AUTORIDADE REGULADORA DE AVIAÇÃO CIVIL DE MOÇAMBIQUE

OFFICIAL NAME OF COMPANY	LOCATION ADDRESS
MAILING ADDRESS (if different from location)	PRE-CERTIFICATION NUMBER:

			Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	I. PRE-APPLICATION PHASE								
	A. Initial Orientation: Inspector: 1. Certification Advisory Pamphlet provided to applicant. 2. Prospective Operator's Pre-assessment Statement (POPS) a. Forwarded to Director CAA								
	B. Certification Team Designated (at least one operations, and one maintenance inspector)								
		Name	Speciality						
	PM								
	C. Conduct Pre-application Meeting 1. Verify POPS Information 2. Overview of Certification Process 3. Provide Certification Package Containing: a. Certification Job Aid b. Schedule of events c. Model Specific Operating Provisions d. Other Applicable Publications and Documents 4. Explain Formal Application Submissions								

Remarks:

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)

CAA REFER	II. FORMAL APPLICATION PHASE	Date Received/ Accomplished	AOC Reference	ACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	A. Review Applicant's Submission 1. Formal Application Letter/Form							
	a. Full and Official name (Legal)							
	b. Mailing Address							
	c. Primary Operating Location (Principal Operations/ Maintenance Base)							
	d. Name and address of applicants agent for service							
	e. Key Management Personnel Names							
	2. Formal Application Attachments							
	a. Schedule of events							
	b. Initial compliance statement							
	c. Company general manuals							
	i. Operations Manual.							
	ii. Maintenance Control Manual							
	iii Aircraft Maintenance Program							
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training							
	e. Management and Key Staff qualifications/resumes							
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent							
	B. Evaluation of CAA Resources Based on Schedule of Events							
REMARKS:								
	C. Formal Application Meeting 1. Schedule of events Date: _____ Time: 2. Discuss each Submission 3. Resolve Discrepancies/Open Items 4. Review Certification Process 5. Review Impact if So Events are not met							
	D. Issue Letter Accepting/Rejecting Application							
REMARKS:								

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
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CAA REFERENCE	III. DOCUMENT EVALUATION PHASE	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	A. Evaluate Applicable Training Programs 1. Training Curricula							
	a. Company Procedures Indoctrination							
	b. Emergency Equipment Drills Training							
	c. Ground Training (Handling/Servicing/De-icing)							
	d. Flight Training							
	e. Recurrent Training							
	f. Transition/Upgrade Training							
	g. Differences Training							
	h. Security							
	i. Dangerous Goods							
	j. Check Airmen/Flight Instructor							
	k. Crew Resource Management							
	2. Flt/Ops/Officer Training							
REMARKS:								
	B. Evaluate Management Qualifications 1. Accountable Manager							
	2. Director of Operations							
	3. Individual Responsible for Maintenance							
	4. Quality Manager/s							
	a. Quality Manager for Operations (if applicable)							
	b. Quality Manager for Maintenance (if applicable)							
	5. Chief Pilot							
	6. Director of Safety							
	8. Request for Deviation Letter (If Applicable)							
	9. Other							
REMARKS:								

CAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	C. Evaluate Operator's Manual System							
	1. Completed Operations Manual							
	a. Emergency exit programme							
	b. Carry-on Baggage programme							
	2. Completed Maintenance Control Manual							
	3. CAA Approved Aeroplane Flight Manual							
	4. Aircraft Checklists							
	a. Normal							
	b. Abnormal							
	c. Emergency							
	5. Cabin Attendant Manual							
	6. Flight Supervision and Monitoring/Flight Following							
	7. Station/Facility Operations							
	8. Company Emergency Manual							
	9. Aerodrome Data & En Route Manual (Charts and Plates)							
	10. Aerodrome/Runway Analysis (Performance)							
	11. Minimum Equipment List							
	a. (MEL Management Program)							
	12. Configuration Deviation List							
	13. Maintenance Technical Manuals:							
	14. Fuelling/Refuelling/Defuelling							
	15. Ground Servicing Manual							
	16. Mass and Balance Control Program							
	17. Dangerous Goods							
	18. Security							
	19. Reliability Program							
	20. Completed Continuous Airworthiness Maintenance Program							
	21. Emergency Plan/Notification							
	22. Passenger Briefing Cards							
	23. Maintenance Procedures Manual							
	24. Maintenance Training manual							
Remarks:								

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CAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	D. Other Evaluations 1. Aircraft Lease							
	2. Maintenance Contracts/Agreements							
	3. Servicing Contracts/Agreements							
	4. Exemption/Deviation Requests/Justification							
	5. Plan for Emergency Evacuation Demonstration							
	6. Plan for Demonstration Flight							
	8. Final Compliance Statement							
	Part 91, 92, 121							
	Part 91, 92, 135							
	Part 91, 92, 127							
	Part 145							
	Part 21, 43							
	9. Initiate Specific Operating Provisions preparation							
	10. Training Contracts							
	11. De-icing/Anti Icing							
	12. Exit Row Seating							
Remarks:								

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)

CAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	A. Evaluate Operator Conducting Training							
	1. Training Facilities							
	2. Training Schedules:							
	3. Flight Crewmember Training Evaluation							
	a. Company Procedures Indoctrination							
	b. Emergency Equip. Drills Training							
	c. Ground Training							
	d. Flight Training							
	e. Differences Training							
	4. Check Airmen/Instructor							
	5. Cabin Crew							
	a. Company Procedures Indoctrination							
	b. Emergency Equip. Drills Training							
	c. Ground Training							
	6. Crew Resource Management							
	7. Flight Supervision and Monitoring/Flight Following							
	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							
Remarks:								

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)

CAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	B. Testing/Certification							
	1. Pilots							
	2. Flight Engineers							
	3. Flt/Ops/Officers							
	4. Cabin Attendants							
	C. Aircraft Conformity Inspection							
	D. Main Operations Base							
	E. Main Maintenance Base							
	F. Station/Facilities (Operations)							
	G. Station/Facilities (Maintenance)							
	H. Flight Supervision and Monitoring/Flight Following							
	I. Recordkeeping Locations							
	1. Crewmember							
	a. Training							
	b. Flight & rest Times							
	c. Qualification							
	2. Maintenance							
	a. Aircraft Records							
	b. Maintenance Personnel Training							
	i Individual Responsible for Maintenance							
	ii Quality Manager and staff							
	iii Contract Employees							
	J. Flight/Trip Records							
	K. Emergency Evacuation Demonstration							
	L. Ditching Demonstration							
	M. Demonstration Flight Evaluation							
	N. Proof of [State] Economic Authority							

Remarks:

AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
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CAA REFERENCE	V. CERTIFICATION PHASE	Date Received/ Accomplished	AOC Reference	IACM Inspector Initial	Date Returned for Changes	IACM Reference (ARS/Letter)	Data completed	Remarks
	A. Approve Specific Operating Provisions							
	B. Present Certificate & Specific Operating Provisions							
Remarks:								
	C. Prepare Certification Report							
	1. Assemble Report							
	a. Formal Application Letter							
	b. Final Compliance Statement							
	c. Copy of Specific Operating Provisions							
	d. Copy of Certificate							
	e. Summary of Difficulties							
	2. Distribute Report							
Remarks:								
	D. Develop Post Certification Surveillance Program							
	1. Within Geographic Area							
	2. Outside Geographic Area							
Remarks:								