



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

Official Name of the Operator	
Business Trading Name	
Headquarter address	
Main Base location	
Certification Project Manager	
Certification Project Team Members	
Last File update	



CAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
Phase 1: Pre-Application Phase							
	<i>INITIAL INQUIRY</i>						
1.	Initial request by the Operator						
2.	Explaining the certification process and advising the applicant to review the CAA regulations, directives and advisory materials and provide guidance concerning personnel, facilities, equipment and technical data requirements						
3.	CAA to schedule a pre-application meeting						
	<i>PRE-APPLICATION METING</i>						
4.	Pre-application meeting attended by the CAA project manager and the key personnel of the operator						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
5.	All aspects of the proposed operations discussed including financial and legal aspects						
6.	Applicant to receive a package to assist him in the preparation of the formal meeting: an advisory pamphlet, list of documents, schedule of events, and examples of operations specifications?						
7.	Evaluation of the pre-application meeting conducted by the certification team to assess the pre-assessment statement and the applicant preparedness to move to a formal application?						
Phase 2: Formal Application Phase							
	FORMAL APPLICATION PACKAGE						
8.	Letter of application signed by the accountable manager, with the following information?						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
9.	a) a statement that the application serves as a formal application for an AOC						
10.	b) the name and address of the applicant						
11.	c) the location and address of the applicant's principal place of business and the main base of operations						
12.	d) a description of the applicant's business organization and corporate structure, and names and addresses of those entities and individuals having a major financial interest						
13.	e) the name and address of the applicant's legal representative						
14.	f) the identity of key management personnel, for example: chief executive officer, operations manager; chief pilot; fleet manager(s); cabin crew manager; safety manager; training manager; maintenance manager;						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
	ground services manager; security manager; and quality manager;						
15.	g) the nature of the proposed operations — passenger/cargo/mail, day or night, visual flight rules (VFR) or instrument flight rules (IFR), whether or not dangerous goods are to be transported						
16.	h) the desired date for the operation to commence						
	ATTACHMENTS TO THE FORMAL APPLICATION						
	Formal application attached with the documents below?						
17.	a) the identification of the operation specifications sought, with information on how associated conditions will be met						
18.	b) the schedule of events in the certification process						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
	with appropriate events addressed and target dates;						
19.	c) an initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of the air navigation regulations						
20.	d) the management structure and key staff members including titles, names, backgrounds, qualifications and experience, with regulatory requirements satisfied						
21.	e) the details of the SMS						
22.	f) a list of designated destination and alternate aerodromes for scheduled services, areas of operation for non-scheduled services and bases for operations, as appropriate to the intended operations						
23.	g) a list of aircraft to be operated						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
24.	h) documents of purchase, leases, contracts or letters of intent						
25.	i) arrangements for crew and ground personnel training and qualification and the facilities and equipment required and available						
26.	j) the operations manual						
27.	k) the MCM						
28.	l) details of the method of control and supervision of operations to be used						
29.	m) the status of the assessment of financial, economic and legal matters by the appropriate government department						
	CURSORY REVIEW OF THE APPLICATION						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
	PACKAGE						
30.	CAA certification team to make a cursory review of the formal application package to check that the required attachments have been presented, that these attachments address the required information and that the documentation is of an appropriate quality.						
	ACCEPTABILITY OF THE FORMAL APPLICATION						
31.	If the formal application package is incomplete or otherwise unacceptable, CAA to inform the applicant, providing details of the deficiencies and advice on the resubmission of the formal application.						
32.	If the information in the formal application package is considered acceptable by the certification team, the project manager to schedule a formal application meeting with the applicant.						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
	FORMAL APPLICATION MEETING						
33.	Formal application meeting conducted between the CCAA project manager, the certification team and all the key management personnel of the applicant						
34.	CCAA to issue a letter acknowledging receipt and acceptance of the formal application issued?						
Phase 3: Document Evaluation Phase							
35.	Following documents evaluated and letters of acceptance/approval issued when needed?						
36.	Draft operations specifications						
37.	Statement of compliance						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
38.	Management personnel résumés						
39.	Operations Manual Part A						
40.	Operations Manual Part B						
41.	Operations Manual Part C						
42.	Operations Manual Part D						
43.	Passenger briefing cards						
44.	SMS manual, including a description of the flight safety document system						
45.	MCM						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
46.	Maintenance programme including maintenance schedule						
47.	Training manual for maintenance personnel						
48.	Plan for emergency evacuation demonstration						
49.	Plan for ditching demonstration						
50.	Plan for demonstration flights						
Phase 4: Operational demonstration and Inspection Phase							
51.	Organization and Administration						
52.	Ground Operations Inspection						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
53.	<ul style="list-style-type: none">• Fixed Facilities						
54.	<ul style="list-style-type: none">• Aerodromes and Heliports						
55.	<ul style="list-style-type: none">• Mobile Equipment						
56.	<ul style="list-style-type: none">• Operational Control Organization						
	<ul style="list-style-type: none">○ Staffing						
	<ul style="list-style-type: none">○ Communications						
	<ul style="list-style-type: none">○ Meteorology						
	<ul style="list-style-type: none">○ Procedures						
	<ul style="list-style-type: none">○ Operational and flight plans						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
57.	<ul style="list-style-type: none">• Flight crew qualifications, licensing and training						
58.	<ul style="list-style-type: none">• Cabin crew competency and training						
59.	<ul style="list-style-type: none">• Training Programmes						
60.	<ul style="list-style-type: none">• Record keeping						
	<ul style="list-style-type: none">○ Flight crew member records						
	<ul style="list-style-type: none">○ Cabin crew member records						
	<ul style="list-style-type: none">○ Flight Dispatcher/Flight Operations Officer records						
	<ul style="list-style-type: none">○ flight and cabin crew member duty periods, flight duty periods, rest periods records and, for flight						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHKL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
	crew members, flight time records						
	○ operational flight planning records						
	○ financial records						
61.	• Fuel Computation procedures						
62.	• Aircraft Mass and Balance procedures						
63.	• Emergency evacuation demonstration						
64.	• Ditching demonstration						
65.	Flight Operations Inspection						
66.	• Planning						



CCAA

PROGRESS OF CERTIFICATION PROCESS

DSA.AOC.CHL.060

N°	Item of certification	Y /N	Date received	Date(s) returned for change	Date accepted	Inspector Initial	Observations
67.	<ul style="list-style-type: none">Pre-Flight Inspection						
68.	<ul style="list-style-type: none">In-Flight Inspection						
69.	<ul style="list-style-type: none">Post-Flight Inspection						
70.	Maintenance Control Demonstration and Inspection						
Phase 5: Certification Phase							