



<b>PART 101 PROPOSED SCHEDULE OF EVENTS</b>
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<b>RPAS OPERATOR CERTIFICATION: PROPOSED SCHEDULE OF EVENTS</b>
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**Note: To be completed by the Applicants**

<b>OFFICIAL NAME OF COMPANY</b>	<b>AIR SERVICE LICENCE NUMBER:</b>
<b>MAILING ADDRESS (if different from location)</b>	<b>LOCATION ADDRESS</b>

*Applicant Instructions:*

- Use "return" key to add information as applicable to the Operation (if applicable).
- When the Proposed Schedule of Events has been accepted by the CAA, the information will be transferred by the CAA Project Manager onto (Form CA 101-14) which becomes the official Schedule of Events (Form 101-14) which will be used during the Certification Process.

CAA Doc. #	Proposed Schedule of Events	Start or Submission Date	Revised Start Date
	<b>I PRE-APPLICATION PHASE</b>		
	<b>A Attend Pre-application Meeting: meeting, email or telephone call</b> <b>The Pre-application meeting will cover the following:</b>		
	<b>1</b> Review letter of intent		
	<b>2</b> Receive application Package containing: (all of the below can be downloaded off the CAA website)		
CA 101-13	a Proposed Schedule of Events		
CA 101-03	b Application for issue of ROC		
CA 101-10	c POPS Form		
TGMs	d Other applicable publications & documents: Technical guidance material		
	<b>3</b> Review of the Formal application process: 5 phase process and Air Service License Council		
	<b>4</b> Discuss additional information with regards to the submitted letter of intent		
	<b>II FORMAL APPLICATION PHASE</b>		
	<b>A Submit ASL application to Department of Transport</b>		
	<b>B Submit copy of ASL to CAA</b>		
	<b>Submit Formal Application Attachments to CAA:</b>		
CA 101-13	a Proposed Schedule of events		
CA 101-10	b POPS Form, with Curriculum Vitae of post holders		
	c Draft Operations Specifications		

	<b>D</b>	<b>Formal Application Meeting – meeting, email or telephone.</b>				
		Date		Time	h	
		<b>The following will be reviewed/discussed during the formal meeting:</b>				
CA 101-14		1	Schedule of Events (Certification Checklist)			
CA 101-10		2	Discuss POPS form, if necessary			
		3	Resolve Discrepancies/Open Items			
NDOT CAA		4	Discuss management and key staff qualifications and resumes			
		5	Review application process			
	6	Review initial letter of intent				
	7	Review Impact if Schedule of Events not met				
	<b>E</b>	<b>Receive Letter Accepting/Rejecting Application</b>				
<b>III DOCUMENT EVALUATION PHASE</b>						
CA 101-03	<b>A</b>	<b>Submit “Application for issue of ROC” and Initial Operations Manual, including SMS and Quality Management System</b>				
CA 101-01	<b>B</b>	<b>Submit Letter of Approval application with supporting documents Please state for which aircraft you will be requesting a RLA:</b>				
	<b>C</b>	<b>Submit any additional documentation/manuals, appropriate to your operation. Please specify additional documents to be submitted:</b>				
	<b>D</b>	<b>Demonstration and inspection plan:</b>				
		1	Location for flight demonstration			
		2	Location for main base inspection			
		3	Plan for Demonstration Flight, including all the relevant approvals for which you are requesting – to be submitted, by hand or via email, to Flight Operations Inspector			
	<b>E</b>	<b>Manual Acceptance/Approval</b>				
		Manual accepted/approved (a minimum of 6 weeks from submitting the manual):				
		1	Operations Manual			
		2	Aircraft Flight Manual			
		3	Other, if applicable (please specify as per C above):			

		<b>IV DEMONSTRATION &amp; INSPECTION PHASE</b>	
	<b>A</b>	RPAS pilot to have valid RPL	
CAR101.04.8	<b>B</b>	Relevant personnel to have aviation security awareness training	
	<b>C</b>	Date for main base inspection:	
	<b>D</b>	Date for flight demonstration for: (depending on the size and complexity of your operation, these can take place at the same time)	
		1   ROC approval	
		2   RLA	
	<b>E</b>	Main Maintenance Base Inspection, if applicable	
		<b>V CERTIFICATION PHASE</b>	
	<b>A</b>	Initial audit report received (please allow 1 week from demonstration and inspection)	
	<b>B</b>	RLA inspection report received (please allow 1 week from demonstration)	
	<b>C</b>	Submission of Initial audit report findings rectification/corrective action plan (2-3weeks depending on severity of findings)	
	<b>D</b>	Submission of RLA inspection findings rectification/corrective action plan (2-3weeks depending on severity of findings)	
	<b>E</b>	RLA's issued	
	<b>F</b>	RPAS Operators Certificate & Operations Specifications (Ops Spec) presented	
	<b>G</b>	Post Certification Surveillance Program Developed and Implemented by the SACAA	
		1   3 month follow up audit	
		2   Ad-hoc audit (6 months)	
<b>SIGNATURE OF AUTHORISED PERSON OF APPLICANT</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>