

PART 3—APPROVED TRAINING ORGANISATIONS

INTRODUCTION

Part 3 of the Nigeria Civil Aviation Regulations addresses the certification and administration of Approved Training Organisations (ATO). ICAO Annex 1 contains standards for approval of flight training organisations. Part 3 uses these standards and has also adapted them to cover other areas of airman training. The use of an ATO for the training and qualification of airmen is common in modern aviation, most particularly as operators upgrade their aircraft inventory and airmen transition to new aircraft. The interrelation between ATO requirements under Part 3 and the licensing and certification requirements of Part 2 is plain.

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3.1. GENERAL

Applicability

3.1.1.1—(a) Part 3 of these Regulations prescribes the requirements for issuing approvals to organisations for the training of aviation personnel, and prescribes the general operating rules for the holders of an Approved Training Organisation (ATO) certificate.

3.1.1.2—(a) For the purposes of Part 3 of these Regulations, the following definitions apply—

Definitions.

(1) *Accountable Manager*—The manager acceptable to the Authority who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority and any additional requirements defined by the ATO. The accountable manager may delegate in writing to another person within the organisation, the day to day management but not the overall approval management responsibility.

(2) *Approved training*.—Training conducted under special curricula and supervision approved by the Authority that, in the case of aviation personnel, is conducted in an approved training organisation.

(3) *Approved Training Organisation*.—An organisation approved by the Authority in accordance with the requirements of this Part to perform airman training and operating under the supervision of the Authority.

(4) *Finding*.—A finding is a conclusion by the operator's audit personnel that demonstrates nonconformity with a specific standard.

(5) *Policy*.—A document containing the organisation's position or stance regarding a specific issue.

(6) *Procedure*.—A way of documenting a process.

(7) *Procedures Manual*.—A manual containing procedures, instructions and guidance for use by personnel of the ATO in the execution of their duties in meeting the requirements of the certificate.

(8) *Process*.—A set of interrelated or interacted activities which transform inputs into outputs.

(9) *Quality*.—The totality of features and characteristics of product or service that bear on its ability to satisfy stated or implied needs.

(10) *Quality Assurance*.—All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organisation in relevant manuals.

(11) *Quality audit*.—A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve

objectives. whether these arrangements are implemented effectively and are suitable to achieve objectives.

(12) *Quality inspection*.—That part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.

(13) *Quality Manager*.—The manager responsible for the monitoring function and for requesting remedial action. In an ATO, the Quality Manager is responsible directly to the Head of Training.

(14) *Quality Manual*.—The document containing the relevant information pertaining to the approved training organisation's quality assurance system.

(15) *Quality of training*.—The outcome of the training that meets stated or implied needs within the framework of set standards.

(16) *Satellite Approved Training Organisation*. An approved training organisation at a location other than the aviation training organisation's principal place of business.

(17) *Training Manual*.—A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

(18) *Training Specifications*.—A document issued to an ATO certificate holder by the Authority that specifies training program requirements and authorises the conduct of training, checking, and testing with any limitations thereof.

Abbreviations.

3.1.1.3—(a) The following abbreviations are used in Part 3.

- (1) A—Aeroplane
- (2) AME—Aviation Maintenance Engineer
- (3) ATCO—Air Traffic Controller
- (4) ATO—Approved Training Organisation
- (5) ATPL—Airline Transport Pilot Licence
- (6) CFI—Chief Flight Instructor
- (7) CGI—Chief Ground Instructor
- (8) CPL—Commercial Pilot Licence
- (9) CRM—Crew Resource Management
- (10) FE—Flight Engineer
- (11) H—Helicopter
- (12) IFR—Instrument Flight Rules
- (13) ICAO—International Civil Aviation Organisation
- (14) MMEL—Master Minimum Equipment List
- (15) PIC—Pilot-in-Command

(16) PPL—Private Pilot Licence

(17) RT—Radiotelephony

(18) VFR—Visual Flight Rules

CERTIFICATION OF A TRAINING ORGANISATION AND CONTINUED VALIDITY

3.2.1.1—(a) The section prescribes the requirements for the certification of a training organisation and continued validity of the certificate. Applicability.

3.2.1.2—(a) No person may operate as a certificated ATO without, or in violation of, an approved training organisation certificate, ratings or training specifications issued under this part. General.

(b) The ATO shall display the ATO certificate in a place accessible to the public in the principle place of business of the training center.

(c) The certificate and training specifications issued to an approved training organisation shall be available on the premises for inspection by the public and the Authority.

3.2.1.3—(a) The ATO certificate will consist of two documents—

(1) A one page certificate signed by the Authority; and

(2) A multi-page training specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorisations.

(b) An ATO shall perform only such training, checking and/or testing for which it is rated and within the terms, conditions, and authorisations placed in its training specifications.

(c) The ATO certificate will contain the following items and be in a format as shown in IS: 3.2.1.3—

(1) The certificate number specifically assigned to the ATO;

(2) The name and location (principle place of business) of the ATO;

(3) The date of issue and period of validity;

(4) Terms of approval relating to the courses to be taught.

(d) The training specifications will contain the following—

(1) The certificate number specifically assigned to the ATO;

(2) The type of training authorised, including approved courses;

(3) Authorisations for the ATO; including special approvals and limitations;

(4) The name and address of any satellite training centers, and the approved training offered at each location;

(5) The facilities and equipment required to conduct the training authorised;

(6) The staff required to perform the applicable duties under this Part;

(7) Accountable manager and Authority signatures;

(8) The date issued or revised; and

(9) Other items the Authority may require or allow.

Approved
Training
Organisation
Certificate.

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Advertising. **3.2.1.4**—(a) No training organisation may advertise as a certificated approved training organisation until an approved training organisation certificate has been issued to that facility.

(b) No certificated approved training organisation may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.

(c) Whenever the advertising of an approved training organisation indicates that it is certificated, the advertisement must clearly state the approved training organisation's certificate number.

Application
for an
ATO
Certificate.

3.2.1.5—(a) The application for approval of a training organisation shall be made on a form and in a manner acceptable to the Authority.

(b) Each application must be made at least 120 calendar days before the beginning of any proposed training or 90 days before effecting an amendment to any approved training, unless a short filing period is approved by the Authority.

(c) Each applicant shall provide –

(1) A statement showing that the minimum qualification requirements for each management position are met or exceeded;

(2) A statement acknowledging that the applicant shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions;

(3) The proposed training authorisations and training specifications requested by the applicant;

(4) The proposed location of each training facility and any satellite facility location and the courses to be taught at each location.

(5) Two copies of its proposed Training and Procedures manual;

(6) Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;

(7) Documentation of the training organisation's Quality System;

(8) A statement of the maximum number of students it expects to teach at any one time.

(9) Any additional information the Authority requires the applicant to submit.

Issuance
of an ATO
certificate.

3.2.1.6—(a) An applicant may be issued an ATO certificate if, after investigation, the Authority finds that the applicant—

(1) Meets the applicable Regulations and standards for an ATO certificate, and

(2) Is properly and adequately equipped for the performance of the training for which it seeks approval.

3.2.1.7—(a) A certificate issued to an ATO, located either inside or outside Nigeria shall, be effective from the date of issue until—

(1) 1 year after initial issue, subject to satisfactory compliance with the requirements of this Part; or

(2) 2 years after the renewal of the certificate, subject to satisfactory compliance with the requirements of this Part;

(3) The ATO surrenders the certificate, or

(4) The Authority suspends or revokes the certificate.

(b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and training specifications to the Authority.

(c) A certificated ATO that applies for a renewal of its approved ATO certificate must submit its request for renewal at least 90 days before the ATO's current certificate expires. If a request for renewal is not made within this period, the ATO must follow the application procedures prescribed by the Authority.

Duration
and Renewal
of ATO
Certificate.

3.2.1.8—(a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon—

(1) The ATO remaining in compliance with this Part;

(2) The Authority being granted access to the organisation's facilities to determine continued compliance with this Regulation; and

(3) The payment of any charges prescribed by the Authority.

Continued
Validity of
Approval.

3.2.1.9—(a) The Authority may suspend or revoke an ATO certificate if it is established that a certificate holder has not met, or no longer meets the requirements of this Part 3 of these Regulations.

Suspension
or
Revocation

3.2.1.10—(a) To enable the Authority to determine continued compliance with this Part, the ATO shall provide written notification to the Authority for approval at least 90 days prior to any of the following changes—

(1) The name of the organisation;

(2) The location of the organisation;

(3) The facilities, equipment or staff that could affect the ATO certification or ratings;

(4) Any ratings held by the ATO, whether granted by the Authority or held through an ATO certification issued by another contracting State;

(5) Additional locations of the organisation;

(6) Items in the Training and Procedures Manual, including the syllabus and curricula;

(7) The accountable manager; or

Changes to
the ATO and
Certificate
Amendments.

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(8) The list of management personnel identified as described in the Training and Procedures Manual.

(b) The Authority will amend the ATO certificate if the ATO notifies the Authority of a change in—

- (1) Location or facilities or equipment;
- (2) Additional locations of the organisation;
- (3) Rating, including deletions;
- (4) Items in the Training and Procedures Manual, including the syllabus and curricula;
- (5) Name of the organisation with same ownership; or
- (6) Ownership.

(c) The Authority may amend the ATO certificate if the ATO notifies the Authority of a change in—

- (1) The accountable manager;
- (2) The list of management personnel identified as described in the Training and Procedures Manual; or
- (3) Items in the Training and Procedures Manual, including the syllabus and curricula.

(d) When the Authority issues an amendment to an ATO certificate because of new ownership of the ATO, the Authority will assign a new certificate number to the amended ATO certificate.

(e) The Authority may—

- (1) Prescribe, in writing, the conditions under which the ATO may continue to operate during any period of implementation of the changes noted in subparagraph (a); and
- (2) Hold the ATO certificate in abeyance if the Authority determines that approval of the ATO certificate should be delayed; the Authority will notify the ATO certificate holder, in writing, of the reasons for any such delay.

(f) If changes are made by the ATO to the items listed in subparagraph (a) without notification to the Authority and amendment of the ATO certificate by the Authority, the ATO certificate may be suspended, or revoked, by the Authority.

3.2.1.11.—(a) The Authority may, at any time, inspect an ATO holder on the ATO holder's premises to determine the ATO's compliance with this Part. Inspection.

(b) Inspections will be conducted at least annually.

(c) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection.

(d) Inspection will also be performed on the applicant for, or the holder of an ATO certificate held outside the authorising Authority. This inspection may be delegated to the Authority of the State where the ATO is located, provided an arrangement exists.

3.2.1.12—(a) Principal place of business. An applicant for, or holder of, a certificated ATO under this Part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.

Location of the ATO.

(b) Satellite ATO's. The holder of an ATO certificate may conduct training in accordance with a training program approved by the Authority at a satellite ATO if:

(1) The facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements; and

(2) The instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO, and

(3) The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.

(c) Foreign locations of ATO's. An ATO or a satellite of an ATO approved by NIGERIA may be located in a country outside NIGERIA and is subject to all the applicable requirements of this Part.

3.2.1.13—(a) The facilities and working environment of the ATO shall be appropriate for the task to be performed and acceptable to the Authority.

Facilities, Equipment and Material – General Requirements.

(b) The ATO shall have the necessary information, technical data, equipment, training devices and material to conduct the courses for which it is approved.

(c) Any synthetic training devices used by the ATO shall be qualified according to requirements established by the Authority and their use shall be approved by the Authority to ensure they are appropriate to the task.

(d) A certificate holder shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved in advance by the Authority.

(e) The facility that is the ATO principal place of business –

(1) Shall not be shared with, or used by, another ATO, and

(2) Shall be adequate to maintain the files and records required to operate the business of the ATO.

3.2.1.14—(a) The ATO shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organisation.

Personnel—General Requirements.

(b) The ATO shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

(c) The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Authority.

(d) The ATO shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training program established by the ATO shall include training in knowledge and skills related to human performance.

Recordkeeping
– General
Requirements.

3.2.1.15—(a) Student records.

(1) The ATO shall retain detailed student records to show that all requirements of the training course have been met as approved by the Authority.

(2) These records shall be kept for a minimum period of two years after completion of the training.

(b) ATO staff records.

(1) The ATO shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

(2) These records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the ATO.

ATO
Approved
for
Training.

3.2.1.16—(a) The Authority may approve an ATO to conduct the testing required for the issuance of a licence or rating.

(b) The ATO personnel authorised to conduct the testing shall be approved by the Authority.

Quality
System—
General
Requirements.

3.2.1.17—(a) The ATO shall establish a quality system to ensure that training and instructional practices comply with all relevant requirements.

(b) The quality system shall be approved by the Authority.

ATO
Training and
Procedures
Manual-
General
Requirements.

3.2.1.18—(a) The ATO shall provide a training and procedures manual, approved by the Authority, for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

(1) A general description of the scope of training authorised under the ATO's terms of approval;

(2) The content of the training programs offered including the courseware and equipment to be used;

(3) A description of the organisations quality system;

(4) The name, duties and qualification of the person designated as the accountable manager;

(5) A description of the duties and qualification of the personnel responsible for planning, performing and supervising the training;

(6) A description of the procedures used to establish and maintain the competence of instructional personnel;

(7) A description of the method used for the completion and retention of the training records;

(8) A description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and

(9) A description of the selection, role and duties of authorised persons approved to conduct testing for a licence or rating, when an ATO has been approved by the Authority to conduct such testing.

(b) The ATO shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

(c) The ATO shall promptly furnish copies of all amendments to the training and procedures manual to the Authority and other personnel and organisations to whom the manual has been issued.

3.3 ADDITIONAL REQUIREMENTS FOR INSTRUCTION FOR FLIGHT CREW LICENCES

General.

3.3.1—(a) In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching flight crew curricula.

3.3.2 CURRICULUM APPROVAL

Flight Crew
Training
Courses.

3.3.2.1—(a) The Authority may approved, as provided in the training specifications, to conduct the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meeting the requirements of Part 2 and Part 3 of these Regulations:

- (1) Private pilot licence course;
- (2) Commercial pilot licence course;
- (3) Instrument rating course;
- (4) Commercial pilot licence/Instrument rating-multi-engine/CRM integrated course;
- (5) Airline transport pilot licence course;
- (6) Flight engineer licence course;
- (7) Flight navigator licence course;
- (8) Class rating course;
- (9) Type rating course;
- (10) Crew resource management course;
- (11) Flight instructor course;
- (12) Instructor course for additional type or class ratings;
- (13) Instructor course for synthetic flight training;
- (14) Refresher courses; and
- (15) Other courses as the Authority may approve.

Training
Program and
Approval.

3.3.2.2—(a) The applicant for, or the holder of an ATO certificate shall apply to the Authority for training program approval.

(b) The applicant for, or the holder of an ATO certificate shall develop a training program for each type of course offered. This program shall include

- (1) A breakdown of flying and theoretical knowledge instruction in either a week-by-week or phase presentation, a list of standard exercises and a curriculum summary. In particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground;

(2) minimum aircraft and flight training equipment requirements for each proposed program;

(3) minimum instructor qualifications for each proposed program; and

(4) a program for initial training and continuing training of each instructor employed to instruct in a proposed program.

(c) The content and sequence of the training program shall be acceptable to the Authority.

Personnel. **3.3.3**—(a) The applicant for an ATO certificate or a current certificate holder teaching flight crew curricula shall have on the staff the following—

(1) An Accountable Manager;

(2) A Quality Manager;

(3) A Head of Training;

(4) A Chief Flight Instructor, as applicable;

(5) A Chief Ground Instructor, as applicable;

(6) An adequate number of ground and flight instructors relevant to the courses provided, as determined by the Authority; and

(7) Other management personnel appropriate to the size and complexity of the training operation, as determined by the Authority.

(b) The Authority may approve a request to combine the positions of Accountable Manager, Quality Manager, Head of Training, Chief Flight Instructor, and/or Chief Ground Instructor. An approval previously granted by the Authority to combine the positions of Accountable Manager, Quality Manager, Head of Training, Chief Flight Instructor, and/or Chief Ground Instructor may be withdrawn at any time upon a determination by the Authority that the combined positions are no longer appropriate to the size and complexity of the training operation.

(c) Each instructor to be used for training shall have received the appropriate training and hold the appropriate licences and/or ratings as required by Part 2 of these Regulations.

(d) The duties and qualifications of the personnel listed in this paragraph are contained in

3.3.4 FACILITIES REQUIRED FOR FLIGHT CREW TRAINING

Training Facilities. **3.3.4.1**—(a) An applicant for, and holder of an ATO certificate teaching flight crew curricula shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:

(1) Flight operations facilities:

(i) An operations room;

(ii) A flight planning room;

(iii) Adequate briefing rooms; and

(iv) Offices for the instructors.

- (2) Knowledge instruction facilities, including—
- (i) Classroom accommodation;
 - (ii) Suitable demonstration equipment;
 - (iii) An RT training and testing facility;
 - (iv) A library; and
 - (v) Offices for instructors.

3.3.4.2—(a) An applicant for, or holder of, an ATO certificate must ensure that each aircraft used for flight instruction and solo flights meets the following requirements: Training Aircraft.

(1) Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external load operations, and similar aerial work operations, the aircraft must have a Nigerian standard airworthiness certificate or a foreign equivalent of a Nigerian standard airworthiness certificate acceptable to the Authority.

(2) The aircraft must be maintained and inspected in accordance with Part 8: 8.3 of these Regulations and an approved maintenance program.

(3) The aircraft must be equipped as provided in the training specifications for the approved course for which it is used.

(4) Except as provided in (5) below, each aircraft used in flight training must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations;

(5) Airplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the certificate holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their non-conventional operation, or both.

(6) Each aircraft used in a course involving instrument flight rule en route operations and instrument approaches must be equipped and maintained for instrument flight rule operations. For maneuvering of an aircraft by reference to instruments, the aircraft may be equipped as provided in the approved course of training.

3.3.4.3—(a) An applicant for, or holder of an ATO certificate, approved to use flight simulation training devices, shall show that each flight simulation training device used for training and checking will be or is specifically qualified and approved by the Authority for: Flight Simulation Training Devices.

(1) Each manoeuvre and procedures for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and

(2) Each training program or training course in which the flight simulation training device is used.

3.3.4.4—(a) Each applicant for, and holder of, an ATO certificate shall show that it has continuous use of each airport and sites (for helicopter training) at which training flights originate, and that the airport has an adequate runway and the necessary equipment. Aerodrome and Sites.

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(b) The base aerodrome, and any alternative base aerodrome, at which flying training is being conducted shall have at one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off or maximum certificated landing mass, under the following conditions:

- (1) under calm wind (not more than four knots) conditions;
- (2) at temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
- (3) If applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and
- (4) In the case of a takeoff —
 - (i) clearing all obstacles in the take-off flight path by at least 50 feet;
 - (ii) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;
- (c) Each airport must have a wind direction indicator that is visible at ground level from the ends of each runway:
 - (1) Have adequate runway electrical lighting if used for night training; and
 - (2) Have a traffic direction indicator when:
 - (i) the airport does not have an operating control tower; and
 - (ii) traffic and wind advisories are not available.
 - (d) Except as specified in item (e) below, each airport used for night training flights must have permanent runway lights.
 - (e) An airport or seaplane base used for night training flights in seaplanes may be approved by the Authority to use adequate, non-permanent lighting or shoreline lighting.
 - (f) Sites shall be available for:
 - (1) confined area operation training;
 - (2) simulated engine off autorotation; and
 - (3) sloping ground operation.

3.3.5 ADDITIONAL, SPECIFIC OPERATING RULES FOR FLIGHT CREW TRAINING

3.3.5.1—(a) In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching flight crew curricula. General.

3.3.5.2—(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements. Training and Procedures Manual.

(b) The Training Manual and Procedures Manual may be combined.

(c) The ATO shall ensure that the Training Manual and the Procedures Manual are amended as necessary to keep the information contained therein up to date.

shall be furnished promptly to all organisations or persons to whom the manual has been issued.

(e) See IS 3.3.5.2 for detailed requirements for the Training Manual and the Procedures Manual and format for each manual.

3.3.5.3—(a) Students. An ATO that is approved to conduct flight crew training shall maintain a record for each trainee that contains—

Recording
Keeping for
Crew
Training.

- (1) The name of the trainee;
- (2) A copy of the trainee's airman certificate, if any, and any medical certificate;
- (3) The name of the course and the make and model of flight training equipment used;
- (4) The trainee's prerequisite experience and course time completed;
- (5) The trainee's performance on each lesson and the name of the instructor providing instruction;
- (6) The date and result of each end-of-course skill test and the name of the evaluator conducting the test; and
- (7) The number of hours of additional training that was accomplished after any unsatisfactory skill test.

(b) ATO staff. An ATO that is approved to conduct flight crew training shall maintain a record for each instructor or evaluator designated to instruct a course approval in accordance with this subpart, that indicates the instructor or evaluator has complied with all applicable instructor requirements of these Regulations.

(c) Record retention. An ATO shall keep all records for a minimum period of two years

- (1) For students, from the date of completion of training, testing or checking; and
- (2) For ATO staff, from the date of the last employment.

(d) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –

- (1) For students, at the ATO or satellite ATO where the training, testing, or checking occurred, and
- (2) For ATO staff, at the ATO or satellite ATO where the person is employed.

(e) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.

3.3.5.4—(a) An ATO shall issue a graduation certificate to each student who completes its approved course of training.

(b) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information;

Graduation
Certificate.

- (1) The name and certificate number of the ATO;
- (2) The name of the graduate to whom it was issued;
- (3) The course of training for which it was issued;

- (4) The date of graduation;
- (5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages; and
- (6) A certification of the information contained on the graduation certificate by the chief instructor for that course of training; and a statement showing the cross-country training that the student received in the course of training.

3.3.5.5—EXAMINING AUTHORITY FOR ATO'S TEACHING FLIGHT CREW CURRICULUMS

(a) An ATO shall meet the following prerequisites to receive initial approval for examining Authority:

(1) The ATO must complete the application for examining Authority on a form and in a manner prescribed by the Authority;

(2) The ATO must hold an ATO certificate and rating issued under this Part;

(3) The ATO must have held the rating in which examining Authority is sought for at least 24 consecutive calendar months preceding the month of application for examining Authority;

(4) The training course for which examining Authority is requested may not be a course that is approved without meeting the minimum ground and flight training time requirements of this part; and

(5) Within 24 calendar months before the date of application for examining authority, at least 90 percent of the students in the ATO must have passed the required skill or knowledge test, or any combination thereof, for the licence or rating for which examining authority is sought, on the first attempt, and that test was given by—

(i) An Authority inspector; or

(ii) A designated examiner who is not an employee of the ATO.

(b) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO.

(c) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test.

(d) The ATO that holds examining Authority will administer the tests or checks as required by Parts 2 or 8 of these Regulations, as appropriate to the licence or rating sought.

(e) A pilot school that holds examining Authority must—

(1) Maintain a record of all temporary airman licences or ratings it issues, which consist of the following information in chronological order:

(i) The date the temporary airman licence was issued;

(ii) The student to whom the temporary airman certificate was issued, and that student's permanent mailing address and telephone number;

(iii) The training course from which the student graduated;

(iv) The name of person who conducted the knowledge or practical test;

- (v) The type of temporary airman licence or rating issued to the student; and
- (vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence.

(2) Maintain a copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and

(3) Retain these records for 2 years and make them available to the Authority upon request. These records must be surrendered to the Authority when the ATO ceases to have examining Authority.

Student
Transfer of
Credit
between
ATO'S
Teaching a
Flight Crew
Curriculum.

3.3.5.6 (a) A person who transfers from one ATO to another ATO may receive credit for that previous flight crew training, provided the following requirements are met:

(1) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements;

(2) The person completes a knowledge and proficiency test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;

(3) The receiving ATO determines, based on the person's performance on the knowledge and proficiency test required by paragraph (a)(2) of this section, the amount of credit to be awarded, and records that credit in the person's training record;

(4) The person who requests credit for previous experience and knowledge obtained the experience and knowledge from another ATO approved training course; and

(5) The receiving ATO retains a copy of the person's training record from the previous ATO.

Inspections
of
the ATO
Teaching
Flight Crew
Curricula.

3.3.5.7—(a) Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these Regulations and the ATO's certificate and training specifications.

(b) The Authority may use the inspector checklist contained in IS: 3.3.5.7 in conducting its inspection.

3.4. ADDITIONAL REQUIREMENTS FOR INSTRUCTION FOR MAINTENANCE LICENCES AND TRAINING

(a) In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching maintenance curricula.

3.4.1 Curriculum Approval

AME
Training
Courses.

3.4.1.1—(a) The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction to an applicant or, holder of an ATO certificate, provided the applicant meets the requirements of Part 2 and Part 3 of these Regulations:

- (1) Aircraft Maintenance Engineers licence course;
- (2) Airframe rating course;
- (3) Powerplant rating course;
- (4) Airframe and Powerplant combined ratings course;
- (5) Avionics rating course; and
- (6) Other courses as the Authority may approve.

Training
Program and
Approval.

3.4.1.2—(a) The applicant for, or the holder of, an ATO certificate shall apply to the Authority for training program approval.

(b) The applicant for, or the holder of an ATO certificate shall develop a training program for each type of course offered that is designed to qualify its students to perform the duties of an AME for a particular rating or ratings. This program shall include, based on the requirements in Part 2 of these Regulations for AME licensing:

- (1) The curriculum and duration for each course;
- (2) The subjects and items to be covered and the level of proficiency to be met;
- (3) For each subject, the proportions of theory and other instruction to be given; and
- (4) The required practical projects to be completed;
- (5) A list of the mastery tests to be given by the ATO;
- (6) Minimum equipment required for each proposed course;
- (7) Minimum instructor qualifications for each proposed program, and
- (8) A program for initial training and continuing training of each instructor employed to instruct in a proposed course.

(c) The content and sequence of the training program shall be acceptable to the Authority.

3.4.2 PERSONNEL

(a) The applicant for an ATO certificate or current certificate holder teaching maintenance curricula shall have on the staff the following—

- (1) An Accountable Manager;
- (2) A Quality Manager;
- (3) A Head of Training;
- (4) Other management personnel appropriate to the size and complexity of the training operation, as determined by the Authority; and
- (5) An adequate number of instructors for the courses provided, as determined by the Authority.

(b) The Authority may approve a request to combine the positions of Accountable Manager, Quality Manager, and/or Head of Training. An approval previously granted by the Authority to combine the positions of Accountable Manager, Quality Manager, and/or Head of Training may be withdrawn at anytime upon a determination by the Authority that the combined positions are no longer appropriate to the size and complexity of the training operation.

(c) Each instructor to be used for training shall have received the appropriate training and hold the appropriate licence and/or rating as required by Part 2 of these Regulations.

(d) The duties and qualifications of training and instructional staff are as follows:

(1) Head of Training. The Head of Training shall have overall responsibility for ensuring satisfactory integration of theoretical knowledge instruction and practical training and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as an instructor for AME licensing and possess a sound managerial capability.

(2) Instructors.

(i) Each ATO shall provide the number of instructors holding appropriate licences and ratings, issued under Part 2 of these Regulations, that the Authority determines is necessary to provide adequate instruction and supervision of the students.

(ii) An ATO may provide specialised instructors, who are not licenced but who are approved in accordance with Part 2 of these Regulations, to teach mathematics, physics, basic electricity, basic hydraulics, drawing, and similar subjects.

3.4.3. FACILITIES REQUIRED FOR AME TRAINING

(a) An applicant for, and holder of, an ATO certificate shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:

- (1) An enclosed classroom.
- (2) Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials and similar articles.
- (3) Suitable area for application of finishing materials, including paint spraying.

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(4) Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment.

(5) Suitable facilities for running engines.

(6) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service and inspect:

(i) Ignition systems, electrical equipment and appliances;

(ii) Carburettors and fuel systems; and

(iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances.

(7) Suitable space with adequate equipment, including tables, benches, stands and jacks for disassembling, inspecting and rigging aircraft.

(8) Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting and timing engines.

(b) An applicant for, or holder of an ATO certificate with approved AME courses shall have and maintain the following instructional equipment as is appropriate to the rating sought:

(1) various kinds of airframe structures, airframe systems and components, powerplants and powerplant system and components (including propellers) of a quantity and type suitable to complete the practical projects required by its approved training program; and

(2) at least one aircraft of a type acceptable to the Authority.

(c) An applicant for, or holder of an ATO certificate with an AME rating shall have airframes, powerplants, propellers, appliances and components thereof, to be used for instruction and from which students will gain practical working experience and shall ensure that the airframes, powerplants, propellers, appliances and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection and operation when installed in an aircraft for use.

(d) An applicant for an ATO certificate with an AME rating, or an applicant seeking an additional AME rating, shall have at least the facilities, equipment and materials appropriate to the rating sought.

(e) An applicant for, or holder of, an ATO certificate with an AME rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools and shop equipment used in constructing and maintaining aircraft as is appropriate to the approved training program of the ATO, in order to assure that each student will be properly instructed.

(f) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.

3.4.4 ADDITIONAL, SPECIFIC OPERATING RULES FOR MAINTENANCE TRAINING

3.4.4.1 In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching maintenance training.

Addition,
Specific
Operating
Rules for
Maintenance
Training.

3.4.4.2—(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.

Training and
Procedures
Manual.

(b) The Training Manual and Procedures Manual may be combined.

(c) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.

(d) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.

(e) See IS: 3.4.4.2 for detailed requirements for the Training Manual and the Procedures Manual and the format for each manual.

3.4.4.3—(a) Students. An ATO that is approved to conduct maintenance training shall maintain a record for each trainee that contains—

Recordkeeping.

(1) The name of the trainee;

(2) A copy of the trainee's airman certificate, if any;

(3) The name of the course and the instruction credited;

(4) The trainee's prerequisite experience and course time completed;

(5) The trainee's performance on each lesson and the name of the instructor providing instruction;

(6) The date and result of each end-of-course test and the name of the evaluator conducting the test;

(7) The number of hours of additional training that was accomplished after any unsatisfactory test; and

(8) A current progress chart or individual progress record for each student, showing the practical projects or laboratory work completed, or to be completed, in each subject.

(b) ATO staff. An ATO that is approved to conduct maintenance training shall maintain a record for each instructor or evaluator designated to instruct a course approval in accordance with this subpart, that indicates the instructor or evaluator has complied with all applicable instructor requirements of these Regulations.

(c) Record retention. An ATO shall keep all records for a minimum period of two years

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- (1) For students, from the date of completion of training or testing; and
- (2) For ATO staff, from the date of the last employment.

(d) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –

- (1) For students, at the ATO or satellite ATO where the training, testing, or checking occurred; and
- (2) For ATO staff, at the ATO or satellite ATO where the person is employed.
- (e) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.

Graduation Certificate.

3.4.4.4—(a) An ATO shall issue a graduation certificate to each student who completes its approved course of training.

(b) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information;

- (1) The name and certificate number of the ATO;
- (2) The name of the graduate to whom it was issued;
- (3) The course of training for which it was issued;
- (4) The date of graduation;

(5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages; and

(6) A certification of the information contained on the graduation certificate by the Head of Training for that course of training.

Examining Authority for ATO'S Teaching Maintenance Curricula.

3.4.4.5—(a) An ATO shall meet the following prerequisites to receive initial approval for examining authority:

- (1) The ATO must complete the application for examining authority on a form and in a manner prescribed by the authority;
- (2) The ATO must hold an ATO certificate and rating issued under this Part;
- (3) The ATO must have held the rating in which examining authority is sought for at least 24 consecutive calendar months preceding the month of application for examining authority; and

(4) Within 24 calendar months before the date of application for examining authority, at least 90 percent of the students in the ATO must have passed the required skill or knowledge test, or any combination thereof, for the licence or rating for which examining authority is sought, on the first attempt, and that test was given by—

- (i) An Authority inspector; or
- (ii) A designated examiner who is not an employee of the ATO.

(b) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the authority, and may be renewed upon request to the authority by the ATO.

(c) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test.

(d) The ATO that holds examining authority will administer the tests as required by Part 2 as appropriate to the licence or rating sought.

(e) An ATO that holds examining authority may conduct knowledge and skill tests on a progressive schedule if approved by the authority. This may be necessary due to the length and complexity of an inclusive maintenance training program.

(f) An ATO that holds examining authority must maintain—

(1) A record of all temporary airman licences or ratings it issues, which consist of the following information in chronological order:

(i) The date the temporary airman licence was issued;

(ii) The student to whom the temporary airman certificate was issued, and that student's permanent mailing address and telephone number;

(iii) The training course from which the student graduated;

(iv) The name of person who conducted the knowledge or skill test;

(v) The type of temporary airman licence or rating issued to the student; and

(vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence.

(2) A copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and

(3) Retain these records for 2 years and make them available to the Authority upon request. These records must be surrendered to the Authority when the ATO ceases to have examining Authority.

3.4.4.6—(a) A person who transfers from one ATO to another ATO may receive credit for that previous maintenance training, provided the following requirements are met:

(1) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements for the licence or rating;

(2) The person completes a knowledge and practical test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;

(3) The receiving ATO determines, based on the person's performance on the knowledge and practical test required by paragraph (a)(2) of this section, the amount of credit to be awarded, and records that credit in the person's training record; and

Students
Transfer
of Credit
between
ATO'S
Teaching
Maintenance
Curriculum.

(4) The receiving ATO retains a copy of the person's training record from the previous ATO.

Inspections of
the ATO
Teaching
Maintenance
Curriculum.

3.4.4.7—(a) Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these Regulations and the ATO's certificate and training specifications.

(b) The Authority may use the inspector checklist contained in IS: 3.4.4.7 in conducting its inspection.

3.5 ADDITIONAL REQUIREMENTS FOR INSTRUCTION FOR OTHER LICENCES AND TRAINING

3.5.1—(a) In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching curricula in the following areas:

- (1) Air traffic services/communications; and
- (2) Aeronautical telecommunications.

3.5.2 CURRICULUM APPROVAL

Training
Courses.

3.5.2.1—(a) The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction in air traffic services/communications, provided the applicant meets the requirements of Part 2 and Part 3 of these Regulations :

- (1) Air traffic controller licence course; and
- (2) Aeronautical station operator licence course;

(b) The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction in aeronautical telecommunications, provided the applicant meets the requirements of Part 2 and Part 3 of these Regulations:

- (1) Air traffic safety electronics personnel licence course.

Training
Program and
Approval.

3.5.2.2—(a) The applicant for, or the holder of, an ATO certificate shall apply to the Authority for training program approval.

(b) The applicant for, or the holder of, an ATO certificate shall develop a training program for each type of course offered that is designed to qualify its students to perform the duties of an AME for a particular rating or ratings. This program shall include, based on the requirements in Part 2 for AME licensing:

- (1) The curriculum and duration for each course;
- (2) The subjects and items to be covered and the level of proficiency to be met;
- (3) For each subject, the proportions of theory and other instruction to be given; and
- (4) The required practical projects to be completed;
- (5) A list of the mastery tests to be given by the ATO;

- (6) Minimum equipment required for each proposed course;
 - (7) Minimum instructor qualifications for each proposed program, and
 - (8) A program for initial training and continuing training of each instructor employed to instruct in a proposed course.
- (c) The content and sequence of the training program shall be acceptable to the authority.

3.5.3 PERSONNEL

- (a) The applicant for an ATO certificate or current certificate holder teaching maintenance curricula shall have on the staff the following—
- (1) An Accountable Manager;
 - (2) A Quality Manager;
 - (3) A Head of Training;
 - (4) Other management personnel appropriate to the size and complexity of the training operation, as determined by the Authority; and
 - (5) An adequate number of instructors for the courses provided, as determined by the Authority.
- (b) The Authority may approve a request to combine the positions of Accountable Manager, Quality Manager, and/or Head of Training. An approval previously granted by the Authority to combine the positions of Accountable Manager, Quality Manager, and/or Head of Training may be withdrawn at any time upon a determination by the Authority that the combined positions are no longer appropriate to the size and complexity of the training operation.
- (c) Each instructor to be used for training shall have received the appropriate training and hold the appropriate licence and/or rating as required by Part 2 of these Regulations.
- (d) The duties and qualifications of training and instruction staff as follows:
- (1) Head of Training. The Head of Training shall have overall responsibility for ensuring satisfactory integration of theoretical knowledge instruction and practical training and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as an instructor for AMT licensing and possess a sound managerial capability.
 - (2) Instructors.
 - (i) Each ATO shall provide the number of instructors holding appropriate licences and ratings, issued under Part 2 of these Regulations, that the Authority determines is necessary to provide adequate instruction and supervision of the students.
 - (ii) An ATO may provide specialised instructors, who are not licenced but who are approved in accordance with Part 2 of these Regulations, to teach mathematics, physics, basic electricity, basic hydraulics, drawing, and similar subjects.

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Facilities
Required for
Engineering
Training.

3.5.4—(a) An applicant for, and holder of, an ATO certificate shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:

- (1) An enclosed classroom.
- (2) Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials and similar articles.
- (3) Suitable area for application of finishing materials, including paint spraying.
- (4) Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment.
- (5) Suitable facilities for running engines.
- (6) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service and inspect:
 - (i) Ignition systems, electrical equipment and appliances;
 - (ii) Carburettors and fuel systems; and
 - (iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances.
- (7) Suitable space with adequate equipment, including tables, benches, stands and jacks for disassembling, inspecting and rigging aircraft.
- (8) Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting and timing engines.

(b) An applicant for, or holder of an ATO certificate with approved AMT courses shall have and maintain the following instructional equipment as is appropriate to the rating sought:

(1) various kinds of airframe structures, airframe systems and components, powerplants and powerplant system and components (including propellers) of a quantity and type suitable to complete the practical projects required by its approved training program; and

(2) at least one aircraft of a type acceptable to the Authority.

(c) An applicant for, or holder of an ATO certificate with an AMT rating shall have airframes, powerplants, propellers, appliances and components thereof, to be used for instruction and from which students will gain practical working experience and shall insure that the airframes, powerplants, propellers, appliances and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection and operation when installed in an aircraft for use.

(d) An applicant for an ATO certificate with an AMT rating, or an applicant seeking an additional AMT rating, shall have at least the facilities, equipment and materials appropriate to the rating sought.

(e) An applicant for, or holder of, an ATO certificate with an AMT rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools and shop equipment used in constructing and maintaining aircraft as is appropriate to the approved training program of the ATO, in order to assure that each student will be properly instructed.

(f) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.

3.5.5 ADDITIONAL, SPECIFIC OPERATING RULES FOR MAINTENANCE TRAINING

3.5.5.1 In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching maintenance training.

3.5.5.2—(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.

Training and
Procedures
Manual.

(b) The Training Manual and Procedures Manual may be combined.

(c) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.

(d) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.

(e) See IS: 3.4.4.2 for detailed requirements for the Training Manual and the Procedures Manual and the format for each manual.

3.5.5.3 —(a) Students. An ATO that is approved to conduct maintenance training shall maintain a record for each trainee that contains—

Recordkeeping.

(1) The name of the trainee;

(2) A copy of the trainee's airman certificate, if any;

(3) The name of the course and the instruction credited;

(4) The trainee's prerequisite experience and course time completed;

(5) The trainee's performance on each lesson and the name of the instructor providing instruction;

(6) The date and result of each end-of-course test and the name of the evaluator conducting the test;

(7) The number of hours of additional training that was accomplished after any unsatisfactory test; and

(8) A current progress chart or individual progress record for each student, showing the practical projects or laboratory work completed, or to be completed, in each subject.

(b) ATO staff. An ATO that is approved to conduct maintenance training shall maintain a record for each instructor or evaluator designated to instruct a course approval in accordance with this subpart, that indicates the instructor or evaluator has complied with all applicable instructor requirements of these Regulations.

(c) Record retention. An ATO shall keep all records for a minimum period of two years

(1) For students, from the date of completion of training or testing; and

(2) For ATO staff, from the date of the last employment.

(d) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –

(1) For students, at the ATO or satellite ATO where the training, testing, or checking occurred; and

(2) For ATO staff, at the ATO or satellite ATO where the person is employed.

(e) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.

Graduation certificate.

3.5.5.4—(a) An ATO shall issue a graduation certificate to each student who completes its approved course of training.

(b) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information;

(1) The name and certificate number of the ATO;

(2) The name of the graduate to whom it was issued;

(3) The course of training for which it was issued;

(4) The date of graduation;

(5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages; and

(6) A certification of the information contained on the graduation certificate by the Head of Training for that course of training.

Examining Authority for ATO'S Teaching Maintenance Curricula.

3.5.5.5—(a) An ATO shall meet the following prerequisites to receive initial approval for examining Authority:

(1) The ATO must complete the application for examining Authority on a form and in a manner prescribed by the Authority;

(2) The ATO must hold an ATO certificate and rating issued under this Part;

(3) The ATO must have held the rating in which examining Authority is sought for at least 24 consecutive calendar months preceding the month of application for examining Authority; and

(4) Within 24 calendar months before the date of application for examining Authority, at least 90 percent of the students in the ATO must have passed the required skill or knowledge test, or any combination thereof, for the licence or rating for which examining Authority is sought, on the first attempt, and that test was given by—

(i) AN NCAA inspector; or

(ii) A designed examiner who is not an employee of the ATO.

(b) The examining Authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO.

(c) An ATO that holds examining Authority may recommend a person who graduated from its course for the appropriate knowledge or skill test.

(d) The ATO that holds examining Authority will administer the tests as required by Part 2 of these Regulations, as appropriate to the licence or rating sought.

(e) An ATO that holds examining Authority may conduct knowledge and skill tests on a progressive schedule if approved by the Authority. This may be necessary due to the length and complexity of an inclusive maintenance training program.

(f) An ATO that holds examining Authority must maintain—

(1) A record of all temporary airman licences or ratings it issues, which consist of the following information in chronological order:

(i) The date the temporary airman licence was issued;

(ii) The student to whom the temporary airman certificate was issued, and that student's permanent mailing address and telephone number;

(iii) The training course from which the student graduated;

(iv) The name of person who conducted the knowledge or skill test;

(v) The type of temporary airman licence or rating issued to the student; and

(vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence.

(2) A copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and

(3) Retain these records for 2 years and make them available to the Authority upon request. These records must be surrendered to the Authority when the ATO ceases to have examining Authority.

3.5.5.6—(a) A person who transfers from one ATO to another ATO may receive credit for that previous maintenance training, provided the following requirements are met:

(1) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements for the licence or rating;

Student
Transfer of
Credit
Between
ATO's
Teaching a
Maintenance
Curriculum.

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(2) The person completes a knowledge and practical test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;

(3) The receiving ATO determines, based on the person's performance on the knowledge and practical test required by paragraph (a)(2) of this section, the amount of credit to be awarded, and records that credit in the person's training record; and

(4) The receiving ATO retains a copy of the person's training record from the previous ATO.

Inspections of
the ATO
Teaching
Maintenance
Curricula.

3.5.5.7—(a) Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these Regulations and the ATO's certificate and training specifications.

(b) The Authority may use the inspector checklist contained in [IS: 3.4.4.7](#) in conducting its inspection.

IS.3.2.1.3 Approved training organisation certificate

NIGERIAN CIVIL AVIATION AUTHORITY

Certificate No.

APPROVED TRAINING ORGANISATION CERTIFICATE

Pursuant to Section 30(4)(1) of the Civil Aviation Act 2006, Part 3 of the Nigeria Civil Aviation Regulations, the Nigeria Civil Aviation Authority hereby grant this Aviation Training Organisation Certificate Approval subject to the terms specified below:

BENEFICIARY:

REGISTERED ADDRESS:

TERMS OF APPROVAL:

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Detailed Training Specifications and Limitations are as contained in the attached Scope of Approval.

This Certificate is not transferable and unless sooner surrendered, suspended or revoked. Shall continue in effect until otherwise stated.

This certificated is valid from: _____ to _____

Signed: this day of 20.....

Signed:
DIRECTOR GENERAL/CEO

IS 3.2.1.7—(a) In order to show compliance with 3.2.1.7, an ATO shall establish its quality system in accordance with the instruction and information contained in the following paragraphs.

(1) *Introduction*

(i) A basis for quality should be established by every ATO and problem-solving techniques to run processes shall be applied. Knowledge in how to measure, establish and ultimately achieve quality in training and education is considered to be essential.

(2) *Terminology*

(i) **Quality.** The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

(ii) **Quality Assurance.** All those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given requirements, including the ones specified by the ATO in relevant manuals.

(iii) **Quality Manual.** The document containing the relevant information pertaining to the ATO's quality system and quality assurance program.

(iv) **Quality audit.** A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

(3) *Quality Policy and Strategy*

(i) The ATO must describe how the organisation formulates, deploys, reviews its policy and strategy and turns it into plans and actions. The ATO shall develop a formal written Quality Policy Statement that describes the objectives of the Quality System. The Quality Policy shall commit the ATO to continued compliance with relevant parts of Parts 2 and 3 of these Regulations together with any additional standards specified by the ATO.

(ii) The Accountable Manager shall have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.

(4) *Purpose of a Quality System*

(i) The implementation and employment of a Quality System enables the ATO to monitor compliance with relevant parts of Parts 2 and 3 of these Regulations, the Procedures Manual and the Training Manual, and any other standards as established by the ATO or the Authority, to ensure safe and efficient training.

(5) *Quality Manager*

(i) The primary role of the Quality Manager is to verify, by monitoring activities in the field of training, that the standards required by the Authority, and any additional requirements as established by the ATO, are being carried out properly under the supervision of the Head of Training, Chief Flight Instructor and Chief Ground Instructor.

(ii) The Quality Manager shall be responsible for ensuring that the Quality Assurance Program is properly implemented, maintained and continuously reviewed and improved. The Quality Manager shall : (A) have direct access to the Head of Training; and (B) have access to all parts of the ATO's organisation.

(iii) In the case of small or very small ATO's, the posts of the Head of Training and the Quality manager may be combined. However, in this event, quality audits shall be conducted by independent personnel.

(6) *Quality System*

(i) The Quality System of the ATO shall ensure compliance with and adequacy of training activities conducted.

(ii) The ATO shall specify the basic structure of the Quality System applicable to all training activities conducted.

(iii) The Quality System shall be structured according to the size of the ATO and the complexity of the training to be monitored.

(7) *Scope*

(i) A Quality System shall address the following:

(A) Leadership

(B) Policy and Strategy

(C) Processes

(D) The provisions of Parts 2 and 3 of these Regulations

(E) Additional standards and training procedures as stated by the ATO

(F) The organisational structure of the ATO

(G) Responsibility for the development, establishment and management of the Quality System

(H) Documentation, including manuals, reports and records

(I) Quality Assurance Program

(J) The required financial, material and human resources

(K) Training requirements

(L) Customer satisfaction

(8) *Feedback System*

(i) The quality system shall include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system also shall specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

(9) *Documentation*

(i) Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual.

(ii) Relevant document also shall include the following:

- (A) Quality Policy
- (B) Terminology
- (C) Specified training standards
- (D) A description of the organisation
- (E) The allocation of duties and responsibilities
- (F) Training procedures to ensure regulatory compliance
- (G) The Quality Assurance Program, reflecting:
 - * Schedule of the monitoring process
 - * Audit procedures
 - * Reporting procedures
 - * Follow-up and corrective action procedures
 - * Recording System
 - * The training syllabus
 - * Document control

(10) *Quality Assurance Program*

(i) The Quality Assurance Program shall include all planned and systematic actions necessary to provide confidence that all training is conducted in accordance with all applicable requirements, standards and procedures.

(11) *Quality Inspection*

(i) The primary purpose of a quality inspection is to observe a particular event/ action/document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

(ii) Typical subject areas for quality inspections are:

- (A) Actual flight, if approved for flight training;
- (B) Ground training;
- (C) Maintenance;
- (D) Technical Standards; and
- (E) Training Standards.

(12) *Audit*

(i) An audit is a systematic, and independent comparison of the way in which training is being conducted against the way in which the published training procedures say it should be conducted.

(ii) Audits shall include at least the following quality procedures and processes:

- (A) An explanation of the scope of the audit;
- (B) Planning and preparation;
- (C) Gathering and recording evidence; and
- (D) Analysis of the evidence.

(iii) The various techniques that make up an effective audit are:

- (A) Interviews or discussions with personnel;
- (B) A review of published documents;
- (C) The examination of an adequate sample of records;
- (D) The witnessing of the activities which make up the training; and
- (E) The preservation of documents and the recording of observations.

(13) *Auditors*

(i) The ATO should decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant training and/or operational experience.

(ii) The responsibilities of the auditors shall be clearly defined in the relevant documentation.

(14) *Auditor's Independence*

(i) Auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. An ATO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.

(ii) An ATO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the Authority.

(iii) In all cases the ATO shall develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the ATO.

(iv) The Quality Assurance Program of the ATO shall identify the persons within the company who have the experience, responsibility and authority to:

- (A) Perform quality inspections and audits as part of ongoing Quality Assurance;
- (B) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (C) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (D) Verify the implementation of solutions within specific timescales; and
- (E) Report directly to the Quality Manager

(15) *Audit Scope*

(i) ATOs are required to monitor compliance with the Training and Procedures Manuals they have designed to ensure safe and efficient training. In doing so they shall as a minimum, and where appropriate, monitor:

- (A) Organisation
- (B) Plans and objectives

- (C) Training Procedures
- (D) Flight Safety
- (E) Manuals, Logs and Records
- (F) Flight and Duty Time limitations
- (G) Rest requirements and scheduling
- (H) Aircraft Maintenance/Operations interface
- (I) Maintenance programs and continued airworthiness
- (J) Maintenance accomplishment

(16) *Audit Scheduling*

(i) A Quality Assurance Program shall include a defined audit schedule and a periodic review cycle. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits shall be scheduled when necessary to verify that corrective action was carried out and that it was effective.

(ii) An ATO shall establish a schedule of audits to be completed during a specific calendar period. All aspects of the training shall be reviewed within a period of 12 months in accordance with the program unless an extension to the audit period is accepted as explained below.

(iii) An ATO may increase the frequency of their audits at its discretion, but it may not decrease the audit frequency without the acceptance of the Authority. An audit interval exceeding 24 months will not be accepted by the Authority for any audit topic.

(iv) When an ATO defines an audit schedule, significant changes to the management, organisation, training, or technologies shall be considered, as well as changes to the regulatory requirements.

(17) *Monitoring and corrective action*

(i) The aim of monitoring within the Quality System is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and training standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The ATO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.

(ii) Any non-compliance identified shall be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such noncompliance shall be recorded, for the purpose of further investigation to determine the cause and to develop an appropriate corrective action.

(iii) The Quality Assurance Program shall include procedures to ensure that corrective actions are developed in response to findings. These quality procedures shall monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation

of corrective action resides with the department cited in the report identifying the finding. The Accountable Manager shall have the ultimate responsibility for ensuring, through the Quality Manager(s), that corrective action has re-established compliance with the standard required by the Authority and any additional requirements established by the ATO.

(18) *Corrective action*

(i) Subsequent to the quality inspection/audit, the ATO shall determine:

(A) The seriousness of any findings and any need for immediate corrective action;

(B) The origin of the finding;

(C) What corrective actions are required to ensure that the non-compliance does not recur;

(D) A schedule for corrective action;

(E) The identification of individuals or departments responsible for implementing corrective action; and

(F) Allocation of resources by the Accountable Manager, where appropriate.

(ii) The Quality Manager shall:

(A) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;

(B) Verify that corrective action includes the elements outlined in paragraph (16) above;

(C) Monitor the implementation and completion of corrective action;

(D) Provide management with an independent assessment of corrective action, implementation and completion; and

(E) Evaluate the effectiveness of corrective action through the follow-up process.

(19) *Management Evaluation*

(i) A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures

(ii) The management evaluation shall consider:

(A) The results of quality inspections, audits and any other indicators; as well as the overall effectiveness of the management organisation in achieving stated objectives.

(B) A management evaluation should identify and correct trends, and prevent, where possible, future non-conformities.

(C) Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action.

(D) The responsible manager should be an individual who has the authority to resolve issues and take action.

(E) The Accountable Manager should decide upon the frequency, format, and structure of internal management evaluation activities.

(20) *Records*

(i) Accurate, complete and readily accessible records documenting the result of the Quality Assurance Program shall be maintained by the ATO. Records are essential data to enable an ATO to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.

(ii) The following records shall be retained for a period of 5 years:

- (A) Audit schedules;
- (B) Quality inspection and audit reports;
- (C) Responses to findings;
- (D) Corrective action reports;
- (E) Follow-up and closure reports; and
- (F) Management evaluation reports.

(21) *Quality Assurance Responsibility for Satellite ATOs*

(i) An ATO may decide to sub-contract out certain activities to external organisations in accordance with 3.1.2.10, subject to the approval of the Authority.

(ii) The ultimate responsibility for the training provided by the satellite ATO always remains with the ATO. A written agreement between the ATO and the satellite ATO shall clearly define the safety related services and quality to be provided. The satellite ATO's safety related activities relevant to the agreement shall be included in the ATO's Quality Assurance Program.

(iii) The ATO shall ensure that the satellite ATO has the necessary authorisation/approval when required, and commands the resources and competence to undertake the task. If the ATO requires the satellite ATO to conduct activity which exceeds the satellite ATO's authorisation/approval, the ATO is responsible for ensuring that the satellite ATO's quality assurance takes account of such additional requirements.

(22) *Quality System Training*

(i) Correct and thorough training is essential to optimise quality in every organisation. In order to achieve significant outcomes of such training, the ATO shall ensure that all staff understand the objectives as laid down in the Quality Manual.

(ii) The ATO staff responsible for managing the Quality System shall receive training covering:

- (A) An introduction to the concept of Quality System;
- (B) Quality management;
- (C) Concept of Quality Assurance;
- (D) Quality manuals;
- (E) Audit techniques;
- (F) Reporting and recording; and

(G) The way in which the Quality System will function in the ATO.

(iii) Time needed to train every individual involved in quality management and for briefing the remainder of the employees shall be determined on the basis of the size and complexity of the ATO's operation.

(23) Sources of Training

(i) Quality management courses are available from the various National or International Standards Institutions. An ATO should consider whether to offer such courses to those likely to be involved in the management of Quality Systems. Organisations with sufficient appropriately qualified staff may provide such training in-house.

(24) Quality Systems for small Organisations

(i) The requirement to establish and document a Quality System, and to employ a Quality Manager applies to all ATOs.

(ii) An ATO employing 12 or less full-time instructional staff is considered to be "small" as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

(iii) A complex quality system could be inappropriate for a small ATO because the clerical effort required to develop manuals and quality procedures for a complex system may stretch its resources. Such an ATO may tailor its quality system to suit the size and complexity of its operation and to allow it to allocate its resources more efficiently, subject to the acceptance by the Authority.

(iv) For small ATOs it may be appropriate to develop a Quality Assurance Program that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. The ATO shall periodically arrange for an independent review of the checklist content and achievement of the Quality Assurance.

(v) The small ATO may decide to use internal or external auditors or a combination of the two. In these circumstances, the Authority may accept the use of external specialists and or qualified organisations to perform the quality audits on behalf of the Quality Manger.

(vi) If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.

(vii) Whatever arrangements are made, the main ATO retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

IS: 3.3.3—(a) The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as a flight instructor for professional pilot licences and possess a sound managerial capability.

Personnel
for Flight
Crew
Training in
the ATO.

(b) The Chief Flight Instructor shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction. The CFI shall:

(1) hold the highest professional pilot licence related to the flying training courses conducted;

(2) hold the rating(s) related to the flying training courses conducted;

(3) hold a flight instructor rating for at least one of the types of aircraft used on the course; and

(4) have completed 1,000 hours pilot-in-command flight time of which a minimum of 500 hours shall be on flying instructional duties related to the flying courses conducted, of which 200 hours may be instrument ground time.

(c) Flight instructors shall hold—

(1) a pilot licence and rating(s) in accordance with Part 2 of these Regulations related to the flying training courses they are approved to conduct; and

(2) an instructor rating or authorisation in accordance with Part 2 Regulations, relevant to the part of the course being conducted e.g. flight instructor, flight instrument rating instructor, instructor for additional class or type rating(s), instructor for synthetic flight training, as appropriate.

(d) Instructors for synthetic flight training shall hold the authorisation in accordance with Part 2 of these Regulations related to the synthetic flight training courses they are appointed to conduct.

(e) Instructors for flight engineer licences and rating training shall hold:

(1) the licence and the rating(s) in accordance with Part 2 of these Regulations related to the flight engineer licence and/or rating training courses they are appointed to conduct; and

(2) an instructor rating in accordance with Part 2 of these Regulations, relevant to the part of the course being conducted.

(f) The Chief Ground Instructor shall —

(1) Be responsible for the supervision of all ground instructors and for the standardisation of all theoretical knowledge instruction; and

(2) shall have a practical background in aviation and have the appropriate ground instructor licence in accordance with Part 2 of these Regulations.

(g) Ground instructors shall be responsible for conducting ground training in subject areas required for a licence or rating. Ground instructors may have either a licence or be approved by the Authority in accordance with Part 2 of these Regulations, depending upon the subject matter to be taught.

(h) Ground instructors, who are approved by the Authority but not licenced and who teach knowledge subjects for licences and ratings, shall have appropriate experience in aviation and shall, before appointment, give proof of their competency

by giving a lecture based on material they have developed for the subjects they are to teach

IS: 3.3.5.2 —(a) The Training Manual for use at an ATO conducting approved training courses shall include the following:

Training
Manual and
Procedures
Manual for
ATO
Conducting
Flight
Crew
Training.

(1) Chapter 1: *The Training Plan*:

(i) The aim of the course: A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed.

(ii) Pre-entry requirements: Minimum age, educational requirements (including language), medical requirements.

(iii) Credits for previous experience: To be obtained from the Authority before training begins.

(iv) Training Curricula: The flying curriculum (single-engine), the flying curriculum (multiengine), the synthetic flight training curriculum and the theoretical knowledge training curriculum.

(v) The time scale and scale in weeks, for each curriculum: Arrangements of the course and the integration of curricula time.

(vi) *Training program*:

(A) The general arrangements of daily and weekly programs for flying, ground and synthetic flight training;

(B) Bad weather constraints;

(C) Program constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic), e.g. per day/week/month;

(D) Restrictions in respect of duty periods for students;

(E) Duration of dual and solo flights at various stages;

(F) Maximum flying hours in any day/night;

(G) Maximum number of training flights in any day/night; and

(H) Minimum rest period between duty periods.

(vii) *Training records*:

(A) Rules for security of records and documents;

(B) Attendance records;

(C) The form of training records to be kept;

(D) Persons responsible for checking records and students' log books;

(E) The nature and frequency of records checks;

(F) Standardisation of entries in training records; and

(G) Rules concerning log book entries.

(viii) *Safety training: Individual responsibilities*;

(A) Essential exercises;

- (B) Emergency drills (frequency);
- (D) Requirement before first solo, e.g. day/night/navigation, etc.

(ix) *Checks and tests:*

- (A) Flying: Progress checks and skill tests;
- (B) Knowledge: Progress tests and knowledge tests;
- (C) Authorisation for test;
- (D) Rules concerning refresher training before retest;
- (E) Test reports and records;
- (F) Procedures for test paper preparation, type of question and assessment, standard required for 'Pass';
- (G) Procedure for question analysis and review and for raising replacement papers; And

- (H) Retesting procedures.

(x) *Training effectiveness:*

- (A) Individual responsibilities;
- (B) General Assessment;
- (C) Liaison between departments;
- (D) Identification of unsatisfactory progress (individual students);
- (E) Actions to correct unsatisfactory progress;
- (F) Procedure for changing instructors;
- (G) Maximum number of instructor changes per student;
- (H) Internal feedback system for detecting training deficiencies;
- (I) Procedure for suspending a student from training;
- (J) Discipline; and
- (K) Reporting and documentation.

(xi) *Standards and level of performance at various stages:*

- (A) Individual responsibilities;
- (B) Standardisation;
- (C) Standardisation requirements and procedures; and
- (D) Application of test criteria.

(2) Chapter 2: *Briefing and Air Exercises*

(i) Air Exercise: A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles

(ii) Air exercise reference list: An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.

(iii) Course structure – Phase of training: A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.

(iv) Course structure integration of curricula: The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.

(v) Student progress: The requirement for student progress, which shall include a specific statement of expectations for student performance and the required proficiency standards for progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. As necessary before significant exercises, e.g. night flying.

(vi) Instructional methods: The ATO requirements, particularly in respect of pre- and postflying briefing, adherence to curricula and training specifications, authorisation of solo flights, etc.

(vii) Progress tests: The instructions given to examining staff in respect of the conduct and document of all progress tests.

(viii) Glossary of terms: Definition of significant terms as necessary.

(ix) Appendices: Progress test report forms. Skill test report forms. ATO certificates of experience, competence, etc. as required.

(3) Chapter 3: *Synthetic flight training*: Structure generally as for Chapter 2.

(4) Chapter 4: *Knowledge instruction*: Structure generally as for Chapter 2 with a training specification and objectives for each subject. Individual lesson plans to include mention of the specific training aids available for use.

(b) The Procedures Manual for use at an ATO conducting approved training courses shall include the following:

(1) Chapter 1: *General*:

(i) A list and description of all volumes in the Procedures Manual.

(ii) Administration (function and management).

(iii) Responsibilities (all management and administrative staff).

(iv) Student discipline and disciplinary action.

(v) Approval/authorisation of flights.

(vi) Preparation of flying program (restriction of numbers of aircraft in poor weather).

(vii) Command of aircraft.

(viii) Responsibilities of pilot-in-command.

- (ix) Carriage of passengers.
- (x) Aircraft documentation.
- (xi) Retention of documents.
- (xii) Flight crew qualification records (licences and ratings).
- (xiii) Revalidation (licences, ratings and medical certificates).
- (xiv) Flying duty period and flight time limitations (flying instructors).
- (xv) Flying duty period and flight time limitations (students).
- (xvi) Rest periods (flying instructors).
- (xvii) Rest periods (students).
- (xviii) Pilots' log books
- (xix) Flight planning (general).
- (xx) Safety (general: equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots, etc.

(2) Chapter 2: *Technical*

- (i) Aircraft descriptive notes.
- (ii) Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.)
- (iii) Emergency procedures.
- (iv) Radio and radio navigation aids.
- (v) Allowable deficiencies (based on MMEL, if available).

(3) Chapter 3: *Route*

- (i) Performance (legislation, take-off, route, landing, etc.).
- (ii) Flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc.)
- (iii) Loading (loadsheets, mass, balance, limitations).
- (iv) Weather minima (flying instructors)
- (v) Weather minima (students: at various stages of training).
- (vi) Training routes/areas

(4) Chapter 4: *Staff training*

- (i) Appointments of persons responsible for standards/competence of flying staff.
- (ii) Initial training.
- (iii) Refresher training.
- (iv) Standardisation training.
- (v) Proficiency checks
- (vi) Upgrading training.
- (vii) ATO staff standards evaluation.

IS: 3.4.4.2—(a) The Training Manual for use at an ATO conducting approved maintenance training courses shall include the following:

Training and
Procedures
Manual for
ATO
Conducting
Maintenance
Training.

(1) Chapter 1: *The Training Plan*:

(i) The aim of the course: A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed.

(ii) Pre-entry requirements: Minimum age, educational requirements (including language).

(iii) Credits for previous experience: To be obtained from the Authority before training begins.

(iv) Training Curricula: e.g., General, airframe, powerplant, avionics, and other courses as applicable..

(v) The time scale and scale in weeks, for each curriculum: Arrangements of the course and the integration of curricula time.

(vi) Training program: The general arrangements of daily and weekly programs for classroom and practical training.

(vii) Training records: Rules for security of records and documents.

(viii) Attendance records:

(A) The form of training records to be kept.

(B) Persons responsible for checking student records.

(C) The nature and frequency of records checks.

(D) Standardisation of entries in training records.

(ix) *Safety training*:

(A) Individual responsibilities.

(B) Essential exercises.

(C) Emergency drills (frequency).

(D) Use of tools and equipment found in the normal maintenance training environment.

(x) *Checks and tests*:

(A) Progress checks and skill tests.

(B) Knowledge:

(C) Progress tests and knowledge tests.

(D) Authorisation for test.

(E) Rules concerning refresher training before retest.

(F) Test reports and records.

(G) Procedures for test paper preparation, type of question and assessment, standard required for 'Pass'.

(H) Procedure for question analysis and review and for raising replacement papers.

(I) Retesting procedures.

(xi) *Training effectiveness:*

- (A) Individual responsibilities.
- (B) General Assessment.
- (C) Liaison between departments.
- (D) Identification of unsatisfactory progress (individual students).
- (E) Actions to correct unsatisfactory progress.
- (F) Procedure for changing instructors.
- (G) Maximum number of instructor changes per student. I
- (H) nternal feedback system for detecting training deficiencies.
- (I) Procedure for suspending a student from training.
- (J) Discipline.
- (K) Reporting and documentation.

(xii) *Standards and level of performance at various stages:*

- (A) Individual responsibilities.
- (B) Standardisation.
- (C) Standardisation requirements and procedures.
- (D) Application of test criteria.

(2) Chapter 2: *Briefing and Exercises*

(i) Exercise: A detailed statement of the content specification of all the exercises to be taught, arranged in the sequence to be flown with main and sub-titles.

(ii) Exercise reference list: An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.

(iii) Course structure – Phase of training: A statement of how the course will be divided into phases, indication of how the above exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.

(iv) Course structure integration of curricula: The manner in which theoretical knowledge and practical training will be integrated so that as the training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and practical training.

(v) Student progress: The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he or she must achieve before progressing from one phase of exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises.

(vi) Instructional methods: The ATO requirements, particularly in respect of pre- and postexercise briefing, adherence to curricula and training specifications, etc.

(vii) Progress tests: The instructions given to examining staff in respect of the conduct and document of all progress tests.

(viii) Glossary of terms: Definition of significant terms as necessary.

(ix) Appendices:

(A) Progress test report forms.

(B) Skill test report forms.

(C) ATO certificates of experience, competence, etc. as required.

(3) Chapter 3: Synthetic training for maintenance personnel: Structure generally as for Chapter 2.

(4) Chapter 4: Knowledge instruction: Structure generally as for Chapter 2 with a training specification and objectives for each subject. Individual lesson plans to include mention of the specific training aids available for use.

(b) The Procedures Manual for use at an ATO conducting approved maintenance training courses should include the following:

(1) Chapter 1: *General and Management*

(i) Corporate commitment by accountable manager;

(ii) Management personnel;

(iii) Duties and responsibilities of management personnel;

(iv) Management personnel organisation chart;

(v) List of instructional and examination staff;

(vi) List of approved locations of the ATO (principle place of business, any satellite locations, any sub-contracted facilities);

(vii) General description of facilities at each approved location;

(viii) Specific list of courses approved by the Authority;

(ix) Notification procedures regarding changes to organisation;

(x) Amendment procedures for Procedures Manual and associated manuals;

(2) Chapter 2: *Training and Examination Procedures*

(i) Organisation of courses

(ii) Preparation of course material

(iii) Preparation of classrooms and equipment;

(iv) Preparation of workshops/maintenance facilities and equipment;

(v) Conduct of basic knowledge and practical training;

(vi) Records of training carried out;

(vii) Storage of training records;

(viii) Training at locations not listed in the ATO certificate (if applicable);

(ix) Organisation of examinations;

(x) Security and preparation of examination material;

- (xi) Preparation of examination rooms;
- (xii) Conduct of examinations;
- (xiii) Conduct of basic practical assessments;
- (xiv) Marking and records of examinations;
- (xv) Storage of examination records;
- (xvi) Examinations at locations not listed in the ATO certificate (if applicable);
- (xvii) Preparation, control and issue of basic training course certificates;

(3) Chapter 3 – *Training System Quality Procedures*

Note: This may be a separate Quality System Manual.

- (i) Audit of training;
- (ii) Audit of examinations;
- (iii) Analysis of examination results;
- (iv) Audit and analysis remedial action;
- (v) Accountable manager annual review;
- (vi) Qualifying the instructors;
- (vii) Qualifying the Examiners;
- (viii) Records of qualified Instructors and Examiners;

(4) Chapter 4: *Staff training*

- (i) Initial training;
- (ii) Refresher training;
- (iii) Standardisation training;
- (iv) ATO staff standards evaluation.

(5) Chapter 5 – *Appendices*

- (i) Example of documents and forms used;
- (ii) Syllabus of each training course;
- (iii) Cross reference index – if applicable.

IS: 3.4.4.7—(c) The inspector may use the following checklist for the inspection of an ATO for training for maintenance licences

**ATO INSPECTION REPORT – MAINTENANCE LICENSING
(Page 2)**

APPROVED COURSE AIRCRAFT

A/C Type	Registration number	A/C Type	Registration number

Remarks (Attach additional sheets):

Inspector's name _____

Inspector's signature _____

Note 1: Where it has not been possible to carry out a check item, this shall be stated with reasons.

Note 2: Any item(s) marked unsatisfactory shall have an explanation attached to this report.