CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION CERTIFICATION – APPLICANT'S PROPOSED SCHEDULE OF EVENTS

CMR.AIR.FORM.406

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 :**

Instructions for the Operator
1. To be completed by the applicant and attached to the formal application. Enter for each item the date on which the document will be submitted or the item will be ready for CCAA inspection; enter "N/A" if not applicable.
2. Dates should be logical in sequence and allow time for CCAA review. The schedule, agreed at the formal application meeting, is kept under constant review; changes are entered as "Revised Date".

I. PRE-APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Make initial inquiry to the CCAA and review the standard information package					
B. Submit the Preliminary application CMR.AIR.FORM.402					
C. Attend the pre-application meeting with key management personnel					
D. Initiate the financial, economic and legal assessment					
Remarks:					

II. FORMAL APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Design attachments to the formal application :					
1. Schedule of events (CMR.AIR.FORM.406) and initial statement of compliance (CMR.AIR.FORM.404)					
2. Management structure and key staff members, including:					
a. Applications for acceptance of the Accountable Manager and Nominated Persons (CMR.GEN.FORM.005), with CVs and supporting records					
b. Contracts of Nominated Personnel, as appropriate					
4. Aircraft, documents of purchase and contract, including:					

II. FORMAL APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
a. List of aircraft to be managed (fleet list)					
b. Documents of purchase, contracts or letters of intent (aircraft, facilities and services)					
5. Continuing airworthiness management exposition (CAME)					
6. Aircraft Maintenance Programme					
7. Aircraft Reliability Programme, if applicable					
8. Status of the financial, economic and legal assessment					
9. Proof of payment of the initial CAMO fee					
B. Submit formal application letter, Form CMR.AIR.FORM.403 signed by the Accountable Manager and attachments to the formal application (hard copy and electronic format) *(At least 90 days before the intended start of operations)*					
C. Attend the formal application meeting and agree the schedule of events					
D. Correct errors or omissions and resubmit the application, if returned by the CCAA					
E. Receive the CCAA letter of acceptance of the formal application package					
Remarks:					

III. DOCUMENT EVALUATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Obtain results of evaluation by the CCAA of training programmes, management personnel résumés, CAME, Aircraft maintenance programme, reliability programme, contracts and agreements and final Statement of Compliance					
B. Correct and resubmit documents returned by the CCAA					
C. Attend interview of the Accountable Manager and nominated Postholders					
Remarks:					

IV. DEMONSTRATION AND INSPECTION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Personnel training (training facilities ready)					
B. Main operations base ready for inspection					
C. Subsidiary operations base ready for inspection					
D. Record keeping systems ready for inspection					

IV. DEMONSTRATION AND INSPECTION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
E. SMS in place for the commencement of operations					
F. Correct deficiencies identified during demonstrations and inspections, as applicable					
Remarks:					

V. CERTIFICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Receive the Certificate and Operations Specifications					
B. Verify that there is no error					
C. Commence operations (desired date)					
Remarks:					

Submitted by the Operator	
Accountable Manager (name and signature):	
Date of submission:	
Schedule agreed at formal application meeting on:	