



**Instructions for use:**

1. Check **'S'** column if you reviewed the record, procedure or event and it is **'Satisfactory'**.
2. Check **'U'** column if you reviewed the record, procedure or event and it is **'Unsatisfactory'**.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **'NA' (not applicable)** column, if the line item is not required in this particular situation.
5. 'Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.
7. For further guidance refer to Inspector Handbook Volume 4

**FSS-OPS-FORM 75/11 AIR OPERATOR CERTIFICATE APPLICATION CPMs CHECKLIST**

**Part A**

<b>OFFICIAL NAME OF COMPANY</b>		<b>LOCATION ADDRESS</b>	
<b>MAILING ADDRESS (if different from location)</b>		<b>NCAA Reference Number</b>	
<b>TYPE OF INSPECTION</b>  <input type="checkbox"/> <b>Initial</b> <input type="checkbox"/> <b>Re-issuance</b> <input type="checkbox"/> <b>Variation</b>		<b>CERTIFICATION PROJECT COORDINATOR</b>	
<b>FLIGHT OPERATIONS INSPECTOR (s)*</b>	<b>CABIN SAFETY INSPECTOR(s)*</b>	<b>AIRWORTHINESS SAFETY INSPECTOR(s)*</b>	

**\*Assignments:**

- CPM – Certification Project Coordinator
- O – Flight Operations Inspector
- C – Cabin Safety Inspector
- A – Airworthiness Safety Inspector

**\*\*Legend**

- S – Satisfactory
- US – Unsatisfactory

**Part B**

Task #	Pre-Application Phase	Inspect or Initials	S/US (if US, action to be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
1 (CPM)	A) Initial enquiry (verbal or written) made by applicant. Form NCAA-AOC-001					
2 (CPM)	B) Pre-application statement 1) Procedures and other guidance materials for application of AOC. 2) PASI forwarded to DOT					
3 (CPM)	C) Certification Team (at least one Flight Operations Inspector, one Cabin Safety Inspector, one Airframe/Engine, one Avionics Inspector)					
4 (CPM)	D) Team determines acceptability of submitted PASI					
5 (CPM)	Conduct Pre-application Meeting					
5.1	1) Clarify PASI (From NCAA-AOC-001)					
5.2	2) Overview of Certification Process, i.e. civil aviation regulations compliance statement.					
5.3	3) Provide schedule of events describing all elements of the Certification process.					

5.3.1	a) Form, content of and documents required for formal application.					
5.3.2	b) Model Operations Specifications provisions					
5.3.3	c) Other applicable publications and documents.					

Part C

Task #	Pre-Application Phase	Inspect or Initials	S/US (if US, action to be taken?)	Date Received/Accomplished	Date Returned for Changes	Remarks
6 (CPM)	A) Applicant submits a formal application (returns AOC application form)					
7 (CPM)	B) Initial Review of Applicant's submission					
7.1	1) Full and official name (legal)					
7.2	2) Mailing address					
7.3	3) Primary Operating location (Principle Main Base)					
7.4	4) Management Personnel names.					
7.5	5) Name and address of applicant					
7.6	6) Formal application attachments					
7.6.1	a) As per NCAA-AOC-002					
7.6.2	b) Statement of compliance with the civil aviation					

	regulations					
7.6.3	c) Company general manuals to be submitted:					
7.6.3.1 (A)	i) Maintenance Management Exposition					
7.6.3.2 (O)	ii) Operations Manual must include at least:					
	- Purpose and scope of manuals					
	- Manuals to be carried on board					
	- Responsibility for manual content					
	- Responsibility for manual amendment					
	- Distribution of manuals and amendments					
7.6.3.3 (O)	iii) Initial/new line curricula (crew members & Fit Ops officers):					
	Curricula must include at least:					
	- Basic indoctrination training					
	- Initial aircraft ground training					
	- Initial aircraft flight training					
7.6.3.4 (O)	iv) Training manuals to include:					
	- Responsibility for appointment and supervision of training staff.					
	- Qualification of					

	training staff.					
	- Adequacy of training syllabus approved by NCAA					
	- Adequacy of check forms/certificate for new tests					
7.6.3.5 (A)	v) Curricula for maintenance personnel training					
7.6.3.6 (CPM)	General Manager (where applicable)					
	- Director of Operations					
	- Director of Maintenance					
	- Chief Pilot					
	- Chief Inspector (where applicable)					
7.6.3.7 (CPM)	vii) Documents of purchase contract(s) and/or letters of intent to address.					
	- Aircraft					
	- Station facilities and services					
	- Weather and NOTAM – gathering facilities and services					
	- Communications facilities and services					
	- Maintenance facilities and services					
	- Aeronautical charts and related publications					

	- Airport analysis and obstruction data					
	- Contract training or facilities					
7.6.3.8 (CPM)	viii) Initial Compliance Statement (list each regulation pertinent to proposed operation and denote proposed compliance methods alongside each)					
	- May refer to a manual or other document or indicate that the information will be provided in the final compliance statement)					
8 (CPM)	C) Formal Application Meeting					
8.1	1) Review Schedule of Events (set dates in proper sequence for accomplishing or submitting listed items):					
8.2	2) Discuss each submission					
8.3	3) Resolve all discrepancies/omissions, etc.					
8.4	4) Review Certification process					
8.5	5) Review impact if schedule of events are not met					
	Remarks: (Initial decision acceptability of formal application and attachments)					

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Part D

Task #	Pre-Application Phase	Inspector Initials	S/US (if US, action to be taken?)	Date Received/Accomplished	Date Returned for Changes	Remarks
9 (CPM)	A) Evaluate Management Qualifications (Review and accept/approve/reject manuals and other documents (see inspectors handbook as reference)					
9.1	1) Accountable Managers					
9.2	(2) Director of Operations					
9.3	3) Director of Maintenance					
9.4	4) Quality Manager(s) a) Quality Manager/Chief Inspector for Operations (if any) b) Quality Manager for Maintenance (if applicable)					
9.5	5) Chief Pilot					
9.6	6) Safety Manager					
9.7	7) Training Captains					
9.8	8) Deviation letter (if a deviation from management personnel requirements is anticipated)					
9.9	9) Others					
10 (O)	B) Evaluate					

	Operations Manual					
10.1	10) Emergency exit plan					
10.2	11) Carry-on Baggage Plan					
10.3	12) Drunkenness in aircraft					
10.4	13) Smoking in aircraft					
10.5	14) Impelling safety of aircraft					
10.6	15) Stowaways					
10.7	16) carriage of livestock					
10.8	17) Carriage of dangerous goods					
10.9	18) Carriage of weapons of war					
10.10	19) Carriage of unauthorized persons					
10.11	20) Allowable deficiencies					
10.12	21) Filling Flight safety/incident reports					
10.13	22) Flying hours for management staff					
10.14	23) method of deferring defects approved by Airworthiness dept.					
10.15	24) Least risk bomb location for each aircraft type					
11 (A)	C) Maintenance Management Exposition					
12 (A/O)	D) Approved Aircraft Flight Manual					
12.1	1) Aircraft Checklist					

12.1.1	a) Normal					
12.1.2	b) Abnormal					
12.1.3	c) Emergency					
13 (C)	E) Cabin Attendant Manual					
13.1	1) Emergency Equipment					
13.2	2) Cabin Equipment					
13.3	3) Galley					
13.4	4) Cabin Attendant knowledge					
13.5	5) Others – compliance with NCAA Operating regulations and rules (Passenger briefing cards)					
14 (A/O)	F) Deviation Request					
15 (A/O)	G) Flight Dispatch/Flights Following/flight Locating Procedures					
16 (A.O)	H) Continuous analysis and surveillance system					
17 (A/O/C)	I) Emergency evacuation demonstration					
18 (O)	J) Aerodromes Data & En route Manual (Charts & Plates)					
19 (O)	K) Aerodrome/Runway Analysis (Performance)					
20 (A/O)	L) Minimum Equipment List/Configuration Deviation List					

21	(C)	M) Aircraft Cabin Log					
22	(A)	N) Maintenance Technical Manuals/Documen ts					
22.1		1) Validity of Maintenance certifications					
22.2		2) Maintenance Release properly executed					
22.3		3) Technical Logs (acceptable format and properly completed)					
22.4		4) Defect rectification properly covered by signature					
22.5		5) Deferred defect Log					
22.6		6) Recurring defects and any shortage of spares					
22.7		7) Parts crapping policy					
23	(O)	O) Fuelling/Refueling/ Defueling Fuel flight planning and Records					
23.1		1) Flight Planning formula					
23.2		2) Retention of fuel records					
23.3		3) Refueling with passengers on board – special instructions					
23.4		4) Fuel quality audit normal					
24	(O)	P) Ground servicing manual					
25	(O)	Q) Mass and Balance					

		control programme					
26	(O)	R) Carriage of Dangerous Goods					
27	(O)	S) Security					
28	(O)	T) Continuing Analysis & Surveillance Programme					
29	(A)	U) Continuing Airworthiness Maintenance Programme					
30	(O)	V) Company's Emergency plan/notification					
31	(A/O)	W) Proving Flight Tests					
		Evaluate Applicable Training Programme Manuals					
32	(O)	X) Training Curricula (flight crew) to include:					
32.1		1) Company procedures indoctrination					
32.2		2) Emergency Equipment Drills					
32.3		3) Ground Training (Handling/Serviceing)					
32.4		4) Flight Training					
32.5		5) Recurrent training/recency checks					
32.6		6) Flight conversion training					