



CAA Doc. #	Proposed Schedule of Events	N/A	Start or Submission Date	Revised Start Date
	<b>C Attend Pre-application Meeting</b>			
CA 96-05	<b>1</b> Verify POPS Information			
	<b>2</b> Overview of Certification Process			
	<b>3</b> Receive Certification Package containing:			
	a Schedule of Events (Certification Checklist)			
	b Proposed Schedule of events			
	c Model Specific Operating Provisions			
AICs/NOTAMS etc	d Other applicable publications & documents			
	<b>4</b> Formal application submissions explained by the Certification Team			
	<b>II FORMAL APPLICATION PHASE</b>			
	<b>A Review Applicant Submission</b>			
	<b>1 Formal Application Letter/Form</b> <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			
	<b>2 Formal Application Attachments</b>			
	a Proposed Schedule of events			
CA 96-06	b Initial compliance statement			
	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>B Evaluation of CAA Resources Based on Schedule of Events</b>			
	<b>C Formal Application Meeting</b>			
	Date			

CAA Doc. #	Proposed Schedule of Events		N/A	Start or Submission Date	Revised Start Date
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			
	<b>D</b>	<b>Receive Letter Accepting/Rejecting Application</b>			
	<b>Meet Gate II Requirements:</b>				
	<b>III</b>	<b>DOCUMENT EVALUATION PHASE</b>			
CA AOC-C-001	<b>A</b>	<b>Applicable Training Programs Evaluation</b>			
	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>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			
CA AOC-F-009	<b>C</b>	<b>Operator Manual System Evaluation</b>			
	1	Completed Operations Manual			
CA AOC-FO-011	a	Emergency exit plan			
CA AOC-C-005	b	Carry-on Baggage plan			

CAA Doc. #	Proposed Schedule of Events	N/A	Start or Submission Date	Revised Start Date
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			
	<b>D Other Evaluation</b>			
	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			

CAA Doc. #	Proposed Schedule of Events		N/A	Start or Submission Date	Revised Start Date
CA AOC-021	10	De-icing/Anti Icing			
CA AOC-FO-011	11	Exit Row Seating			
CA AOC-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 AOC-012 CA AOC-C-009	D	<b>Main Operations Base Inspection</b>			
CA AOC-AW-012	E	<b>Main Maintenance Base Inspection</b>			
CA AOC-FO-013 CA AOC-C-010	F	<b>Station/Facilities (Operations) Inspection</b>			
CA AOC-013	G	<b>Station/Facilities (Maintenance) Inspection</b>			
CA AOC-016	H	<b>Flight Supervision and Monitoring/Flight Following</b>			

CAA Doc. #	Proposed Schedule of Events	N/A	Start or Submission Date	Revised Start Date
CA AOC-C-006 CA AOC-C-007	<b>Inspection</b>			
	<b>I Recordkeeping Locations</b>			
	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			
	<b>J Flight/Trip Records</b>			
CA AOC-FO-014 CA AOC-F-001	<b>K Emergency Evacuation Demonstration</b>			
	<b>L Ditching Demonstration</b>			
CA AOC-015	<b>M Demonstration Flight Evaluation</b>			
	<b>N Proof of NDOT/ASLC Economic Authority (Licence issued)</b>			
	<b>V CERTIFICATION PHASE</b>			
CA AOC-002	<b>A Specific Operating Provisions Approval</b>			
	<b>B Air Operator Certificate &amp; Specific Operating Provisions presented.</b>			
	<b>C Receive Certification Report</b>			
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	<b>D Post Certification Surveillance Program Developed and Implemented by the SACAA</b>			
	1 Within Geographic Area			
	2 Outside Geographic Area			
<b>SIGNATURE OF AUTHORISED PERSON OF APPLICANT</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	