AOC application (Form CAD / OPS 1) received along with applicable fees by CAA
Standalone and/or additional ARC privileges to subpart G (Form 2G)
Ops progress AOC
CAMO forwarded to AW
Head of AW selects Lead Inspector (LI)
Liase with Ops
LI establishes investigation plan
Allocates approval number (if applicable) & writes to applicant defining documentation needed including compliance checklists
Not OK. Rework
Plan reviewed by HOD
OK
Liase with Ops
LI investigates Subpart G application i.a.w appropriate Part M Section B requirements to establish compliance with MCAR M, including satisfactory completion of Compliance Checklist prior to a visit being conducted. LI requests involvement of other staff necessary. Visit applicant to verify proposed arrangement is in place and to meet nominated persons.
Organization addresses findings
When satisfactory investigation concluded & all required acceptance documents produced, LI completes CAA Form 13 recommendation
All Findings recorded in CAA Form 13 P4 and reported to applicant for correction prior to approval
Not OK. Rework
Quality check by head of AW
Notify Ops of Form 13 recommendation
OPS collate info needed to issue AOC
OK
Copy AOC
LI files associated Subpart G records
Issue Form 14. Update Subpart G register and website