AIR OPERATOR CERTIFICATION

FORMAL -APPLICATION PHASE

SUBJECT	DATE COMPLETED	REFERENCE DOCUMENTS	SIGNATURE PM/FOI/AWI
A. Review operator's submissions			
1. Formal application letter			
a) Full and official name			
b) Mailing address			
c) Primary operating location (base)			
d) Key management personnel names			
2. Formal application documents			
a) Schedule of events			
b) Resumes of accountable manager and required key management personnel			
c) Operations manual			
d) Maintenance control manual			
e) SMS manual (if not part of the operations manual)			
f) Statement of compliance			
g) List of aircraft			
h) Arrangements for training, qualification, facilities			
i) Area of operations, aerodromes, operations specification			
j) Financial statement			
k) Maintenance programme			
l) Contracts and leases			
B. Evaluate MCAA resource capability based on schedule of events			
C. Formal application meeting			
1. Schedule acceptance/rejection meeting Date:			
2. Attendance at the acceptance/rejection meeting			
3. Discussion points			
4. Review certification process			
5. Review impact if schedule of events not met			
D. Issue letter accepting/rejecting application			
E. MCAA debriefing in preparation for document evaluation phase			
Remarks:			
Acknowledgement/Signature (as applicable) Project Manager (PM) Flight Operations Inspector (FOI) Airworthiness Inspector (AWI)			

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