

Schedule of Events (SOE)

The SOE is a list of items, activities, programs, aircraft, and/or facility acquisitions that you must accomplish and make ready for FAA inspection before and during the certification process. The SOE includes your best estimate of the date the item, activity, program, aircraft, or facility acquisitions will be ready for inspection. The SOE also sets milestones for accomplishment or submission of the listed items.

The schedule of events, when accepted, becomes the basis for agreement between you and the certification team during the certification project. Your ability to plan and carry out a realistic schedule of events will be a major factor in determining your fitness to hold a certificate. Failure to accomplish an item or event in a satisfactory or timely manner could result in a delay in the certification process.

You are encouraged to use the [FAA SOE](#) format; however, other formats may be acceptable if they provide the certification team with the information necessary to ensure them that you are proceeding in an appropriate manner. If you elect to use the voluntary Safety Assurance System (SAS) External Portal the SOE is available electronically. As mentioned above, the SOE is a list of each major item, activity, program, aircraft and/or facility acquisition. Therefore, when planning the schedule of events, you should consider the feasibility of your proposed schedule with respect to the following criteria:

- The SOE must be constructed in a logical and sequential manner. Many activities and events listed in the schedule must occur before other activities and events. For example, aircraft systems training cannot begin until the FAA-approved flight manual is available or the company aircraft operating manual has been reviewed and accepted/approved. The aircraft configuration evaluation must be completed before the emergency evacuation demonstration.
- The SOE must provide a reasonable amount of time for the FAA to review and accept or approve each item or event before scheduling other items or events that are dependent on such acceptance or approval. Deficiencies detected during the review of your system documentation will be returned for amendment or correction.