|  |
| --- |
| **PART A – Details of Applicant and Declaration** |
| The Schedule of Events (SOE) is a list of items, activities, programs, aircraft, and/or facility acquisitions that you must accomplish and make ready for CAAT inspection before and during the certification or variation process. The SOE includes your best estimate of the date the item, activity, program, aircraft, or facility acquisitions will be ready for inspection. The SOE also sets milestones for accomplishment or submission of the listed items.  *Note: All items shall be completed. If any item is not applicable to this project, please fill in as "N/A" in that column.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART B – Details of the Organization**\* | | | | |
| **Organization Name** | |  | | |
| **Trading Name** | |  | | |
| **Address:** | |  | | |
|  | | | | |
|  | | | | |
| **Postal code:** |  | | **Telephone:** |  |
| **Email:** |  | | **Fax:** |  |

| **PART C – Details of Schedule of Events\*** | | | |
| --- | --- | --- | --- |
| **Events** | | **For Applicant Use Only** | |
| **Proposed Date**  (DD/MMM/YYYY) | **Revised Proposed Date** (DD/MMM/YYYY) |
| **Phase 1 – Pre-Application Phase** | | | |
| Letter of intention | |  |  |
| Proposed of Application for Air Operator Certificate  (CAAT-OPS-AOCFM-101) | |  |  |
| Proposed of Application for Operations Specification  (CAAT-OPS-AOCFM-102) | |  |  |
| Financial Economic and Legal Matters Assessment | |  |  |
| **Additional Supporting Documents (Please specify)** | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Phase 2 – Formal Application Phase** | | | |
| **Part I - Formal Application Forms** | | | |
| 1.1 | Application for Air Operator Certificate  (CAAT-OPS-AOCFM-101) |  |  |
| 1.2 | Application for Operations Specification  (CAAT-OPS-AOCFM-102) |  |  |
| 1.3 | Organization and Contents of an Operations Manual (CAAT-OPS-AOCFM-103) |  |  |
| 1.4 | Operations Manual Critical Element  (CAAT-OPS-AOCFM-104) |  |  |
| 1.5 | Flight Safety Document System  (CAAT-OPS-AOCFM-105) |  |  |
| 1.6 | Resumes of Accountable Manager and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.7 | Resumes of Head of Flight Operations and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.8 | Resumes of Head of Engineering and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.9 | Resumes of Head of Safety and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.10 | Resumes of Head of Quality and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.11 | Resumes of Head of Training and Application for Nomination for Air Operator Personnel Form  (CAAT-OPS-AOCFM-106) |  |  |
| 1.12 | Resumes of Head of Ground Operations and Application for Nomination for Air Operator Personnel Form (CAAT-OPS-AOCFM-106) |  |  |
| 1.13 | Initial Statement of Compliance Chapter 1-13 |  |  |
| 1.14 | The application package for Dangerous Goods, as applicable |  |  |
| **Additional supporting documents, as applicable (Please specify)** | | | |
| Aircraft Lease or Ownership Papers | |  |  |
| Contract agreement for continuous Airworthiness | |  |  |
| Servicing Contracts/Agreements | |  |  |
| Training Contracts | |  |  |
| Draft Passenger Briefing Cards | |  |  |
| Business Operations Plan | |  |  |
| Exemption/Deviation Requests | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Part II - Manuals** | | | |
| 2.1 | Operation Manual Part A General |  |  |
| 2.2 | Operation Manual Part B Aircraft operating information |  |  |
| 2.3 | Operation Manual Part C Routes and Aerodromes |  |  |
| 2.4 | Operation Manual Part D Training  - Flight Crew  - Cabin Crew, as applicable  - Flight Operation Officer/ Flight Dispatcher  - Ground Personnel  - Maintenance Personnel |  |  |
| 2.5 | Aircraft Flight Manual |  |  |
| 2.6 | Safety Management Manual |  |  |
| 2.7 | Emergency Manual |  |  |
| 2.8 | Quality Assurance Manual |  |  |
| 2.9 | Flight Operations Officer or Dispatcher Manual |  |  |
| 2.10 | Cabin Crew Manual, as applicable |  |  |
| 2.11 | Ground Operations Manual, as applicable |  |  |
| 2.12 | Dangerous Goods Manual, as applicable |  |  |
| 2.13 | Security Manual |  |  |
| 2.14 | General Maintenance Manual |  |  |
| 2.15 | Aircraft Maintenance Program Manual |  |  |
| 2.16 | Minimum Equipment List |  |  |
| 2.17 | Reliability Program Manual, as applicable |  |  |
| **Any proposed manual and supporting documents, as applicable (Please specify)** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Phase 3 – Document Evaluation** | | | |
| 3.1 | Operation Manual Part A General |  |  |
| 3.2 | Operation Manual Part B Aircraft operating information |  |  |
| 3.3 | Operation Manual Part C Routes and Aerodromes |  |  |
| 3.4 | Operation Manual Part D Training  - Flight Crew  - Cabin Crew, as applicable  - Flight Operation Officer/ Flight Dispatcher  - Ground Personnel  - Maintenance Personnel |  |  |
| 3.5 | Aircraft Flight Manual |  |  |
| 3.6 | Safety Management Manual |  |  |
| 3.7 | Emergency Manual |  |  |
| 3.8 | Quality Assurance Manual |  |  |
| 3.9 | Flight Operations Officer or Dispatcher Manual |  |  |
| 3.10 | Cabin Crew Manual, as applicable |  |  |
| 3.11 | Ground Operations Manual, as applicable |  |  |
| 3.12 | Dangerous Goods Manual, as applicable |  |  |
| 3.13 | Security Manual |  |  |
| 3.14 | General Maintenance Manual |  |  |
| 3.15 | Aircraft Maintenance Program Manual |  |  |
| 3.16 | Minimum Equipment List |  |  |
| 3.17 | Reliability Program Manual, as applicable |  |  |
| **Additional Document Evaluation for Acceptance or Approval, as applicable (Please specify)** | | | |
| Aircraft Checklist  - Normal  - Abnormal (Non-normal)  - Emergency | |  |  |
| Aircraft Lease or Ownership Papers | |  |  |
| Contract agreement for continuous Airworthiness | |  |  |
| Servicing Contracts/Agreements | |  |  |
| Training Contracts | |  |  |
| Draft Passenger Briefing Cards | |  |  |
| Exemption/Deviation Documents | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Phase 4 – Demonstration and Inspection Phase (Phase 4.1 and 4.2)** | | | |
| Applicant’s readiness for personnel training to Flight Crew | |  |  |
| Applicant’s readiness for personnel training to Cabin Crew | |  |  |
| Applicant’s readiness for personnel training to Flight Operation Officer/ Flight Dispatcher | |  |  |
| Applicant’s readiness for personnel training to Ground and Other Personnel | |  |  |
| Applicant’s readiness for personnel training to Maintenance Personnel | |  |  |
| Applicant’s readiness for Main Operations Base Inspection | |  |  |
| Applicant’s readiness for Main Maintenance Base Inspection | |  |  |
| Applicant’s readiness for Station/Facilities (Operations) Inspection | |  |  |
| Applicant’s readiness for Station/Facilities (Maintenance) Inspection | |  |  |
| Applicant’s readiness for Flight Crew Training Facilities Inspection | |  |  |
| Applicant’s readiness for Cabin Crew Training Facilities Inspection | |  |  |
| Applicant’s readiness for Emergency Evacuation Demonstration | |  |  |
| Applicant’s readiness for Ditching Demonstration | |  |  |
| Applicant’s readiness for Aircraft Acceptance Inspection and Delivery | |  |  |
| Applicant’s readiness for Aircraft Conformity Inspection | |  |  |
| Applicant’s readiness for Demonstration Flight Evaluation | |  |  |
| **Any proposed activities, as applicable (Please specify)** | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Phase 5 – Certification Phase** | | | |
| Final Statement of Compliance Chapter 1-13 | |  |  |
| Conduct first commercial air transport flight | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART D – Declaration of Applicant** | | | |
| The undersigned declares that the information given in this application package is true in every respect. I have fully reviewed all submission instructions and have submitted all of the necessary documents for my application to be considered. | | | |
| **Name of Applicant \*** |  | **Signature of Applicant \*** |  |
| **Position \*** |  | **Date of Submission \***  (DD/MMM/YYYY) | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **PART E – For CAAT Use** | |
| **Receipt by** |  |
| **Signature** |  |
| **Position** |  |
| **Date of receipt**  (DD/MMM/YYYY) | Click or tap to enter a date. |
| **Remarks** |  |

**SUBMISSION INSTRUCTIONS**

1. The schedule of events is applicable to dealing with the anticipated timescales for the certification and variation approval process.
2. The applicant's ability to plan and carry out a realistic schedule of events will be a major factor in determining the applicant's fitness to hold a certificate. Therefore, when reviewing the schedule of events, the CAAT team must carefully consider the feasibility of the proposed schedule with respect to the logical, sequential manner and the target date of events.
3. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the CAAT should be notified as soon as practical.
4. All items shall be completed. If any item is not applicable to this project, please fill in as "N/A" in that column.