

Part 121 Initial Inquiry Data Sheet (IIDS)

Organization's Name:	Date:
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Part I: General

Date of inquiry:	
A. Name of Proposed Operator:	
B. Proposed Operations Base:	
C. Proposed Maintenance Base:	
D. Proposed Aircraft type(s) and number of aircraft:	
E. Proposed Major Routes:	
F. Proposed type of operation: (Check Box(es) below)	
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Nonscheduled
<input type="checkbox"/> Passengers	<input type="checkbox"/> Cargo
G. Special Issues: (Select)	
1. Fatigue Risk Management Program (FRMS) – optional under GACAR Part 5	
2. Flight Data Analysis Program (FDAP) – required under GACAR Part 5 for certain airplanes	
3. Extended Diversion Time Operations (EDTO)	
4. Transportation of Dangerous Goods (TDG)	
5. Reduced Vertical Separation Minimums (RVSM)	
6. Minimum Navigation Performance System (MNPS)	
7. Performance Based Navigation (PBN)	
8. Low Visibility Operations (LVO)	
9. Rotorcraft Emergency Medical Service (REMS)	
10. Night Vision Imaging Systems (NVIS)	
11. Electronic Flight Bag (EFB)	
H. Maintenance performed by:	
<input type="checkbox"/> Operator	<input type="checkbox"/> Contractor
<input type="checkbox"/> Mix (Explain Below)	
I. Operations Training by: (Tick Box(es) Below and provide brief description)	
<input type="checkbox"/> The Carrier	<input type="checkbox"/> Another 121 Carrier
<input type="checkbox"/> Training Center/Organization	
J. Type of Ownership:	
<input type="checkbox"/> Corporate	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietor	
K. Applicant Point of Contact (POC):	

Part II: READINESS

Aircraft:	
A. Do you have a particular aircraft identified? We require a specific aircraft make and model to be identified so we can focus on the appropriate regulatory requirements. Changing aircraft types during the certification process will delay your progress significantly.	
B. What aircraft have you contracted for?	
C. Will you be leasing or buying your aircraft?	
D. Be specific on make/Model & Serial #.	
OPERATIONS:	
A. Will you have a centralized dispatch?	
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
B. Where will it be located?	
C. Will this be the location of your dispatch records?	
<input type="checkbox"/> YES	

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If not, where will they be located?	
D. Principal Maintenance Base (PMB) Location:	
1. How much maintenance will you do at your PMB?	
2. How much maintenance will you contract out?	
3. Do you have the contracts available?	
4. What line stations will you have?	
5. What will their capabilities be?	

PERSONNEL:

Do you have sufficient Management personnel that understand Air Carrier Operations?

You must have the following personnel in place for the required Management Positions. They **MUST** attend the Pre-Application Meeting and the Formal Application Meeting.

Director of Safety:	
Director of Operations:	
Director of Maintenance:	
Chief Pilot:	
Chief Inspector:	
SMS Representative (GACAR Part 5):	

If not how will you assure the integrity of the safety program you establish?

Those selected for the required management positions must be fully trained and meet all qualification standards. Our experience has demonstrated that those with minimal qualifications have a difficult time preparing a viable organization.

Prior to beginning Proving Tests those selected for the required management positions must be full time employees of your organization. This means they are available a minimum of 40 hours per week with no collateral duties.

In addition to the required management positions we recommend you have a:

Chief Cabin Crew Member (Director of In-Flight)	
Director of Quality Assurance	
Director of Training	
Dispatch Manager	

Part III: Groundwork and Intentions

A. Will you contract out the writing of your manuals?	
1. Which manuals will you contract?	
2. Who is the contractor and who will be your company liaison to assure your company is represented in what is written?	

NOTE:

We have found that organizations that relinquish control of their manuals to a professional manual writer are unable to meet the regulatory requirement that the management personnel know what is in the manuals. You can expect us to ask your management personnel to show us what is in the manual and how it complies with the regulations.

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How will you coordinate the different aspects of the manual system to assure there are no contradictions between the different groups?

A typical manual system includes, but is not limited to, the following:

- Safety Management Manual
- Operations Manual (OM)
- Maintenance Manual (MM)
- Aircraft Operating Manual (AOM)
- Training Program
- Flight Data Analysis Program (if applicable)
- Fatigue Risk Management System Manual (if applicable)
- Winter Operations Manual (to include deicing program)
- Cabin Crew Member Manual (CCMM)
- Dispatch Manual
- Station Operations Manual
- Carry-on Baggage Program
- Aircraft Checklists (Normal, Abnormal, and Emergency)
- Company Emergency Manual
- Aerodrome Data and Enroute Manual
- Minimum Equipment List (MEL)
- Configuration Deviation List (CDL)
- Maintenance Technical Manuals i.e. Airframe powerplant, Structural Repair, Parts Catalogue, Inspection Procedures, Manufacturer's or Vendors Manual, Wiring Manual, and Overhaul Manual
- Fueling/Refueling/Defueling Manual
- Ground Servicing Manual
- Mass and Balance Control Program
- Dangerous Goods Training and/or Recognition Program
- Security Program
- Continuous Analysis and Surveillance Program
- Exit Seating Program

B. Will you contract the training of your pilots or other personnel? If so, with who and what is the nature of the relationship?

Part IV: Safety Management Systems (SMS)

The applicant has complied with all Safety Management Systems requirements of GACAR Part 5.

Yes

No

Part V: AUTOMATION CAPABILITIES

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Part VI: PROPOSED SCHEDULE OF EVENTS:
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1 Pre-Application Meeting:	
2 Completion of Manuals:	
3 Formal Application Meeting:	
4 Proving Tests:	
5 Proposed start-up date:	

As an air operator you are required to operate at the highest level of safety. By signing this document you signify your understanding of the risks and obligations incurred in pursuing an air operator certificate.

Signature:	Date:
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Upon completion of this form forward or Fax this form, the completed PASI and a copy of your application for economic authority, to the GM, Aviation Safety Standards Department .

It is the responsibility of the applicant to submit the original application for economic authority to the Economic Evaluation Department.