

Part 121 Certification Job Aid (CJA)

| Name of Applicant: | | Date: | | | | | | | |
|---|----------|---------------------------|-------------|-----------|--|--|--|--|--|
| | | 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) | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Name</th> <th>Initials</th> <th>Specialty</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | | Name | Initials | Specialty | | | | | |
| 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: | | | | | | | | | |
| | | | | | | | | | |

Part 121 Certification Job Aid (CJA)

| | 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 | | |
| 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: | | |
| | | |

Part 121 Certification Job Aid (CJA)

| | Inspector Initials | Date Received | Date Returned | Date Accepted |
|--|--------------------|---------------|---------------|---------------|
| III. Document compliance phase | | | | |
| A. Evaluate Applicable Training Programs | | | | |
| 1. Training Curriculumms | | | | |
| 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 | | | | |
| 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 | | | | |

Part 121 Certification Job Aid (CJA)

| | Inspector Initials | Date Received | Date Returned | Date Accepted |
|---|--------------------|---------------|---------------|---------------|
| III. Document compliance phase | | | | |
| d. Inspection Procedures | | | | |
| e. Manufacturer's 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) | | | | |
| 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 OpSpecs - Preparation Data Sheet | | | | |
| 10. Training Contracts | | | | |
| 11. De-Icing / Anti-Icing | | | | |
| 12. Exit Row Seating | | | | |
| Remarks: | | | | |
| | | | | |

Part 121 Certification Job Aid (CJA)

| | 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 | | | | |
| 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 | | | | |

Remarks:

Part 121 Certification Job Aid (CJA)

| | Inspector Initials | Date Begun | Date completed | Date APP/ACC |
|---|--------------------|------------|----------------|--------------|
| IV. Demonstration & inspection phase | | | | |
| 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:

Part 121 Certification Job Aid (CJA)

| | Inspector Initials | Date Completed |
|--|--------------------|----------------|
| V. CERTIFICATION PHASE | | |
| A. Approved Operations Specifications | | |
| B. Present Certificate & OpSpecs to Certificate Holder | | |
| C. Prepare 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: | | | |