



CAA Doc. #	Proposed Schedule of Events		Start or Submission Date	Revised Start Date	
	<b>C</b>	<b>Attend Pre-application Meeting</b>			
CA 93-04	1	Verify POPS Information			
CA CAOC-AC-001	2	Overview of Certification Process			
	3	Receive Certification Package containing:			
CA 93-05		a	Schedule of Events (Certification Checklist)		
CA 93-06		b	Proposed Schedule of events		
CA CAOC-F-007		c	Model Specific Operating Provisions		
AICs/NOTAMS etc		d	Other applicable publications & documents		
	4	Formal application submissions explained by the Certification Team			
	<b>II</b>	<b>FORMAL APPLICATION PHASE</b>			
	<b>A</b>	<b>Review Applicant Submission</b>			
	1	<b>Formal Application Letter/Form</b>			
		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	<b>Formal Application Attachments</b>		
CA 93-06			a	Proposed Schedule of events	
CA CAOC-003			b	Initial compliance statement	
CAOC 93-08			c	Company general manuals	
				• Operations Manual. (GOM)	
				• Maintenance Control Manual (GMM)	
				• Aircraft Maintenance Program	<b>2</b>
CA CAOC-C-001 CA CAOC-005			d	Initial new hire training curricula (Crewmembers & Fit/Ops/Officers)	
				Company Procedures Indoctrination	
				Emergency Equip Drills Training	
		Initial Flight and Ground Training			
CA 93-04	e	Management and Key Staff qualifications/resumes			
	f	Documents of purchase/ contract(s)/lease(s)/letters of intent			
	<b>B</b>	<b>Evaluation of CAA Resources Based on Schedule of Events</b>			
	<b>C</b>	<b>Formal Application Meeting</b>			

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	Date		Time	h		
CA 93-05	1	Schedule of Events (Certification Checklist)				
	2	Discuss each Submission				
	3	Resolve Discrepancies/Open Items				
CA CAOC-001	4	Review Certification Process				
CA CAOC-AC-001	5	Review Impact if Schedule of Events not met				
	<b>D</b>	<b>Receive Letter Accepting/Rejecting Application</b>				
CA CAOC-C-008	<b>Meet Gate II Requirements:</b>					
	<b>III</b>	<b>DOCUMENT EVALUATION PHASE</b>				
CA CAOC-C-001	<b>A</b>	<b>Applicable Training Programs Evaluation</b>				
	1.	Training Curricula				
	a	Company Procedures Indoctrination				
	b	Emergency Equipment Drills Training				
CA CAOC-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 CAOC-C-006 C CAOC-016	l	Flt/Ops/Officer Training				
CA CAOC-F-004	m	Quality System Training Outline				
CA 93-04	<b>B</b>	<b>Management Qualifications Evaluation</b>				
	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				
CAOC 93-08	<b>C</b>	<b>Operator Manual System Evaluation</b>				
	1	Completed Operations Manual				
CA CAOC-FO-011	a	Emergency exit plan				
CA 93-06	09 June 2022				Page 3 of 6	

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CA CAOC-C-005	b	Carry-on Baggage plan		
CA AOC-AW-004 CA AOC-AW-027	2	Completed Maintenance Control Manual		
CA CAOC-FO-007	3	CAA Approved Aeroplane Flight Manual		
CA CAOC-FO-004	4	Aircraft Checklists		
		a	Normal	
		b	Abnormal (Non-normal)	
		c	Emergency	
CA CAOC-FO-006 CA 141-15	5	Cabin Attendant Manual		
CA CAOC-FO-016	6	Flight Supervision and Monitoring/Flight Following		
CA CAOC-FO-013	7	Station/Facility Operations		
	8	Company Emergency Manual		
AIP Jeppesen	9	Aerodrome Data & En Route Manual (Charts and Plates)		
CA CAOC-FO-009	10	Aerodrome/Runway Analysis (Performance)		
CAC AOC-AC-009	11	Minimum Equipment List		
CA CAOC-008		a	(MEL Management Program)	
CA CAOC-008	12	Configuration Deviation List		
	13	Maintenance Technical Manuals:		
CA CAOC-AC-FO-005	14	Fuelling/Refuelling/Defuelling		
CA CAOC-AC-004	15	Ground Servicing Manual		
CA CAOC-AC-FO-003 CA CAOC-023	16	Mass and Balance Control Program		
		17	Dangerous Goods	
		18	Security	
CA CAOC-AW-028	19	Reliability Program		
CA CAOC-AW-005	20	Completed Continuous Airworthiness Maintenance Program		
		21	Emergency Plan/Notification	
CA CAOC-AC-FO-006	22	Passenger Briefing Cards		
CA-CAOC-AC-002 CA CAOC-C-004 CA CAOC-L-010 CA CAOC-L-011	23	Quality Manual		
		D	<b>Other Evaluation</b>	
	1	Aircraft Lease		
	2	Maintenance Contracts/Agreements		
	3	Servicing Contracts/Agreements		
CA CAOC-C-003 CA CAOC-F-002	4	Exemption/Deviation Requests/Justification		
CA CAOC-FO-014	5	Plan for Emergency Evacuation Demonstration		
CA CAOC-015 CA CAOC-C-002	6	Plan for Demonstration Flight		
CA CAOC-003	7	Final Compliance Statement		

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CA CAOC-F-007 CA CAOC-002	8	Initiate Specific Operating Provisions preparation		
CA CAOC-FO-005	9	Training Contracts		
CA CAOC-021	10	De-icing/Anti Icing		
CA CAOC-FO-011	11	Exit Row Seating		
CA CAOC-027	<b>Meet Gate III Requirements:</b>			
	IV	<b>DEMONSTRATION &amp; INSPECTION PHASE</b>		
	A	<b>Evaluation of Operator Training being Conducted:</b>		
	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	<b>Testing/Certification</b>		
	1	Pilots		
	2	Flight Engineers		
	3	Flt/Ops/Officers		
	4	Cabin Attendants		
CA 21-22	C	<b>Aircraft Conformity Inspection</b>		
CA CAOC-012 CA CAOC-C-009	D	<b>Main Operations Base Inspection</b>		
CA CAOC-AW-012	E	<b>Main Maintenance Base Inspection</b>		

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CA CAOC-FO-013 CA CAOC-C-010	F	Station/Facilities (Operations) Inspection		
CA CAOC-013	G	Station/Facilities (Maintenance) Inspection		
CA CAOC-016 CA CAOC-C-006 CA CAOC-C-007	H	Flight Supervision and Monitoring/Flight Following Inspection		
	I	Recordkeeping Locations		
	1	Crewmember		
	a	Training		
	b	Flight & rest Times		
	c	Qualification		
CA CAOC-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 CAOC-FO-014 CA CAOC-F-001	K	Emergency Evacuation Demonstration		
	L	Ditching Demonstration		
CA CAOC-015	M	Demonstration Flight Evaluation		
	N	Proof of NDOT/ASLC Economic Authority (Licence issued)		
	V	CERTIFICATION PHASE		
CA CAOC-002	A	Specific Operating Provisions Approval		
	B	Air Operator Certificate & Specific Operating Provisions presented.		
	C	Receive Certification Report		
CA CAOC-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	