



Department:	Complete the Name of your Department	Form Number: CA AOC-F-008
Telephone number:	0860 267 435	Email address:
Physical address	12 Byls Bridge Boulevard, Building No 2, Byls Bridge Office Park Centurion	
Postal address:	Private Bag X73, Halfway House 1685	Website: www.caa.co.za

PROPOSED SCHEDULE OF EVENTS

POPIA CONSENT AGREEMENT:

In accordance with the provisions of the Protection of Personal Information Act No. 4 of 2013 ("POPIA"), all personal information must be processed lawfully and in a manner that does not infringe upon the data subject's right to privacy.

By completing this form in accordance with the Civil Aviation Act No. 13 2009, you consent to the collection, processing, and, where necessary, the disclosure of the personal information provided herein for purposes strictly related to regulatory, administrative, operational, and compliance requirements. This may include, but is not limited to, processing the information for approvals, certification, communication, publication, or any related function reasonably required to fulfil the purpose for which the information was submitted.

Such information will only be shared with authorised third parties, including regulatory bodies such as the Department of Transport, service providers, consultants, or other relevant stakeholders, solely to the extent necessary to discharge the aforementioned obligations.

The South African Civil Aviation Authority ("SACAA") recognises the importance of protecting personal information and undertakes to process and/or publish such information with the highest level of care and in full compliance with the safeguards and obligations imposed by POPIA. (For more information on how the SACAA processes your personal information, kindly refer to our Privacy policy on the SACAA website (link: <https://www.caa.co.za/paia-and-privacy/>).

AIR OPERATOR CERTIFICATION: PROPOSED SCHEDULE OF EVENTS (COMMERCIAL AIR TRANSPORT OPERATORS)

Note: To be completed by the Applicants

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

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 AOC-F-006 which becomes the official Schedule of Events (Form CA AOC-F-006) which will be used during the Certification Process.

CAA Doc. #	Proposed Schedule of Events	Start or Submission Date	Revised Start Date
	I PRE-APPLICATION PHASE		



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CA AOC-000 CA AOC-AC-001 CA AOC-F-003 CA AOC-027	A	Initial Orientation: Inspector:		
		Receive Certification Advisory Pamphlet		
	1.	Complete and forward the Prospective Operator's Pre-assessment Statement (POPS) to the SACAA		
	B	Certification Team Designated (at least one operations, one maintenance, and one avionics inspector) <i>Note: Information Provided by the CAA at Pre-Application Meeting</i>		
		Name	Speciality	
	PM			
	C	Attend Pre-application Meeting		
CA AOC-F-003	1	Verify POPS Information		
CA AOC-AC-001	2	Overview of Certification Process		
	3	Receive Certification Package containing:		
CA AOC-F-006 CA AOC-C-001		a	Schedule of Events (Certification Checklist)	
CA AOC-F-008		b	Proposed Schedule of events	
CA AOC-F-007		c	Model Specific Operating Provisions	
AICs/NOTAMS etc		d	Other applicable publications & documents	
	4	Formal application submissions explained by the Certification Team		
	II	FORMAL APPLICATION PHASE		
	A	Review Applicant Submission		
	1	Formal Application Letter/Form <i>Note: application to NDOT: ASLC</i>		
		a	Full and Official name (Legal)	
		b	Mailing Address	
		c	Primary Operating Location (Principal Operations/ Maintenance Base)	
		d	Name and address of applicants agent for service	
		e	Key Management Personnel Names	
	2	Formal Application Attachments		



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CA AOC-F-008		a	Proposed Schedule of events				
CA AOC-003		b	Initial compliance statement				
CA AOC-F-009		c	Company general manuals				
			• Operations Manual. (GOM)				
			• Maintenance Control Manual (GMM)				
			• Aircraft Maintenance Program				
CA AOC-C-001 CA AOC-005		d	Initial new hire training curricula (Crewmembers & Flt/Ops/Officers)				
			Company Procedures Indoctrination				
			Emergency Equip Drills Training				
			Initial Flight and Ground Training				
NDOT CAA		e	Management and Key Staff qualifications/resumes				
			Documents of purchase/contract(s)/lease(s)/letters of intent				
	B	Evaluation of CAA Resources Based on Schedule of Events					
	C	Formal Application Meeting					
		Date		Time	h		
CA AOC-F-006		1	Schedule of Events (Certification Checklist)				
		2	Discuss each Submission				
		3	Resolve Discrepancies/Open Items				
CA AOC-001		4	Review Certification Process				
CA AOC-AC-001		5	Review Impact if Schedule of Events not met				
	D	Receive Letter Accepting/Rejecting Application					
CA AOC-C-008	Meet Gate II Requirements:						
	III	DOCUMENT EVALUATION PHASE					
CA AOC-C-001	A	Applicable Training Programs Evaluation					
		1.	Training Curricula				
			a	Company Procedures Indoctrination			
			b	Emergency Equipment Drills Training			
CA AOC-021			c	Ground Training (Handling /Servicing / De-icing)			
			d	Flight Training			
			e	Recurrent Training			
			f	Transition/Upgrade Training			
			g	Differences Training			
			h	Security			
			i	Dangerous Goods			



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	j	Check Airmen/Flight Instructor		
	k	Crew Resource Management		
CA AOC-C-006 C AOC-016	l	Fit/Ops/Officer Training		
CA AOC-F-004	m	Quality System Training Outline		
NDOT/CAA	B	Management Qualifications Evaluation		
	1	Accountable Manager		
	2	Responsible Person: Operations		
	3	Responsible Person: Maintenance		
	4	Quality Manager/s		
	a	Quality Manager for Operations (if applicable)		
	b	Quality Manager for Maintenance (if applicable)		
	5	Chief Pilot		
	6	Responsible Person: Safety (Safety Manager)		
	7	Request for Deviation Letter (If Applicable)		
	8	Other		
CA AOC-F-009	C	Operator Manual System Evaluation		
	1	Completed Operations Manual		
CA AOC-FO-011	a	Emergency exit plan		
CA AOC-C-005	b	Carry-on Baggage plan		
CA AOC-AW-004 CA AOC-AW-027	2	Completed Maintenance Control Manual		
CA AOC-FO-007	3	CAA Approved Aeroplane Flight Manual		
CA AOC-FO-004	4	Aircraft Checklists		
	a	Normal		
	b	Abnormal (Non-normal)		
	c	Emergency		
CA AOC-FO-006 CA 141-15	5	Cabin Attendant Manual		
CA AOC-FO-016	6	Flight Supervision and Monitoring/Flight Following		
CA AOC-FO-013	7	Station/Facility Operations		
	8	Company Emergency Manual		
AIP Jeppesen	9	Aerodrome Data & En Route Manual (Charts and Plates)		
CA AOC-FO-009	10	Aerodrome/Runway Analysis (Performance)		
CA AOC-AC-009	11	Minimum Equipment List		
CA AOC-008	a	(MEL Management Program)		
CA AOC-008	12	Configuration Deviation List		



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	13 Maintenance Technical Manuals:		
CA AOC-AC-FO-005	14 Fuelling/Refuelling/Defuelling		
CA AOC-AC-004	15 Ground Servicing Manual		
CA AOC-AC-FO-003 CA AOC-023	16 Mass and Balance Control Program		
	17 Dangerous Goods		
	18 Security		
CA AOC-AW-028	19 Reliability Program		
CA AOC-AW-005	20 Completed Continuous Airworthiness Maintenance Program		
	21 Emergency Plan/Notification		
CA AOC-AC-FO-006	22 Passenger Briefing Cards		
CA-AOC-AC-002 CA AOC-C-004 CA AOC-L-010 CA AOC-L-011	23 Quality Manual		
	D Other Evaluation		
	1 Aircraft Lease		
	2 Maintenance Contracts/Agreements		
	3 Servicing Contracts/Agreements		
CA AOC-C-003 CA AOC-F-002	4 Exemption/Deviation Requests/Justification		
CA AOC-FO-014	5 Plan for Emergency Evacuation Demonstration		
CA AOC-015 CA AOC-C-002	6 Plan for Demonstration Flight		
CA AOC-003	7 Final Compliance Statement		
CA AOC-F-007 CA AOC-002	8 Initiate Specific Operating Provisions preparation		
CA AOC-FO-005	9 Training Contracts		
CA AOC-021	10 De-icing/Anti Icing		
CA AOC-FO-011	11 Exit Row Seating		
CA AOC-027	Meet Gate III Requirements:		
	IV DEMONSTRATION & INSPECTION PHASE		
	A Evaluation of Operator Training being Conducted:		
	1 Training Facilities		
	2 Training Schedules:		
	3 Flight Crewmember Training Evaluation		
	a Company Procedures Indoctrination		
	b Emergency Equip. Drills Training		
	c Ground Training		



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	d Flight Training		
	e Differences Training		
	4 Check Airmen/Instructor		
CA 141-13 CA 141-15	5 Cabin Crew		
	a Company Procedures Indoctrination		
	b Emergency Equip. Drills Training		
	c Ground Training		
	6 Crew Resource Management		
	7 Flight Supervision and Monitoring /Flight Following		
	8 Dangerous Goods Training		
	a Crewmembers		
	b Ground personnel		
	9 Security Training		
	10 Maintenance Training		
	a Responsible Person: Maintenance		
	b Quality Manager		
	c Quality system Personnel		
	B Testing/Certification		
	1 Pilots		
	2 Flight Engineers		
	3 Flt/Ops/Officers		
	4 Cabin Attendants		
CA 21-22	C Aircraft Conformity Inspection		
CA AOC-012 CA AOC-C-009	D Main Operations Base Inspection		
CA AOC-AW-012	E Main Maintenance Base Inspection		
CA AOC-FO-013 CA AOC-C-010	F Station/Facilities (Operations) Inspection		
CA AOC-013	G Station/Facilities (Maintenance) Inspection		
CA AOC-016 CA AOC-C-006 CA AOC-C-007	H Flight Supervision and Monitoring/Flight Following Inspection		
	I Recordkeeping Locations		
	1 Crewmember		
	a Training		
	b Flight & rest Times		
	c Qualification		
CA AOC-AW-012 CA 145-03	2 Maintenance		
	a Aircraft Records		



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	b	Maintenance Personnel Training		
		• Responsible Person: Maintenance		
		• Quality Manager and staff		
		• Contract Employees		
	J	Flight/Trip Records		
CA AOC-FO-014 CA AOC-F-001	K	Emergency Evacuation Demonstration		
	L	Ditching Demonstration		
CA AOC-015	M	Demonstration Flight Evaluation		
	N	Proof of NDOT/ASLC Economic Authority (Licence issued)		
	V	CERTIFICATION PHASE		
CA AOC-002	A	Specific Operating Provisions Approval		
	B	Air Operator Certificate & Specific Operating Provisions presented.		
	C	Receive Certification Report		
CA AOC-017	1	Report consists of:		
	a	Formal Application Letter		
	b	Final Compliance Statement		
	c	Copy of Specific Operating Provisions		
	d	Copy of Certificate		
	e	Summary of Difficulties		
	2	Report distributed		
CA 183-01 CA 1-01	D	Post Certification Surveillance Program Developed and Implemented by the SACAA		
	1	Within Geographic Area		
	2	Outside Geographic Area		
SIGNATURE OF AUTHORISED PERSON OF APPLICANT		NAME IN BLOCK LETTERS		DATE