

## Complete the Pre-Application Checklist (PAC)

You will not formally apply for certification until you have completed and submitted the documents listed on the PAC in FAA Order 8900.1, Figure 10-62 of [Volume 10, Chapter 6, Section 2](#). Therefore, you should invest the time and resources in developing the PAC items before you begin your formal application.

At least **45 days** prior to the date you wish to schedule your formal application meeting, submit the Formal Application Letter to the Certificate Holding District Office (CHDO) and include at a minimum:

- An updated Pre-application Statement of Intent (PASI) [FAA Form 8400-6](#) only if you have made changes to the original PASI)
- Your completed proposed [Schedule of Events](#). Indicate whether it is the original or an updated version.
- Your completed [Required Management Personnel Quality Summary and Quality Audit Forms](#).
- Your completed list of [Proposed Operations Specifications](#).

At least **15 days** prior to the date you wish to schedule your formal application meeting, you must submit all additional PAC items to the CHDO as listed below:

- [Lease or Proof of Ownership](#) and Facility Lease Agreements or Proof of Ownership
- [Evidence of Economic Authority Request](#) and Corporate Documents
- [Deviation or Exemption Requests](#)
- [Company Manuals and Programs](#)
- [SAI Self Audit](#)
- [Compliance Statement](#)
- [Initial Cadre Check Airman Training Plan](#)
- [Outsourcing Contractual Agreement](#)
- [Current Aircraft Equipment List](#)
- [Aircraft Information Form](#)
- [Layout of Passenger Accommodations](#)
- [Status of Drug and Alcohol Program](#)
- [Status of Security Program](#)
- [Status of Hazardous Materials Program](#)
- [Status of Environmental Assessment](#)