AIR OPERATOR CERTIFICATION (AOC) SCHEDULE OF EVENTS

CMR.OPS.FORM.103

General information about applicant	
Applicant's company name:	
Trade name, if different:	
Main base address:	
Telephone :	
Email :	
Contact details allowing operational management to be contacted without undue delay :	
Telephone :	**Email :**
Pre-certification number :	

I. PRE-APPLICATION PHASE	**Date proposed by the Operator**	**Revised Date**	**Inspector Initials**	**Date Received/ Accomplished**	**Date Returned for Changes**	**CCAA Remarks**
A. Initial orientation: Inspector _____ 1. Provide Circular on Air Operator Certification to applicant						
2. Provide other applicable publications and documents to applicant						
3. Provide overview of certification process and scheduling information for pre-application meeting						
B. Receive and review the Prospective Operator's Pre-Assessment Statement						
C. Designate certification team						

	Name	Speciality
PM	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

D. Conduct pre-application meeting						
E. Initiate the financial, economic and legal assessment						
Remarks:						

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I. PRE-APPLICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks

II. FORMAL APPLICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
A. Receive formal application and verify the 90-day lead time before the intended start of operations						
B. Review applicant's submission						
C. Verify proof of payment of the initial AOC fee						
D. Review status of the financial, economic and legal assessment						
E. Evaluate CCAA resources based on Schedule of Events						
F. Conduct formal application meeting						
G. Agree the Schedule of Events with the applicant						
H. Issue letter accepting/rejecting application						
Remarks:						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
A. Evaluate applicable training programmes 1. Training curricula						
a. Flight crew member training						
i. Company procedures indoctrination						
ii. Emergency equipment drills training						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
iii. Ground training (handling/servicing/de-icing)						
iv. Flight training						
v. Initial training						
vi. Recurrent training						
vii. Transition/upgrade training						
viii. Differences training						
ix. Check Personnel/Flight Instructor						
b. Cabin crew member training						
i. Initial training						
ii. Recurrent training						
c. Cabin crew member check personnel/cabin instructor						
d. Flight Operations Officer training						
i. Initial training						
ii. Recurrent training						
e. Check Personnel/Instructor Flight Operations Officer						
f. Crew resource management						
g. Security						
h. Dangerous goods						
i. Crew members						
ii. Ground personnel						
i. Maintenance training						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
Remarks:						
B. Evaluate management qualifications 1. Accountable Manager						
2. Nominated Person Flight Operations						
3. Nominated Person Crew Training						
4. Nominated Person Ground Operations						
5. Nominated Person Continuing Airworthiness						
6. Compliance Monitoring Manager(s), as applicable						
a. Compliance Monitoring Manager for operations						
b. Compliance Monitoring Manager for maintenance						
7. Security Manager						
8. Safety Manager(s), as applicable						
a. Safety Manager for operations						
b. Safety Manager for maintenance						
9. Other, as applicable						
10. Interview of the Accountable Manager and Nominated Persons						
11. Request for changes in management personnel, as applicable						
Remarks:						
C. Evaluate operator's manual system						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
1. Completed Operations Manual						
a. Emergency exit plan						
b. Carry-on baggage plan						
c. Exit row seating						
2. Completed Continuing Airworthiness Management Exposition (CAME)						
3. CCAA-approved Aircraft Flight Manual						
4. Evidence of subscription to manufacturer operations documentation (e.g. FCOM, QRH)						
5. Aircraft checklists						
a. Normal						
b. Abnormal						
c. Emergency						
6. Cabin Crew Manual						
7. Flight supervision and monitoring/ flight following						
8. Station/facility operations						
9. Emergency Response Plan (ERP)						
10. Aerodrome Data and Route Guide Manual (charts and plates)						
11. Aerodrome/runway analysis (performance)						
12. Minimum Equipment List (MEL)						
a. MEL management programme						
13. Configuration Deviation List						
14. Maintenance Technical Manuals						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
15. Fuelling/refuelling/defuelling						
16. Ground Servicing Manual						
17. Mass and balance control programme						
18. Dangerous goods						
19. Security						
20. Reliability programme						
21. Completed continuous airworthiness maintenance programme						
22. Emergency plan/notification						
23. Passenger briefing cards						
24. Compliance Monitoring Manual						
25. Safety Management System Manual						
26. SMS implementation plan						
27. Flight Data Monitoring (FDM) agreement, if applicable						
Remarks:						
D. Evaluate applications for specific approvals, as applicable 1. RVSM						
2. PBN						
3. EFB						
4. Dangerous goods						
5. Other, as applicable						
Remarks:						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
E. Conduct other evaluations 1. Aircraft lease						
2. Maintenance contracts/agreements						
3. Servicing contracts/agreements						
4. Training contracts						
5. De-icing/anti-icing contracts						
6. Dispatch/flight following contracts						
7. Exemption requests/justification						
8. Plan for emergency evacuation demonstration						
9. Plan for ditching demonstration, if applicable						
10. Plan for demonstration flight						
11. Draft Operations Specifications						
12. Final Statement of Compliance						
F. Issue of Air Carrier Licence						
Remarks:						

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
A. Evaluate operator conducting training 1. Training facilities						

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
2. Training schedules						
3. Flight crew member training						
a. Company procedures indoctrination						
b. Emergency equipment drills training						
c. Ground training						
d. Flight training						
4. Check Personnel/Instructor						
5. Cabin crew member training						
a. Company procedures indoctrination						
b. Emergency equipment drills training						
c. Ground training						
d. Flight training						
6. Cabin crew member check personnel/instructor						
7. Crew resource management						
8. Flight Operations Officers personnel training						
9. Flight Operations Officers Check Personnel/Instructor						
10. Dangerous goods training						
a. Crew members						
b. Ground personnel						

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
11. Security training						
12. Maintenance training						
a. Nominated Person Continuing Airworthiness						
b. Compliance Monitoring Manager(s)						
c. Compliance Monitoring personnel						
d. Safety Manager(s)						
Remarks:						
B. Evaluate operator conducting testing/certification						
1. Flight crew members						
2. Flight Operations Officers						
3. Cabin crew members						
C. Conduct Aircraft make/model conformity inspection						
D. Conduct Main operations base inspection						
E. Conduct Main maintenance base inspection						
F. Conduct Station/facilities inspection (operations)						
G. Conduct Station/facilities inspection (maintenance)						
H. Conduct operator flight supervision and monitoring/flight following demonstration						
Remarks:						

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
I. Record keeping locations						
1. Crew member						
a. Training						
b. Flight and rest times						
c. Qualification						
2. Maintenance						
a. Aircraft records						
b. Maintenance personnel training						
i. Nominated Person Continuing Airworthiness						
ii. Compliance Monitoring Manager and staff						
iii. Contract employees						
Remarks:						
J. Flight/trip records						
K. Evaluate SMS implementation						
L. Emergency evacuation demonstration						
M. Ditching demonstration						
N. Demonstration flight evaluation						
O. Verify corrective actions and closure of all findings						
Remarks:						

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks

V. CERTIFICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
A. Prepare Certificate and Operations Specifications						
B. Issue Certificate and Operations Specifications						
C. Obtain the operator's confirmation that the Certificate and Operations Specifications contain no error						
D. Record the effective date of commencement of operations						
Remarks:						
E. Prepare certification report						
1. Assemble report						
a. Formal application letter						
b. Final Statement of Compliance						
c. Copy of OpSpecs						
d. Copy of certificate						
e. Summary of difficulties						
2. Distribute report						
Remarks:						
F. Develop post-certification surveillance programme						

V. CERTIFICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CCAA Remarks
1. Within geographic area						
2. Outside geographic area						
Remarks:						