

**VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION  
AND APPLICATION PROCESS**

**CHAPTER 4 THE CERTIFICATION PROCESS—TITLE 14 CFR PART 135**

**Section 6 Safety Assurance System: Single-Pilot, Single Pilot-in-Command,  
and Basic Part 135 Operations**

**2-456 GENERAL.** This section provides direction and guidance to inspectors for the certification of Title 14 of the Code of Federal Regulations (14 CFR) part 135 operators of limited size and scope who are not required to comply with all regulatory requirements for manuals, training programs, and management positions. These operators normally need less extensive manuals or training programs and will have fewer management positions than more complex part 135 operators. However, these operations will not be permitted a reduction in safety standards due to their limited size and scope. See Volume 2, Chapter 4, Section 1, Safety Assurance System: Phase 1—Preapplication, paragraph 2-342 for specific part 135 definitions.

**2-457 CERTIFICATION PROCESS.** Processing applications for certificates to conduct single-pilot, single pilot-in-command (PIC), and basic part 135 operations will generally follow the same certification procedures as other applicants. Certification of these applicants may take less time since fewer documents, facilities, and other items require Federal Aviation Administration (FAA) evaluation. Applicable differences in the certification process for single-pilot, single PIC, and basic part 135 operators are discussed in this chapter.

**2-458 SPECIAL AIRWORTHINESS CONSIDERATIONS.** Any single-pilot, single PIC, or basic part 135 certificate holder may elect to maintain aircraft under part 135, § 135.411(a)(2). Maintenance programs under § 135.411(a)(2) require more extensive written procedures than those usually required for small operators by § 135.23. Compliance with § 135.411(a)(2) requires a more complex maintenance program and may require small operators to employ additional qualified management personnel. Therefore, regardless of the minimum standards for personnel and manuals established elsewhere in this section, Part D of the operations specifications (OpSpecs) authorizing aircraft maintenance under § 135.411(a)(2) shall not be issued to these types of operators unless the certificate-holding district office (CHDO) determines that the operator has appropriate personnel and manuals to provide adequate means of compliance with § 135.411(a)(2).

**2-459 CERTIFICATION PROCESS DIFFERENCES FOR SINGLE-PILOT AND SINGLE PIC OPERATORS.** This paragraph describes deletions, modifications, and additions to the certification process for single-pilot and single PIC applicants.

**A. Differences in the Preapplication Phase.**

1) In the Preapplication Statement of Intent (PASI) the applicant must state that the proposed operation will employ either one pilot or only one PIC. The applicant should enter this statement in item 10 of the PASI. A single PIC applicant must attach to the PASI a brief statement identifying regulations from which deviations will be requested (e.g., § 135.21,

§ 135.341). This statement will include the number of seconds in command (SIC) the applicant proposes to use.

2) During the preapplication meeting, the content and scope of the initial compliance statement shall be established by the certification project manager (CPM). The CPM must ensure that an applicant clearly understands the level of detail expected in the initial and final compliance statements. The applicant may abbreviate the initial compliance statement, where appropriate. However, an initial compliance statement that does not clearly document an applicant's knowledge of regulatory requirements is unacceptable. The initial compliance statement (and later, the final compliance statement) provides the only written evidence of a single-pilot or single PIC operator's understanding of 14 CFR requirements. Simple, conventional requirements for a single-pilot operator using a four-seat, single-engine airplane in day, visual flight rules (VFR)-only operations within the United States differ considerably from the requirements for a single-pilot operation using a Cessna 441 turboprop airplane in day and night, all-weather, international operations. In this example, part 135 does not require either operator to have manuals, training programs, or a full complement of management personnel. An examination of regulatory requirements that may apply to each operator's specific situation may reveal differences in the proposed types of operation, which would cause significant differences in the content and scope of the initial and final compliance statements. In the case of operators not required to maintain manuals in accordance with § 135.21, the compliance statement should be maintained and updated as regulations and operator configuration evolve.

3) The applicant's primary operations official and the single-pilot or single PIC (if different from the primary operations official) should attend the preapplication meetings. A person who is competent to discuss aircraft maintenance requirements for the applicant should also attend the meetings.

NOTE: For example, Akers Realty Corporation owns a Bell Jet Ranger helicopter and applies for a part 135 certificate. The individual with the authority to allow use of the helicopter is Mr. Bill Akers, vice president of sales. Mr. Terry Larson is the only pilot and Mr. Akers' sales manager. City Copters Inc., a Fixed-Base Operator (FBO), does the maintenance. In this situation, it would be appropriate for Mr. Akers, Mr. Larson, and a representative from the City Copters maintenance department to attend the preapplication meetings.

## **B. Differences in the Formal Application Phase.**

1) Formal application attachments for company general manuals and company training curriculums are not required to be submitted with the formal application for a single-pilot applicant, nor the single PIC applicant if the single PIC applicant is requesting full deviations from §§ 135.21 and 135.341. For those single PIC applicants that are not requesting a full deviation from §§ 135.21 and 135.341, those sections shall be submitted.

2) For single-pilot and single PIC operators, attachments required to be submitted with the formal application are as follows:

- Schedule of Events (SOE);
- Documents of purchase, contracts, leases, and/or Letter of Intent (LOI);
- Initial compliance statement; and
- Management qualification résumés.

3) The management qualification résumés are only required for the principal owner and company officers who are primarily responsible for operational control of the part 135 activities within the organization. The management résumés will provide assistance when determining compliance with 14 CFR part 119, § 119.69. Examples of management qualification résumés to be submitted for these applicants are described as follows:

a) A plastic products manufacturer based in Wilmington, DE, owns a King Air and applies for a certificate to operate under part 135. The company employs 1,400 people and has only one pilot. The company president has an office in New York City and keeps the plane in Wilmington, DE. The only person who can authorize use of the aircraft is the Wilmington plant manager. In this case, résumés are required for the president and the Wilmington plant manager.

b) Another example is the pilot/owner applicant when the pilot/owner will be the single-pilot or single PIC. In this situation, only the résumé of the pilot/owner is required.

**C. Differences in the Design Assessment (DA) Phase.** The differences are as follows:

1) Inspectors will evaluate any material submitted by applicants for acceptance or approval regardless of whether it is required. If, for example, a single PIC operator chooses to submit a complete General Operations Manual (GOM) rather than request a deviation, that manual must be evaluated and must meet the same criteria for acceptance as a required manual. The same would apply to training programs required under § 135.341, except that program requires approval rather than acceptance. Unacceptable submissions that are not corrected require denial of the application. It is irrelevant whether 14 CFR specifically requires the submitted material. The following items are not required by regulation for single-pilot operators and will not be evaluated unless the applicant chooses to develop and submit these items to the FAA:

- GOMs;
- General Maintenance Manuals (GMM), if appropriate; and
- Pilot training program curriculums.

2) Other documents and items required to be submitted during the document DA phase will be evaluated, including the following:

- The operator's flight-locating procedures (required by § 135.79); and
- Procedures to provide hazardous material (hazmat) training (required by part 135 subpart K).

#### **D. Differences in the Performance Assessment (PA) Phase.**

1) For single PIC operators, each SIC identified on the proposed certificate holder's OpSpecs must pass the entire check required by § 135.293 while occupying the normal SIC duty station (usually the right pilot seat in airplanes).

2) There are no differences in the PA phase for single-pilot operators. For example, a proposed operation may have only one person (this person may be the owner, pilot, and mechanic) who uses a single-engine airplane in day VFR operations. Evaluators will use the same careful process for the aircraft, facilities, equipment, records, and pilot/owner competency as the one used for a larger, more complex operator. Although the scope of the operation may require fewer demonstrations or inspections, every operator must meet the safety standards required by 14 CFR. Proving tests may be required by Volume 3, Chapter 29, Proving and Validation Tests.

#### **E. Differences in the Administrative Function Phase.**

1) Single-pilot or single PIC operators will be issued the appropriate standard OpSpec paragraph which identifies by name one individual authorized as the pilot or PIC. For single PIC operators, no more than three individuals shall be authorized as SICs.

2) A single PIC operator may be issued an OpSpec paragraph authorizing deviations from §§ 119.69(a), 135.21(a), and 135.341(a).

**2-460 CONCEPT OF A BASIC PART 135 OPERATOR.** Basic part 135 operators are limited in size and scope. This paragraph establishes conditions that an operator must meet to qualify as a basic part 135 operator and specifies the extent of authorized deviations from the manual, management personnel, and training program requirements of part 135. Basic part 135 operators are required to have management personnel, manuals, and training curriculums adapted to their smaller, less complex operations. Subparagraphs 2-465A through E discuss these requirements in detail. For classification as a basic part 135 operator, the operator must meet each of the following conditions and limitations:

- No more than five pilots, including SICs, are used in the operation;
- No more than five aircraft are used in the operation;
- No more than three different types of aircraft are used in the operation;
- No aircraft type certificated for more than nine passenger seats is used in the operation;
- No Category II (CAT II) or Category III (CAT III) operations are conducted; and
- No operations are conducted outside the United States, Canada, Mexico, and the Caribbean (which includes the Bahamas).

#### **2-461 CHECK PILOT APPROVAL FOR SINGLE-PILOT, SINGLE PIC, AND BASIC PART 135 OPERATORS.**

**A. Approval Despite Deviations.** Recent experience indicates single PIC and basic part 135 operators who hold deviations granted by OpSpec paragraphs A037–A039 have

demonstrated the management skills, organizational abilities, and good regulatory compliance record to warrant the appointment of check pilots.

**B. Check Pilot Appointments.** Check pilot appointments should be limited to only those operators who have demonstrated to the satisfaction of the assigned principal operations inspector (POI) all of the above important characteristics.

1) “Single-pilot” operators may be granted approval to use a check pilot who is presently employed by another certificate holder. The check pilot must be authorized to serve as a check pilot in the same make, model, and series (M/M/S) of aircraft. These operators are limited to one check pilot approval at any one time.

2) “Single PIC” operators may be granted approval to use a check pilot presently employed by another certificate holder if the other certificate holder operates the same M/M/S of aircraft and the check pilot is currently approved as a check pilot on that type of aircraft. The check pilot must also meet all the requirements of part 135 to serve as a check pilot. At the discretion of the POI, these check pilots may be authorized to give to both the single PIC and/or any of the SICs listed in paragraph A039 of the OpSpecs the proficiency or competency checks required by part 135. These operators are limited to one check pilot approval at a time.

3) “Basic 14 CFR Part 135 On-Demand Operations Only” and “Basic 14 CFR Part 135 Commuter and On-Demand” certificate holders may be granted approval to use check pilots after receiving approval for a check pilot curriculum in their approved training programs.

NOTE: When approving check pilots for multiple operators, inspectors should see Volume 3, Chapter 20, Section 6, paragraph 3-20-6-23 for additional guidance.

4) For a basic part 135 operator-issued OpSpec paragraph A037, Basic 14 CFR Part 135 Operator—Commuter and On Demand Operations, or A038, Basic Title 14 CFR Part 135 Operator—On Demand Operations Only, the following selections are required:

a) If no check pilot other than an Operating Experience (OE) check pilot is used for commuter operations, select OpSpec A037c(7).

b) For on-demand operations only, if no check pilot is used, select OpSpec A038b(7).

c) Select the appropriate paragraph A037b(2)(a) or A038a(3)(a).

## **2-462 PROCEDURE FOR APPROVING DEVIATION FROM MANAGEMENT EXPERIENCE.**

**A. Initial Actions.** When an operator requests approval for a deviation from the management experience requirements of § 119.71, the operator must specify the deviations requested and the justifications for them. The POI will review the certificate holder’s request and follow the guidance found in Volume 2, Chapter 2, Section 3.

**B. POI Responsibilities.** When a deviation is approved under § 119.71(f), the POI will ensure that the operator notes the deviation in the appropriate section of the certificate holder's company manual. In addition, the CHDO will ensure that a record of the deviation is in OpSpec paragraph A005.

NOTE: During the annual review of the OpSpecs, the POI must determine currency and applicability of the deviations listed in OpSpec A005.

**2-463 DEVIATIONS FOR BASIC PART 135 OPERATORS.** When an applicant meets the requirements for a basic part 135 operator, certain deviations from part 135 may be authorized. These deviations are as follows:

- Reduction in the content of the operator's manual (refer to § 135.21(a));
- Different management positions or different numbers of management positions (refer to § 119.69(a)); and
- Limited modification of training program requirements (refer to § 135.341(a)).

**2-464 DELEGATION OF AUTHORITY TO APPROVE DEVIATIONS.** The manager of the CHDO assigned certification responsibilities is authorized to approve deviations from §§ 119.71, 135.21(a), and 135.341(a) for a single PIC or basic part 135 operator applicant who proposes to conduct on-demand passenger, cargo-carrying operations, or scheduled cargo-carrying operations. The CHDO manager will process § 119.71 management deviation requests in accordance with Volume 2, Chapter 2, Section 3. If the CHDO manager grants a deviation to an operator for basic part 135, and subsequently that operator proposes to operate scheduled passenger carrying operations, the CHDO manager must forward this request to the Air Transportation Division (AFS-200) and the Aircraft Maintenance Division (AFS-300) for approval, as appropriate. Deviations from §§ 135.21(a) and 135.341(a) for a basic part 135 operator applicant who proposes to conduct scheduled passenger (commuter) operations must be forwarded to AFS-200 for approval.

**2-465 LIMITATION OF AUTHORITY TO APPROVE DEVIATIONS.**

**A. Single PIC or Basic Part 135 Operator.** The authority to approve deviations from §§ 119.69(a), 119.71, 135.21(a), and 135.341(a) for part 135 operators and applicants, other than scheduled passenger, is delegated to the CHDO manager.

**B. Management Personnel.** An approved deviation from the number of management positions required by § 119.69(a) will not be granted to any operator authorized to conduct scheduled passenger (commuter) operations. For additional information regarding part 119 management positions, see Volume 2, Chapter 2, Section 3.

**C. Manual Content.** All basic part 135 operators shall have a manual that includes at least the information required by the following sections of part 135. Deviation from the manual content requirements of these sections of part 135 is not authorized.

- Section 135.23(a)—Management personnel;
- Section 135.23(b)—Weight and Balance (W&B);

- Section 135.23(c)—Information from OpSpecs;
- Section 135.23(e)—Airworthiness information;
- Section 135.23(f)—Recording mechanical irregularities;
- Section 135.23(g)—Recording corrective action for mechanical irregularities;
- Section 135.23(h)—Obtaining service and maintenance;
- Section 135.23(i)—Use of minimum equipment lists (MEL), if applicable;
- Section 135.23(j)—Fuel handling;
- Section 135.23(k)—Passenger briefing;
- Section 135.23(l)—Flight locating; and
- Section 135.23(o)—Approved inspection program.

**D. Training Program Requirements.** Deviation from training program requirements of § 135.341(a) for basic part 135 operators is limited.

**E. Approved Deviations.** The only deviation that may be approved is authorization for a basic part 135 operator to have portions of its training conducted by another part 135 operator or a training organization that specializes in providing ground, simulator, and aircraft training.

1) The training organization must provide training equivalent to that required by part 135 subpart H. In all cases, the basic part 135 operator must train its personnel using only programs acceptable to the FAA and specifically authorized by the terms of the deviation. If a basic part 135 operator wishes to change any item in a training program that may affect the quality of training, the POI and the authorized manager must completely reexamine the authorization for deviation to avoid degrading operational standards.

2) The basic part 135 operator must provide to the FAA a written plan detailing how training will be implemented. The plan must accompany the request for deviation. A copy of the other part 135 operator's (or training organization's) curriculums must be attached to the plan. Before deviation is granted, the plan (and attached training curriculums) must be evaluated and accepted by the CPM or assigned POI, and the manager authorized to approve the deviation. Although these curriculums are not required to be "approved" in the same manner specified in Volume 3, Chapter 19, Training Programs and Airman Qualifications, they must specify training that equals the quality required for "approved" curriculums.

3) The written plan must include procedures for maintaining individual crewmember training records. The basic part 135 operator must maintain the records required by § 135.63. The plan must include provisions for certification of individual training records by the organization that conducts the training.

4) A basic part 135 operator must always prepare and keep current curriculum segments for basic indoctrination training (refer to § 135.329(a)(1)), Crew Resource Management (CRM) training (refer to § 135.330), and crewmember emergency training (refer to § 135.331). These curriculum segments will be evaluated and approved in accordance with Volume 3, Chapter 19.

**2-466 CERTIFICATION PROCESS DIFFERENCES FOR BASIC PART 135**

**OPERATORS.** This paragraph describes deletions, modifications, and additions to the certification process described in Volume 2, Chapter 4, Sections 1 through 5.

**A. Preapplication Phase.** The differences are as follows:

1) The applicant must attach to the PASI a brief statement identifying the regulations from which they are requesting a deviation. The statement will present justifications for the proposed deviations and include descriptions of the size and scope of the proposed operation.

2) During the preapplication meeting, the CPM will ensure that the applicant's representatives thoroughly understand that the requested deviations will not be allowed unless the justifications presented with the application merit granting the request. The operator should consider developing alternative plans for certification if any request for deviation is denied.

**B. Formal Application Phase.** The differences are as follows:

1) If a basic part 135 operator is requesting any deviations, those deviations must be identified in a letter and attached to the application. This letter must identify each regulation for each deviation the applicant is requesting. The letter must also identify all documents the applicant is submitting in support of the request for deviation.

2) When a formal application is accepted from a basic part 135 operator, which requires approval of a deviation by the CHDO, a copy of the application (and the pertinent attachments) shall be forwarded to the regional Flight Standards division (RFSO). The copy shall be accompanied by the recommendations of the CPM along with the approval/denial by the district office manager and any background information that supports the decision.

3) If permission to deviate is denied, the CPM shall notify the applicant. It may be necessary to reject the entire formal application. However, if the applicant has previously prepared an acceptable, alternative plan to proceed with certification (even though the request for deviation may be denied), and this plan was made part of the original formal application, denial of a request for deviation may not require rejection of the whole formal application.

4) When a formal application submitted by a basic part 135 operator includes a request for deviation from the training requirements of § 135.341(a) involving a third party (e.g., a training organization or another part 135 operator), a copy of the application and pertinent attachments shall be forwarded to the RFSO within 5 business days. The copy will be accompanied by recommendations from the CPM and district office manager concerning the request for deviation. The RFSO manager shall review and, after coordination with the regional or district office responsible for the training organization or other part 135 operator, determine what action will be taken on the request. When a training organization is involved (other than a part 135 operator), the RFSO shall obtain concurrence from AFS-200 before authorizing the deviation. The RFSO shall notify the CPM and district office manager of the acceptability of the request for deviation.

5) Until the applicant has satisfactorily completed the certification process, any grant of deviation must be temporary. The deviations will be made effective as of the date the certificate is issued.

6) Each deviation must include a provision for automatic invalidation of the deviation when the operator no longer meets the criteria for classification as a basic part 135 operator.

**C. DA Phase.** There are no differences.

**D. PA Phase.** There are no differences.

**E. Administrative Function Phase.** There is one difference in the certification phase. Each basic part 135 operator shall be issued an appropriate standard OpSpec paragraph authorizing limited deviation from §§ 119.69(a), 135.21(a), and 135.341(a).

NOTE: Inspectors should utilize Figure 2-12, Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants, to complete the single-pilot, single PIC, and basic part 135 operator certification process.

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants**

<b>PTRS Code/ Input</b>	<b>I. PREAPPLICATION PHASE</b>	<b>Date(s) Received</b>	<b>Date(s) Returned for Changes</b>	<b>Date Accepted</b>	<b>Insp. Initials</b>
	A. REVIEW PREAPPLICATION STATEMENT OF INTENT (PASI) B. TITLE 14 OF THE CODE OF FEDERAL REGULATIONS (14 CFR) PART 119 RÉSUMÉS C. SCHEDULE OF EVENTS (SOE)				
	<b>II. FORMAL APPLICATION PHASE</b>				
	NOTE: Enter information provided by the applicant and update prepopulated fields as appropriate within the Certificate Holder Operating Profile (CHOP).				
	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 Applicant's Agent for Service				
	e. Key Management Personnel Names				
	2. FORMAL APPLICATION ATTACHMENTS				
	a. SOE				
	b. Initial Compliance Statement				
	c. Proposed Operations Specifications (OpSpecs)				
	d. Company General Manuals (Operations and Maintenance)				

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	<p>e. New-Hire Training Curricula, to include:</p> <ul style="list-style-type: none"> <li>• Basic Indoctrination</li> <li>• Crewmember Emergency Training</li> <li>• Pilot—Ground &amp; Flight Training to Include: Initial, Upgrade, Transition, Differences &amp; Recurrent, as applicable</li> <li>• Flight Attendant (F/A) Ground Training to Include: Initial, Transition &amp; Recurrent, as applicable*</li> <li>• Hazardous Materials (Hazmat) Training</li> <li>• Initial/Transition Check Airmen Training</li> <li>• Initial/Transition Flight Instructor Training</li> <li>• Security Training</li> </ul>				
	<p>f. Management Qualification Résumés</p>				
	<p>g. Documents of Purchase/Contract/Lease/Letters of Intent (LOI)</p>				
	<p>h. Applicant completed Element Performance Data Collection Tools (EP DCT)</p>				
	<p><b>B. EVALUATE FEDERAL AVIATION ADMINISTRATION (FAA) RESOURCE CAPABILITY BASED ON SOE</b></p>				
<p>REMARKS:</p>					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	<b>C. FORMAL APPLICATION MEETING</b> 1. SCHEDULE MEETING Date:                      Time: 2. DISCUSS EACH SUBMISSION 3. RESOLVE DISCREPANCIES/OPEN ITEMS 4. REVIEW CERTIFICATION PROCESS 5. REVIEW IMPACT IF SOE NOT MET				
	<b>D. ISSUE LETTER ACCEPTING/REJECTING APPLICATION</b>				
REMARKS:					
	<b>III. DESIGN ASSESSMENT (DA) PHASE</b>				
	<b>A. EVALUATE APPLICABLE TRAINING PROGRAMS</b> 1. TRAINING CURRICULA				
	a. Basic Indoctrination				
	b. Crewmember Emergency Training				
	c. Pilot Initial Ground & Flight Training				
	d. Pilot Recurrent Training				
	e. Pilot Transition/Upgrade/Differences Training				
	f. F/A Initial Ground Training (as applicable)*				
	g. F/A Transition/Recurrent Training (as applicable)*				
	h. Security Training				
	i. Hazmat				
	j. Check Airman/Flight Instructor				

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	k. Maintenance Personnel				
	<b>B. EVALUATE MANAGEMENT QUALIFICATIONS</b>				
	1. DIRECTOR OF OPERATIONS (DO) (Principal Owner/Principal Ops Official*)				
	2. CHIEF PILOT*				
	3. DIRECTOR OF MAINTENANCE (DOM)*				
	4. REQUEST FOR DEVIATION LETTER(S) (part 119, § 119.71(f))				
	<b>C. EVALUATE APPLICABLE MANUALS</b> NOTE: See 14 CFR part 135, § 135.23 for a detailed list of requirements.				
	1. GENERAL OPERATIONS MANUAL (GOM)				
	a. Management Persons Required Under § 119.69(a)				
	b. Applicable OpSpec Sections				
	c. Emergency Plan/Accident Notification				
	d. Pilot in Command (PIC) Knowledge of: Required Airworthiness Inspections, Reporting and Recording of Mechanical Irregularities, Minimum Equipment List (MEL)/Logbook Knowledge and Out Station Maintenance/Serviceing				
	e. Procedures for the Release for, or Continuation of, Flight with Inoperable or Unserviceable Equipment				
	2. GENERAL MAINTENANCE MANUAL (GMM)				
	3. FAA-APPROVED AIRPLANE FLIGHT MANUAL (AFM)				

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	4. AIRCRAFT CHECKLISTS				
	a. Normal				
	b. Abnormal				
	c. Emergency				
	5. F/A MANUAL (AS APPLICABLE)				
	6. DESTINATION AIRPORT ANALYSIS (AS APPLICABLE)*				
	7. MEL				
	8. CONFIGURATION DEVIATION LIST (CDL) (AS APPLICABLE)				
	9. MAINTENANCE TECHNICAL MANUALS (AS APPLICABLE):				
	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				
	10. FUELING/REFUELING PROCEDURES				
	11. FLIGHT LOCATING (AS APPLICABLE)				
	12. WEIGHT AND BALANCE (W&B) LIMITATIONS				
	13. HAZMAT RECOGNITION AND/OR ACCEPTANCE				
	14. SECURITY PROGRAM				
	15. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) (IF APPLICABLE)				
REMARKS:					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	D. OTHER EVALUATIONS (AS APPLICABLE)*				
	1. AIRCRAFT LEASE				
	2. MAINTENANCE CONTRACTS/AGREEMENTS				
	3. SERVICING CONTRACTS/AGREEMENTS				
	4. EXEMPTION/DEVIATION REQUESTS/JUSTIFICATION				
	5. AIRCRAFT PROVING OR VALIDATION TEST PLAN (IF APPLICABLE)				
	6. ENVIRONMENTAL ASSESSMENT				
	7. FINAL COMPLIANCE STATEMENT				
	8. INITIATE OPSPECS PREPARATION DATA SHEET				
	9. TRAINING CONTRACTS				
	10. DEICING/ANTI-ICING				
	11. EXIT ROW SEATING (20-30 SEAT ON-DEMAND OR COMMUTER 10 OR MORE SEATS)*				
	12. ANTIDRUG AND ALCOHOL MISUSE PREVENTION PROGRAM				
	13. COMPLETE ASSIGNED ED DCT				
REMARKS:					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	<b>IV. PERFORMANCE ASSESSMENT (PA) PHASE</b>				
	A. EVALUATE APPLICANT CONDUCTING TRAINING				
	1. TRAINING FACILITIES				
	2. TRAINING SCHEDULES				
	3. FLIGHTCREW MEMBER TRAINING*				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	d. Flight Training				
	4. CHECK AIRMAN/FLIGHT INSTRUCTOR				
	5. F/A TRAINING*				
	a. Basic Indoctrination				
	b. Emergency Training				
	c. Ground Training				
	6. HAZMAT				
	7. SECURITY TRAINING				
	8. MAINTENANCE TRAINING				
	a. Mechanics/Repairmen				
	b. Inspection Personnel				
	c. Ground Handling/Serviceing				
	d. Station Personnel				
REMARKS:					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	B. CREWMEMBER TESTING AND/OR CERTIFICATION				
	1. PILOTS				
	2. F/As*				
REMARKS:					
	C. AIRCRAFT CONFORMITY INSPECTION				
	D. MAIN OPERATIONS BASE				
	E. MAIN MAINTENANCE BASE				
	F. RECORDKEEPING:				
	1. CREWMEMBER:				
	a. Training				
	b. Flight & Rest Times				
	c. Qualifications				
	G. MAINTENANCE:				
	1. AIRCRAFT RECORDS				
	2. PERSONNEL TRAINING				
	3. PERSONNEL DUTY TIME LIMITATIONS				
	H. FLIGHT/TRIP RECORDS				
	I. EMERGENCY AND EMERGENCY EVACUATION DUTIES AND PROCEDURES				
	J. AIRCRAFT PROVING TEST(S) (AS APPLICABLE)				
	K. VALIDATION TEST(S) (AS APPLICABLE)				
	L. PROOF OF DEPARTMENT OF TRANSPORTATION (DOT) ECONOMIC AUTHORITY (AIR CARRIERS ONLY)				
REMARKS:					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	<b>V. ADMINISTRATIVE FUNCTION PHASE</b>				
	A. APPROVE OPSPECS				
	B. PRESENT CERTIFICATE & OPSPECS TO CERTIFICATE HOLDER				
REMARKS:					
	C. PREPARE CERTIFICATION REPORT				
	1. ASSEMBLE REPORT				
	a. PASI				
	b. Certification Job Aid				
	c. Formal Application Letter				
	d. SOE				
	e. Final Compliance Statement				
	f. Proving/Validation Test Evaluation Report				
	g. Copy of OpSpecs				
	h. Copy of Certificate				
	i. Summary of Difficulties				
	j. Suggestions to Improve Certification Process				
	2. DISTRIBUTE REPORT				
REMARKS:					

**Figure 2-12. Part 135 Certification Job Aid and Schedule of Events for Single-Pilot, Single PIC, and Basic Applicants (Continued)**

	D. DEVELOP POSTCERTIFICATION SURVEILLANCE PROGRAM 1. WITHIN GEOGRAPHICAL AREA				
	2. OUTSIDE GEOGRAPHICAL AREA				
REMARKS:					
*—Denotes processes/steps that may not be required of single-pilot, single PIC, or basic part 135 operators					

**RESERVED.** Paragraphs 2-467 through 2-480.