

SOP-01 — Operator Verification

Trigger: Any new direct air carrier ("Operator") about to be used for a Limitless Sky charter, AND annual re-verification of every active Operator. **Owner:** Operations (with Compliance sign-off).

Steps

- 1 Open a vendor file in the Operator vault (Notion/Drive folder named "OPS — <Operator legal name>").
- 2 Run the **Operator Due Diligence Checklist** (docs/compliance/05) end to end. Do not skip items; mark N/A only with a one-line written justification.
- 3 Pull primary evidence and store it in the vendor file:
- 4 FAA Air Carrier Certificate (or EASA AOC) PDF — from the regulator's public registry where possible.
- 5 Part 135 OpsSpecs sections A001 / A004 / B050 / D085 (or equivalent EU OpsSpecs).
- 6 DOT Form 298-C registration confirmation (US) or Part 212 / 41302 foreign air carrier authority (non-US).
- 7 Most recent insurance certificate (ACORD 25) naming LIMITLESS SKY & SEA LLC as additional insured.
- 8 ARGUS / Wyvern / IS-BAO certificates.
- 9 Run sanctions screening on the Operator, its beneficial owners and key personnel under SOP-02.
- 10 Send the FET Allocation Memo (docs/compliance/06) for signature.
- 11 Two-eyes review: Ops lead + Compliance Officer sign the cover page of the vendor file.
- 12 Set diary reminders 30 days before AOC expiry, insurance expiry, ARGUS/Wyvern expiry.
- 13 Annual review: repeat steps 2-4 in full and refresh evidence.

Stop conditions

- AOC suspended, expired or under FAA / EASA enforcement.
- Insurance under the category minima or not on cover for the route.
- Sanctions hit anywhere in the beneficial-ownership chain.
- Refusal to sign FET memo.

A stop condition removes the Operator from the approved roster until cleared in writing by Compliance.

This document is part of the Limitless Sky compliance library. It is a working draft compiled from primary sources. Review with qualified counsel before signing, publishing or otherwise relying on it.