

AIR OPERATOR CERTIFICATION (AOC) – OPERATOR'S PROPOSED SCHEDULE OF EVENTS

CMR.OPS.FORM.103A



General information about applicant

Applicant's company name:	
Trade name, if different:	
Main base address:	
Telephone :	
Email :	
Contact details allowing operational management to be contacted without undue delay :	
Telephone :	Email :

Instructions for the Operator

1. To be completed by the applicant and attached to the formal application. Enter for each item the date on which the document will be submitted or the item will be ready for CCAA inspection; enter "N/A" if not applicable.
2. Dates should be logical in sequence and allow time for CCAA review. The schedule, agreed at the formal application meeting, is kept under constant review; changes are entered as "Revised Date".

I. PRE-APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Make initial inquiry to the CCAA and review the standard information package					
B. Submit the Prospective Operator's Pre-Assessment Statement					
C. Attend the pre-application meeting with key management personnel					
D. Initiate the financial, economic and legal assessment					
E. Initiate, in parallel, the Part-CAMO approval process					
Remarks:					

II. FORMAL APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Develop attachments to the formal application :					
1. Schedule of events (CMR.OPS.FORM.103A) and initial statement of compliance (compliance checklists of Implementing Regulation No. 127/26/CEMAC/C/P/REX-OPS)					
2. Application forms for specific approvals (RVSM, EFB, PBN, DG, etc.), as applicable					
3. Management structure and key staff members, including:					

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CMR.OPS.FORM.103A



II. FORMAL APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
a. Applications for acceptance of the Accountable Manager and Nominated Persons (CMR.OPS.FORM.115), with CVs and supporting records					
b. Contracts of Nominated Personnel, as appropriate					
4. Aircraft, aerodromes/areas of operation, and purchase, lease or contract documents, including:					
a. List of aircraft to be operated (fleet list)					
b. List of destination and alternate aerodromes, areas of operation and bases					
c. Documents of purchase, leases, contracts or letters of intent (aircraft, facilities and services)					
5. Operations Manual (Part A, B, C, D), CAME, SMS documentation and method of operational control, including:					
a. Operations Manual (Part A, B, C, D)					
b. Minimum Equipment List (MEL) and Configuration Deviation List (CDL)					
c. SMS manual and SMS implementation plan					
d. Compliance monitoring manual					
e. Emergency Response Plan (ERP)					
f. Security manual, including security training					
g. Evidence of subscription to manufacturer operations documentation (e.g. FCOM, QRH)					
h. Flight Data Monitoring (FDM) agreement, if applicable					
6. Training arrangements, facilities and equipment for crew and ground personnel training and qualification					
7. Status of the financial, economic and legal assessment					
8. Proof of payment of the initial AOC fee					
B. Submit formal application letter, Form CMR.OPS.FORM.102 signed by the Accountable Manager and attachments to the formal application (hard copy and electronic format) <i>(At least 90 days before the intended start of operations)</i>					
C. Attend the formal application meeting and agree the schedule of events					
D. Correct errors or omissions and resubmit the application, if returned by the CCAA					

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CMR.OPS.FORM.103A



II. FORMAL APPLICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
E. Receive the CCAA letter of acceptance of the formal application package					
Remarks:					

III. DOCUMENT EVALUATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Obtain results of evaluation by the CCAA of training programmes, management personnel résumés, Operations Manual and associated manuals, SMS manual, security programme, Compliance monitoring manual, contracts and agreements, demonstration plans, draft Operations Specifications and final Statement of Compliance					
B. Correct and resubmit documents returned by the CCAA					
C. Attend interview of the Accountable Manager and nominated Postholders					
D. Obtain the Air Carrier Licence (economic authorization) required for commercial air transport operations <i>Note: The Licence shall be obtained at the latest before the Demonstration and Inspection Phase (Section IV).</i>					
Remarks:					

IV. DEMONSTRATION AND INSPECTION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
A. Commence crew and personnel training (training facilities ready)					
B. Present crew, FOO, instructors and check personnel for CCAA assessment					
C. Aircraft ready for conformity inspection					
D. Main operations bases ready for inspection					
E. Main maintenance base ready for inspection					
F. Stations/terminal facilities ready for inspection (operations)					
G. Stations/facilities ready for inspection (maintenance)					
H. Operational control and record keeping systems ready for inspection					
I. SMS in place for the commencement of operations					
J. Conduct demonstrations					
1. Emergency evacuation demonstration					
2. Ditching demonstration, if applicable					
3. Demonstration flights					
K. Correct deficiencies identified during demonstrations and inspections, as applicable					

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CMR.OPS.FORM.103A



IV. DEMONSTRATION AND INSPECTION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
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Remarks:

V. CERTIFICATION PHASE	Target Date	Revised Date	Focal Point	Actual Date	Operator Remarks
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A. Receive the Certificate and Operations Specifications

B. Verify that there is no error

C. Commence operations (desired date)

Remarks:

Submitted by the Operator

Accountable Manager (name and signature):

Date of submission:

Schedule agreed at formal application meeting on: