

CAA: FOD/ AW/ CE.	CA Doc. #	CA Doc. Date			Inspector Initial	Date Received/ Accom- plished	Date Returned for Changes	Date Accepted/ Approved	Ref. Note No.
			I.	PRE-APPLICATION PHASE					
			A	Initial Orientation: Inspector:					
	CA AOC-000								
	CA AOC-AC-001			1	Certification Advisory Pamphlet provided to applicant				
	CA AOC-F-003			2	Prospective Operator's Pre-assessment Statement (POPS) provided to applicant				
			a	Forwarded to the Director of Civil Aviation, SACAA					
			B	Mandatory Certification Team designated (at least one Flight Operations, one Avionics, one Mechanic, one DG, one Avsec Inspector, one Testing Standards Officer and where applicable, one ATO, Avmed and Cabin Safety Inspector)					
			PM	Name	Speciality				
					Flight Operations				
					Avionics				
					Mechanic				
					Dangerous Goods Inspector				
					Avsec Inspector				
					Testing Standards Officer				
			C	Conduct Pre-application Meeting					
	CA AOC-F-003		1	Verify POPS Information					
	CA AOC-AC-001		2	Overview of Certification Process					

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				3	Provide Certification Package Containing:				
	CA AOC 001			a	Certification Job Aid (Guidance Material)				
				b	Blank Operations Specification				
	CA AOC-F-006			c	Schedule of Events (Certification Job Aid)				
	CA AOC-F-008			d	Proposed Schedule of events				
				e	Model Specific Operating Provisions				
	AICs/NOTAMS etc			f	Other Applicable Publications and Documents				
				4	Explain Formal Application Submissions				
				5	Air Service Licence.				
			D	1	Debriefing in preparation for formal application phase.				
				a	Project Manager to issue a formal letter to the Operator concluding the pre application phase				
Acknowledgment of Pre-Application Phase being completed.									
Signature of Project Manager			Name of Project Manager in Block Letters			Date			
			II	FORMAL APPLICATION PHASE					
			A	Review Applicant's Submission					
				1	Formal Application Letter/Form				
				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		B	a	Proposed Schedule of events				
				b	Statement of compliance				
	CA AOC-F-009			c	System of Operations Manuals				
	CATS 121.04.2				• Operations Manual (OM)				
					• SMS Manual (if not part of the Operations Manual)				
					• Maintenance Control Manual (MCM)				
					• Aircraft Maintenance Program				
					List of Aircraft				
					Training – Facilities/Contracted ATO				
	CA AOC-C-001 CA AOC-005			d	Training Programmes and curricula, Crewmembers, Flt/Ops/Officers and all ground personnel. Company Procedures Induction Emergency Equip Drills Training Initial Flight and Ground Training				
	NDOT CAA			e	Management and Key Staff qualifications/resumes				
					Area of Operations, Aerodromes, Operations Specification				
				f	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			
				1	The Operators Proposed Schedule of events acceptance or rejection (Certification checklist)				
				2	Discuss each Submission				
				3	Resolve Discrepancies/Open Items				
	CA AOC-001 CA AOC-AC-001			4	Review Certification Process				
			5	Review Impact if Schedule of Events are not met					
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			D Issue Letter Accepting/Rejecting Application					
	CA AOC-027		Meet Gate II Requirements:					
Acknowledgment of the Formal Application Phase being completed.								
Signature of Project Manager			Name of Project Manager in Block Letters			Date		
			III DOCUMENT EVALUATION PHASE					
			A. Evaluate Applicable Training Programs					
	CA AOC-C-001		1. Training Curricula					
			a Company Procedures Induction					
			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					
			j Check Airmen/Flight Instructor					
			k Crew Resource Management					
	CA AOC-C-006 CA AOC-016		l Flt/Ops/Officer Training					
	CA AOC-F-004		m Quality System Training Outline					
NDOT CAA			B Evaluate Management Qualifications					
			1 Accountable Manager					
			2 Responsible Person: Operations					

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			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	Director of Safety (Safety Manager)				
			7	Request for Deviation Letter (If Applicable)				
			8	Other				
	CA AOC-F-009		C	Evaluate Operator's Manual System				
			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		5	Cabin Crew 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 & Plates)				
	CA AOC-FO-009		10	Aerodrome / Runway Analysis (Performance)				

CA AOC-008 CA AOC-L-007 CA AOC-L-008			11	Minimum Equipment List					
CA AOC-008			a	MEL Management Program					
CA AOC-008			12	Configuration Deviation List					
			13	Maintenance Technical Manuals:					
CA AOC-AC-FO-005			14	Fuelling/Refuelling/Defuelling					
CA AOC-AC-004			15	Ground Servicing Manual					
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 Evaluations					
			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-002 CA AOC-F-007			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:						

Acknowledgment of the Documentation Evaluation Phase being completed.

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Signature of Project Manager	Name of Project Manager in Block Letters	Date
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			IV	DEMONSTRATION & INSPECTION PHASE				
			A	Evaluate Operator Conducting Training				
				1	Training Facilities			
				2	Training Schedules:			
				3	Flight Crewmember Training Evaluation			
				a	Company Procedures Indoctrination			
				b	Emergency Equip. Drills Training			
				c	Ground Training			
				d	Flight Training			
				e	Differences Training			
				4	Check Airmen/Instructor			
				5	Cabin Crew			
				a	Company Procedures Induction			
				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	Director of Maintenance			
CA AMO-001								

	CA AMO-(MOP)-002			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						
	CA AOC-AW-012		E	Main Maintenance Base						
	CA AOC-FO-013 CA AOC-C-010		F	Station/Facilities and Ground Handling(Operations)						
	CA AOC-013		G	Station/Facilities (Maintenance)						
	CA AOC-016 CA AOC-006 CA AOC-007		H	Flight Supervision and Monitoring/Flight Following						
			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					
				b	Maintenance Personnel Training					
					<ul style="list-style-type: none"> Responsible Person: Maintenance 					
					<ul style="list-style-type: none"> 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 ASLC (Licence Issued) Economic Authority						
Acknowledgment of the Demonstration & Inspection Phase being completed.										
Signature of Project Manager			Name of Project Manager in Block Letters				Date			
			V	CERTIFICATION PHASE						
	CA AOC-002		A	Approve Specific Operating Provisions						
			B	Present Certificate & Specific Operating Provisions						
			C	Prepare Certification Report						
	CA AOC-017			1	1. Assemble Report					
		a		Formal Application Letter						
		b		Final Compliance Statement						
		c		Copy of Specific Operating Provisions						
		d		Copy of Certificate						
		e		Summary of Difficulties						
			2	Distribute Report						
	CA CA 1-01		D	Develop Post Certification Surveillance Program						
				1	Within Geographic Area					
				2	Outside Geographic Area					
Acknowledgment of the Demonstration & Inspection Phase being completed.										
Signature of Flight Operations Manager			Name of Flight Operations Manager in Block Letters				Date			

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 INSPECTOR

SIGNATURE OF INSPECTOR FLIGHT OPERATIONS/ MANAGER FLIGHT OPERATIONS	NAME IN BLOCK LETTERS	DATE

CAA Inspector	Ref./Note No.	REMARKS: AVIONICS INSPECTOR

SIGNATURE OF INSPECTOR AVIONICS MANAGER: FLIGHT OPERATIONS	NAME IN BLOCK LETTERS	DATE

CAA Inspector	Ref./Note No.	REMARKS: DANGEROUS GOODS INSPECTOR

SIGNATURE OF INSPECTOR DG / MANAGER DANGEROUS GOODS	NAME IN BLOCK LETTERS	DATE

CAA Inspector	Ref./Note No.	REMARKS: MECHANIC INSPECTOR
SIGNATURE OF INSPECTOR MECHANIC MANAGER: FLIGHT OPERATIONS		NAME IN BLOCK LETTERS
CAA Inspector	Ref./Note No.	REMARKS: AVSEC INSPECTOR
SIGNATURE OF INSPECTOR AVSEC / MANAGER AVIATION SECURITY		NAME IN BLOCK LETTERS
CAA Inspector	Ref./Note No.	REMARKS: TESTING STANDARDS OFFICER
SIGNATURE OF TESTING STANDARDS OFFICER / MANAGER LICENCING		NAME IN BLOCK LETTERS
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IF APPLICABLE		
CAA Inspector	Ref./Note No.	REMARKS: ATO INSPECTOR
SIGNATURE OF INSPECTOR ATO/ MANAGER TRAINING		NAME IN BLOCK LETTERS
		DATE
IF APPLICABLE		
CAA Inspector	Ref./Note No.	REMARKS: CABIN SAFETY INSPECTOR
SIGNATURE OF INSPECTOR CABIN SAFETY/ MANAGER FLIGHT OPERATIONS		NAME IN BLOCK LETTERS
		DATE
IF APPLICABLE		
CAA Inspector	Ref./Note No.	REMARKS: SENIOR MEDICAL ADVISOR
SIGNATURE OF SENIOR MEDICAL ADVISOR/ SENIOR MANAGER AVMED		NAME IN BLOCK LETTERS
		DATE