|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant** |  | **Date:** |  |
| **Address** |  | **Contact No.** |  |
| **Email:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **PM/FOI/AWI/GOI/**  **DGI/CSI (Initials)** | | **Date Completed** | **Reference Document** |
| **A. Review operator’s submission** | | | | |
| **1. Formal application letter** |  | |  |  |
| a. Full and official name |  | |  |  |
| b. Mailing address |  | |  |  |
| c. Primary operating base |  | |  |  |
| d. Key management personnel (Names) |  | |  |  |
| **2. Formal application documents** | **PM/FOI/AWI/GOI/**  **DGI/CSI (Initials)** | **S/ US** |  | |
| a. Schedule of events |  |  |  |  |
| b. Resume of accountable manager and required key management personnel |  |  |  |  |
| c. Security Manual |  |  |  |  |
| d. Operation Manual |  |  |  |  |
| e. CAME |  |  |  |  |
| f. SMS manual (if not part of operation manual) |  |  |  |  |
| g. Statement of compliance |  |  |  |  |
| h. List of aircraft |  |  |  |  |
| i. Arrangement for training, qualification, facilities. |  |  |  |  |
| j. Area of operations, aerodromes, operations specification. |  |  |  |  |
| k. Financial statement |  |  |  |  |
| l. Maintenance programme |  |  |  |  |
| m. Contracts and leases |  |  |  |  |
| n. Master Minimum Equipment List and Operator’s MEL |  |  |  |  |
| o. Maintenance Control Manual |  |  |  |  |
| p. Contracts and leases |  |  |  |  |
| q. Dangerous Goods Manual |  |  |  |  |
| r. Training manual |  |  |  |  |
| s. Flight and duty time limits information |  |  |  |  |
| t. Special Operations |  |  |  |  |
| u. Weight and Balance Manual including Load and Trim Sheet |  |  |  |  |
| v. Safety and Emergency Procedures Manual |  |  |  |  |
| w. Dispatch procedures information (Operational control, dispatch, flight following) etc |  |  |  |  |
| x. Ground Handling Manual |  |  |  |  |
| y. Normal and emergency checklist |  |  |  |  |
| z. Passenger briefing card |  |  |  |  |
| **3. Training proposals for Oman CAA Inspectors** | | | | |
| **(The applicant shall provide complete training (type rating courses) at its own expenses for two Flight Operations Inspectors, two Airworthiness Inspectors and any other officer as desired by CAA, if the applicant intends on operating an aircraft or helicopter which are not familiar to Oman CAA Inspectors)** | | | | |
|  | | | | |
| **4. Contracted Services** | | | | |
| **(Please provide details of facilities, services and equipment or personnel, which the applicant has contracted)** | | | | |
|  | | | | |
| **5. Line Station Management** | | | | |
| **(Please provide details as to how the applicant intends maintaining and operating its line stations)** | | | | |
|  | | | | |

|  |
| --- |
| **B. Evaluate FSD resources capability** |
| **Remarks:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 accepting/rejecting application |  |  |  |
| E. FSD debriefing in preparation for document evaluation phase. |  |  |  |

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