|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** | | **Start Date:** | |
| **Address:** | | **Projected certification period:** | |
| **Principal Place of Business (Main Base):** | | **Contact No:** | |
| **Email:** | |
| Note: As per procedures in Part 2.1.1 para (a) confirm coordination has been completed with all other departments. | | | |
| 1. **Subject** | **Date received** | **Reference Document** | **Signature (PM)** |
| **A.** Prospective operator’s pre- assessment statement (POPS) Form AOC-101-D |  |  |  |
| **B.** Certification team designation (at least one FOI/AIR/PEL) |  |  |  |

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| **Name** | **Area of Specialization** | **Date received** | **Reference Document** | **Signature** |
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|  |  |  |  |  |
| **C.** Conduct Pre-Application Meeting | |  |  |  |
| (1) Verify POPS information | |  |  |  |
| (2) Overview of certification process | |  |  |  |
| (3) Provide application package | |  |  |  |
| 1. Certification job aids | |  |  |  |
| 1. Schedule of events | |  |  |  |
| 1. Example of operations specifications | |  |  |  |
| 1. Applicable publication and documents | |  |  |  |
| 1. Explain formal application submissions | |  |  |  |
| 1. Financial information | |  |  |  |
| 1. Traffic rights approval | |  |  |  |
| **D.** CAA debriefing in preparation for formal application phase | |  |  |  |
| **Remarks:** | | | | |

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| --- | --- | --- | --- |
| **Remarks:** | | | |
| **CAA Use Only** | | | |
| **Designation** | **Name** | **Signature** | **Date** |
| **Project Manager:** |  |  |  |
| **FOI Inspector:** |  |  |  |
| **AWI Inspector:** |  |  |  |
| **GOI/ DGR Inspector:** |  |  |  |
| **CSI Inspector:** |  |  |  |
| **PEL Inspector:** |  |  |  |