



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	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		

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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		