

## JOB TASK ANALYSIS

OPS 2.001: Certification Phase 1: Pre-Application Phase. (Gate 1)

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### 1. Regulation References:

- 1.1. [Instruction N° 355 du 04 Août 2009 relative à l'acquisition du Titre de Transporteur Aérien](#)

### 2. CCAA Forms/Checklists:

- 2.1. CMR.AOC.FORM.000 Demande préliminaire
- 2.2. Liste de présence
- 2.3. DSA.AOC.CHKL.060 Progress of certification process

### 3. Guidance Material References: ICAO Doc. 8335

### 4. Job Task Description:

To certificate an Air Operator or Air Agency in accordance with the appropriate regulations for Preapplication Phase I – (Gate I).

### 5. Job Performance Subtasks:

- 5.1. Receive initial inquiry.
  - 5.1.1. Refer applicant to correct CAA Office.
- 5.2. Conduct applicant orientation meeting.
  - 5.2.1. Perform preliminary discussions.
- 5.3. Receive Pre-Application Statement of Intent (PASI).
  - 5.3.1. Open work tracking record.
  - 5.3.2. Review and acceptance of PASI.
- 5.4. Assign certification team.
- 5.5. Assign certificate number.
  - 5.5.1. Initiate certification file.
- 5.6. Conduct pre-application meeting.
- 5.7. Provide package of pre-certification information.
- 5.8. Brief the applicant on certification process, pertinent regulations, and economic authority requirements.
- 5.9. Verify information on the PASI.
  - 5.9.1. Explain the requirements of the formal application.
  - 5.9.2. Explain the formal application letter.
  - 5.9.3. Describe formal application attachments.
- 5.10. Conclude pre-application meeting.
  - 5.10.1. Termination of the pre-application phase.
  - 5.10.2. Terminate the certification file.
  - 5.10.3. Close work tracking record.
- 5.11. Proceed to formal application phase of certification process.