

APPENDIX 19 – CHECK LIST for FORMAL APPLICATION PHASE

Checklist, to-do before at the beginning of the Formal Application Phase

- Application for an operating license and AOC
- Leasing contracts or letter of intend for all aircraft
- Proof of own crew members
- Using rights on Macedonian airport
- Tenancy (lease) agreement for office space for the Post Holder Flight Operations
- Business plan over 2 years
- Business plan over the first 3 months of operation without income
- Bank guarantees
- Certificate for passenger legal liability insurance
- Copy from the National Registered office with the appropriate signature rights
- Statute (including the purpose of the company ⌚ commercial air operation)
- Opening balance sheet
- Copy from the shareholder book (list of shareholders)
- Application for EASA Part M, Subpart G approval
- JAA Form Four
- Proposed Revision / Amendment Form (PRA) for each and individual Manual
- OM-A

- Quality Manual, if not integrated in OM-A**
- Self-Assessment "Compliance Verification of Q-System / Compliance Monitoring System"**
- OM-B for each type of aircraft (according to cover page OM-B document evaluating)**
- OM-C**
- OM-D**
- OM Operator's Compliance Statement**
- CSPM – Cabin Safety Procedure Manual (incl. Safety on Board Card), if applicable**
- MEL – Minimum Equipment List**
- OPS Subpart K & L**
- EASA 26**
- Security Program**
- CAME – Continuing Airworthiness Management Exposition**
- Maintenance Contract**
- Maintenance Procedure Manual**
- Aeroplane Technical Log (Tech Log)**
- Maintenance Program**
- Reliability Program**
- Application for RNAV (incl. RNP)**
- Application for ETOPS, if applicable**
- Application for RVSM, if applicable**
- Application for MNPS, if applicable**

- Application for AWO incl. LVTO, if applicable
- Application for Steep Approaches, if applicable
- OPS Implementation Schedule
- Ground Handling Manual, if applicable
- Application for CMC (Crew Member Certificate) Form 44.22
- Application for ICAO Code and Call sign Form 44.21
- Application for route licenses, if applicable
- Schedule plan, if applicable
- Air Fare plan, if applicable
- Aeroplane List, type of aircraft, registration, serial number, home base, passenger seating capacity
- Safety Management Systems (SMS) Compliance Checklist/Gap Analysis Form
- Accident prevention and flight safety programme
- Configuration deviation list (CDL)
- Aircraft performance manual
- Mass and balance control manual
- Training manuals for flight crew, cabin crew, operations personnel and ground personnel
- Route and aerodrome instructions and information
- Cabin crew manual
- Transport of Dangerous goods procedures
- Airport runway analysis
- Checklists used by flight crew
- Passenger briefing cards
- Aircraft search procedure checklist

- Safety management system manual, including a description of the flight safety document system
- Draft operations specifications
- Plan for emergency evacuation demonstration;
- Plan for ditching demonstration; and
- Plan for demonstration flights.

The Contents of this Check List and availability of Documents are checked by the:

CERTIFICATION PROCESS COORDINATOR

Name:

Signature:

Date:

PRELIMINARY APPLICATION REVIEW REPORT