



(Tel) +264 61 702 2212 | Web: <http://www.dca.com.na> | Private Bag 12003 Windhoek Namibia

### CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (AOC) FSS-GEN-FORM 003

<b>OFFICIAL NAME OF COMPANY</b>				<b>LOCATION ADDRESS</b>																								
<b>MAILING ADDRESS (if different from location)</b>				<b>PRE-CERTIFICATION NUMBER:</b>																								
				<b>Propose Date</b>	<b>Date Received / Accomplished</b>	<b>Date Returned for Changes</b>	<b>Reference</b>																					
<b>NAMCAA Reference</b>	<b>OPS Insp.</b>	<b>AIR Insp.</b>	<b>Insp.</b>																									
<b>I. PRE-APPLICATION PHASE</b>																												
<p>A. Initial Orientation: Inspector: _____</p> <ol style="list-style-type: none"> <li>1. Certification Advisory Pamphlet provided to applicant.</li> <li>2. Prospective Operator's Pre-assessment Statement (POPS)               <ol style="list-style-type: none"> <li>a. Forwarded to DFSS</li> </ol> </li> </ol>																												
<p>B. Certification Team Designated (at least one OPS and one AIR Inspector)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Speciality</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>PM</b></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>					Name	Speciality	<b>PM</b>	_____	_____		_____	_____		_____	_____		_____	_____		_____	_____		_____	_____				
	Name	Speciality																										
<b>PM</b>	_____	_____																										
	_____	_____																										
	_____	_____																										
	_____	_____																										
	_____	_____																										
	_____	_____																										
<p>C. Conduct Pre-application Meeting</p> <ol style="list-style-type: none"> <li>1. Verify POPS Information</li> <li>2. Overview of Certification Process</li> <li>3. Provide Certification Package Containing:               <ol style="list-style-type: none"> <li>a. Certification Job Aid and Schedule of events</li> <li>b. AOC required Manuals and Documents</li> <li>c. Other Applicable Publications and Documents</li> </ol> </li> <li>4. Explain Formal Application Submissions</li> </ol>																												
<b>Remarks:</b>																												

NAMDC Reference	II. FORMAL APPLICATION PHASE	Propose Date	Date Received / Accomplished	Date Returned for Changes	Reference
	A. Review Applicant's Submission				
	1. Formal Application Letter/Form				
	a. Full and Official name (Legal)				
	b. Mailing Address				
	c. Primary Operating Location (Principal Ops / Maintenance Base)				
	d. Name, address of applicants agent for service – if applicable				
	e. Key Management Personnel Names				
	2. Formal Application Attachments				
	a. Schedule of events				
	b. Initial Compliance Statement				
	c. Company manuals				
	i. Operations Manual Pts A,B,C,D				
	ii. Maintenance Control Manual				
	iii Aircraft Maintenance Program				
	iv. Quality Manual				
	v. Safety Manual				
	vi. Security Manual				
	d. Initial new hire training curricula (Crewmembers & Flt Ops Officers) Company Induction, Emergency Equip Trg, Initial Flight and Ground Training				
	e. Post Holders and applicable Key Staff qualifications/resumes				
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent				
	Other:				
	B. Evaluation of CAA Resources Based on Schedule of Events				
<b>REMARKS:</b>					
	C. Formal Application Meeting				
	1. Schedule of events Date: _____ Time: _____				
	2. Discuss each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review Certification Process				
	5. Review Impact if Schedule of Events are not met				
	D. Issue Letter Accepting/Rejecting Application				
<b>REMARKS:</b>					

NAMDC Reference	III. DOCUMENT EVALUATION PHASE	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Evaluate Applicable Training Programs				
	1. Training Curricula				
	a. Company Procedures Indoctrination				
	b. Emergency Equipment Drills Training				
	c. Ground Training				
	d. Flight Training				
	e. Recurrent Training				
	f. Transition/Upgrade Training				
	g. Differences Training				
	h. Security				
	i. Dangerous Goods				
	j. Check Pilot/Flight Instructor				
	k. Crew Resource Management				
	k. Safety (SMS) Training				
	2. Flt Ops Officer/Dispatcher Training				
REMARKS:					
	B. Evaluate Management Qualifications				
	1. Accountable Manager				
	2. Person Responsible Operations				
	3. Person Responsible for Maintenance				
	4. Quality Manager/s				
	a. Quality Manager for Operations (if applicable)				
	b. Quality Manager for Maintenance (if applicable)				
	5. Person Responsible Crew Training				
	6. Safety Manager				
	7. Person Responsible Ground Ops				
	8. Security Manager				
	9. Other				
	Request for Deviation Letter (If Applicable)				
REMARKS:					

## CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

NAMDC Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	C. Evaluate Operator's Manual System				
	1. Completed Operations Manuals				
	i. Operations Manual Pts A,B,C,D				
	ii. Quality Manual				
	iii. Safety Manual				
	iv. Security Manual				
	v. Passenger Briefing Cards				
	vi. Emergency Response Plan				
	2. Completed Maintenance Control Manual				
	3. Aeroplane Flight Manual (AFM)				
	4. Aircraft Checklists / QRH				
	a. Normal				
	b. Abnormal				
	c. Emergency				
	5. Cabin Crew Manual				
	6. Dispatch Manual (including Monitoring/Flight Following)				
	7. Station/Facility Operations				
	8.				
	9. Aerodrome Data & En Route Manual (Charts and Plates)				
	10. Aerodrome/Runway Analysis (Performance)				
	11. Minimum Equipment List				
	a. (MEL Management Program)				
	12. Configuration Deviation List				
	13. Maintenance Technical Manuals				
	14. Fuelling/Service Manual				
	15. Ground Handling Manual (Pt 121)				
	17. Aircraft Loading Manual (Pt 121)				
	16. Mass and Balance Control Program				
	17. Dangerous Goods				

	18. Security				
	19. Reliability Program				
	20. Completed Continuous Airworthiness Maintenance Program				
	21. Specific Approvals (May be attached separately)				
	22. Other				

Remarks:

## CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

NAMDC Reference	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	D. Other Evaluations				
	1. Aircraft Lease				
	2. Maintenance Contracts/Agreements				
	3. Servicing Contracts/Agreements				
	4. Exemption/Deviation Requests/Justification				
	5. Plan for Emergency Evacuation Demonstration				
	6. Plan for Demonstration Flight				
	8. Final Compliance Statement				
	9. Initiate Specific Operating Provisions preparation				
	10. Training Contracts				
	11. De-icing/Anti Icing				
	12. Exit Row Seating				
	13. <i>Other</i>				

Remarks:

## CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

NAMDC Reference	IV. DEMONSTRATION & INSPECTION PHASE	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Evaluate Operator Conducting Training				
	1. Training Facilities				
	2. Training Schedules:				
	3. Flight Crew Training Evaluation				
	a. Company Procedures Indoctrination				
	b. Emergency Equip. Drills Training				
	c. Ground Training				
	d. Flight Training				
	e. Differences Training				
	4. Check Pilot/Instructor Training / Evaluation				
	5. Cabin Crew				
	a. Company Procedures Indoctrination				
	b. Emergency Equip. Drills Training				
	c. Ground Training				
	6. Crew Resource Management Trg				
	7. Flight Supervision and Monitoring/Flight Following				
	8. Dangerous Goods Training				
	a. Crewmembers				
	b. Ground personnel				
	9. Security Training				
	10. Maintenance Training				
	a. Individual Responsible for Maintenance				
	b. Quality Manager				
	c. Quality system Personnel				
	11. Safety (SMS) Training				

Remarks:

## CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

NAMDC Reference	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	B. Testing/Certification				
	1. Pilots				
	2. Flight Engineers				
	3. Flt/Ops/Officers				
	4. Cabin Attendants				
	C. Aircraft Conformity Inspections				
	D. Main Operations Base Inspection				
	E. Main Maintenance Base Inspection				
	F. Station/Facilities (Ops) Inspections				
	G. Station/Facilities (Maintenance)				
	H. Flight Supervision and Monitoring/Flight Following				
	I. Recordkeeping Locations				
	1. Crewmember				
	a. Training				
	b. Flight & rest Times				
	c. Qualification				
	2. Maintenance				
	a. Aircraft Records				
	b. Maintenance Personnel Training				
	i Individual Responsible for Maintenance				
	ii Quality Manager and staff				
	iii Contract Employees				
	J. Flight/Trip Records				
	K. Emergency Evacuation Demonstration				
	L. Ditching Demonstration				
	M. Demonstration Flights Evaluation				
	N. Proof of Economic Authority				
Remarks:					

## CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

NAMDC Reference	V. CERTIFICATION PHASE	Propose Date	Date Received/ Accomplished	Date Returned for Changes	Reference
	A. Approve Specific Operating Provisions				
	B. Present Certificate & Specific Operating Provisions				
Remarks:					
	C. Prepare Certification Report				
	1. Assemble Report				
	a. Formal Application Letter				
	b. Final Compliance Statement				
	c. Copy of Specific Operating Provisions				
	d. Copy of Certificate				
	e. Summary of Difficulties				
	2. Distribute Report				
Remarks:					
	D. Develop Post Certification Surveillance Program				
	1. Within Geographic Area				
	2. Outside Geographic Area				
Remarks:					