



AIR OPERATOR CERTIFICATION

DOCUMENT EVALUATION					
SUBJECT	DATE RETURNED	DATE RE-SUBMITTED	DATE APPROVED/ACCEPTED	REFERENCE DOCUMENT	PM/FOI/AWI SIGNATURE (AS APPLICABLE)
A. Evaluate applicable training manuals					
1. Crew member training					
a) Basic company indoctrination					
b) Emergency equipment training					
c) Ground training					
d) Flight training					
e) Recurrent training					
f) Transition/ upgrade training					
g) Differences training					
h) Security training					
i) Dangerous goods					
j) Instructor qualifications					
k) Human performance training					
2. Dispatcher training					
a) Initial training					
b) Recurrent training					
c) Instructor qualifications					
d) Human performance training					
3. Cabin crew training					
a) Initial training					
b) Recurrent training					
c) Differences training					
d) Human performance training					
4. MCM - Maintenance personnel training programme					
a) Maintenance training					
b) Inspection personnel training					
c) Instructor qualifications					
5. Other ground personnel training					
a) Ground handling/ servicing personnel training					
b) Station personnel training					
c) Instructor qualifications					
Remarks:					



B. Evaluate management qualifications					
1. Accountable manager					
2. Director of operations					
3. Director of maintenance					
4. Director of safety					
5. Director of Ground Operations					
6. Director of Compliance					
7. Director of training					
8. Request for deviation letter (if applicable)					
Remarks:					
C. Evaluate applicable company manuals/ operation procedures					
1. Completed flight operations manual (Parts A, C and D)					
2. Approved aircraft flight manual					
3. Company aircraft operations manual (OM Part B)					
4. Aircraft checklist					
a) Normal					
b) Abnormal					
c) Emergency					
5.. Dangerous goods manual					
7. Security manual					
8. Passenger briefing card					
9. MCM					
10. Ground handling manual					
11. Mass and balance control manual					
12. Reliability programme					
13. Maintenance programme manual					
13.1. Reliability programme					
14. Airport data and en-route manual (chart and plates) (OM Part C)					
16. Minimum equipment list					
17. Configuration deviation list					
Remarks:					



Other evaluations					
1. Aircraft lease					
2. SMS manual					
2.1. Emergency response plan					
3. Maintenance contracts/agreements					
4. Ground handling contracts/agreements					
5. Training contracts (if applicable)					
6. Aircraft demonstration test plan					
7. Final compliance statement					
8. Financial assessment					
9MCAA debriefing in preparation for demonstration and inspection phase					
Remarks:					
Acknowledgement/Signature (as applicable)					
Project Manager (PM)		Flight Operations Inspector (FOI)		Airworthiness Inspector (AWI)	

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