

APPENDIX A

Interview Preparation Tool

This tool should be used by certification consultant applicants to prepare for the interview

- Do you understand all of the information within the certification consultant agreement?
- Do you acknowledge your responsibilities in fulfilling all of the applicable requirements of the certification consultant agreement?
- Do you have an operations policy and procedures manual?
- Describe how you will handle air carrier applicant certification complaints.
- Demonstrate and describe AC 90-101 certification process.
- Describe how each document will be developed for formal application.
- Do you employ adequate, qualified, and certified operations and airworthiness personnel qualified through training, experience, and expertise in 14 CFR part 121 air carrier operations, or equivalent experience?
- Describe or elaborate on past and recent experiences.
- Elaborate on past experience with RNP SAAAR procedure development.
- Describe and demonstrate your ability to track revisions.
- Describe and demonstrate your proposed procedures for certification process design and development.
- Describe and explain who will accomplish the actual work (include sub-contractors; describe the scope, and detail of their work).
- Describe what is required to be included in the applicant's RNP SAAAR approval package.
- Describe and explain the size and scope of your organization and facility, including an organization chart or structure.
- Describe your lines of communication and/or protocol when interacting with the Applicant Carrier, airframe manufacturer or Federal Aviation Administration.

- Describe and explain how you will notify the Air carrier applicant and the Federal Aviation Administration about Key Personnel changes.
- Describe and demonstrate your knowledge of the Operations Specifications.
- Is client applicant prepared to deal with NDA? Does the manual reflect NDA issues?