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

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **PM/FOI/AWI/GOI/DGI/CSI (Initials)** | **Date Completed** | **Reference Document** |
| **A. Prepare Certification Report** |  |  |  |
| 1. Pre-application statement of intent
 |  |  |  |
| 1. Completed certification job aids
 |  |  |  |
| 1. Formal application letter
 |  |  |  |
| 1. Schedule of events
 |  |  |  |
| 1. Final compliance statement
 |  |  |  |
| 1. Demonstration evaluation report
 |  |  |  |
| 1. Summary of closure of all findings/

 safety concern |  |  |  |
| 1. Prepare Operations specifications to

 be issued |  |  |  |
| 1. Recommendation letter for AOC

 approval |  |  |  |
| 1. DGCAR Coordination meeting prior to issuance of AOC
 |  |  |  |
| B. Approve Operations Specifications of the operator |  |  |  |
| C. Present AOC and Operations  Specifications to certificate holder |  |  |  |
| D. DGCAR Final debriefing |  |  |  |

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| --- |
| **Remarks:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **Project Manager** |  |  |  |
| **FOI** |  |  |  |
| **AWI** |  |  |  |
| **GOI/DGI** |  |  |  |
| **CSI** |  |  |  |
| **PEL** |  |  |  |