

## VOLUME 2. AIR OPERATOR CERTIFICATION

### CHAPTER 1. GENERAL

#### SECTION 1. GENERAL INFORMATION

##### 1. PURPOSE.

A. This volume provides direction and guidance for the certification of organizations certificated under Special Federal Aviation Regulations (SFAR) 38-2 and required to operate in accordance with Federal Aviation Regulations (FAR) Parts 121 and/or 135. FAR 121 and 135 require that an applicant for an air carrier certificate or operating certificate must submit an application in a “form and manner” prescribed by the Administrator and contain any information required by the Administrator. Chapters 2 and 3 describe the “form and manner” and kind of information that must be submitted for the application to be considered acceptable.

B. Section 2 provides information on various types of air operator certificates. Section 3 provides direction and guidance on the assignment of certificate responsibilities and certification projects. Section 4 provides direction on obtaining precertification numbers, final certificate numbers, and background information on certificate number construction.

##### 3. THE CERTIFICATION PROCESS.

A. Chapter 2 describes the process which both the applicant and Federal Aviation Administration (FAA) must undergo to ensure the applicant complies with all certification and operational requirements before certificate issuance. The certification process provides for interaction between the applicant and the FAA from initial inquiry to certificate issuance or denial. This process is designed to ensure that an applicant’s programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The process, once completed, provides reasonable assurance that the applicant’s infrastructure (programs, methods, and systems) will result in continued compliance after certification. The certification process consists of the following five phases which are individually described in chapter 2. (see figure 2.1.1.3.)

- Preapplication
- Formal Application

- Document Compliance
- Demonstration and Inspection
- Certification

B. The descriptions in chapter 2 of the Document Compliance Phase and Demonstration and Inspection Phase do not provide detailed discussions of what constitutes acceptable or approvable programs, systems, or methods. Instead, these discussions present the types of activities that take place during these phases and emphasize planning required work functions. Detailed discussions on specific subject matter such as manuals, recordkeeping systems, training programs, proving tests, are in volumes 3, 4, 5, and 6.

C. The flow chart at the end of chapter 2 provides an overview of the certification process. This chart is designed to be unfolded and referred to while reading the narrative description of the five phases of the certification process. Such simultaneous reference will assist the inspector in understanding the process. The flow chart should also be referred to at various stages during the certification project. The chart is particularly useful in determining whether the “Schedule of Events” is reasonable in terms of sequence, timeliness, and inspector resource availability. It also provides a perspective on how a particular event affects other events and is an important reference for planning various activities during the certification project.

D. There are two basic organizational certification job aids available on the district office job aid disc (JAD) which should be used to assist in planning work functions during a certification project and as a checklist for items or events as they are accomplished. The job aids also reference where detailed discussions on major subject areas can be found in this handbook. The job aids (figures 2.1.1.1 and 2.1.1.2) are tailored to the following types of operations:

- FAR Part 121 and Part 135 operations
- FAR Part 135 single pilot operations and single pilot-in-command (PIC) operations

E. The schedule of events which is also available on the JAD is designed to allow the applicant to pro-

vide his best estimate of when an event or item will occur or be ready for FAA inspection. Space is provided for the FAA to record revisions to the applicant's estimates or to record when the event or item actually occurred.

#### **5. CHAPTER 3, SELECTED PRACTICES.**

Chapter 3 provides selected information for the certification of organizations when existing situations make it impractical to fully comply with the certification process described in chapter 2. Chapter 3 also provides direction and guidance on the management of other selected situations associated with organizational certification.

The following types of information are discussed in chapter 3:

- FAR Part 135 transitioning to FAR Part 121
- Amendments to certificates, surrender, suspension, revocation, and lost certificates

- Bankruptcies, mergers, and acquisitions of air carrier operational assets
- Certification process for FAR Part 135 single pilot and Single PIC operators and basic FAR Part 135 operators

#### **7. CHAPTER 4, FOREIGN AIR CARRIERS.**

Foreign air carriers are not issued certificates by the FAA. FAR 129.11, however, requires foreign air carriers operating to the United States to be issued operations specifications. Chapter 4 provides direction and guidance for the management of foreign air carrier operations specifications and contains information on an FAA inspector's authority and responsibilities with respect to foreign air carriers. Chapter 4 is self-contained and most of the information concerning foreign air carriers needed by inspectors will be found in this chapter.

#### **8. - 12. RESERVED.**

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR PART 135**

OFFICIAL NAME OF COMPANY					LOCATION ADDRESS				
MAILING ADDRESS (if different from location)					PRECERTIFICATION NO.				
PTRS CODE	OPS 1201	AWS 3201	AVI 5201		INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.	
I. PREAPPLICATION PHASE									
A. INITIAL ORIENTATION: Inspector _____									
1. VIDEO PRESENTATION									
2. CERTIFICATION ADVISORY CIRCULAR PROVIDED TO APPLICANT									
3. PREAPPLICATION STATEMENT OF INTENT (PASI):									
a. Forwarded to regional office									
b. Precertification number _____									
B. CERTIFICATION TEAM DESIGNATED (at least one operations, one maintenance, and one avionics inspector)									
Name Specialty									
CPM _____									
_____									
_____									
_____									
_____									
C. CONDUCT PREAPPLICATION MEETING									
1. VERIFY PASI INFORMATION									
2. OVERVIEW OF CERTIFICATION PROCESS									
3. PROVIDE CERTIFICATION PACKAGE									
a. Certification Job Aid									
b. Schedule of Events									
c. Advisory Circular Checklist									
d. Operations Specifications data sheet									
e. Other Applicable Publications and Documents									
4. EXPLAIN FORMAL APPLICATIONS SUBMISSIONS									
REMARKS:									

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	II. FORMAL APPLICATION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. REVIEW APPLICANT'S SUBMISSIONS				
	1. FORMAL APPLICATION LETTER				
	a. Full and official name (legal)				
	b. Mailing address				
	c. Primary operating location (principal operations base)				
	d. Name and address of applicants agent for service				
	e. Key Management Personnel Names				
	2. FORMAL APPLICATION ATTACHMENTS				
	a. Schedule of events				
	b. Initial compliance statement				
	c. Company general manuals (Operations and Maintenance)				
	d. Initial new hire training curriculums (Crewmembers & Dispatchers) Basic Indoctrination Emergency Training Ground Training Flight Training				
	e. Management qualification resumes				
	f. Doc's of purchase/contract/lease/letters of intent.				
	B. EVALUATE FAA RESOURCE CAPABILITY BASED ON SCHEDULE OF EVENTS				
REMARKS:					
	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 IF SCHEDULE OF EVENTS NOT MET				
	D. ISSUE LETTER ACCEPTING/REJECTING APPLICATION				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	III. DOCUMENT COMPLIANCE PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
REMARKS:					
	A. EVALUATE APPLICABLE TRAINING PROGRAMS 1. TRAINING CURRICULUMS				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	d. Flight Training				
	e. Recurrent Training				
	f. Transition/Upgrade Training				
	g. Differences Training				
	h. Security				
	i. Hazardous Materials				
	j. Check Airmen/Flight Instructor				
	k. Maintenance Personnel				
	l. Inspection Personnel				
	2. DISPATCHER TRAINING				
REMARKS:					
	B. EVALUATE MANAGEMENT QUALIFICATIONS 1. GENERAL MANAGER				
	2. DIRECTOR OF OPERATIONS				
	3. DIRECTOR OF MAINTENANCE				
	4. CHIEF INSPECTOR				
	5. CHIEF PILOT				
	6. REQUEST FOR DEVIATION LETTER (IF APPLICABLE)				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	III. DOCUMENT COMPLIANCE PHASE (CONTINUED)	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	C. EVALUATE APPLICABLE MANUALS				
	1. COMPLETED GENERAL OPERATIONS MANUAL				
	a. Emergency Exit Plan				
	b. Carry-on Luggage Plan				
	2. COMPLETED GENERAL MAINTENANCE MANUAL				
	3. FAA-APPROVED AIRPLANE FLIGHT MANUAL				
	4. COMPANY AIRCRAFT OPERATIONS MANUAL				
	5. AIRCRAFT CHECKLISTS				
	a. Normal				
	b. Abnormal				
	c. Emergency				
	6. FLIGHT ATTENDANT MANUAL				
	7. DISPATCHER/FLIGHT FOLLOWING/LOCATION				
	8. STATION OPERATIONS				
	9. COMPANY EMERGENCY MANUAL				
	10. AIRPORT DATA & EN ROUTE MANUAL (Charts and plates)				
	11. AIRPORT/RUNWAY ANALYSIS (Performance)				
	12. MINIMUM EQUIPMENT LIST				
	13. CONFIGURATION DEVIATION LIST				
	14. MAINTENANCE TECHNICAL MANUALS:				
	a. Airframe/Powerplant				
	b. Structural Repair				
	c. Parts Catalogue				
	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. WEIGHT AND BALANCE CONTROL PROGRAM				
	18. HAZARDOUS MATERIAL				
	19. SECURITY				
	20. RELIABILITY PROGRAM				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	III. DOCUMENT COMPLIANCE PHASE (CONTINUED)	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	C. EVALUATE APPLICABLE MANUALS (CONTINUED)				
	21. CONTINUOUS AIRWORTHINESS MAINT. PROG.				
	22. EMERGENCY PLAN/NOTIFICATION				
	23. PASSENGER BRIEFING CARDS				
	D. OTHER EVALUATIONS				
	1. AIRCRAFT LEASE				
	2. MAINTENANCE CONTRACTS/AGREEMENTS				
	3. SERVICING CONTRACTS/AGREEMENTS				
	4. EXEMPTION/DEVIATION REQUESTS/ JUSTIFICATION				
	5. EMERGENCY EVACUATION DEMONSTRATION PLAN				
	6. AIRCRAFT PROVING TEST PLAN				
	7. ENVIRONMENTAL ASSESSMENT				
	8. FINAL COMPLIANCE STATEMENT				
	9. INITIATE SPECS PREPARATION DATA SHEET				
	10. TRAINING CONTRACTS				
	11. DEICING/ANTI ICING				
	11. EXI T ROW SEATING				
	11. DRUG PROGRAM				
	11. ALCOHOL MISUSE				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	IV. DEMONSTRATION & INSPECTION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. EVALUATE APPLICANT CONDUCTING TRAINING				
	1. TRAINING FACILITIES				
	2. TRAINING SCHEDULES				
	3. FLIGHT CREWMEMBER TRAINING EVALUATION				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	d. Flight Training				
	e. Differences Training				
	4. CHECK AIRMEN/INSTRUCTOR				
	5. CABIN CREW				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	6. DISPATCHER/FLIGHT FOLLOWING/LOCATING				
	7. HAZARDOUS MATERIALS				
	8. SECURITY TRAINING				
	9. MAINTENANCE TRAINING				
	a. Mechanics/Repairmen				
	b. Inspection Personnel				
	c. Ground Handling/Serviceing				
	d. Station Personnel				
REMARKS:					
	B. AIRMAN TESTING/CERTIFICATION				
	1. PILOTS				
	2. FLIGHT ENGINEERS				
	3. DISPATCHERS				
	4. FLIGHT ATTENDANT				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	C. AIRCRAFT CONFORMITY INSPECTION				
	D. MAIN OPERATIONS BASE				
	E. MAIN MAINTENANCE BASE				
	F. LINE/STATION FACILITIES				
	G. DISPATCH/FLIGHT FOLLOWING/FLIGHT LOCATING Facilities				
	H. RECORDKEEPING:				
	1. Crewmember:				
	a. Training				
	b. Flight & Rest Times				
	c. Qualification				
	I. MAINTENANCE:				
	1. Aircraft Records				
	2. Personnel Training				
	3. Inspector Training/Qualification				
	4. Personnel Duty Time Limitations				
	J. FLIGHT/TRIP RECORDS				
	K. EMERGENCY EVACUATION DEMONSTRATION				
	L. DITCHING DEMONSTRATION				
	M. AIRCRAFT PROVING TEST				
	N. PROOF OF DOT ECONOMIC AUTHORITY				
REMARKS:					

**FIGURE 2.1.1.1.  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
PART 121 OR 135 (CONTINUED)**

PTRS CODE	V. CERTIFICATION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. APPROVE OPERATIONS SPECIFICATIONS				
	B. PRESENT CERTIFICATE & OPSPECS TO CERTIFICATE HOLDER				
REMARKS:					
	C. PREPARE CERTIFICATION REPORT				
	1. ASSEMBLE REPORT				
	a. Preapplication Statement of Intent				
	b. Certification Job Aid				
	c. Formal Application Letter				
	d. Schedule of Events				
	e. Final Compliance Statement				
	f. Proving Test Evaluation Report				
	g. Emergency Evacuation Demonstration				
	h. Copy of Operations Specifications				
	i. Copy of Certificate				
	j. Summary of Difficulties				
	k. Suggestions to Improve Certification Process				
	2. DISTRIBUTE REPORT				
REMARKS:					
	D. DEVELOP POSTCERTIFICATION SURVEILLANCE PROGRAM				
	1. WITHIN GEOGRAPHICAL AREA				
	2. OUTSIDE GEOGRAPHICAL AREA				
REMARKS:					



**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR (CONTINUED)**

PTRS CODE	II. FORMAL APPLICATION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. REVIEW APPLICANT'S SUBMISSIONS				
	1. FORMAL APPLICATION LETTER				
	a. Full and official name (legal)				
	b. Mailing address				
	c. Primary operating location (principal operations base)				
	d. Name and address of applicants agent for service				
	e. Key Management Personnel Names				
	2. FORMAL APPLICATION ATTACHMENTS				
	a. Schedule of events				
	b. Initial compliance statement				
	c. Company general manuals (Operations and Maintenance)				
	d. Initial new hire training curriculums (Crewmembers & Dispatchers) Basic Indoctrination Emergency Training Ground Training Flight Training				
	e. Management qualification resumes				
	f. Doc's of purchase/contract/lease/letters of interest				
	B. EVALUATE FAA RESOURCE CAPABILITY BASED ON SCHEDULE OF EVENTS				
REMARKS:					
	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 IF SCHEDULE OF EVENTS NOT MET				
	D. ISSUE LETTER ACCEPTING/REJECTING APPLICATION				
REMARKS:					

**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (CONTINUED)  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR**

PTRS CODE	III. DOCUMENT COMPLIANCE PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. EVALUATE APPLICABLE TRAINING PROGRAMS				
	1. TRAINING CURRICULUMS				
	a. Check Airmen				
	b. Flight Instructor				
	c. Recurrent Training				
	d. Transition/Upgrade Training				
	e. Differences Training				
	f. Hazardous Materials				
	g. Security				
	h. Maintenance Personnel				
	i. Inspection Personnel				
	j. Ground Handling/Serviceing				
	B. EVALUATE MANAGEMENT QUALIFICATIONS				
	1. PRINCIPAL OWNER				
	2. PRIN. OPERATIONS OFFICIAL (if applies)				
	C. EVALUATE APPLICABLE MANUALS OR PROCEDURES				
	1. FAA-APPROVED AIRPLANE FLIGHT MANUAL				
	2. AIRCRAFT CHACKLISTS				
	a. Normal				
	b. Abnormal				
	c. Emergency				
	3. FLIGHT LOCATING PROCEDURES				
	4. AIRPORT/RUNWAY ANALYSIS (turbo jet only)				
	5. MINIMUM EQUIPMENT LIST				
	6. CONFIGURATION DEVIATION LIST (if applies)				
	7. MAINTENANCE TECHNICAL MANUAL AVAILABILITY				
	a. Airframe/Powerplant				
	b. Structural Repair				
	c. Parts Catalogue				
	d. Inspection Procedures				
	e. Manufacturer's or Vendor's Manual				
	f. Wiring Manual				
	g. Overhaul Manual				
	8. Completed General Manuals (Operations and Maintenance)				
	9. Company Aircraft Operations Manual				
	10. Station Operations				
	11. Company Emergency Manual				
	12. Airport Data & En Route Manual (Charts and plates)				

**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (CONTINUED)  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR**

PTRS CODE	III. DOCUMENT COMPLIANCE PHASE (CONTINUED)	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	13. FUELING/REFUELING/DEFUELING				
	14. SECURITY				
	15. RELIABILITY PROGRAM				
	16. WEIGHT AND BALANCE CONTROL				
	17. HAZARDOUS MATERIAL				
	18. CONTINUOUS AIRWORTHINESS MAINT. PROG. (if applicable)				
	19. PASSENGER BRIEFING CARDS				
	D. OTHER EVALUATIONS				
	1. AIRCRAFT LEASE				
	2. MAINTENACE CONTRACTS/AGREEMENTS				
	3. SERVICING CONTRACTS/AGREEMENTS				
	4. EXEMPTION/DEVIATION REQUESTS				
	5. FINAL COMPLIANCE STATEMENT				
	6. AIRCRAFT PROVING TEST PLAN (turbo jet only)				
	7. TRAINING CONTRACTS				
	8. ENVIRONMENTAL ASSESSMENT				
	9. EMERGENCY EVACUATION DEMONSTRATION PLAN				
	10. OPERATIONS SPECIFICATION DATA SHEET				
REMARKS:					

**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR (CONTINUED)**

PTRS CODE	IV. DEMONSTRATION & INSPECTION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. EVALUATE APPLICANT CONDUCTING TRAINING				
	1. TRAINING FACILITIES				
	2. TRAINING SCHEDULES:				
	3. FLIGHT CREWMEMBER TRAINING EVALUATION				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	d. Flight Training				
	e. Differences Training				
	4. CHECK AIRMEN/INSTRUCTOR				
	5. CABIN CREW				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	6. DISPATCHER/FLIGHT FOLLOWING/LOCATING				
	7. HAZARDOUS MATERIALS				
	8. SECURITY TRAINING				
	9. MAINTENANCE TRAINING:				
	a. Mechanics/Repairmen				
	b. Inspection Personnel				
	c. Ground Handling/Serviceing				
	d. Station Personnel				
	B. AIRMAN TESTING/CERTIFICATION				
	1. PILOTS				
	C. AIRCRAFT CONFORMITY INSPECTION				
	D. MAIN OPERATIONS BASE				
	E. MAIN MAINTENANCE BASE				
	F. LINE/STATION FACILITIES				
	G. DISPATCH/FLIGHT FOLLOWING/FLIGHT LOCATING Facilities				
	H. RECORDKEEPING				
	1. CREWMEMBER				
	a. Training				
	b. Flight & Rest Times				
	c. Qualification				

**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR (CONTINUED)**

PTRS CODE	IV. DEMONSTRATION & INSPECTION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	I. MAINTENANCE:				
	1. AIRCRAFT RECORDS				
	2. PERSONNEL TRAINING				
	3. INSPECTOR TRAINING/QUALIFICATION				
	4. DUTY TIMES				
	J. FLIGHT/TRIP RECORDS				
	K. EMERGENCY EVACUATION DEMONSTRATION				
	L. DITCHING DEMONSTRATION				
	M. AIRCRAFT PROVING TEST				
	N. PROOF OF DOT ECONOMIC AUTHORITY				
REMARKS:					

**FIGURE 2.1.1.2  
AIR CARRIER CERTIFICATION JOB AID AND SCHEDULE OF EVENTS  
SINGLE PILOT, SINGLE PILOT-IN-COMMAND,  
OR BASIC PART 135 OPERATOR (CONTINUED)**

PTRS CODE	V. CERTIFICATION PHASE	INSP. INITIAL	DATE RECEIVED/ ACCOMPLISHED	DATE RETURNED FOR CHANGES	REF.
	A. APPROVE OPERATIONS SPECIFICATIONS				
	B. PRESENT CERTIFICATE & OP SPECES TO CERTIFICATE HOLDER				
	C. PREPARE CERTIFICATION REPORT				
	1. ASSEMBLE REPORT				
	a. Preapplication Statement of Intent				
	b. Certification Job Aid				
	c. Formal Application Letter				
	d. Schedule of Events				
	e. Final Compliance Statement				
	f. Proving Test Evaluation Report				
	g. Copy of Operations Specifications				
	h. Copy of Certificate				
	i. Summary of Difficulties				
	j. Suggestions to Improve Certification Process				
	2. DISTRIBUTE REPORT				
REMARKS:					
	D. DEVELOP POSTCERTIFICATION SURVEILLANCE PROGRAM				
	1. WITHIN GEOGRAPHICAL AREA				
	2. OUTSIDE GEOGRAPHICAL AREA				
REMARKS:					

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