AIR OPERATOR CERTIFICATION

PRE-APPLICATION PHASE	
NAME OF APPLICANT:	PROJECTED CERTIFICATION PERIOD:
ADDRESS:	BASE:

SUBJECT	DATE RECEIVED	REFERENCE DOCUMENTS	SIGNATURE PM
A. Prospective operators pre-assessment statement (POPS)			
B. Certification team designation Certification team designated (at least one operations/airworthiness inspector)			
PM			
C. Conduct pre-application meeting			
1 Verify POPS information			
2 Overview of certification process			
3 Provide application package:			
a) Certification job aids			
b) Schedule of events			
c) Example of operations specifications			
d) Applicable publications & documents			
4 Explain formal application submissions			
5 Financial information			
6 Traffic rights			
D. MCAA debriefing in preparation for formal application phase			
Remarks:			
Acknowledgement/Signature (as applicable) Project Manager (PM) Flight Operations Inspector (FOI) Airworthiness Inspector (AWI)			

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