



FORMAL APPLICATION PHASE – JOB AID AOC -002			
SUBJECT	PM/ASI OPS/ASI AIR SIGNATURE	DATE RE- SUBMITTED	REFERENCE DOCUMENT
A. Review operator's submissions			
1. Formal application letter			
a) Full and official name			
b) Mailing address			
c) Primary operating location (base)			
d) Key management personnel names			
2. Formal application documents			
a) Schedule of events			
b) Resumes of accountable manager and required key management personnel			
c) Operations manual			
d) Maintenance control manual			
e) SMS manual (if not part of the operations manual)			
f) Statement of compliance			
g) List of aircraft			
h) Arrangements for training qualification, facilities			
i) Area of operations, aerodromes, operations specification.			
j) Financial statement			
k) Maintenance programme			
l) Contracts and leases			
B. Evaluation CCAA resource capabilities based on schedule of events			
C. Formal application meeting			
1. Schedule acceptance/ rejection meeting Date:			
2. Attendance at the acceptance/rejection meeting			
3. Discussion points			
4. Review certification process			
5. Review impact if schedule of events			



not met			
D. Issue letter acceptance/rejecting application			
E. CCAA debriefing in preparation for document evaluation phase			
Remarks:			
Acknowledgements/Signature (as applicable)			
_____	_____	_____	
Project Manager (PM)	ASI OPS	ASI AIR	