



**COA Checklist of Requirements**

**A. CHECKLIST FOR REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)**

No.	REQUIREMENTS	YES	DATE
1	Letter of Intent	<input type="checkbox"/>	
2	Pre-Application Statement of Intent (PASI for RPAS)	<input type="checkbox"/>	
3	Corporation Documents (SEC/ DTI)	<input type="checkbox"/>	
4	Secretary's Certificate (for corporations/ if applicable)	<input type="checkbox"/>	
5	Third Party Liability Insurance (TPL) of the RPA (remote piloted aircraft/drone)	<input type="checkbox"/>	
6	Organizational Chart	<input type="checkbox"/>	
7	Resume of key management personnel	<input type="checkbox"/>	
8	Photocopy of the RPL remote pilot license/s (formerly known as RPA Controller Certificate), front and back	<input type="checkbox"/>	
9	User's Manual (soft copy)	<input type="checkbox"/>	
10	Photocopy of the Certificate of Registration of the RPA	<input type="checkbox"/>	
11	Photos of RPA (remotely piloted aircraft)/ drone	<input type="checkbox"/>	
12	Photos of other equipment	<input type="checkbox"/>	
13	Photos of the main base office	<input type="checkbox"/>	
14	Photos of facility/ies	<input type="checkbox"/>	
15	Special Certificate of Airworthiness	<input type="checkbox"/>	
16	Photocopy of the official receipt of appropriate fees (upon completion of Phase 4)	<input type="checkbox"/>	
17	Certificate of Public Convenience and Necessity (CPCN) as required by Civil Aeronautics Board (CAB) (for agricultural operations)	<input type="checkbox"/>	
18	RPAS Operations Manual	<input type="checkbox"/>	
19	RPAS Training Syllabus/ Program	<input type="checkbox"/>	
20	Operational checklists and forms	<input type="checkbox"/>	
21	3 Binders (dark blue, 2 inch thick, 3 hole, A4 size, with 3-hole clear plastic leaves) (3 printed copies for CAAP, the Operator and if applicable- facility/ies)	<input type="checkbox"/>	

**B. CHECKLIST FOR AGRICULTURAL AIRCRAFT OPERATIONS -MANNED**

1	Letter of Intent	<input type="checkbox"/>	
2	Pre-Application Statement of Intent (PASI)	<input type="checkbox"/>	
3	Corporation Documents (SEC/ DTI)	<input type="checkbox"/>	
4	Secretary's Certificate (for corporations/ if applicable)	<input type="checkbox"/>	
5	Third Party Liability Insurance (TPL) of the aircraft	<input type="checkbox"/>	
6	Organizational Chart	<input type="checkbox"/>	
7	Resume of key management personnel	<input type="checkbox"/>	
8	Photocopy of pilot's license/s (front and back)	<input type="checkbox"/>	
9	Photocopy of the Certificate of Registration of the Aircraft	<input type="checkbox"/>	
10	Photos of aircraft	<input type="checkbox"/>	
11	Photos of other equipment	<input type="checkbox"/>	
12	Photos of the main base office	<input type="checkbox"/>	
13	Photos of facility/ies	<input type="checkbox"/>	
14	Special Certificate of Airworthiness	<input type="checkbox"/>	
15	Photocopy of the official receipt of appropriate fees (upon completion of Phase 4)	<input type="checkbox"/>	
16	Certificate of Public Convenience and Necessity (CPCN) issued by Civil Aeronautics Board (CAB) (for agricultural operations)	<input type="checkbox"/>	



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17	Operations Manual	<input type="checkbox"/>	
18	Training Syllabus/ Program	<input type="checkbox"/>	
19	Operational checklists and forms	<input type="checkbox"/>	
20	3 Binders (dark blue, 2 inch thick, 3 hole, A4 size, with 3-hole clear plastic leaves) (3 printed copies for CAAP, the Operator and if applicable- facility/ies)	<input type="checkbox"/>	

**REMARKS**

Prepared by	Noted by	Date