



**GUYANA CIVIL AVIATION AUTHORITY
AVIATION SAFETY AND SECURITY DIRECTORATE**

Form#: GCAA/OPS/2507
Origin: Flight Operations

JOB AID AND SCHEDULE OF EVENTS: AOC 002

GCAA REF.	NAME OF OPERATOR: _____	SCHEDULED DATE	REVISED DATE	INSPECTOR SIGNATURE	DATE		REFERENCE
					RECEIVED/ ACCOMPLISHED	RETURNED FOR CHANGES	
	2. FORMAL APPLICATION PHASE						
	A. Review Applicant's Submission						
	1. Formal Application Form/Letter:						
	a. Full and Official Name (Legal)						
	b. Mailing Address						
	c. Primary Operating Location (Principal Operations/Maintenance Base)						
	d. Name and Address of Applicant's Agent for Service						
	e. Key Management Personnel Names						
	2. Formal Application Attachments:						
	a. Schedule of Events						
	b. Initial Compliance Statement						
	c. Company General Manuals:						
	(i) Operations Manual						
	(ii) SMS Manual (if not part of OM)						
	(iii) Maintenance Control Manual						
	(iv) Maintenance Procedures Manual (if applicable)						
	(v) Aircraft Maintenance Programme						
	d. Initial new hire training curricula, Company Procedures Indoctrination, Emergency Equip Drills Training, Initial Flight and Ground Training						
	e. Training Facilities and Qualifications						
	f. Management and Key Staff qualifications/ resumes						
	g. List of aircraft						
	h. Areas of operations, aerodromes and operations specifications						
	i. Financial Statement						
	j. Documents of Purchase/Contracts/ Lease(s)/ Letters of Intent						
	B. Evaluation of GCAA Resources Based on Schedule of Events						
	C. Formal Application Meeting						
	1. Schedule acceptance/rejection meeting: Date: _____ Time: _____						
	2. Discuss each Submission						
	3. Resolve Discrepancies/open Items						
	4. Review Certification Process						
	5. Review impact if Schedule of Events are not met						
	D. Issue letter accepting/rejecting Formal Application						
	E. GCAA debriefing in preparation for Document evaluation phase						
REMARKS:							
SIGNATURES:							