CHAPTER 8

FSG PORTAL DOCUMENT TRACKING SYSTEM

ADMINISTRATIVE PROCEDURES IN FLIGHT STANDARDS GROUP

The Flight Standards Group is comprised of the following Directorates:

- Directorate of Operations, Licensing and Training,
- Directorate of Airworthiness Standards

  Directorate of Aerodrome and Airspace Standards

DOCUMENTATION

The various directorates run common documentation system. All related incoming mails from the Document Tracking Office are received, signed for and registered in th e incoming/outgoing registers after which they are passed to the various Directors..

After assignment by the Director such documents are registered and dispatched to the appropriate Inspectors/Officers or filed as endorsed by the Di rectors. In like manner, all docume nts endorsed out by any other Inspector are sent to the appropriate Directorate's registry for recording and dispatch.

In compliance with the provisions of SERVICOM, the various Directorates strive to process documents within the Government stipulated 48 hour rule. However, this may not be possible with all documents. Requests for inspections, review of manuals, etc. would more often than not, requir e more than 48 hour rule to be processed.
The Document Tracking Office shall print a task due list to be handed over to the Chairman FSG, and Directors of individual directorates every first work day of the week. Other due task monitoring processes are contained in the FSG Portal Document Tracking System.

FUNCTIONS OF THE FLIGHT STANDARDS GROUP

1.0 DIRECTORATE OF LICENSING

1.0.1. The Directorate has the following responsibilities, which it carries out in line with Specific service targets:

1.0.1.1 To ensure that the goals and expectations set forth in the Nig. CARs are encouraged and enforced without imposing unnecessary regulatory burden on the Operators / industry and that the Authority's safe ty targets are achi eved by impleme ntation of th e DOL Policies and Procedures.

1.0.1.2 To ensure proper implementation of policies laid down, procedures and Acceptable practices in harmony with other Directorates, the corporate body, parent Ministry and ICAO.

1.0.2 TASKS AND RESPONSIBILITIES

1.0.2.0 To accomplish the above, the DOL inspectors and Licensing Officers will:

1.0.2.1 Assess flight test reports, flight manuals, and amendments thereto.

1.0.2.2 Investigate Mandatory Occurrence Reports including incident /accident follow-up and liaise with other relevant Directorates wit h the Authority and the Aircraft Accident Investigation Bureau.

1.0.2.3 Carry out Simulator and other training equipment / devices evaluation for conformity with required standards.

1.0.2.4 Consider Training programs and syllabuses for approval.

1.0.2.5 Partake/Oversee actual Inspection Flight training for standard.

1.0.2.6 Issue free counselling where required or necessary

1.0.2.7 Conduct quarterly and periodic surveillance on pertinent Operator activities.

1.0.2.8 Maintain an effective liaison with specialist surveyors and assigned Airworthiness Inspectors to ensure a coordinated supervisory role with operators.

1.0.2.9 Provide advice and guidance on regulatory matters to other CAAs within the sphere of the above accountabilities.

1.0.2.10 Approval of personnel training, Flight Crew Training, cabin crew training, flight operation and loadmasters training institutions (ATO).

1.0.2.11 Approval of flight crew, cabin crew, Flight Dispatchers ,Air Traffic Controllers, Aeronautical Station Operators and Air Traffic Safety Personnel's syllabus and courses.

1.0.2.12 Appointment of designated examiners flight crew, cabin crew, flight operations, Air traffic controllers etc.

1.0.2.13 Examine a pplicants for m for issue, extension and/or validation of Aircraft Maintenance and Personnel Licenses.

1.0.2.14 Conduct Flight Crew Type Technical and other examinations and issue appropriate licences and ratings.

1.0.2.15 Conduct cabin crew type technica l examination(s) and issue/renew appropriate licenses and ratings.

1.0.2.16 Conduct flight operation type technical examination(s) and issue/renew appropriate licences and ratings.

1.0.2.17 Conduct validation/evaluation of foreign licences (AMEL, pilots and flight engineers(s).

2.0 DIRECTORATE OF OPERATIONS/TRAINING FUNCTIONS

2.0.1 The Directorate of Operations and Training is responsible for the following functions:

2.0.1.0 Certificate of Air Operators in Nigeria

2.0.1.1 Maintenance of AOC files and record of all operators and their operating crew

2.0.1.2 Approval and surveillance of AOC holder's Training Organizations

2.0.1.3 Issuance, renewal or variation of Air Operators Certification, Operations

2.0.1.4 Specifications, Flight Operations Clearance Certificates and other certificates prescribed by the regulations.

2.0.1.5 Periodically organizing seminars and workshop s to educate operators on the industry best practices.

2.0.1.6 Issuance of specific authorization and limitations e.g. ETOPS, RNP, RVSM, AW OP, MNPS, RNAV, CAT II, Dangerous Goods transportation etc.

2.0.1.7 Approval/Designation/Supervision, of Inspectors, Check Pilots/Flight Engineers Aut horized Examiners for the Flight Crew, Cabin Crew, Dispatchers and Load masters of the AOC holders.

2.0.1.8 Investigation of violations, Air Misses and other incidents

2.0.1.9 Making recommendations concerning enforcement actions.

2.0.1.10 Conducting Proficiency Checks for Flight Crew.

2.0.1.11 Evaluation and Approval of Simulators and other training devices/equipment.

2.0.1.12 Development, revision and implementation of regulations, standard and guidance materials on flight and ground operations as well as cabin safety.

2.0.1.13 Setting up and monitoring of all training standards, including ground school, drills and other training programs applicable to Pilots, Flight Engineers, Aircraft Maintenance Engineers, Cabin Crew, Flight Operations Officer to ensure compliance with Nigeria CARs and ICAO SARPs.

2.0.1.14 Carry out the following inspections on AOC holders, Flight Deck/ Cabin Ramp, Flight Deck/ Cabin En-Route, Station, Base, Demo Flight, Airport, Dangerous Goods, Passenger Handling, Hajj Operations, Training Facility, O perational control, Aircraft (Pre-Arrival) and Training-in-Progress, Flight Records, Crew Duty and Rest Records.

2.0.1.15 Approval and continuous review of operator's pertinent documents e.g. MELs, AOMs, Operations, Maintenance and Training Manuals, Operating Instructions etc.

2.0.1.16 Approval of Cabin Crew Initial, Recurrent, Refresher, Conversion, Instructor's Qualification and Re-qualification trainings.

2.0.1.17 Approval of Dangerous Goods and Human Performance and Limitation trainings.

2.0.1.18 Approval of Dispatchers' and Loadmasters' Initial and Recurrent trainings.

2.0.1.19 Approval of Flight Crew Initial, Instrument, Type Rating and Recurrent trainings.

2.0.1.20 Continued Surveillance and inspection of all AOC holders, to ascertain each holders' competence to continue exercising the privileges of the certificate.

2.0.1.21 Isolating systemic faults in AOC holder s' operations and providing information concerning safety issues needing resolutions.

2.1 TASKS AND RESPONSIBILITIES

2.1.1 The Directorate of Operations and Training is responsible for the following tasks:

2.1.0.1 Certification process of air operators and issuance of the air operator certificate (AOC) and operations specifications (OPSPECS)

2.1.0.2 Monitoring and updating AOC files and records of all operators.

2.1.0.3 Exercising continuing surveillance and inspection of operations for the purpose of making recommendations regarding the issue of the AOC and the associated operations specifications and t he operator's competence to continue to exercise th e privileges of the certificate;

2.1.0.4 Development and/or revision of specific operating regulations

2.1.0.5 Certification of general aviation operations

2.1.0.6 Supervision of commercial air operators and legal action/information regarding deficiencies

2.1.0.7 Issuance of specific authorizations and limitations (ETOPS, RNP, RVSM, AW OP, MNPS, RNAV, transport of dangerous goods).

2.1.0.8 Making recommendations concerning appropriate enforcement action.

2.1.0.9 Approval of personnel training, flight crew training, cabin crew training, flight operations and loadmaster training including syllabi and courses of AOC holders

2.1.0.10 Approval and surveillance of AOC holders Training Organization.

2.1.0.11 Carrying out Simulator and other training equi pment/devices evaluation for conformity with required standards.

2.1.0.12 Approval, d esignation a nd supervision of inspectors, examiners, flight crew, cabin crew, flight operations officers and loadmasters of AOC holders

3.0 AIRWORTHINESS FUNCTIONS

3.0.1 Conduct inspections and carry out auditing functions;

3.0.2 Prepare detailed reports on inspections and auditing activities;

3.0.3 Enforce compliance with airworthiness regulations and directives;

3.0.4 Report breaches of regulations and directives to the appropriate authority within the NCAA;

3.0.5 Report defects noted to aircraft operators / owners / type certificate h olders and approved airworthiness organizations for remedial action;

3.0.6 Conduct, in co-operation with members of the NCAA Operations Directorate, operator certification inspections;

3.0.7 Inspection of aviation fueling equipment and procedures;

3.0.8 Monitoring airworthiness certifications and ensuring that they are carried out by persons who are properly authorized, and th at the certifications mad e are for the purpose and in accordance with the requirements of the applicable airworthiness regulations;

3.0.9 Monitoring the implementation of the relevant airworthiness regulations issued by the NCAA ;

3.0.10 Familiarizing himself with the conte nt of all Airworthiness Directives, service bulletins and similar documents in respect of the aircraft (including power-plants) and equipment and monitoring the extent of implementation;

3.0.11 Reviewing engineering procedure manuals, making recommendations in respect of amendments which may be required by the NCAA prior to approval of the manual;

3.0.12 Undertaking liaison with other inspectors regarding recommendations in respect of issue and renewal of Certificates of Airworthiness, checking all documents associated with the above including the flight manual amendment status and airframe and engine log books. Checking that all relevant work carried out, and authorizing release for test flight of aircraft and avionics installation, ensuring that the resulting reports are satisfactory and in accordance with the NCAA requirements;

3.0.13 Approval of preventive maintenance programs;

3.0.14 Monitoring approved operator maintenance training programs;

3.0.15 Conducting inspections of operator’s route station facilities;

3.0.16 Adherence to and responding promptly where necessary to all orders/notices/circulars issued by the DAWS;

3.0.17 Using initiative to pursue any matter that needs to be attended to by the NCAA in the interest of air safety and for efficiency of the system;

3.0.18 Ensuring that confidentiality is always maintained;

3.0.19 Maintaining a constant dialogue with operators and officials in the aviation industry on professional matters in order to keep up to date with latest developments;

3.0.20 Review, coordination and recommendation of final action on requests for validation of a type certificate;

3.0.21 Evaluation of equipment and materials to be used in aircraft construction and modifications to ensure their conformity with NCAA specifications;

3.0.22 Investigation of unsatisf actory occurrences to identify and prepare the necessary design, maintenance and operational corrections;

3.0.23 Evaluation of proposals pertinent to the design and modification of systems, instruments and equipment, including their installations;

3.0.24 Evaluations of the proposals for major repairs to aircraft and its components, power-plants, propellers, etc.;

3.0.25 Processing of all airworthiness directives initiated by the manufacturers and operators in the State and review of airworthiness directives issued by the manufacturers of imported aircraft, and recommending implementation action thereon;

3.0.26 Investigation of major problems relating to structural defects;

3.0.27 Evaluation of reports of accidents, incidents and malfunctions with a view to determining trends for possible unsatisfactory design features. Identification of those cases affecting safety in operations. Determination of the need for airworthiness directives outlining mandatory corrective actions and compliance periods;

3.0.28 Monitoring of aerodynamic performance, structural integrity and system functioning of aircraft in service and surveillance of failures and service difficulties to initiate improvement and corrective programmes;

3.0.29 Serving as the focal point on matters concerning import and export airworthiness certificates and approval of civil aeronautical products;

3.0.30 Provision or loan of staff experts to assist in the investigation of aircra ft accidents as and when required;

3.0.31 Providing administrative support and assisting in the discharge of other functions related to airworthiness; and

3.0.32 Conduct routine surveillance of work being performed in the hangars, workshops and repair facilities;

4.0 DOCUMENT TRACKING OFFICE FUNCTIONS

4.1 Receipt and registration of all correspondences addressed to the Authority.
All correspondences addressed to the Authority are submitted at the DTS office where they are received and registered manually and electronically. Each FSG directorate has a notebook and system dedicated to it and correspondences are logged in as sorted out by the officer.

4.0.2 Distribution of the registered correspondences.
The received documents are distributed to the different directorates within 15 minutes of receipt and they are signed for by the recipients of the concerned directorate.

4.0.3 Follow up on the correspondences.

4.0.3.1 It is expected that mails would have been attended to within 48 hours except in the cases of manuals and other special cases that may require decision of a larger group, higher authority or even a process that requires more time. However, within the 48 hours, some action would have been taken and this is recorded against a date and the handling officer.

4.0.3.2 Previously distributed correspondences are tracked daily until action is concluded.

4.0.4 The dispatch of all correspondences going out of the Authority.
These correspondences are received and signed for in the DTS for onward transmission to the addressees.

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1. PROCEDURES FOR AIR OPERATORS/APPROVED MAINTENANCE/APPROVED TRAINING ORGANISATIONS

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
2	**FOCC/MCC (Operations & Airworthiness)**	Initial Application: Payment of applicable fees Demonstration/Inspection Certification	 48 hrs 7days 3days	 48 hrs 5 days 2 days	 CPM CPM DAWS/DOT	 ASI ASI ASI
3	AMO (Local)	Initial Application: Payment of applicable fees Formal Meeting – Conveyance of Resolutions Document evaluation/manuals approvals MP MCM MPM Quality/Safety Manual Demonstration/Inspection Personnel Requirement Facilities and equipment Certification Operations Specifications Certificate release	48 hrs 48 hrs 48hrs 30 days 30 days 30 days 30 days 7 days 7 days 7 days 5 days	 20 days 20 days 20 days 20 days 5 days 5 days 5 days 3 days	CPM CPM CPM CPM CPM CPM CPM CPM	 ASI ASI ASI ASI ASI ASI ASI
4	AMO (International)	Initial Application Payment of applicable fees Document Evaluation/Manuals MPM MCM MP	48 hrs 48 hrs 7 days 7 days 7 days 7 days	48 hrs 48 hrs 10 days 5 days 5 days 5 days	CPM CPM CPM CPM CPM CPM	ASI ASI ASI ASI ASI ASI

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
		Demonstration/Inspection	7 days	5 days	CPM	ASI
		Personnel Requests	2 days	N/A	CPM	ASI
		Facilities/Equipment Requirements	3 days	N/A	CPM	ASI
		Certification				
		Operations Specifications	3 days	N/A	CPM	ASI
		Certificate Release	2 days	2 days	CPM	ASI
5	Registration of AC/Replacement of lost certificate of Registration/Maint-enance and other registration matters (deregistration)	Initial Application	48 hrs	48 days	DAWS	ASI
		Payment of Applicable Fees	48 days	48 days	DAWS	ASI
		Documentation/Evaluation	48 days	48 days	DAWS	ASI
		Ministerial Approval	48 days	48 days	DAWS	
		Type Validation (if applicable)	30 days	30 days	GM(ASA/AOC & S)	ASI
		Issue of C of R	48 days	48 days	DAWS	
6	Issue/Renewal of Certificate of Airworthiness (C of A), Maintenance Clearance Certificate (MCC) and Export C of A	Initial Application	48 hrs	48 hrs	GM (AOC & S)	ASI
		Payment of Applicable Fees	48 hrs	48 hrs	ASI	ASI
		Submission of Formal Application and Attachment (e.g. Airworthiness Forms)	48 hrs	48 hrs	ASI	ASI
		Interrogation of A/C records	48 hrs	48 hrs	ASI	ASI

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
7	Issue of Ferry Permit/Special Flight Permit	Initial Application		48 hrs	GM (AOC & S)	ASI
		Payment of Applicable Fees	48 hrs	48 hrs	ASI	ASI
		Formal Application and attachments	48 hrs	48 hrs	ASI	ASI
		Interrogation of Documents at briefing (if applicable)	48 hrs	48 hrs	ASI	
		Issue of Ferry Permit/Special Permit	24 hrs	24 hrs	ASI	
8	Issue of Noise Certificate	Initial Application				
		Payment of Applicable Fees	48 hrs	48 hrs	GM(ASA)	ASI
		Formal Application and attachments	48 hrs	48 hrs	ASI	ASI
		Interrogation of Documents	48 hrs	48 hrs	ASI	ASI
		Issue of Noise Certificate	48 hrs	48 hrs	ASI	ASI
			48 hrs	48 hrs	DAWS	
9	Type Certificate/Supplemental Type Certification Acceptance	Initial Application				
		Payment of Applicable Fees	48 hrs	48 hrs	GM (ACCA)	ASI
		Formal Application & Attachments	48 hrs	48 hrs	ASI	ASI
		Document Interrogation/Aircraft Survey	7 days	5 days	ASI	ASI
		Acceptance of Type Certificate/Supplemental Type Certificate	7 days	5 days	ASI(S)	ASI (S)
			7 days	5 days	GM (ACCA)	
		Issue of Acceptance Type Certificate/ Supplemental Type Certificate	5 day	5 days	DAWS	

No	Tasks	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
10	Approval of Modification/Repair on A/C	Initial Application	48 days	48 days	GM (ASA)	ASI
		Payment of Applicable Fees	48 days	48 days	GM(ACCA)	ASI
		Formal Application and Attachments	48 days	48 days	ASI	ASI
		Interrogation of Aircraft Records	7 days	5 days	ASI	ASI
		Analysis of Modification/Repair Detail	14 days	10 days	ASI	ASI
		Issue of Provisional Airworthiness Approvals	8 hrs	48 hrs	GM(ACCA)	
		Notification of Supervision of Installation and Poor Installation Performance	48 hrs	48 hrs	ASI	ASI
11	Pre-importation Inspection of Aircraft and Maintenance Base Inspection	Initial Application	48 hrs	48 hrs	DAWS/GM(AOC & S)	ASI
		Payment of Applicable Fees	48 hrs	48 hrs	GM(ASA)/ASI	ASI
		Formal Application and Attachments	48 hrs	48 hrs	ASI	ASI
		Aircraft document Interrogation & Survey at Base	72 hrs	72 hrs		ASI
		Report on Aircraft Record	48 hrs	48 hrs	DAWS/GM (ASA)	
		Issuance of Certificate C of A and MCC	48 hrs	48 hrs	ASI	ASI
12	Approval of Aircraft Post Distributors	Initial Application	48 hrs	48 hrs	DAWS/GM (ACA)	ASI
		Payment of Applicable Fees			ASI	
		Formal Application	48 hrs	48 hrs	ASI	ASI
		Document Evaluation	48 hrs	48 hrs	ASI	ASI
		Demonstration and Inspection	30 days	30 days		ASI
		Personnel Requirements			ASI	
		Facilities and Equipment.	7 days	7 days	ASI	ASI
			7 days	7 days		ASI

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
		Certification				
		Issue of Approval	7 days	7 days	ASI	ASI
14	Search For Technical Information	Initial Application	48 hrs	48 hrs	DAWS/GM	ASI
		Payment of Applicable Fees	48 hrs	48 hrs	ASI	ASI
		Issue Technical Search Report	5 days	5 days	ASI	ASI
15	Approval of Maintenance Programme	Formal Application and Attachments	48 hrs	48 hrs	DAWS/GM (ACCA/ ASA)	ASI
		Cursory Review of Documents	48 hrs	48 hrs	ASI	ASI
		Review of Documents	14 days	14 days	ASI	ASI
		Follow up on documents	7 days	7 days	ASI	ASI
		Recommendation for Approval	48 hrs	48 hrs	ASI	ASI
		Issue of Approval Page	48 hrs	48 hrs	ASI	ASI
16	Approval of Minimum Equipment List (MEL)	Formal Application and Attachments	48 hrs	48 hrs	DAWS/GM(AOC &S)	ASI
		Cursory Review of Documents	48 hrs	48 hrs		ASI
		Review/Evaluation of Documents	14 days	14 days	ASI	ASI
		Follow-ups of Evaluation Process	14 days	14 days	ASI	ASI
		Recommendation for Approval	48 hrs	48 hrs	ASI GM(AOC & S)	ASI
		Issue of Approval Page	48 hrs	48 hrs	GM(ASA)	ASI
		Approval	48 hrs	48 hrs	GM(ACCA) ASI GM(ASA)	ASI

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
17	Approval of MCM	Formal Application and attachments	48 hrs	48 hrs	DAWS/GM (AOC & S)	ASI
		Cursory Review	48 hrs	48 hrs	ASI	ASI
		Review/Evaluation	14 days	14 days	ASI	ASI
		Follow-up on Review/Evaluation	14 days	14 days	ASI	ASI
		Recommendation for Approval	7 days	7 days	GM (ACCA)	ASI
		Issue Approval Page	48 hrs	48 hrs	ASI	
		Approval	48 hrs	48 hrs	DAWS/GM (AOC &S/ ACCA)	ASI
18	Approval of MPM	Formal Application and Attachments	48 hrs	48 hrs	DAWS/GM AOC & S	ASI
		Cursory Review	48 hrs	48 hrs	ASI	ASI
		Review/Evaluation	14 days	14 days	ASI	ASI
		Follow-up on Evaluation Process	14 days	14 days	ASI	ASI
		Issue of Approval Page	48 hrs	48 hrs	ASI	
		Approval/Certification	48 hrs	48 hrs	GM(AOC & S)	
		<u>Facilities & Equipments</u>				
		Certification	7 days	7 days	CPM	ASI
		Operations Specifications	7 days	7 days	CPM	ASI
					CPM	

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
19	AMO Variation/ Renewal	Formal Application	48 hrs	48 hrs	GM(ASA/ACCA)	ASI
		Payment of Applicable Fees	48 hrs	48 hrs	"	ASI
		Document Evaluation	14 days	14 days	ASI	ASI
		Demonstration and Inspection				
		Personnel Requirements	7 days	7 days	ASI	ASI
		Facilities and Equipment	7 days	7 days	ASI	ASI
		Certification				
		Operations Specification	7 days	7 days	GM (ASA)	ASI
		Certificates	48 hrs	48 hrs	DAWS	
20	Purchase of Log Books	Formal Application	48 hrs	48 hrs	DAWS	
		Payment of Applicable Fees	48 hrs	48 hrs	DAWS (Reg)	
		Issuance of Log Books	10 days	10 days	DAWS Admin Officer	DAWS Registry
21	Continuous Review and Approval of Manuals	Application and Submission			POI	
		Review	15 days	10 days	DOT	POI
		Approval	2 days	2 days		

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
22	**Certification of Approved Training Organisation (Licensing)**	<u>Initial Application</u>				
		Payment of applicable fees	48 hrs	48 hrs	APM	ASI
		PATOPS meeting – conveyance of resolutions	48 hrs	48 hrs	APM	ASI
		Formal meeting – conveyance of resolutions	48 hrs	48 hrs	APM	ASI
		<u>Document evaluation/manuals approvals</u>				
		ATO Personnel:	5 days	2 days	APM	ASI
		Management Personnel Records	5 days	2 days	APM	ASI
		Lease Agreements and Contracts	5days	2 days	APM	ASI
		Training agreement with another ATO	10 days	5 days	APM	ASI
		Draft training specifications	10 days	5 days	APM	ASI
		Training Procedures Manual		5 days	APM	ASI
		Quality Control Policy and Procedures Manual	10 days	5 days	APM	ASI
		Approved Programme for Maintenance and	30 days	15 days	APM	ASI
		Inspection of Aircraft	30 days	7 days	APM	ASI
		Simulators and Flight Training Devices	15 days	2 days	APM	ASI
		Training Programmes	5 days			
		<u>Demonstration/Inspection</u>		3 days	APM	ASI
		Facilities and Equipment:	7 days	3 days	APM	ASI
		Training Facilities	7 days	3 days	APM	ASI
		Aircraft Used for Training	7 days	3 days	APM	ASI
		Equipment Used for Training	7 days	3 days	APM	ASI
		Record keeping Systems	7 days	3 days	APM	ASI
		Flight Simulators and FTD	7 days			
		Quality Control System				
		Observation of conduct of Actual Training		3days	APM	
			7 days	1day		ASI
		<u>Certification:</u>			DG/CEO	
		Training Specifications	2days			
		Certificate Release				

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
23	**Designation/Approval of Check Airmen**	Initial Application Payment of Applicable Fees Document Evaluation Demonstration/Inspection Certification:	48 hrs 48 hrs 48 hrs 48 hrs 48 hrs	48 hrs 48 hrs 48 hrs 48 hrs 48 hrs	DOT POI POI POI DOT	POI POI POI POI
24	**Evaluation/Approval of Simulator and other Training Devices/ Equipment (Foreign)**	Initial Application Payment of Applicable Fees Document Evaluation Inspection Certification	48 hrs 48 hrs 48 hrs 10 days 2 days	48 hrs 48 hrs 48 hrs 10 days 1 day	DOT POI POI POI DOT	POI POI POI POI
25	**Evaluation/Approval of Training Devices and equipment (Local)**	Same as no. 23 above except : Inspection	3 days	3 days	POI	POI
26	**Approval of Flight Crew, Cabin Crew and Dispatchers' Initial, Recurrent and Other Trainings.**	Initial Application Document Evaluation Payment of Applicable Fees Demonstration/Inspection/Monitoring of Standards Certification	48 hrs 48 hrs 48 hrs Duration specific 2 days	48 hrs 48 hrs 48 hrs 1 days	DOT POI POI POI DOT	POI POI POI POI

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
27.	**Personnel Licensing Process**	Initial Issue				
		Application for issue	48 hrs	24 hrs	ASI	ASI
		Verification of Documents	48 hrs	24 hrs	ASI	ASI
		Evaluation of Application	48 hrs	24 hrs	ASI	ASI
		Payment of appropriate fees	48 hrs	24 hrs	ASI	ASI
		License Processing	48 hrs	24 hrs	ASI	ASI
		Issue of License	48 hrs	24 hrs	ASI	ASI
		Renewal	48 hrs	24 hrs	ASI	ASI
		Application for issue	48 hrs	24 hrs	ASI	ASI
		Verification of Documents	48 hrs	24 hrs	ASI	ASI
		Evaluation of Application	48 hrs	24 hrs	ASI	ASI
		Payment of appropriate fees	48 hrs	24 hrs	ASI	ASI
		License Processing	48 hrs	24 hrs	ASI	ASI
		Issue of License				
		Re-Issue	48 hrs	24 hrs	ASI	ASI
		Application for issue	48 hrs	24 hrs	ASI	ASI
		Verification of Documents	48 hrs	24 hrs	ASI	ASI
		Evaluation of Application	48 hrs	24 hrs	ASI	ASI
		Payment of appropriate fees	48 hrs	24 hrs	ASI	ASI
		License Processing	48 hrs	24 hrs	ASI	ASI
		Issue of License				
		Knowledge Testing:	48 hrs	48 hrs	ASI	
		Application for issue	48 hrs	48 hrs	ASI	ASI
		Verification of Documents	48 hrs	48 hrs	ASI	ASI
		Evaluation of Application	48 hrs	48 hrs	ASI	ASI
		Payment of appropriate fees	72 hrs	48 hrs	ASI	ASI
		Booking of Examination	48 hrs	48 hrs	ASI	ASI
		Conduct Examination	7 days	3days	APM	ASI
		Grade Examination		1day		
		Processing result	2days		DG/CEO	ASI
		Issue Result				

No	Task	Requirements	Time Out	Tracking Starts	Action Required	Desk Officer
28	**Certification of Approved T raining Organisation (Licensing)**	Initial Application				
		Payment of applicable fees	48 hrs	48 hrs	APM	ASI
		PATOPS meeting – conveyance of resolutions	48 hrs	48 hrs	APM	ASI
		Formal meeting – conveyance of resolutions	48 hrs	48 hrs	APM	ASI
		Document evaluation/manuals approvals				
		ATO Personnel:	5 days	2 days	APM	ASI
		Management Personnel Records	5 days	2 days	APM	ASI
		Lease Agreements and Contracts	5days	2 days	APM	ASI
		Training agreement with another ATO	10 dpm	5 days	APM	ASI
		Draft training specifications	10 days	5 days	APM	ASI
		Training Procedures Manual	10 days	5 days	APM	ASI
		Quality Control Policy and Procedures Manual	30 days	5 days	APM	ASI
		Approved Programme for Maintenance and	30 days	15 days	APM	ASI
		Inspection of Aircraft	15 days	7 days	APM	ASI
		Simulators and Flight Training Devices	5 days	2 days	APM	ASI
		Training Programmes				
		Demonstration/Inspection	7 days	3 days	APM	ASI
		Facilities and Equipment:	7 days	3 days	APM	ASI
		Training Facilities	7 days	3 days	APM	ASI
		Aircraft Used for Training	7 days	3 days	APM	ASI
		Equipment Used for Training	7 days	3 days	APM	ASI
		Record keeping Systems	7 days	3 days	APM	ASI
		Flight Simulators and FTD				
		Quality Control System				
		Observation of conduct of Actual Training	7 days	3days	APM	ASI
		Certification:	2days	1day	DG/CEO	
		Training Specifications				
		Certificate Release				