



POPS EVALUATION JOB AID

Section No.	Item No.	Requirement	S	N/S	Remarks
1A	1	Name & Mailing Address			
	2	Principal Base			
	3	Start date			
	4	Requested identifier			
	5	Key management staff			
1B	6	AMO intentions and ATO			
	7	Proposed Type of Operations			
	8	Proposed AMO Ratings			
	9	Aircraft Data			
1C	10	Proposed Geographical Areas			
1D	11	Additional Information			
	12	Proposed Training aircraft and/or simulator			
1E	13	Signature Section			
		Further Remarks (if not acceptable insert justification)			

INSPECTOR'S ACTION (Action taken as a result of the document's evaluation)		
Acceptable <input type="checkbox"/>	Not Acceptable <input type="checkbox"/>	
..... Inspector's Name & ASI # Signature Date

POPS FORM INSTRUCTIONS

1. GENERAL The form is to be completed by an air operator or maintenance organisation applicant.

2. SECTION 1A. All applicants shall complete this section.

Item Number 1: Enter the company's official name and mailing address. Include any other business name (if different from the company name).

Item Number 2: The address shall be the physical location where primary operating activities are based. It is where the offices of management required by regulation are located. If the same as item 1, enter "same." Include secondary business addresses of operation and identify the type of operation conducted.

Item Number 3: Enter the estimated date when operations or services will begin.

Item Number 4: This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as IAL, ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.

Item Number 5: Enter the names, titles, and telephone numbers of management personnel as required by applicable NAMCARS.

2. SECTION 1B. All applicants shall complete this section, as appropriate.

Item Number 6: Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.

Item Number 7: The proposed type of operation shall be indicated. Check as many boxes as apply.

Item Number 8: The proposed type of maintenance organisation and ratings shall be indicated. Check as many boxes as apply.

Item Number 9: Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.

3. SECTION 1C. Air Operators shall complete Items 10.

Item Number 10: Indicate geographic areas of intended operation and proposed route structure.

4. SECTION 1D. All applicants shall complete this section.

Item Number 11: Show any information that would assist CAA personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment identify the approved maintenance organisation selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

Item Number 12: Identify the proposed training, including the type of aircraft and/or simulators.

For AOC's identify the type of aircraft and/or simulators intended to be used. For AMO's, identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

Item Number 13: The Prospective Operator Pre-assessment Statement (POPS) denotes an intent to seek CAA certification as an air operator or approved maintenance organisation

The proposed Accountable Manager must sign the POPS Form. If another individual who is not the Accountable Manager signs the POPS Form the Accountable Manager must submit with the POPS Form a letter addressing his/her authority to do so.