The 'Update Broker' button is highlighted with a red box. The form also includes a 'Policy Comments' text area and a 'Save Draft' button.

Figure 4-17: Update Brokerage Company dialog box (from New Insurance Policy pop-up window).

### 4.2.3 Adding Company Personnel Data for an Insurance Policy

You can Add company personnel from New Insurance Policy pop-up window by clicking the **Add Personnel** button and then using the Add New Personnel dialog box.

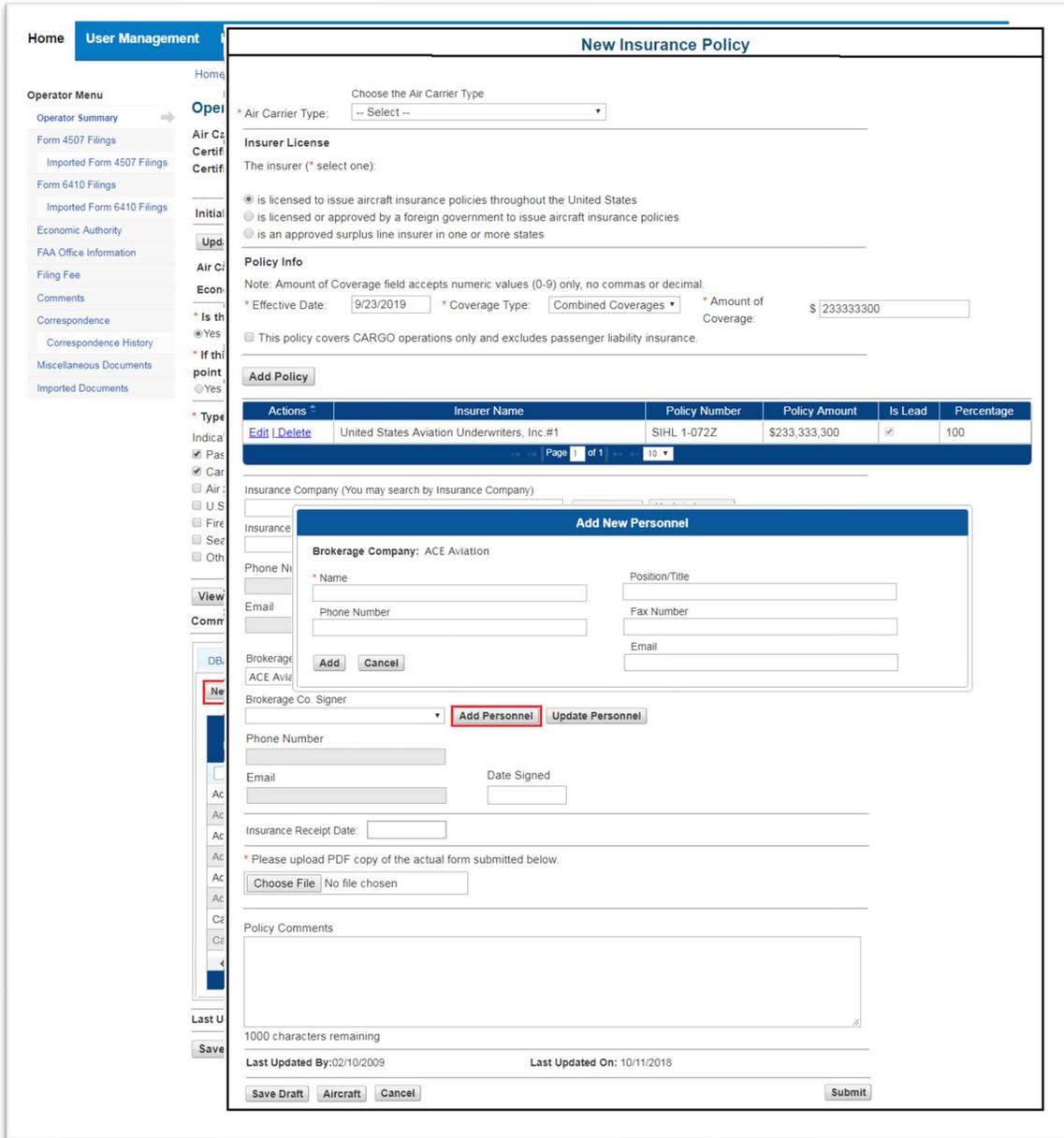


Figure 4-18: Add New Personnel dialog box (from New Insurance Policy pop-up window).

### 4.2.4 Updating Company Personnel for a New Insurance Policy

You can update company personnel from New Insurance Policy pop-up window by clicking the **Update Personnel** button and then using the Update Personnel dialog box.

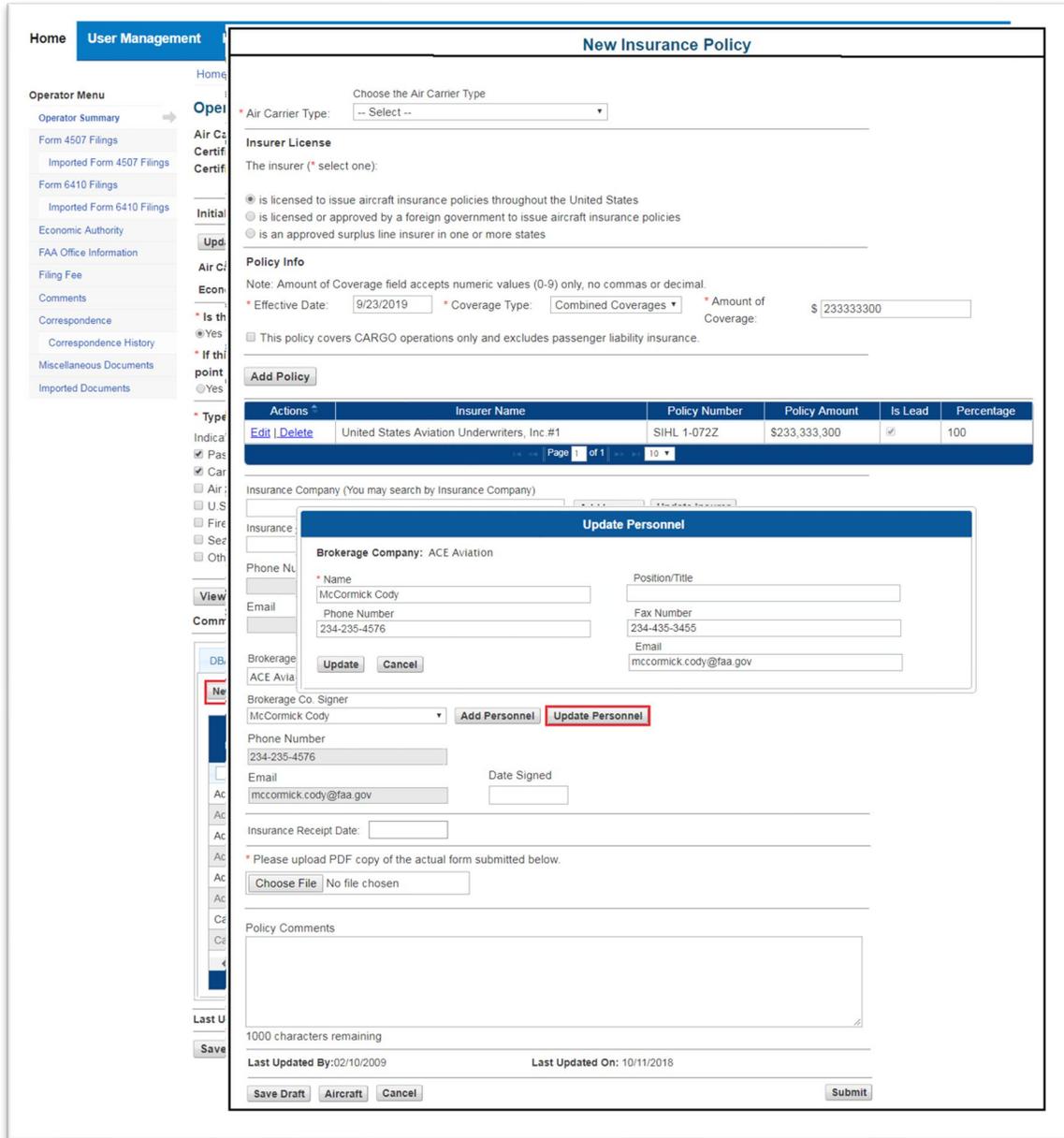


Figure 4-19: Update Personnel dialog box (from New Insurance Policy pop-up window).

### 4.2.5 Adding and Updating Aircraft Information for a New Insurance Policy

You can update company personnel from New Insurance Policy pop-up window by clicking the **Update Personnel** button and then using the Update Personnel dialog box.

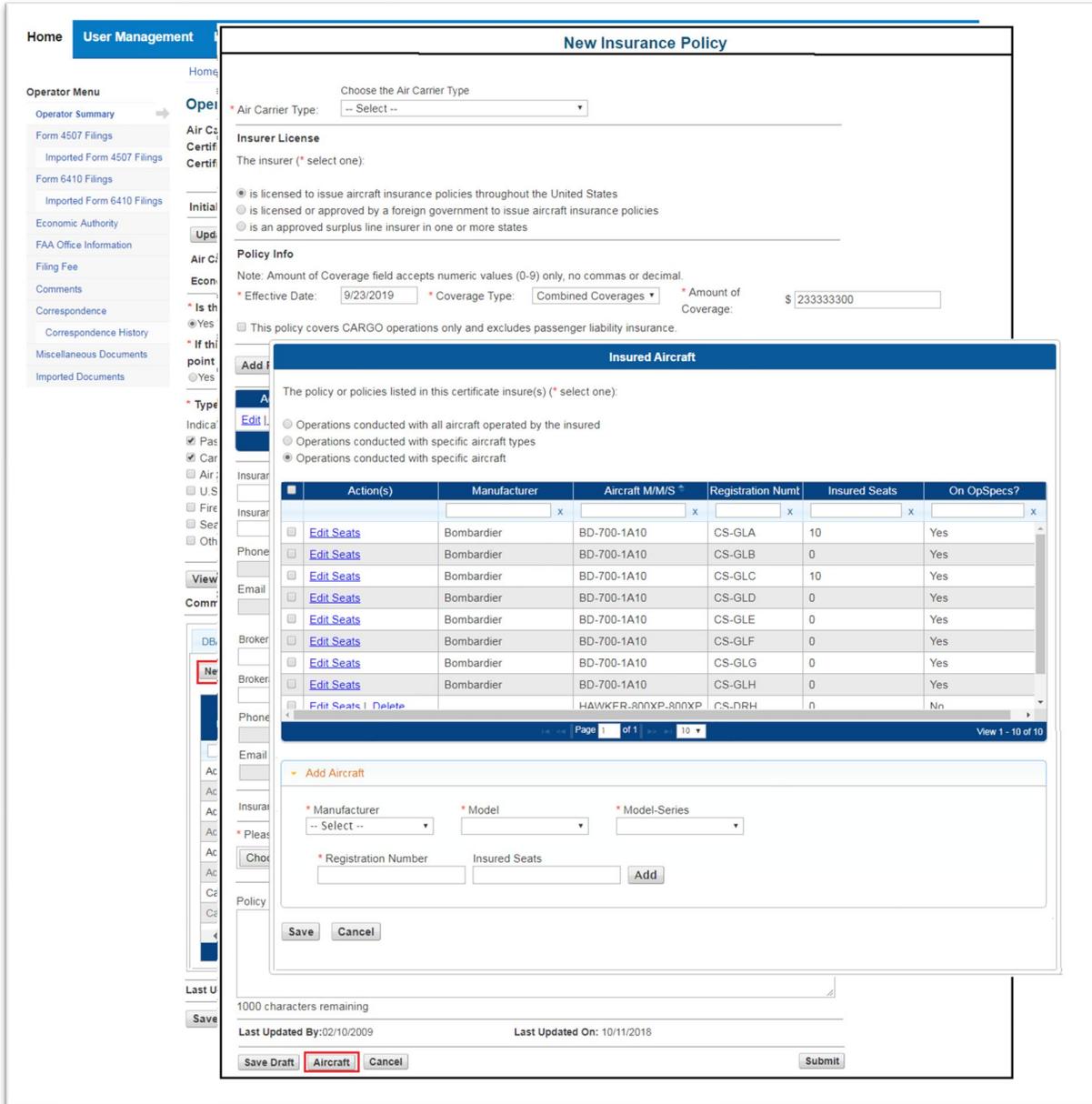


Figure 4-20: Insured Aircraft pop-up window (from New Insurance Policy pop-up window).

### 4.2.6 Editing an Insurance Policy using the Operator Summary screen

The screenshot shows the 'Edit Insurance Policy' pop-up window. The window title is 'Edit Insurance Policy'. On the left, there is a sidebar with 'Home' and 'User Management' tabs. Below that is an 'Operator Menu' with various options like 'Operator Summary', 'Form 4507 Filings', etc. The main content area is divided into several sections:

- Air Carrier Type:** A dropdown menu with 'U.S. Air Taxi Operator (under part 298)' selected.
- Policy Status:** A dropdown menu with 'Active' selected.
- Insurer License:** Radio buttons for 'is licensed to issue aircraft insurance policies throughout the United States', 'is licensed or approved by a foreign government to issue aircraft insurance policies', and 'is an approved surplus line insurer in one or more states'.
- Policy Info:** Fields for 'Effective Date' (9/23/2019), 'Coverage Type' (Combined Coverages), and 'Amount of Coverage' (\$ 233333300).
- Table:** A table with columns: Actions, Insurer Name, Policy Number, Policy Amount, Is Lead, Percentage. It contains one row for 'United States Aviation Underwriters, Inc.#1' with policy number 'SIHL 1-0722' and amount '\$233,333,300'.
- Insurer Section:** Fields for 'Insurance Company', 'Insurance Co. Signer', and 'Phone Number' with 'Add Insurer' and 'Update Insurer' buttons.
- Brokerage Company Section:** Fields for 'Brokerage Company', 'Brokerage Co. Signer', and 'Phone Number' with 'Add Broker' and 'Update Broker' buttons.
- Insurance Receipt Date:** A date field.
- File Upload:** A 'Choose File' button and 'No file chosen' text.
- Policy Comments:** A large text area with a '1000 characters remaining' indicator.
- Footer:** 'Last Updated By: 02/10/2009', 'Last Updated On: 10/11/2018', and buttons for 'Save Draft', 'Aircraft', 'Cancel', and 'Submit'.

Figure 4-21: Edit Insurance Policy pop-up window (via Operator Summary screen).

### 4.3 Performing a Policy Cancellation

The Edit Insurance Policy pop-up window allows you to change a policy status. Selecting the policy status list box's value to Cancelled opens the Policy Cancellation dialog box.

The screenshot displays the 'Edit Insurance Policy' interface. A 'Policy Cancellation' dialog box is open, showing the following details:

- Policy Number:** MAP 413530
- Effective Date:** 05/11/2019
- Insurance Company:** Global Aerospace Inc.
- Policy Info:**
  - \* Select Effective Date of Cancellation
  - Note: Amount
  - \* Effective Date
  - This policy

The dialog box includes 'Add Policy', 'Save', and 'Cancel' buttons. The background 'Edit Insurance Policy' form shows fields for Air Carrier Type (U.S. Air Taxi Operator), Policy Status (Active), and Insurer License. The 'Policy Status' dropdown is currently set to 'Active', with 'Cancelled' highlighted in red. The 'Insurer License' section has radio buttons for 'is licensed', 'is licensed', and 'is an appr'. The 'Policy Info' section has a 'Note: Amount' field and a 'Comments' field. The 'Add Policy' button is visible. The 'Actions' section has 'Save' and 'Cancel' buttons. The 'Edit | Delete' link is also present. The page number is 1 of 1.

Below the dialog box, the main form includes sections for Insurance Company, Insurance Co. Signer, Brokerage Company, Brokerage Co. Signer, Insurance Receipt Date, and a file upload section for a PDF copy of the actual form submitted below. The 'Policy Comments' field has a 1000 character limit. The 'Last Updated By' is 02/10/2009 and the 'Last Updated On' is 10/11/2018. The 'Save Draft', 'Aircraft', 'Cancel', and 'Submit' buttons are at the bottom.

Figure 4-22: Policy Cancellation dialog box (from Edit Insurance Policy pop-up window).

Click the **Save** button in Policy Cancellation dialog box to complete the process. The system returns to display of the Operator Summary screen.

**OR**, Cancel the process by clicking the **Cancel** button to return to the Edit Insurance Policy pop-up window and then setting the **Policy Status** list box's value back to "Active".

### 4.3.1 Opening and Viewing an Insurance Policy using the Operator Summary screen

**Open Insurance Policy**

Choose the Air Carrier Type

Air Carrier Type:

**Insurer License**

The insurer (\* select one):

- is licensed to issue aircraft insurance policies throughout the United States
- is licensed or approved by a foreign government to issue aircraft insurance policies
- is an approved surplus line insurer in one or more states

**Policy Info**

Note: Amount of Coverage field accepts numeric values (0-9) only, no commas or decimal.

\* Effective Date:  \* Coverage Type:  \* Amount of Coverage:

This policy covers CARGO operations only and excludes passenger liability insurance.

**Add Policy**

Actions ^	Insurer Name	Policy Number	Policy Amount	Is Lead	Percentage
<a href="#">Edit</a>   <a href="#">Delete</a>	United States Aviation Underwriters, Inc. #1	SIHL 1-072Z	\$233,333,300	<input checked="" type="checkbox"/>	100

Page 1 of 1

Insurance Company (You may search by Insurance Company)

[Add Insurer](#) [Update Insurer](#)

Insurance Co. Signer

[Add Personnel](#) [Update Personnel](#)

Phone Number

Email  Date Signed

Brokerage Company (You may search by Brokerage Company)

[Add Broker](#) [Update Broker](#)

Brokerage Co. Signer

[Add Personnel](#) [Update Personnel](#)

Phone Number

Email  Date Signed

Insurance Receipt Date:

\* Please upload PDF copy of the actual form submitted below.

No file chosen

Policy Comments

1000 characters remaining

Last Updated By: 02/10/2009 Last Updated On: 10/11/2018

Figure 4-23: Open Insurance Policy pop-up window (via Operator Summary screen).

### 4.3.2 Viewing Insurance Policy History

You can use the Insurance tab's **History** command button to view the policy history for the operator. The command button is displayed above the Insurance Policy List on the Insurance tabbed screen.

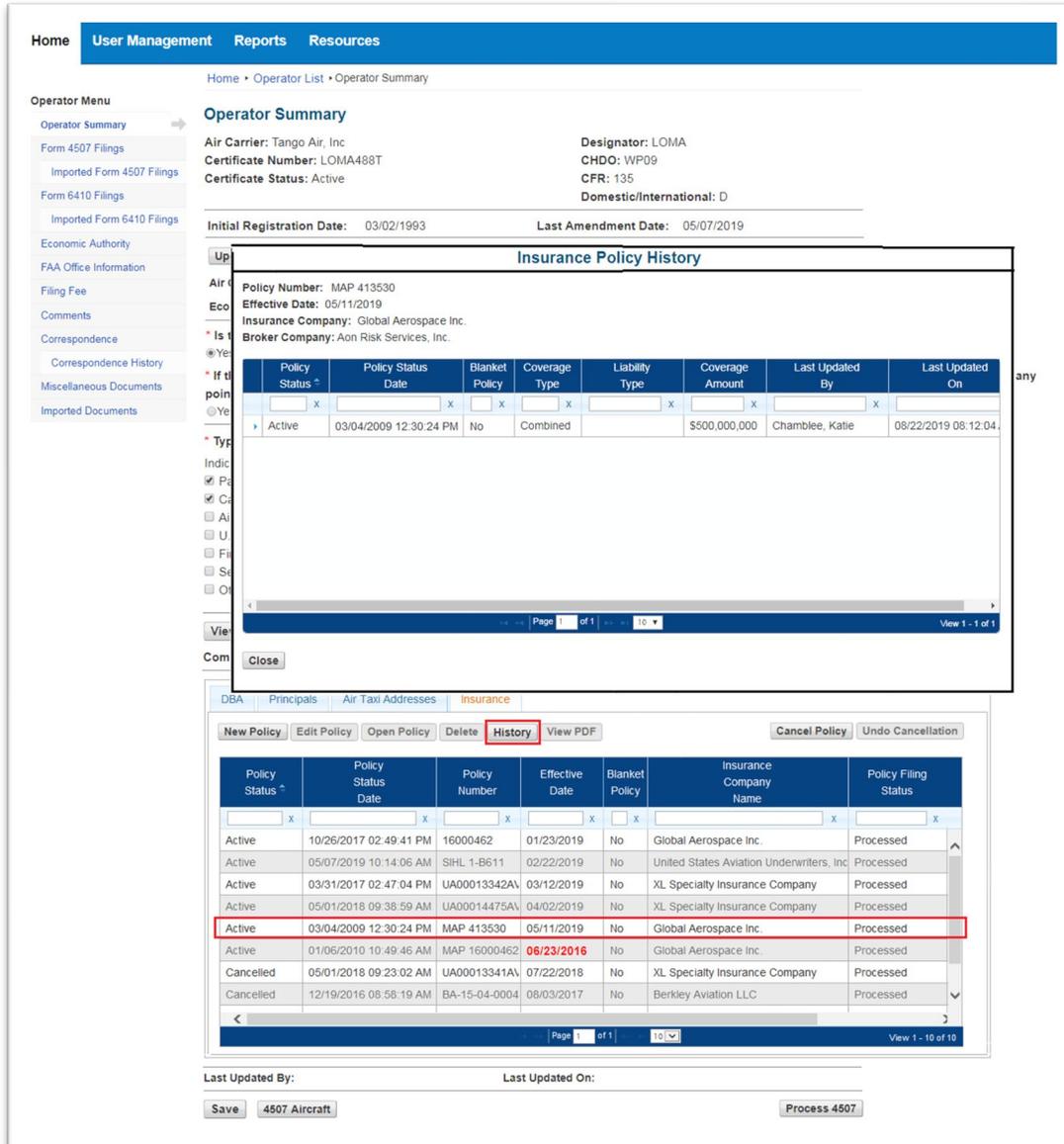


Figure 4-24: Insurance Policy History pop-up window (via Operator Summary screen).

You can use the Insurance tab's **Cancel Policy** command button to initiate the cancel policy process for the operator. The command button is displayed above the Insurance Policy List on the Insurance tabbed screen.

Home | User Management | Reports | Resources

Home > Operator List > Operator Summary

**Operator Summary**

Air Carrier: Tango Air, Inc  
 Certificate Number: LOMA488T  
 Certificate Status: Active

Designator: LOMA  
 CHDO: WP09  
 CFR: 135  
 Domestic/International: D

Initial Registration Date: 03/02/1993  
 Last Amendment Date: 05/07/2019

**Update Economic Authority Status**

Air Carrier Type: U.S. Air Taxi Operator (under part 298)  
 Economic Authority Status: Approved

\* Is the registering carrier a U.S. Citizen?  
 Yes  No

\* If this is an amendment, has the carrier carried passengers in foreign air transportation, that is, between any point in the United States and any point outside thereof, during the past 12 months?  
 Yes  No

**Policy Cancellation**

Policy Number: MAP 413530  
 Effective Date: 05/11/2019  
 Insurance Company: Global Aerospace Inc.

\* Select Effective Date of Cancellation

Comments

**Save** **Cancel**

DDA: PARTICIPANTS AIR I DM ADDRESSES INSURANCE

**New Policy** | Edit Policy | Open Policy | Delete | History | View PDF | **Cancel Policy** | Undo Cancellation

Policy Status	Policy Status Date	Policy Number	Effective Date	Blanket Policy	Insurance Company Name	Policy Filing Status
Active	10/26/2017 02:49:41 PM	16000462	01/23/2019	No	Global Aerospace Inc.	Processed
Active	05/07/2019 10:14:06 AM	SIHL 1-B611	02/22/2019	No	United States Aviation Underwriters, Inc	Processed
Active	03/31/2017 02:47:04 PM	UA00013342AV	03/12/2019	No	XL Specialty Insurance Company	Processed
Active	05/01/2018 09:38:59 AM	UA00014475AV	04/02/2019	No	XL Specialty Insurance Company	Processed
Active	03/04/2009 12:30:24 PM	MAP 413530	05/11/2019	No	Global Aerospace Inc.	Processed
Active	01/06/2010 10:49:46 AM	MAP 16000462	06/23/2016	No	Global Aerospace Inc.	Processed
Cancelled	05/01/2018 09:23:02 AM	UA00013341AV	07/22/2018	No	XL Specialty Insurance Company	Processed
Cancelled	12/19/2016 08:58:19 AM	BA-15-04-0004	08/03/2017	No	Berkley Aviation LLC	Processed

Page 1 of 1 | View 1 - 10 of 10

Last Updated By: Last Updated On:

**Save** **4507 Aircraft** **Process 4507**

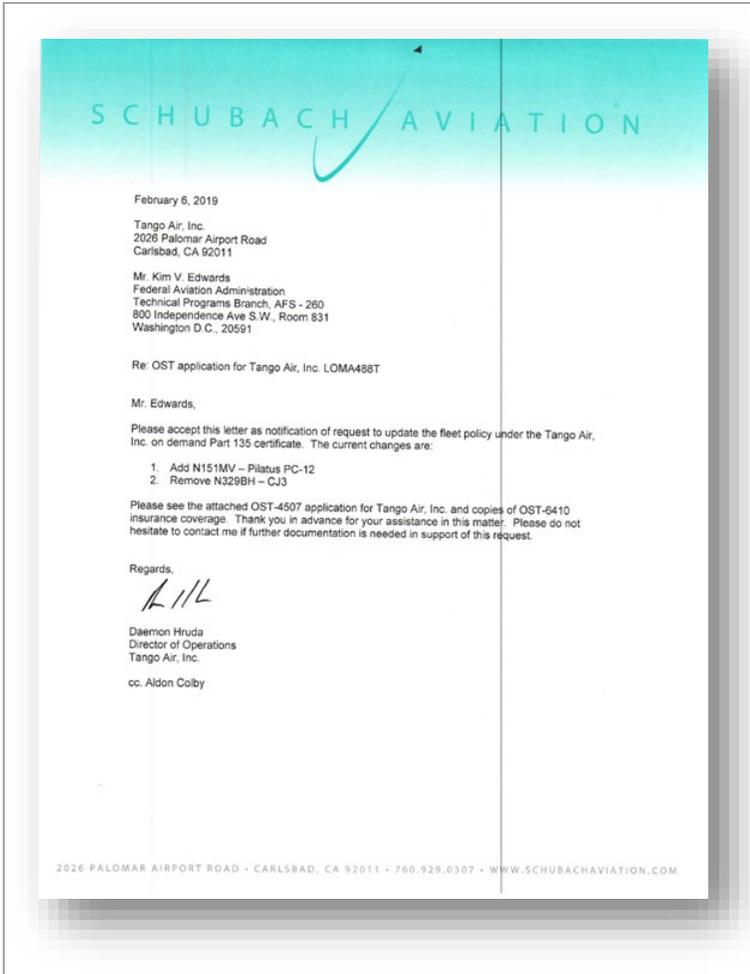
Figure 4-25: Edit Insurance Policy Cancellation dialog box (via Operator Summary screen).

# Appendix A: Glossary

Acronym	Definition

# Appendix B: eAIM Use with Sample Policy Update Package/Forms

\*\*\*Note: Add WebOPSS source data element call-outs.



Approved by OMB  
OMB No. 2105-0065  
Expires: 3/31/2016

This information is collected to determine whether air taxi operations meet the Department's criteria for an operating authorization under 14 CFR Part 295. We estimate that it will take 30-60 minutes to complete. The use of this form is mandatory. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The OMB Control Number for this collection is 2105-0065. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to: U.S. Department of Transportation, Office of Aviation Analysis (A-66), 1200 New Jersey Avenue, SE, Washington, DC, 20590.

**PAPER WORK REDUCTION ACT OF 1995**  
14 CFR Part 295. We estimate that it will take 30-60 minutes to complete. The use of this form is mandatory. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The OMB Control Number for this collection is 2105-0065. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to: U.S. Department of Transportation, Office of Aviation Analysis (A-66), 1200 New Jersey Avenue, SE, Washington, DC, 20590.

**AIR TAXI OPERATOR REGISTRATION AND AMENDMENTS UNDER PART 295 OF THE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION**

**FOR USE BY DOT ONLY**

**Where to file:** Submit this form, in duplicate, along with a Certificate of Insurance (OST Form 6410) evidencing required liability insurance coverage for the aircraft listed in Block 6 of this registration, to:  
Federal Aviation Administration (FAA)  
Air Transportation Division, AFS-200, Room 831  
600 Independence Avenue, S.W., Washington, D.C. 20591

**Exemption:** For air taxis located in the State of Alaska, submit this form and the OST Form 6410 to the Federal Aviation Administration (FAA), Alaskan Region Headquarters, AAL-231, 222 West 7<sup>th</sup> Avenue, Box 14, Anchorage, Alaska 99513.

**Fees:** The fee for the initial registration of an air taxi operator is \$100. The fee for amendments to a registration is \$50. The fee for a duplicate registration is \$10.

1a. Name (and DBA, if applicable) and Mailing Address:  
Tango Air, Inc dba Schubach  
2025 Palomar Airport Road  
Carlsbad CA 92011

1b. Telephone No. 760-929-0307 Fax No. 760-929-2793

1c. Email: charter@schubachaviation.com

2a. Address of principal place of business (if different from above):  
San Diego FSDO  
3b. FAA telephone No. 858-502-9892

2b. Telephone No. Fax No.

4. This filing is the carrier's:  
 Initial Registration  Amendment to reflect changes since previous filing (Complete item 5)

If initial registration, give proposed date of commencement of operations: \_\_\_\_\_

5. Type of service the carrier intends to perform upon commencement of operations, or, for amendments, service the carrier is currently performing (check all that apply):  
 Passenger  Seasonal  Air ambulance  Mail under a U.S. Postal Service contract  
 Cargo  Other (Please specify): \_\_\_\_\_

\*\* For example, if the carrier performs other services such as fire fighting operations for the U.S. Forest Service, it should be indicated here.

Companies proposing or operating passenger services of five (5) or more round trips per week on at least one route between two or more points pursuant to published flight schedules which specify the times, days of the week, and places between which such flights are performed may not conduct such operations under this registration. Instead, such companies must be found "fit, willing, and able" to provide such services as a commuter air carrier. See 14 CFR 295, Subpart E.

OST Form 4507 (Rev. 3-2013)

DBA part of 4507-

4507-3b and -

4507-3d

Home User Management Reports Resources

Home • Operator List • Operator Summary

**Operator Menu**

- Operator Summary
- Form 4507 Filings
- Imported Form 4507 Filings
- Form 6410 Filings
- Imported Form 6410 Filings
- Economic Authority
- FAA Office Information
- Filing Fee
- Comments
- Correspondence
- Correspondence History
- Miscellaneous Documents
- Imported Documents

**Operator Summary**

Air Carrier: Tango Air, Inc  
Certificate Number: LOMA488T  
Certificate Status: Active

Designator: LOMA  
CHDO: WFO9  
CFR: 135  
Domestic/International: D

Initial Registration Date: \_\_\_\_\_ Last Amendment Date: \_\_\_\_\_

[Update Economic Authority Status](#)

Air Carrier Type:  
Economic Authority Status:

\* Is the registering carrier a U.S. Citizen?  
 Yes  No

\* Types of Service  
Indicate the types of service that the carrier intends to perform (check all that apply)

- Passenger
- Cargo
- Air Ambulance
- U.S. Postal Service Contract
- Fire Fighting
- Seasonal
- Other \_\_\_\_\_

[View/Update Comment](#)

Comments:

[DBA](#) [Principals](#) [Air Taxi Addresses](#) [Insurance](#)

DBA Name: \_\_\_\_\_ [Add](#)

eAIM DBA Names: Schubach Aviation  
WebOPSS DBA Names: Schubach Aviation

DBA	Principals	Air Taxi Addresses	Insurance
Principal Operations Inspector	Boyd, MacDonald boyd.macdonald@faa.gov 858-123-1234	Principal Maintenance Inspector	Messick, Roger C 834-234-3457
Principal Operations Inspector	Brown, Brian E brown.brian@faa.gov		

FAA Office Address  
8525 Gibbs Drive  
San Diego CA 92123  
858-502-9892

# Appendix C: Reports Design

## List of eAIM System Report Documents

1. OST Form 4507 and 6410/11 Reports:
  - a. Filing Activity Report (Exists in eAIM – redesign)
  - b. Imported Documents (Exists in eAIM – redesign)
2. Insurance Policy Reports:
  - a. Cancelled Policies Report (New Report)
  - b. Insurance Consistency Report (New Report)
  - c. Amount of Coverage Report (New Report)
  - d. Operator Insurance Status Report (Exists in eAIM – redesign)
  - e. Alphabetical Listing by Insurance Company Report (New Report)
  - f. Alphabetical Listing by Brokerage Company Report (New Report)
3. Economic Authority Reports:
  - a. Economic Authority Report (New Report)
  - b. Operator Status Report (New Report)
4. Discrepancy Reports:
  - a. Aircraft not in WebOPSS Report (Exists in eAIM – redesign)
  - b. Aircraft not Registered/Insured Report (Exists in eAIM – redesign)
  - c. DBA Names Discrepancy Report (Exists in eAIM – redesign)
5. Operator Information Reports:
  - a. Operator Aircraft Detail Report (New Report)
  - b. Operator Listing Report (New Report)
  - c. Operator DBAs Report (New Report)
6. User Reports:
  - a. Login Activity Report (Exists in eAIM – redesign)
  - b. User Account Audit History Report (New Report)
  - c. FAA HQ Contacts Report (New Report)

# Appendix D: Correspondence Design

## eAIM System Correspondence Design

### Initial - Receipt

Subject: eAIM: Notification of Receipt of an OST Form 4507 Registration

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Initial Registration (OST Form 4507) has been submitted to the FAA for review for:

Operator Name: PorMac Airways - 01  
Certificate Number: 031AMMAC  
Filing Number: 4507-2017-05166

Please ensure that:

- a) Your Insurance Company or Broker has submitted Certificate of Insurance (OST Form 6410), and
- b) You pay the \$8.00 filing fee. Go to: <https://qa.pay.gov/public/form/start/7154384>.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

### Initial - Approved

Subject: eAIM: Notification of Approved Air Taxi Operator Registration (OST Form 4507)

Dear FirstName LastName:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been approved for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

If any of the information contained on your air taxi operator registration changes, you must submit:

- a) An amendment reflecting the updated information per Title 14 CFR Section 298.23 using OST Form 4507, and
- b) Evidence of valid insurance coverage per Title 14 CFR Part 205 using OST Form 6410.

The amendment must be filed no later than 30 days after the change occurs. There is no filing fee for submitting an amendment.

You can use eAIM to view the approved registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Initial - Approved With Restrictions

Subject: eAIM: Notification of Approval with Restrictions of Air Taxi Operator Registration (OST Form 4507)

Dear FirstName LastName:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been approved with restrictions for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

Your company does not have evidence of insurance coverage required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205 on file with the FAA. You may not operate the following aircraft (as identified by registration number) for air transportation operations:

N12345  
N45678

You must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations with the rejected aircraft.

You can use eAIM to view the restricted registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button.

<notes for analyst comments>

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Initial - Rejected

Subject: eAIM: Notification of Rejection of Air Taxi Operator Registration (OST Form 4507)

Dear FirstName LastName:

This email message is to notify you that the Air Taxi Operator Initial Registration (OST Form 4507) has been REJECTED for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>

There is NO evidence of insurance coverage for your air carrier on file with the FAA as required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205.

Your air carrier operation is not entitled to any of the exemptions in Title 14 CFR Part 298 and may not engage in air transportation operations.

You must re-file using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations.

You can use eAIM to view the rejected registration by navigating to “OST Form 4507 Filings”, selecting the Filing Number, and clicking the “View PDF” button.

<notes for analyst comments>

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Amendment Correspondence Templates

### Amendment - Receipt

To: Air Carrier representative

Cc: Principal Inspector  
Subject: eAIM: Notification of Receipt of an OST Form 4507 Amendment  
Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been submitted to the FAA for review for:

Operator Name: PorMac Airways - 01  
Certificate Number: 031AMMAC  
Filing Number: 4507-2017-05166

Please ensure that your Insurance Company or Broker has submitted Certificate of Insurance (OST Form 6410).

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Amendment - Approved

To: Air Carrier representative  
Cc: Principal Inspector

Subject: eAIM: Notification of Approved Air Taxi Operator Amendment (OST Form 4507)

Body:

Dear FirstName LastName:

This email message is to notify you that the Air Taxi Operator Amendment (OST Form 4507) has been approved for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

If any of the information contained on your Air Taxi Operator registration changes, you must submit:

- a) An amendment reflecting the updated information per Title 14 CFR Section 298.23 using OST Form 4507, and
- b) Evidence of valid insurance coverage per Title 14 CFR Part 205 using OST Form 6410.

The amendment must be filed no later than 30 days after the change occurs. There is no filing fee for submitting an amendment.

You can use eAIM to view the approved registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button.

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Amendment - Approved With Restrictions

To: Air Carrier representative  
Cc: Principal Inspector

Subject: eAIM: Notification of Approval with Restrictions of Air Taxi Operator Amendment (OST Form 4507)

Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been approved with restrictions for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>  
Effective Date: <9/1/2017>

Your company does not have evidence of insurance coverage required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205 on file with the FAA. You may not operate the following aircraft (as identified by registration number) for air transportation operations:

{Aircraft registration # 1}  
{Aircraft registration # 2}  
{Aircraft registration # 3}  
...  
{Aircraft registration # N}

You must file an amendment using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations with the rejected aircraft.

You can use eAIM to view the restricted registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button.

{Comment/notes entered by FAA analyst for the 4507 filing}

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

## Amendment - Rejected

To: Air Carrier representative  
Cc: Principal Inspector  
Subject: eAIM: Notification of Rejection of Air Taxi Operator Amendment (OST Form 4507)  
Body:

Dear FirstName LastName:

This email message is to inform you that your Air Taxi Operator Amendment (OST Form 4507) has been REJECTED for:

Operator Name: <135\_WO\_FS00\_TEST>  
Certificate Number: <MMMA1234>  
Filing Number: <4507-2017-05169>

There is NO evidence of insurance coverage for your air carrier on file with the FAA as required by Title 14 Code of Federal Regulations (CFR) Part 298 and Part 205.

Your air carrier operation is not entitled to any of the exemptions in Title 14 CFR Part 298 and may not engage in air transportation operations.

You must refile using OST Form 4507, provide evidence of valid insurance coverage using OST Form 6410, and receive approval before you can conduct air transportation operations.

You can use eAIM to view the rejected registration and amendments by navigating to "OST Form 4507 Filings", selecting the Filing Number, and clicking the "View PDF" button.

{Comment/notes entered by FAA analyst for the 4507 filing}

Sincerely,  
Technical Programs Branch, AFS-260  
Air Transportation Division  
Federal Aviation Administration (FAA)  
(AFS-260-Insurance@faa.gov)

# Appendix E: eAIM Data Reference

This appendix contains data references for eAIM User Roles, Service Areas, eAIM Glossary, Program Areas, and Assessment Questions.

Form/Section Source	eAIM Data Element	WebOPSS Data Element