




FS-OPS-FRM-002		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
Application for AOC –Schedule of Events			
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Application for AOC - Schedule of Events


Name of Company					
Necessary document, action or event	Proposed Date	Date received/ accomplished	Date returned for changes	Reference	
Note: Items with an * will be completed by CAO.IRI					
1 Pre application Phase					
	Submission of pre-application (Statement of Intent)				
*	Assignment of Certification Team by CAO.IRI				
*	Pre-application meeting				
2 Initial application review phase					
	Submission of Formal Application				
*	Initial Application Review				
*	Formal Application Meeting				
3. Documentary Evaluation Phase					
A. MANAGEMENT RESUMES					
	Submission of Management Resumes				

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*	Completion of Compliance Checklist				
	Review and acceptance of Management Resumes				
	a) Accountable Manager (General manager / Chief executive Officer)				
	b) Director Flight Operations				
	c) Director Engineering and Maintenance				
	d) Director Training				
*	e) Director Ground Operations				
	f) Director Security				
	g) Director Inflight Services (Cabin Safety)				
	h) Director Quality				
	i) Director Safety Management (SMS)				
	j) Chief pilots for each fleet				
B. DOCUMENTS					
1. Operations Manual					
	Submission of Operations Manual (OM)				
*	Completion of Certification Checklists				
*	Review and approval of the Operations Manual				

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2. Cabin Crewmember Safety & Emergency Procedures Manual					
	Submission of Cabin Crewmember Safety & Emergency Procedures Manual				
*	Review and Acceptance of Cabin Crewmember Safety & emergency Procedures Manual				
3. Safety Management Systems Manual					
	Submission of Safety Management Systems Manual				
*	Review and acceptance of Safety Management Manual				
4. Dangerous Goods Manual					
	Submission of Dangerous Goods Manual				
*	Review and acceptance of Dangerous Goods Manual				
6. Flight Duty Time Limitation Scheme					
	Submission of Flight Duty Time Limitation Scheme				
*	Review and approval of Proposed Flight Duty Time Limitation Scheme				
7. Cabin Crew Training Manual					
	Submission of the Cabin Crew Training Manual				
*	Completion of compliance Checklist 16				

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*	Review and approval of the Cabin Crew Training Manual				
8. Flight Operations Training Manual					
	Submission of the Flight Operations Training Manual				
*	Review and approval of the Flight Operations Training Manual				
9. Proposed Flight Crew Qualifications					
	Submission of Proposed Flight Crew Qualifications				
*	Review and acceptance of Proposed Flight Crew Qualifications				
10. Aircraft Operating Manual (AOM)					
	Submission of an updated Aircraft Operating Manual (AOM)				
	Submission of Copy of Current Approved Flight Manual				
*	Completion of compliance Checklist 05				
11. Normal and Emergency Checklists (SOPs)					
	Submission of Normal and Emergency Checklists (SOPs)				
*	Review and Acceptance of Normal and Emergency Checklists				
12. Load and Trim Sheet					
	Submission of Load and Trim Sheet				

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*	Review and Approval of Load and Trim Sheet				
13. Runway Analysis Data					
	Submission of a Runway Analysis Data				
*	Review and acceptance of the Runway Analysis Data				
14. Route and Airport Manual					
	Submission of the Route and Airport Manual				
*	Review and acceptance of the Route and Airport Manual				
15. Minimum Equipment List (MEL)					
	Submission of Aircraft MMEL				
	Submission of Minimum Equipment List (MEL)				
	Submission of Current Manufacturer's MMEL Deviation Guide				
*	Completion of MEL compliance Checklist				
*	Review and Approval of Minimum Equipment List (MEL)				
16. Maintenance Control Manual/ CAME					
	Submission of the Maintenance Control Manual/ CAME				
*	Review and Approval of the Maintenance Control Manual / CAME				

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17. Aircraft Journey Log book					
	Submission of a Proposed Aircraft Journey Log book				
*	Approval of a Proposed Aircraft Journey Log book				
18. Maintenance Deferred Defects Log					
	Submission of a Proposed Maintenance Deferred Defects Log (part of Journey Log book)				
*	Approval of a Proposed Maintenance Deferred Defects Log				
19. Weight and Balance Manual					
	Submission of a Weight and Balance Manual				
*	Review and acceptance of the Weight and Balance Manual				
20. Ground Handling Manual					
	Submission of a Ground Handling Manual				
	Submission of compliance Checklist 02				
*	Review and acceptance of the Ground Handling Manual				
21. Deicing Manual (if applicable)					
	Submission of a Deicing Manual				
*	Review and acceptance of the Deicing Manual				

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22. Maintenance Program					
	Submission of the Maintenance Program				
	Submission of Current Manufacturer's Planning Document				
*	Approval of the Maintenance Program				
23. Flight Safety Documents System					
	Submission of Flight Safety Documents System				
*	Acceptance of the Flight Safety Documents System				
24. Security Manual (to be submitted to Security Office for approval)					
C. OTHER EVALUATIONS					
	Submission of a copy of Aircraft Lease or Ownership Papers				
*	Approval of the lease: maintenance and operational control				
	Submission of a copy of the Aircraft Insurance Policy				
	Submission of Draft contract agreement for continuous Airworthiness				
4.0 Inspection and Demonstration Phase					
*	Inspection of Aircraft				

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*	Training Facilities & Equipment Inspection (Compliance of Checklist 12)				
*	Simulator/Training Device Inspections				
*	Authorization for commencement of flight crew ground Training				
*	Authorization of commencement of Flight crew flight training				
*	Evaluation of the flight crew flight training				
*	Designee Inspections				
*	Evaluation of the designee actions				
*	Designation of examiners				
*	Authorization for commencement of cabin crew ground training				
*	Evaluation of Operators Cabin crewmember Training				
*	Maintenance Training Facility Inspections				
*	Authorization for commencement of maintenance training				
*	Structure & Support Service Inspection (Check List 10)				
*	Operational Control Inspection				
*	Station (Base/Line) Inspection				
*	Maintenance Main Base & Facility Inspection				

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*	Maintenance Control Inspection				
*	Contractor Maintenance Facility Inspections				
*	Maintenance Station Inspection				
*	Aircraft Records Inspection				
*	Fuelling of aircraft				
*	Preparation for the Ground/ Ditching Evacuation Demonstration				
*	Conduct of the Ground/ Ditching Evacuation Demonstration				
*	Preparation for the Proving Flight(s)				
*	Conduct of the Proving Flight(s) (Check List 19)				
*	Aircraft Exterior Inspection				
*	Cabin Ramp Inspection				
*	Flight Deck Ramp Inspection				
*	Flight Deck En-route Inspection				
*	PIC Route Check Observation				
*	Maintenance Flight Deck En-route Inspection				
*	Method of Flight Supervision				

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*	Minimum Safe Altitudes				
*	Additional Airport Altitude Safety Margins				
*	Passenger Briefing Card				
*	Checklist 18 & 19 Compliance				
5.0 Certification Phase					
*	Prepare Air operator certificate Air operator certificate Air operator certificate Air operator certificate				
*	Prepare Operations Specifications				