

PART 121 CERTIFICATION JOB AID (CJA)

Name of Applicant	Date
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			Inspector Initials	Date	
I. Pre-Application Phase					
A.	Initial Orientation				
1.	Determine Eligibility				
2.	Schedule of Events (SoE)				
3.	Pre-Application Statement of Intent (PASI)				
B.	Certification Team Designation: (at least one Operations and one Airworthiness Inspector)				
	Name	Initials	Specialty		
C.	Conduct Pre-Application Meeting				
1.	Verify PASI Information				
2.	Overview Of Certification Process				
3.	Provide Certification Package				
a.	Certification Job Aid (CJA)				
b.	Schedule of Events (SoE)				
c.	Operations Specification Request List (ORL)				
d.	Other Applicable Publications and Documents				
4.	Explain Formal Application Submissions				
Remarks					

			Inspector Initials	Date	
II. Formal Application Phase					
A.	Review Applicant's Submission				
1.	Formal Application Letter				
a.	Full and Official Name (Legal)				
b.	Mailing Address				
c.	Primary Operating Location				
d.	Name and Address of Applicants Agent for Service				
e.	Key Management Personnel				

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2.	Formal Application Attachments				
a.	Schedule of Events (SoE)				
b.	Initial Compliance Statement				
c.	Company Manuals (Operations and Maintenance)				
d.	Initial New Hire Training Curriculums				
*	(Crewe Members & Dispatchers) Basic Indoctrination				
*	Emergency Training				
*	Ground and Flight Training				
e.	Management Qualification Resumes				
f.	Documents of Purchase / Contract / Lease / Letters of intents				
B.	Evaluate GACA Resource Capability				
C.	Formal Application Meeting				
1.	Schedule Meeting	Date	Time		
2.	Discuss Each Submission				
3.	Resolve Discrepancies/ Open Items				
4.	Review Certification Process				
5.	Review Impact on Schedule of Events				
D.	Issue Letter Accepting/ Rejecting Application				
Remarks					

		Inspector Initials	Date Received	Date Returned	Date Accepted
III. Document compliance phase					
A.	Evaluate Applicable Training Programs				
1.	Training Curriculums				
a.	Basic Indoctrination				
b.	Emergency Training				
c.	Ground Training (Handling / Servicing / Deicing)				
d.	Recurrent Training				
e.	Transition / Upgrade / Training				
f.	Differences Training				
g.	Security				
h.	Dangerous Goods				
i.	Check Pilot / Flight Inspector				
j.	Maintenance Personnel				
k.	Inspection Personnel				
2.	Dispatcher Training				

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B.	Evaluate Management Qualifications				
1.	Chief Pilot				
2.	Director of Operations				
3.	Director of Maintenance				
4.	Chief Inspector				
5.	Director of Safety				
C.	Evaluate Applicable Manuals				
1.	Completed Operations Manual				
a.	Exit Seat Program				
b.	Carry-On Baggage Program				
2.	Completed Maintenance Manual				
3.	Approved Aircraft Flight Manual				
4.	Company Aircraft Operations				
5.	Aircraft Checklist				
a.	Normal				
b.	Abnormal				
c.	Emergency				
6.	Cabin Crew Member Manual				
7.	Dispatcher / Flight Operations Officer				
8.	Station Operations				
9.	Company Emergency Manual				
10.	Aerodrome Data & En-Route Manual (Charts and Plates)				
11.	Aerodrome / Runway / Analysis				
12.	Minimum Equipment List (MEL)				
13.	Configuration Deviation List (CDL)				
14.	Maintenance Technical Manuals:				
a.	Airframe / Powerplant				
b.	Structural Repair				
c.	Parts Catalogue				
d.	Inspection Procedures				
e.	Manufacturers or Vendor's Manual				
f.	Wiring Manual				
g.	Overhaul Manual				
15.	Fueling / Refueling / Defueling				
16.	Ground Servicing Manual				
17.	Mass and Balance Control Program				
18.	Dangerous Goods (TDG)				
19.	Security				
20.	Reliability Program				
21.	Flight Data Analysis Program				
22.	Fatigue Risk Management System (FRMS)(Optional)				

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23.	Continuous Airworthiness Maintenance Program (Including Maintenance Schedules for Each Aircraft Type)				
24.	Emergency Plan / Notification				
25.	Passenger Briefing Cards				
D.	Other Evaluations				
1.	Aircraft Leases				
2.	Maintenance Contracts / Agreements				
3.	Servicing Contracts / Agreements				
4.	Exemption / Deviation Requests / Justification				
5.	Emergency Evacuation Demonstration Plan				
6.	Aircraft Proving Rest Plan				
7.	Problematic Use of Psychoactive Substances Program				
8.	Final Compliance Statement				
9.	Initiate OpsSpecs - Preparation Data Sheet				
10.	Training Contracts				
11.	De-Icing / Anti-Icing				
12.	Exit Row Seating				

Remarks

		Inspector Initials	Date Begun	Date completed	Date APP/ACC
IV. Demonstration & inspection phase					
A.	Evaluate Applicant Conducting Training				
1.	Training Facilities				
2.	Training Schedules				
3.	Flight Crew Members Training Evaluation				
a.	Basic Indoctrination				
b.	Emergency Training				
c.	Ground Training				
d.	Flight Training				
e.	Differences Training				
4.	Check Pilot / Instructor				
5.	Cabin Crew Members				
a.	Basic Indoctrination				
b.	Emergency Training				
c.	Ground Training				

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6.	Dispatcher / Flight Operations Officer				
7.	Dangerous Goods				
8.	Security Training				
9.	Maintenance Training				
a.	Mechanics / Repairmen				
b.	Inspection Personnel				
c.	Ground Handling / Servicing				
d.	Station Personnel				
B.	Airmen Testing/ Certification				
1.	Pilots				
2.	Flight Engineers				
3.	Dispatchers				
C.	Aircraft Conformity Inspection				
D.	Main Operations Base				
E.	Main Maintenance Base				
F.	Line / Station Facilities				
G.	Dispatch Facilities				
H.	Recordkeeping				
1.	Crew Members				
a.	Training Records				
b.	Flight Time and Duty Records				
c.	Qualification Records				
2.	Maintenance				
a.	Aircraft Maintenance Records				
b.	Personnel Training Records				
c.	Inspection Training / Qualification Records				
d.	Personnel Duty Time Records				
3.	Flight / Trip Records				
I.	Emergency Evacuation				
J.	Ditching Demonstration				
K.	Aircraft Proving Test				

Remarks

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		Inspector Initials	Date Completed
V. Certification Phase			
A.	Approved Operations Specifications		
B.	Present Certificate & OpsSpecs to Certificate Holder		
C.	Preparing Certification Report		
1.	Assemble Report		
a.	Pre-Application Statement of Intent (PASI)		
b.	Certification Job Aid (CJA)		
c.	Formal Application Letter		
d.	Schedule of Events (SoE)		
e.	Final Compliance Statement		
f.	Proving Test Evaluation Report		
g.	Emergency Evacuation Demonstration		
h.	Copy of Operations Specification		
i.	Copy of Certificate		
j.	Summary of Difficulties		
k.	Suggestions to Improve Certification Process		
2.	Distribute Report		
D.	Develop Surveillance Plan		
Remarks			
CPM's Name		Signature	Date