

PROPOSED SCHEDULE OF EVENTS

**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		
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		

CAA Doc. #	Proposed Schedule of Events		Start or Submission Date	Revised Start Date
	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		
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		
	f	Documents of purchase/ contract(s)/lease(s)/letters of intent		
	B	Evaluation of CAA Resources Based on Schedule of Events		

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	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				
		j	Check Airmen/Flight Instructor				
		k	Crew Resource Management				
CA AOC-C-006 C AOC-016		l	Flt/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					

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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		
	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		

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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	
			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			

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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		
	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	