14. 1. 1.   CHECK LIST for AIR OPERATOR CERTIFICATE

/ Pre - Application Phase /

Check List, to - do before Pre - Application Phase or at the beginning of the Formal Application Phase

N⁰	CHECKING ITEM's	
1.	Air Company Name / Trading Name	☐
2.	Detail's of Accountable Postholder / General Director /	☐
3.	Detail's of Post Holder Flight Operations	☐
4.	Detail's of Training Post Holder	☐
5.	Detail's of Post Holder Ground Operations	☐
6.	Detail's of Safety Manager / Head of Safety Department /	☐
7.	Leasing Contracts or Letter of Intent for all Aircraft	☐
8.	Proof of Own Crew Members	☐
9.	Tenancy *(lease)* Agreement for Station Facilities and Services: ❖ for the Flight Operations Department Staff ; ☐ ❖ for the Training Department Staff : ☐ - include OCC / Dispatch, Communications Facilities and Services ; ☐ ❖ for the Ground Department Staff ; ☐ ❖ for the Safety Department Staff. ☐	☐
10.	Agreement with Aeronautical Charts & related Publications Provider *(or Lease)*	☐
11.	Agreement with Navigation Data Base Provider	☐
12.	Weather Gathering Facilities and Services	☐
13.	Aerodrome Analysis and Obstruction Data	☐
14.	Take - off and Landing Performance Tables related to individual Runways	☐
15.	Contract Training and Training Facilities.	☐
16.	Certificate for Passenger Legal Liability Insurance	☐
17.		☐

GDCA of RA **Form 4** *(Details of Nominated Personnel required to be accepted)*

FOD Inspector Guidance Material for use in Pre - Application Phase

The certification process provides for interaction between the applicant and GDCA from initial inquiry to certificate issuance or denial. This process is designed to ensure that an applicant's programs, system and intended methods of compliance ate thoroughly reviewed, evaluated and tested. The process, once completed, provides reasonable assurance that the applicant's infrastructure *(programs, methods and system)* will result in continued compliance after certification.

Pre - Application Phase begins with initial inquiries or request's. These inquiries may be in writing or in the form of meeting's with Aviation Safety Inspector's.

Schedule of Events / Implementation Schedule : The schedule of events is a key document that lists items, activities, programs, and aircraft and / or facility acquisitions that must be accomplished or made ready for the GDCA inspection before certification. It should include dates when the crew members will start company indoctrination procedures and / or training. In addition, the schedule of events should include dates, when each of the required manuals will be available for evaluation, when aircraft will be ready for inspection, when terminal facilities will be ready for inspection and demonstration flights are planned to be performed. The definite implementation schedule is subject to acceptance by the GDCA.

Operations Manuals System : These manuals, which have to be issued in separate parts for specific users, contain policies, instructions, information, duties and responsibilities, for the safe operation. ARM - AIR OPS Part - ORO Subpart MLR, AMC and GM prescribe the content and structure of these manuals. It is recognized that aircraft acquisition, facility and subcontractor arrangements and certain training and checking program elements may not be fully developed at the time of formal application. However, the Operations Manual Part D, established in accordance with the decided Training Concept must be completed to the maximum extend as possible. The company initial training and checking curriculum portion of the OM - D must be attached to the formal application letter.

Documents of Purchase, Leases, Contracts, and / or Letters of Intent :
These attachments should provide evidence that the Operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the GDCA of RA.

- Aircraft ;
- Station facilities and services ;
- Weather gathering facilities and services ;
- Communications facilities and services ;
- Aeronautical Charts and related publications ;
- Aerodrome analysis and obstruction data ;
- Aircraft Take - off and Landing Performance Tables related to individual Runways ;
- Contract Training and Training Facilities.