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**	**CAA 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. Designate certification team PM _____ _____						
C. Conduct pre-application meeting						
Remarks:						

II. FORMAL APPLICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
A. Review applicant's submission						
B. Evaluate CAA resources based on Schedule of Events						
C. Conduct formal application meeting						
D. 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	CAA 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						
i. Initial training						
ii. Recurrent training						
iii. Transition/upgrade training						
iv. Differences training						
e. Check Personnel/Flight Instructor						
f. Cabin crew member training						
i. Initial training						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
ii. Recurrent training						
g. Cabin crew member check personnel/cabin instructor						
h. Flight Operations Officer training						
i. Initial training						
ii. Recurrent training						
i. Check Personnel/Instructor Flight Operations Officer						
j. Crew resource management						
k. Security						
l. Dangerous goods						
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						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
8. Safety Manager(s), as applicable						
a. Safety Manager for operations						
b. Safety Manager for maintenance						
9. Other, as applicable						
10. Request for changes in management personnel, as applicable						
Remarks:						
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. CAA-approved Aircraft Flight Manual						
4. Aircraft checklists						
a. Normal						
b. Abnormal						
c. Emergency						
5. Cabin Crew Manual						
6. Flight supervision and monitoring/ flight following						
7. Station/facility operations						
8. Company Emergency Manual						
9. Aerodrome Data and Route Guide Manual (charts and plates)						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
10. Aerodrome/runway analysis (performance)						
11. Minimum Equipment List (MEL)						
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						
23. Quality Manual						
24. Safety Management System Manual						
Remarks:						
D. Conduct other evaluations 1. Aircraft lease						
2. Maintenance contracts/agreements						
3. Servicing contracts/agreements						
4. Exemption requests/justification						

III. DOCUMENT EVALUATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
5. Plan for emergency evacuation demonstration						
6. Plan for demonstration flight						
7. Final Statement of Compliance						
8. Training contracts						
9. De-icing/anti-icing contracts						
10. Exit row seating						
11. Dispatch/flight following contracts						
Remarks:						

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

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

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

IV. DEMONSTRATION AND INSPECTION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
i. Nominated Person Continuing Airworthiness						
ii. Compliance Monitoring Manager and staff						
iii. Contract employees						
Remarks:						
J. Flight/trip records						
K. Emergency evacuation demonstration						
L. Ditching demonstration						
M. Demonstration flight evaluation						
N. Issue of Air Carrier Licence						
Remarks:						

V. CERTIFICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
A. Prepare Certificate and Operation Specifications						
B. Issue Certificate and Operation Specifications						
Remarks:						
C. Prepare certification report						
1. Assemble report						

V. CERTIFICATION PHASE	Date proposed by the Operator	Revised Date	Inspector Initials	Date Received/ Accomplished	Date Returned for Changes	CAA Remarks
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:						
D. Develop post-certification surveillance programme						
1. Within geographic area						
2. Outside geographic area						
Remarks:						