

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. DSA.AOC.CHKL.060 Progress of certification process

3. Guidance Material References:

4. Task Description:

To certificate an Air Operator or Air Agency in accordance with the appropriate Civil Aviation Regulations (CAR) guidance for document compliance phase.

5. Job Performance Subtasks:

- 5.1. Open work tracking record.
- 5.2. Conduct a detailed review of applicant's submissions.
- 5.3. Review company General Operations Manual (GOM)/policies and procedures manual. **(OPS 2.009)**
- 5.4. Review training curriculum. **(OPS 2.010, OPS 2.040, OPS 2.056)**
- 5.5. Review management qualifications/resumes. **(OPS 2.018, OPS 2.019, OPS 2.020)**
- 5.6. Review weight and balance procedures. **(OPS 2.023)**
- 5.7. Review CAA-approved airplane/rotorcraft flight manual (AFM/RFM).
- 5.8. Review Company Flight Manual.
- 5.9. Review Minimum Equipment List (MEL) **(OPS 2.022)**
- 5.10. Review cockpit checklist. **(OPS 2.013)**
- 5.11. Review passenger briefing card. **(OPS 2.016)**
- 5.12. Review environmental assessments. **(OPS 2.032)**
- 5.13. Review airport runway analysis. **(OPS 2.045)**
- 5.14. Review deviation request. **(OPS 2.026)**
- 5.15. Review Hazardous Materials (HAZMAT)/Security Program. **(OPS 2.024)**
- 5.16. Review flight attendant (F/A) manual. **(OPS 2.057)**
- 5.17. Review dispatch/flight-following/flight-locating procedures. **(OPS 2.041, OPS 2.047, OPS 2.048)**
- 5.18. Review proving/validation test plan. **(OPS 2.037)**
- 5.19. Review emergency evacuation demonstration plan. **(OPS 2.034)**
- 5.20. Review compliance statement. **(OPS 2.008)**
- 5.21. Review compliance with applicable bulletins.
- 5.22. Review exit row seating program. **(OPS 2.014)**
- 5.23. Review Category II and Category III program. **(OPS 2.061)**
- 5.24. Document deficiencies in writing and return to operator.
- 5.25. When required corrections are satisfactory, close work tracking record.
- 5.26. Proceed to demonstration and inspection phase.