



**Instructions for Use:**

1. The Job Aid should be completed as a plan before the activities commence and a copy sent to the applicant.
2. The Job Aid should be used together with the certification schedule of events.
3. Where changes are made the revised plan should also be filed.
4. *Not Applicable* should be inserted if an item/activity is not applicable to the applicant.
5. *Not Checked* may be entered if the item was not checked. Reasons and subsequent planned dates should be given in remarks column.
6. Coordination is required between FOPS, AIR and PEL.

**CERTIFICATION PHASE 4 PLAN JOB AID**

**FSS-OPS-FORM 013A**

Operator File Reference	Certification Project Manager Name	Date Received	Date Completed or Returned
Name of Operator / Applicant	Contact Person and Phone No.	Regulatory Reference	Inspector Handbook Ref.
Aircraft Make/Model/Series	Base of Operations		

**AOC CERTIFICATION  
Phase IV Plan Job Aid**

<b>DEMONSTRATION EVENT</b>	<b>SPECIFIC ACTIVITY</b>	<b>LOCATION, AIRCRAFT or EQUIPMENT</b>	<b>CONTACT PERSONS &amp; PHONE NO.</b>	<b>PLANNED DATES</b>	<b>OPERATOR ATTACHMENTS &amp; REFERENCES</b>	<b>CPM REMARKS</b>
<b>A. Evaluate Operator Conducting Training</b>	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 Airmen/Instructor Training					
	5. Cabin Crew Training					
	a. Company Procedures Indoctrination					
	b. Emergency Equip. Drills Training					
	c. Ground Training					
	6. Crew Resource Management					
	7. Flight Operations Officers/Dispatchers					

<b>DEMONSTRATION EVENT</b>	<b>SPECIFIC ACTIVITY</b>	<b>LOCATION, AIRCRAFT or EQUIPMENT</b>	<b>CONTACT PERSONS &amp; PHONE NO.</b>	<b>PLANNED DATES</b>	<b>OPERATOR ATTACHMENTS &amp; REFERENCES</b>	<b>CPM REMARKS</b>
	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					
<b>B. Testing/Certification</b>						
	1. Pilots					
	2. Flight Engineers					
	3. Flt Ops Officers					
	4. Cabin Attendants					
<b>C. Aircraft Conformity Inspection</b>						
<b>D. Main Operations Base</b>	1. Crewmember and applicable management Records for review					
	a. Training and Qualifications					
	b. Flight times and rest					
	c. Crew schedule system					
	2. Operational Control					
	a. Dispatcher qualifications (submit list)					
	b. Flight Release - Flight planning data (submit samples)					

<b>DEMONSTRATION EVENT</b>	<b>SPECIFIC ACTIVITY</b>	<b>LOCATION, AIRCRAFT or EQUIPMENT</b>	<b>CONTACT PERSONS &amp; PHONE NO.</b>	<b>PLANNED DATES</b>	<b>OPERATOR ATTACHMENTS &amp; REFERENCES</b>	<b>CPM REMARKS</b>
	c. Mass & balance (submit samples)					
	d. Flight watch/following system					
	3. ERP and Contingencies					
<b>E. Other Records</b>	Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel Training					
	i Individual Responsible for Maintenance					
	ii Quality Manager and staff					
	iii Contract Employees					
<b>F. Main Maintenance Base</b>						
<b>G. Station/Facilities (Operations)</b>	1. Description of Dispatch Data System 2. Agreements for Services (attach) 3. Arrangements for inspection of facilities (airside access)					
<b>H. Station/Facilities (Maintenance)</b>						
<b>I. Flight/Trip Records</b>						
<b>J. Emergency Evacuation Demonstration</b>	1. Evacuation Demonstration Plan					
	2. Request for Exemptions/Deviations if applicable					
	3. Proposed Crew List					
<b>K. Ditching Demonstration</b>	1. Ditching Demonstration Plan					
	2. Request for Exemptions/Deviations if applicable					

DEMONSTRATION EVENT	SPECIFIC ACTIVITY	LOCATION, AIRCRAFT or EQUIPMENT	CONTACT PERSONS & PHONE NO.	PLANNED DATES	OPERATOR ATTACHMENTS & REFERENCES	CPM REMARKS
	3. Proposed Crew List					
<b>L. Demonstration Flight Evaluation</b>	1. Flight Demonstration Plan					
	2. Request for Exemptions/Deviations if applicable					
	3. Special approvals demonstrations					
	4. Proposed Crew List					
<b>M. Proof of Financial Capability</b>	Attach relevant documents including Audited accounts					

**CPM** .....

**Sign & Stamp** .....

**Date** .....