



FORM: AC-OPS001A

July 2008

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FOR COMMERCIAL AIR TRANSPORT OPERATORS

OFFICIAL NAME OF COMPANY			LOCATION ADDRESS				
MAILING ADDRESS (if different from location)			PRE-CERTIFICATION NUMBER:				
			Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
AUTHORITY REFERENCE	OPS Insp.	AWI Insp.					
I. PRE-APPLICATION PHASE							
A. Initial Orientation: Inspector: _____ 1. Certification Advisory Circular provided to applicant. 2. Pre-Application Statement of Intent (PASI) a. Forwarded to the Authority.							
B. Certification Team Designated (at least one operations, one airworthiness inspector)							
CPM	Name	Speciality					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
	_____	_____					
C. Conduct Pre-application Meeting							
1. Verify PASI Information							
2. Overview of Certification Process							
3. Provide Certification Package Containing:							
a. Certification Job Aid							
b. Schedule of events							
c. Model Operations Specifications							
d. Other Applicable Publications							

	and Documents 4. Explain Formal Application Submissions					
Remarks:						

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AUTHORITY Reference	II. FORMAL APPLICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Review Applicant's Submission					
	1. Formal Application Letter/Form					
	a. Full and Official name (Legal)					
	b. Mailing Address					
	c. Primary Operating Location (Principal Operations/ Maintenance Base)					
	d. Name and address of applicants agent for service					
	e. Key Management Personnel Names					
	2. Formal Application Attachments					
	a. Schedule of events					
	b. Initial compliance statement					
	c. Company Operations Manuals					
	i. Operations Manual.					
	ii. Maintenance Control Manual					
	iii. Aircraft Maintenance Programme					
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training					
	e. Management and Key Staff qualifications/resumes					
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent					
	B. Evaluation of Authority Resources Based on Schedule of Events					
REMARKS:						
	C. Formal Application Meeting					
	1. Schedule of events Date: _____ Time: _____					
	2. Discuss each Submission					
	3. Resolve Discrepancies/Open Items					
	4. Review Certification Process					
	5. Review Impact if Schedule of Events items are not met					
	D. Issue Letter Accepting/Rejecting Application					
REMARKS:						

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AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
REMARKS:						
	A. Evaluate Applicable Training Programmes 1. Training Curricula					
	a. Company Procedures Indoctrination					
	b. Emergency Equipment Drills Training					
	c. Ground Training (Handling/Servicing/De-icing)					
	d. Flight Training					
	e. Recurrent Training					
	f. Transition/Upgrade Training					
	g. Differences Training					
	h. Security					
	i. Dangerous Goods					
	j. Flight Examiner/Flight Instructor					
	k. Crew Resource Management					
	2. Flt/Ops/Officer Training					
REMARKS:						
	B. Evaluate Management Qualifications 1. Accountable Manager					
	2. Director of Operations					
	3. Director of Maintenance					
	4. Quality Manager/s					
	a. Quality Manager for Operations (if applicable)					
	b. Quality Manager for Maintenance (if applicable)					
	5. Chief Pilot					
	6. Director of Safety					
	8. Request for Deviation Letter (If Applicable)					
	9. Other					
REMARKS:						

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AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	C. Evaluate Operator's Manual System					
	1. Completed Operations Manual					
	a. Emergency exit plan					
	b. Carry-on Baggage plan					
	2. Completed Maintenance Control Manual					
	3. Authority Approved Aircraft Flight Manual					
	4. Aircraft Checklists					
	a. Normal					
	b. Abnormal					
	c. Emergency					
	5. Cabin Attendant Manual					
	6. Flight Supervision and Monitoring/Flight Following					
	7. Station/Facility Operations					
	8. Company Emergency Manual					
	9. Aerodrome Data & En Route Manual (Charts and Plates)					
	10. Aerodrome/Runway Analysis (Performance)					
	11. Minimum Equipment List					
	a. (MEL Management Programme)					
	12. Configuration Deviation List					
	13. Maintenance Technical Manuals:					
	14. Fuelling/Refuelling/Defuelling					
	15. Ground Servicing Manual					
	16. Mass and Balance Control Programme					
	17. Dangerous Goods					
	18. Security					
	19. Reliability Programme					
	20. Completed Continuous Airworthiness Maintenance Programme					
	21. Emergency Plan/Notification					
	22. Passenger Briefing Cards					

Remarks:

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AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	D. Other Evaluations					
	1. Aircraft Lease					
	2. Maintenance Contracts/Agreements					
	3. Servicing Contracts/Agreements					
	4. Exemption/Deviation Requests/Justification					
	5. Plan for Emergency Evacuation Demonstration					
	6. Plan for Ditching Demonstration					
	7. Plan for Demonstration Flight					
	8. Final Compliance Statement					
	9. Initiate Operations Specifications preparation					
	10. Training Contracts					
	11. De-icing/Anti Icing					
	12. Exit Row Seating					
Remarks:						

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AUTHORITY Reference	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	B. Testing/Certification					
	1. Pilots					
	2. Flight Engineers					
	3. Flt/Ops/Officers					
	4. Cabin Crew Members					
	C. Aircraft Conformity Inspection					
	D. Main Operations Base					
	E. Main Maintenance Base					
	F. Station/Facilities (Operations)					
	G. Station/Facilities (Maintenance)					
	H. Flight Supervision and Monitoring/Flight Following					
	I. Recordkeeping Locations					
	1. Crewmember					
	a. Training					
	b. Flight & rest Times					
	c. Qualification					
	2. Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel Training					
	i. Director of Maintenance					
	ii. Quality Manager and staff					
	iii. Contract Employees					
	J. Flight/Trip Records					
	K. Emergency Evacuation Demonstration					
	L. Ditching Demonstration					
	M. Demonstration Flight Evaluation					
	N. Proof of [State] Economic Authority					

Remarks:

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AUTHORITY Reference	V. CERTIFICATION PHASE	Scheduled Date	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Approve Operations Specifications					
	B. Present Certificate & Operations Specifications					
Remarks:						
	C. Prepare Certification Report					
	1. Assemble Report					
	a. Formal Application Letter and PASI					
	b. Final Statement of Compliance					
	c. Copy of Operations Specifications					
	d. Copy of Certificate					
	e. Summary of Difficulties					
	2. Distribute Report					
Remarks:						
	D. Develop Post Certification Surveillance Programme					
	1. Within Geographic Area					
	2. Outside Geographic Area					
Remarks:						