

JOB TASK ANALYSIS

OPS 2.002: Certification Phase II: Formal Application Phase - (Gate II)

1. Regulation References:

- 1.1. Instruction N° 355 du 04 Août 2009 relative à l'acquisition du Titre de Transporteur Aérien

2. CCAA Forms/Checklists:

- 2.1. CMR.AOC.FORM.001
- 2.2. CMR.AOC.FORM.003
- 2.3. CMR.AOC.FORM.004
- 2.4. DSA.AOC.CHKL.060 Progress of certification process
- 2.5. DSA.AOC.CHKL.057 Arrete 606 Compliance checklist
- 2.6. DSA.AOC.CHKL.071 Liste de conformité Manuel d'exploitation (Additional document to submit during the Formal meeting)

3. Guidance Material References:

4. Job Task Description:

To certificate an Air Operator or Air Agency in accordance with the appropriate Regulations for Formal Application Phase II – (Gate II).

5. Job Performance Subtasks:

- 5.1. Receive formal application package.
 - 5.1.1. Open work tracking record.
- 5.2. Conduct initial review of the formal application. (PM)
 - 5.2.1. Review schedule of events.
 - 5.2.2. Review company general operations manual/policies and procedures manuals.
 - 5.2.3. Review training curriculum.
 - 5.2.4. Review management qualifications/resumes.
 - 5.2.5. Review documents of purchase, contracts, & leases.
 - 5.2.6. Review compliance statement.
 - 5.2.7. Review deviation authority.
- 5.3. Determine if the formal application package is acceptable.(PM)



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- 5.4. If acceptable, suggest a Certification Team (CT) to the General Manager
- 5.5. Send the relevant files to the team member for a cursory review
- 5.6. The CT to determine if the formal application package is acceptable
- 5.7. Convene the formal meeting
- 5.8. Conduct formal application meeting to review the formal application and it's attachments with the applicant.
- 5.9. Conclude formal application meeting.
 - 5.9.1. Specify corrections or additional items needed.
 - 5.9.2. If acceptable, issue a letter for acceptance of the formal application
 - 5.9.3. Do not proceed to Phase III until Phase II is satisfactory.
- 5.10. Close work tracking record.