



CHECKLIST

SSCAA-CL-O-OPS044A
June 2026

PHASE ONE - FAOC CERTIFICATION EVENTS AND JOB AID

OFFICIAL NAME OF COMPANY		LOCATION AND MAILING ADDRESS												
1. PRE-APPLICATION PHASE														
	Activity	Date	Inspectors Remarks	Sign.										
i.	Conduct Pre-application Meeting • Verify PASI Information • Overview of Certification Process • Provide Certification Package Containing: a. Pre-Application Statement of Intent (PASI) Form b. Application Form c. Applicable Publications: Regulations & 5 Phase AC. d. Operations Specifications Mode													
ii.	Designated Certification Team: <table border="0"> <tr> <td>Name</td> <td>Speciality</td> </tr> <tr> <td>CPM.....</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> </table>	Name	Speciality	CPM.....										
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iii.	Explain Formal Application Submissions Requirements													
CPM's Remarks – Pre-application Phase														

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PHASE TWO - AOC CERTIFICATION EVENTS AND JOB AID

OFFICIAL NAME OF COMPANY	LOCATION AND MAILING ADDRESS				
II. FORMAL APPLICATION PHASE					
	Activity	Date In	Date Referred	Inspectors Remarks	Sign.
	Formal Application Package and Review Applicant's Submission as Applicable:				
i.	PASI & Application Forms				
ii.	Air Service License (ASL) Status				
iii.	Key Management Personnel Bio-Data Qualifications /Resumes				
iv.	Aircraft Documents of purchase/ contract(s)/lease(s)/letters of intent				
v.	Initial Compliance Statement				
vi.	Company Manuals:				
a.	Operations Manual				
b.	Operations Specifications				
c.	Demonstration Flights Plan				
d.	Maintenance Control Manual (MCM)				
e.	Aircraft Maintenance Programme				
f.	Aircraft MELS				
g.	Weight and Balance Procedures (as applicable).				
h.	Safety Management Manual (SMM)				
i.	Quality Procedures / Manual				
j.	SMS Procedures				
k.	Dangerous Goods Management Procedures				

vii.	Training curricula of : Crew members; Certifying Engineers; and Company's indoctrination Procedures				
viii.	Formal Application Meeting to: Discuss Submission; Resolve Discrepancies/Open Items; Review Certification Process and Schedule of events				
ix	Formal: Acceptance / Rejection of Application				
CPM' Remarks: Formal Application – Phase Two					

PHASE THREE – AOC CERTIFICATION EVENTS AND JOB AID

OFFICIAL NAME OF COMPANY		LOCATION AND MAILING ADDRESS			
III. . DOCUMENT EVALUATION PHASE					
	Activity	Date Referred	Date Completed	Inspectors Remarks	Sign.
i.	Documents Evaluation				
-	Air Service License (ASL) Status				
-	Key Management Personnel Bio-Data Qualifications/Resumes				
-	Statement of Compliance				
-	Aircraft Documents of purchase/ contract(s)/lease(s)/letters of intent				
-	Aircraft Flight Safety Documents				
-	Dangerous Goods Training Provisions				
-	Operations Route Stations Status				

ii.	Company Manuals Evaluation Checklist:				
-	Operations Manual				
-	Maintenance Control Manual (MCM)				
-	Aircraft Maintenance Programme				
-	Aircraft MELS				
-	Safety Management Procedures				
-	Quality Procedures / Manual				
-	Dangerous Goods Management				
-	Cabin Crew Manual				
iii	Aircraft Maintenance Support				
-	Maint. Organisation approval status				
-	Line Stations approval status				
-	Contracted Maintenance agreements				
CPM's Remarks: Documents Evaluation - Phase Three					

PHASE FOUR - AOC CERTIFICATION DEMONSTRATION JOB AID

OFFICIAL NAME OF COMPANY			LOCATION AND MAILING ADDRESS		
III. DEMONSTRATION & INSPECTION PHASE					
	Activity	Date of Inspection	Date Completed	Inspectors Remarks	Sign.
A	AOC: Inspection/Demonstration as Applicable				

-	Main Operations Base Facilities				
-	Management Team Members				
-	Flight Supervision; Monitoring; & Following				
-	Recordkeeping: Crewmember-Training; Flight Rest Times; & Qualification.				
-	Crew: Pilots; Flight Engineers; Cabin Crew; Flt. Ops. Officers				
-	Flight/Trip Records				
-	Emergency Evacuation Demonstration				
-	Ditching Demonstration				
-	Demonstration Flight Evaluation				
-	Main Maintenance Base				
-	Aircraft Flight & Maintenance Records				
-	Line & Route Station/Facilities (Maint.)				
-	Maintenance Personnel Training Records				
-	Contracted Maintenance Organisation(s)				

CPM's Remarks: Inspection & Demonstration – Phase Four

PHASE FIVE – AOC CERTIFICATION PHASE EVENTS JOB AID

OFFICIAL NAME OF COMPANY	LOCATION AND MAILING ADDRESS

III. AOC / AMO / ATO CERTIFICATION PHASE EVENTS

	Activity	Date of Inspection	Date Completed	Inspectors Remarks	Sign.
AOC	Approve AOC Operations Specifications (OpsSpecs).				
Report	Prepare Certification Report:				
-	Formal Application and PASI				
-	Final Statement of Compliance				
-	Operations Specifications (OpsSpecs)				
-	Copy of Certificate				
-	Certification and document evaluation Checklists				

CPM's Remarks: Certification – Phase Five

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