



Section/division: Flight Operations Department Part 101 Aerial Work
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Form Number: 101-14
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PART 101 SCHEDULE OF EVENTS

For Official CAA use: Instructions:

To be completed by the Project Manager by transferring final dates agreed upon from the Proposed Schedule of Events (Form 101-13).

Reference Notes to be explained on the Remarks page at the end of this document.

RPAS OPERATOR CERTIFICATION: SCHEDULE OF EVENTS	
OFFICIAL NAME OF COMPANY:	AIR SERVICE LICENCE NUMBER:
PHYSICAL ADDRESS	

CAA	<i>Inspectors:</i>
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CAA Doc. #	CA Doc. Date	Schedule of Events	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Date Accepted/Approved	Ref. Note No.
		I. PRE-APPLICATION PHASE					
		A. Initial Orientation:					
CA101-02		1. Letter of intent received					
		2. Pre-Application meeting scheduled					
		Comments:					
		B. Conduct Pre-application Meeting					
CA101-02		1. Review Letter of Intent with Applicant					
		2. Provide application package containing:					
101-13		a. Proposed Schedule of Events					
101-03		b. Application for issue of ROC					
101-10		c. POPS form					
AICs/TGMs		d. Other Applicable Publications and Documents: Technical Guidance Material					
		3. Explain Formal Application process: 5 phase process and Air Service License Council					
		4. Additional information required considering the Applicant's letter of intent.					
Inspector notes if applicable:							

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		II.	FORMAL APPLICATION PHASE								
ASL		A.	Air Service License presented (correct class, category and type)								
		B.	Formal Application Attachments Received:								
101-13			1.	Proposed Schedule of events							
101-10			2.	POPS Form, including CV's of post holders							
			3.	Draft Operations Specifications							
		C.	Formal Application Meeting Scheduled:								
		D.	Formal Application Meeting								
SACAA			Date		Time		h				
			1.	Schedule of events (Certification checklist)							
			2.	Discuss POPS form, if necessary							
			3.	Resolve Discrepancies/Open Items							
			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 are not met										
		E.	Issue Letter Accepting/Rejecting Application								
Inspector notes if applicable:											

CAA Doc. #	CA Doc. Date	Schedule of Events	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Date Accepted/ Approved	Ref. Note No.
		III. DOCUMENTATION PHASE					
		A. Operations Manual					
Notes if applicable:							

CAA Doc. #	CA Doc. Date	Schedule of Events	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Date Accepted/ Approved	Ref. Note No.
		IV. DEMONSTRATION & INSPECTION PHASE					
CA101 - 08		A. Main Base Inspection:					
CA 101 - 28		B. Flight Demonstration:					
		V. CERTIFICATION PHASE					
		A. Approve Specific Operating Provisions					
		B. Prepare Certification File:					
CA101-10		1. POPS form and Formal Application Letter					
CA101-03		2. Application for ROC					
		3. Audit report and rectification of findings					
		4. Air Service License					
		5. Operations Specifications (Ops Spec)					
		6. RPAS Operators Certificate (ROC)					
		7. All relevant documentation					
		C. Present ROC and Ops Spec					
Inspector notes if applicable:							

REMARKS

To be completed by CAA Inspectors:

Instructions: Use the return key (if applicable) to list and explain notes in correspondence with the Reference Note No. next to the relevant item/event in the Ref. Note column.

CAA Inspector	Ref./Note No.	REMARKS: FLIGHT OPERATIONS

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SIGNATURE OF INSPECTOR (FOD)	NAME IN BLOCK LETTERS	DATE
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