

**STATUTORY INSTRUMENTS SUPPLEMENT**

*to The Uganda Gazette No. 11, Volume CXIII, dated 17th February, 2020*

Printed by UPPC, Entebbe, by Order of the Government.

---

---

**S T A T U T O R Y I N S T R U M E N T S**

**2020 No. 24.**

**THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION)  
REGULATIONS, 2020**

**ARRANGEMENT OF REGULATIONS**

*Regulations*

**PART I—PRELIMINARY PROVISIONS**

1. Title
2. Interpretation
3. Application

**PART II—CERTIFICATION AND LOCATION REQUIREMENTS**

4. Testing or checking
5. Application for certificate to operate Approved Training Organisation
6. Issue of certificate
7. Validity of certificate
8. Inspection
9. Renewal of certificate
10. Duties of Approved Training Organisation
11. Quality system for Approved Training Organisation
12. Location of principal business office
13. Satellite Approved Training Organisations

*Regulations*

14. Changes requiring notice to the Authority
15. Training Manual and Procedures Manual

PART III—TRAINING FOR FLIGHT CREW LICENCES AND RATINGS

16. Flight crew training courses
17. Training courses for licences and ratings for aircraft maintenance engineers, airtraffic controllers and flight operation officers
18. Personnel
19. Training program
20. Training aircraft
21. Synthetic flight trainers
22. Aerodrome and sites
23. Training facilities

PART IV—EXEMPTIONS

24. Requirements for Application
25. Consideration of application for exemption
26. Evaluation of request

PART V—GENERAL PROVISIONS

27. Display
28. Drug and alcohol testing and reporting
29. Production of license certificates and authorisations
30. Change of name
31. Operators
32. Change of address
33. Replacement of documents
34. Suspension and revocations
35. Use and retention of certificates and records
36. Record keeping
37. Reports of violation
38. Enforcement of directives
39. Aeronautical user fees
40. Extra-territorial application of Regulations
41. Advertising limitations

*Regulations*

42. Revocation

**SCHEDULES**

FIRST SCHEDULE—QUALITY SYSTEM FOR APPROVED TRAINING ORGANISATION

SECOND SCHEDULE—TRAINING MANUAL AND PROCEDURES MANUAL

THIRD SCHEDULE—RESPONSIBILITIES AND QUALIFICATIONS OF MANAGEMENT PERSONNEL

# STATUTORY INSTRUMENTS

2020 No. 24.

## **The Civil Aviation (Approved Training Organization) Regulations, 2020**

*(Made under sections 34(2) and 61) of the Civil Aviation Authority Act,  
Cap.354)*

IN EXERCISE of the powers conferred upon the Minister by sections 34(2) and 61 of the Civil Aviation Authority Act, and on the recommendation of the Civil Aviation Authority, these Regulations are made this 5th day of February, 2020.

### PART I—PRELIMINARY PROVISIONS

#### **1. Title**

These Regulations may be cited as the Civil Aviation (Approved Training Organizations) Regulations, 2020.

#### **2. Interpretation**

In these Regulations, unless the context otherwise requires—

“accountable manager” means a person who is designated by an Approved Training Institution and is responsible to the Authority for the implementation of training at an Approved Training Organisation to the standard required by the Authority and defined by the Approved Training Organisation;

“aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

“aircraft avionics” means designating any electronic device including its electrical part for use in an aircraft, including radio, automatic flight control and instrument systems;

- “aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;
- “approved training” means training conducted under special curricula and supervision approved by the Authority.
- “Approved Training Organization” means an organization that is issued with a certificate under regulation 6 to conduct approved training in accordance with these Regulations;
- “ATS surveillance service” means a service provided directly by an ATS surveillance system;
- “Authority” means the Uganda Civil Aviation Authority;
- “certify as airworthy” means an affirmation by the Authority that an aircraft or a part of an aircraft complies with current airworthiness requirements;
- “certificate” means a certificate issued by the Authority to an Approved Training Organisation;
- “error” means an action or inaction by an operational person that leads to deviations from organizational or the intentions or expectations of that operational person;
- “procedures manual” means a manual containing procedures, instructions and guidance for use by personnel of an Approved Training Organization in the execution of their duties in meeting the requirements of the certificate;
- “quality manager” means a person designated by an Approved Training Organisation to be responsible to the Authority for the management of the quality system through monitoring compliance with, and adequacy of procedures required to ensure safe training practices; and requiring the Approved Training Organisation to undertake corrective actions;
- “quality system” means the documented organisational procedures and policies, the internal audit of those policies and procedures, and the management review and recommendation for quality improvement;

“safety management system” means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures;

“State safety programme” or “(SSP)” means an integrated set of regulations and activities aimed at improving safety;

“satellite Approved Training Organisation” means a training organisation approved by the Authority to conduct training at a location other than the principal physical place of business at the training organisation;

“synthetic flight trainer” means any one of the following three types of apparatus in which flight conditions are simulated on the ground—

- (a) a flight simulator, which provides an accurate representation of the cockpit of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;
- (b) a flight procedures trainer, which provides a realistic cockpit environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class; or
- (c) a basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the cockpit environment of an aircraft in flight in instrument flight conditions.

“testing” means the comparison of the knowledge about a task or a skill to perform a task against an established set of

criteria to determine that the knowledge or skill observed meets or exceeds, or does not meet or exceed that criteria;

“threat” means events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety;

“training manual” means a manual containing the training goals, objective, standards syllabi, and curriculum for each phase of the approved training course;

“training specifications” means a document issued by the Authority, to an Approved Training Organisation that specifies training program requirements and authorizes the conduct of training, checking, and testing with any of the attendant limitations.

### **3. Application**

(1) These Regulations apply to—

- (a) all persons operating or maintaining an Approved Training Organisation in Uganda; and
- (b) to an aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government, and the department or other authority for the time being responsible for management of the aircraft shall be deemed to be the operator of the aircraft, and in the case of an aircraft belonging to the Government, to be the owner of the interest of the Government in the aircraft.

(2) These Regulations do not apply to—

- (a) a person or organisation certified as an Air Operator or Approved Maintenance Organisation to conduct training of its own personnel under the Civil Aviation (Air Operator Certification and Administration) Regulations, 2020, and

the Civil Aviation (Approved Maintenance Organisation) Regulations, 2020 respectively; and

- (b) an operator with an approved training programme in its Operations Manual under Civil Aviation (Operation of Aircraft) Regulations, 2020; and
- (c) the naval, military and air force authorities and members of any visiting force and property held or used for the purpose of such a force to the same extent as if the visiting force formed part of the Uganda Peoples Defence Forces.

## PART II—CERTIFICATION AND LOCATION REQUIREMENTS

### **4. Testing or checking**

(1) A person shall not conduct training, testing or checking in synthetic flight trainers without, or in violation of, the certificate and training specifications required under these Regulations.

(2) Where the Authority authorizes an Approved Training Organization to conduct the testing required for the issue of a licence or rating, the testing shall be conducted by personnel authorized by the Authority or designated by that Approved Training Organization in accordance with criteria approved by the Authority.

(3) A person who contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding currency points equivalent to one hundred United States Dollars, at the prevailing market rate.

### **5. Application for certificate to operate Approved Training Organisation**

(1) A training organisation which wishes to conduct training under these regulations as an Approved Training Organisation, shall apply to the Authority for a certificate, at least ninety days prior to the beginning of any proposed training.

(2) A training organisation which wishes to conduct training which is not specified in its certificate shall apply to the Authority for amendment of the certificate at least ninety days prior to the beginning of the proposed training which was not approved before.

(3) An application under this regulation shall be in a form and manner prescribed by the Authority and shall contain—

- (a) a statement showing that the minimum qualification requirements for each management position are met;
- (b) a description of the minimum qualifications and ratings for each instructor;
- (c) a statement acknowledging that the applicant may notify the authority within ten working days of any change in management or instructors positions;
- (d) the proposed training specifications to be conducted by the applicant;
- (e) a description of the training equipment such as the aircraft, the synthetic flight trainers that the applicant proposes to use, including any special equipment used for each phase of training;
- (f) a listing of the aerodromes or sites at which training flights originate, if applicable, and a description of the applicant's training facilities, equipment and qualifications of personnel to be used;
- (g) a training program, including manuals, curricula, outlines, courseware, procedures and documentation to support the items required in Regulations 15, 17 and 18;
- (h) a description of a recordkeeping system that will identify and document the details of training, qualification, and licencing of students, instructors, and evaluators;
- (i) a description of quality control measures proposed;

- (j) a method of demonstrating the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations, 2020 if the applicant proposes to do so;
- (k) The location of the physical address of the training organisation; and
- (l) a statement of compliance showing how the applicant has met all applicable requirements in these Regulations and other applicable Regulations.

(4) An Approved Training Organisation shall submit a procedures manual and a quality system to the Authority for purposes of monitoring and evaluating compliance with all relevant requirements of these Regulations.

(5) An applicant for a certificate shall ensure that the facilities and equipment described in the application are—

- (a) available for inspection and evaluation prior to approval; and
- (b) in place and operational at the location of the Approved Training Organisation prior to the issue of a certificate under these Regulations.

(6) The Authority shall after inspection, issue to an applicant who meets the requirements of these Regulations and is approved by the Authority—

- (a) an Approved Training Organisation certificate containing—
  - (i) the name and location of the Approved Training Organisation;

- (ii) the date of issue and period of validity of the certificate;
  - (iii) the authorized locations of operations; and
  - (iv) training courses for the following categories, as applicable, flight crew training, training for personnel other than flight crew and other training as approved by the Authority:
- (b) training specifications containing—
- (i) authorization for the Approved Training Organisation;
  - (ii) the type of training authorized, including approved training courses;
  - (iii) the rating, category, class and type of aircraft, or parts of the aircraft, that may be used for training, testing and checking;
  - (iv) for each synthetic flight trainer that may be used for training, testing and checking, the make, model and series of aircraft being simulated, the qualification level and the identification number assigned by the Authority;
  - (v) any aircraft, or part of the aircraft, approved for training, as appropriate;
  - (vi) the staff required to perform and meet the requirements of these Regulations; and
  - (vii) any other items the Authority may require or allow.

(7) A training organisation located outside Uganda which meets the requirements of these regulations may apply to the Authority to provide training that may qualify the person trained to be issued with a license by the Authority

















- (o) Extended Diversion Time Operation;
- (p) loss of control in flight;
- (q) upset prevention and recovery;
- (r) class rating course;
- (s) type rating course; and
- (t) any other course as may be acceptable to the Authority

**17. Training courses for licenses and ratings for aircraft maintenance engineers, air traffic controllers, flight operation officers and cabin crew members**

(1) Approved training for flight crew and Air traffic controllers shall be conducted within an approved training organization.

(2) The approved training referred to in sub reg 1, above relates primarily to approved training for issuance of Annex 1 licence or rating, it does not include approved training for maintenance of competence or for operational qualification after the initial insurance of a licence or rating as may be required by air traffic controllers or flight crew, such as approved training under the AOC holders.

(3) The Authority may authorise an approved training organization which meets the requirements of the Civil Aviation (Personnel Licensing) Regulations, 2020 to conduct the following courses—

- (a) aircraft maintenance engineers basic course;
- (b) airframe rating, power plant rating, avionics rating course;
- (c) air traffic controller licence course;
- (d) training for ratings for air traffic controller licences;
- (e) flight operation officer/dispatcher course;
- (f) flight radio telephony operator course; and
- (g) cabin crewmember course.

## 18. Personnel

(1) An approved training organization shall satisfy the Authority that the following category of persons are employed are as part of its staff—

- (a) an accountable manager;
- (b) a quality manager;
- (c) a head of training;
- (d) safety manager where applicable;
- (e) a chief flight instructor, as applicable;
- (f) a chief ground instructor as applicable;
- (g) an adequate number of ground & flight instructors; and
- (h) any other instructors relevant to the course provided.

(2) A person shall be qualified to be an instructor if he or she is rated or authorised as such, in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2020 relevant to the course of instruction he or she is to conduct.

(3) An Approved Training Organisation shall conduct initial and continuous training for all instructors in their service, appropriate to their assigned tasks and responsibilities, including training in knowledge and skills related to human performance.

(4) The positions of responsibility and the qualifications of the persons to be employed in the management of an Approved Training Organisation are specified in the Third Schedule to these Regulations.

(5) The Authority may approve positions, other than those specified in the Third Schedule, if the Approved Training Organisation is able to show that it can conduct the training to the required training standard under the direction of fewer or different categories of management personnel due to the—

- (a) kind of training to be conducted;
- (b) number of students to undergo training;

- (c) locations of the physical address where the training is to be conducted.

(6) An Approved Training Organisation shall, in consultation with the Authority, prescribe the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training of the personnel referred to in subregulation (1).

(7) The personnel specified in this regulation shall submit their credentials to the Authority and shall show that they have relevant qualifications and satisfactory experience related to the approved training as appropriate, in accordance with the Third Schedule to these Regulations.

## **19. Training program**

(1) The training program referred to in Regulation 5(3) (g) shall be for each type of course to be conducted.

(2) The training programme shall contain—

- (a) a breakdown of flying and theoretical knowledge instruction in either a week-by-week or phase presentation and 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;
- (b) minimum aircraft and flight training equipment requirements for each proposed program;
- (c) minimum instructor qualifications for each proposed program;
- (d) courses which are part of the program;
- (e) requirements of the Civil Aviation (personnel Licensing) Regulations, 2020 which may be satisfied; and

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

(3) Where the Authority finds that the training programme does not meet the applicable requirements, the Authority shall require the holder to review the training programme and make amendments accordingly.

## **20. Training aircraft**

(1) An approved training organization shall provide an adequate fleet of training aircraft as approved by the Authority, appropriate to the courses of training for flight crew licences and ratings.

(2) A training aircraft provided under sub regulation (1) shall be fitted with duplicated primary flight controls for use by the instructor and the student and shall not have swing-over flight controls.

- (3) The fleet provided under sub-regulation (1) shall include—
  - (a) aeroplanes suitable for demonstrating stalling and spin avoidance, as appropriate to the courses of training;
  - (b) helicopters shall include a helicopter suitable for auto-rotation demonstration, as appropriate to the courses of training; and
  - (c) aircrafts suitably equipped to simulate instrument meteorological conditions and for instrument flight training and testing.

## **21. Synthetic flight trainers**

(1) An Approved Training Organisation providing synthetic flight training shall—

- (a) satisfy the Authority that suitably equipped synthetic flight trainers are provided having regard to the number of students and the organization of courses; and

- (b) show that each synthetic flight trainer used for training, testing and checking will be or is specifically qualified and approved by the Authority for—
  - (i) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
  - (ii) each training program or training course in which the synthetic flight trainer is used, if that program or course is used to satisfy any requirement of these Regulations.

(2) Synthetic training devices shall be qualified according to the requirements established and approved by the Authority to ensure that they are appropriate for the task.

## **22. Aerodrome and sites**

(1) A training organisation or an approved training organization that intends to conduct or conducts flight training shall show that it has continuous use of each airport and sites for training for helicopters whichever is applicable, at which training flights originate and that the airport has an adequate runway and other necessary equipment.

(2) A base aerodrome at which flying training is being conducted shall have at least the following facilities—

- (a) at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, and touch down autorotation, as appropriate—
  - (i) under calm wind of not more than five knots conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
  - (ii) clearing all obstacles in the take-off flight path by at least fifty feet;

- (iii) with the power plant operation and the landing gear, if applicable recommended by the manufacturer;
  - (iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;
- (b) wind direction indicator that is visible at ground level from the ends of each runway;
- (c) have adequate runway electrical lighting if used for night training;
- (d) have a traffic direction indicator when—
  - (i) the airport base earodrone does not have an operating control tower;
  - (ii) traffic and wind advisories are not available;
- (e) sites for purposes of—
  - (i) confined area operation training;
  - (ii) simulated engine off autorotation; and
  - (iii) sloping ground operation.

### **23. Training facilities**

(1) An Approved Training Organisation shall, subject to the determination by the Authority, have facilities appropriate for the maximum number of students expected to be taught at any time.

- (2) The minimum facilities shall be as follows—
  - (a) in the case of flight operations—
    - (i) an operation room;
    - (ii) a flight planning room;

- (iii) adequate briefing rooms;
  - (iv) an office for the instructors;
- (b) in the case of knowledge instructions—
- (i) classroom accommodation;
  - (ii) suitable demonstration equipment;
  - (iii) a radio telephony training and testing facility;
  - (iv) a library; and
  - (v) an office for instructors.
- (c) in the case of aircraft maintenance engineer courses—
- (i) an enclosed adequately equipped classroom;
  - (ii) a well-equipped library;
  - (iii) workshops, equipment, tools, adequate supply of materials, special tools and similar articles, appropriate for the rating sought;
  - (iv) adequate office facilities; and
  - (v) secure storage facilities for examination papers and training records;
- (d) in case of air traffic controllers or flight radio telephony operators courses—
- (i) well equipped library;
  - (ii) well designed simulators appropriate for the rating sought;
  - (iii) adequate office accommodation for instructors;
  - (iv) control desk or console where applicable;
  - (v) International Civil Aviation Organisation approved syllabus for rating being sought; and

- (vi) secure storage facilities for examination papers and training records;
- (e) in case of flight operations officers or cabin crewmembers courses—
  - (i) adequate enclosed classroom;
  - (ii) flight operations facilities, including an operations room, a flight planning room and an office for the instructors;
  - (iii) suitable demonstration equipment and cabin mockups;
  - (iv) suitable radio telephony training and testing facility for flight operations officer training only;
  - (v) a library; and
  - (vi) secure storage facilities for examination papers and training records.

(3) A holder of an Approved Training Organisation certificate shall not make any change in facilities, equipment or material that have been approved for a particular training program, without prior approval of the Authority.

(4) An Approved Training Organisation certified to conduct any training under these regulations shall ensure that the tools, equipment, materials, and instructional equipment required under this Regulation are in a satisfactory working condition for instructional and practice purposes, for the training or rating sought.

(5) Competency based approved training for aircraft maintenance engineers' licence shall be conducted within an Approved Maintenance Organization.

(6) An Approved Training Organisation which fails to maintain minimum facilities under sub regulation (2) or which contravenes sub regulation (3) commits an offence and is liable on conviction to a

fine not exceeding currency points equivalent to one thousand United States Dollars, at the prevailing market rate.

(7) The Accountable manager or any other person in a position of management at an Approved Training Organisation convicted of the offence under sub regulation (6), is on conviction, liable to a fine not exceeding currency points equivalent to one thousand United States Dollars, at the prevailing market rate or to a term of imprisonment not exceeding twelve months or both.

#### PART IV—EXEMPTIONS

### **24. Requirements for Application**

(1) A person may apply to the Authority for an exemption from any of the provisions of these Regulations at least sixty days prior to the effective date for the application of a provision of these regulations.

(2) A request for an exemption shall contain—

- (a) the particulars of the applicant including the name, physical address and mailing address, telephone number; fax number if available; and an email address;
- (b) a citation of the specific requirement from which the applicant seeks exemption;
- (c) an explanation of why the exemption is needed;
- (d) a description of the type of operations to be conducted under the proposed exemption;
- (e) the proposed duration of the exemption;
- (f) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (g) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;

- (h) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware; and
- (i) if the applicant seeks to operate under the proposed exemption outside of Uganda's airspace, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization as well as the Regulations pertaining to the airspace in which the operation will occur.

(3) The application shall be accompanied by a fee prescribed by the Authority.

(4) The Authority may deny an application for exemption from the application of any of the provisions of these Regulations if the Authority finds that the applicant has not given sufficient reasons for the exemption.

## **25. Consideration of application for exemption**

(1) The Authority shall consider an application made under regulation 24 and if the Authority is satisfied on the face of the application, that the provisions of this regulation may be suspended and that a review of its merits is justified, the Authority shall publish a detailed summary of the application in the Government Gazette for comment and specify the date by which comments are to be submitted to the Authority for consideration.

(2) Where the Authority considers the application and is of the opinion, on the face of the application, that the applicant should not be exempted from the application of these Regulations, the Authority shall notify the applicant of its decision but the applicant may amend the application and re-file it with the Authority.

(3) Where the application in sub regulation (1) relates to emergency relief, the Authority shall publish the application as soon as possible after processing the application.

## **26. Evaluation of the request**

(1) The Authority shall evaluate the application submitted to it under regulation 24 and determine whether—

- (a) an exemption would be in the public interest;
- (b) the applicant's proposal would provide a level of safety equivalent to that established by the regulation; and
- (c) a grant of the exemption would contravene the applicable standards and recommended practices of the International Civil Aviation Organisation.

(2) The Authority may grant an exemption under these Regulations with or without conditions but the Authority may refuse to grant the exemption where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, or for any other reason as the Authority may deem fit.

(3) The Authority shall notify the applicant, in writing, of its decision to grant or refuse to grant the exemption and shall publish a detailed summary of its evaluation.

(4) The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(5) If the exemption affects a significant population of the aviation community of Uganda, the Authority shall publish the summary in the aeronautical information circular.

## **PART V—GENERAL PROVISIONS**

### **27. Display**

(1) A licence, certificate or authorisation issued by the Authority shall be displayed at a conspicuous place at the physical address of the Approved Training Organisation where the privileges of that licence, certificate or authorisation are to be exercised.

(2) An Approved Training Organisation shall make available a licence, certificate, or authorisation and training specifications, on the premises for inspection.

**28. Drug and alcohol testing and reporting.**

(1) A person who performs any function requiring the Approval of the Authority, may be tested for drug or alcohol usage.

(2) Where the Authority or any person authorised by the Authority wishes to test a person referred to in sub regulation (1) for the percentage by weight of alcohol in the blood, or for the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, and that person—

(a) refuses to submit to the test; or

(b) having submitted to the test, refuses to authorise the release of the test results,

the Authority may require the Approved Training Organisation to show cause why its certificate should not be suspended or revoked.

(3) In determining whether to suspend or revoke the certificate of an Approved Training Organisation on grounds referred to in sub regulation (2), the Authority shall consider all relevant factors, including—

(a) whether the Approved Training Organisation had knowledge of the drug or alcohol use;

(b) whether the Approved Training Organisation encouraged the person to refuse the drug or alcohol test;

(c) whether the Approved Training Organisation dismissed the person who failed or refused the drug tests; or

(d) the position that person held in the Approved Training Organisation.

(4) A person who is convicted, whether in or outside Uganda, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall be dismissed from the employment of an Approved Training Organisation.

(5) The Authority may suspend or revoke the certificate of an Approved Training Organisation that refuses to dismiss from its employment a person convicted under sub regulation (4).

### **29. Production of license certificates and authorisations**

(1) A person who is in possession of a license, certificate or authorisation required by these Regulations shall, upon a request from the Authority or any other person authorised by the Authority, produce and present that license, certificate or authorisation, as the case may be, to the person making the request.

(2) A person who fails or refuses to produce or present a license, certificate or authorization under sub regulation (1) commits an offence and is liable on conviction to a fine not exceeding currency points equivalent to three hundred United States Dollars, at the prevailing market rate.

### **30. Change of name**

(1) A holder of a certificate or authorisation issued under these Regulations, may apply to change the name on a licence, certificate or authorisation.

(2) The holder shall, include with any such request—

- (a) the current certificate or authorisation; and
- (b) a court order, or other legal document verifying the name change.

(3) The Authority may change the certificate or authorisation and issue a duplicate certificate or authorisation.

(4) The Authority shall return to the holder the original documents specified in sub-regulation 2(b) and retain copies of the document referred to in sub regulation 2(b) and return the replaced certificate or authorisation to the applicant with the appropriate endorsement.

### **31. Operators**

An operator with an approved training programme in its Operations Manual under Civil Aviation (Operation of Aircraft) Regulations, 2020, shall not hold out as or operate an approved training organization without a certificate issued under these Regulations.

### **32. Change of address**

(1) An Approved Training Organisation that wishes to change its address shall notify the Authority of the intended change in the physical address at least fourteen days prior to the change, and in the case of a change in the mailing address, upon the change.

(2) An Approved Training Organisation which fails to notify the Authority of the change of physical address within the time frame specified in sub-regulation (1) shall be deemed to conduct the privileges for which the Approved Training Organisation is certified, licensed or authorised, illegally.

### **33. Replacement of documents**

A person may apply to the Authority in the prescribed form, for replacement of documents issued under these Regulations, if such documents are lost or destroyed.

### **34. Suspension and revocations.**

(1) The Authority may, where it considers it to be in the public interest, suspend, pending further investigation, any certificate, approval, exemption, authorisation or such other document issued, granted or having effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it

considers it to be in the public interest, revoke, or vary any certificate, approval, exemption or such other document issued or granted under these Regulations.

(3) Any person who is in custody of any certificate, approval, exemption or such other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.

(4) The breach of any condition subject to which any certificate, approval, exemption or any other document, has been granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

**35. Use and retention of certificates and records**

(1) A person shall not—

- (a) use any certificate, approval, exemption or such other document issued or required by or under these Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled; or
- (b) forge or alter any certificate, approval, exemption or such other document issued or required by or under these Regulations; or
- (c) lend any certificate, approval, exemption or such other document issued or required by or under these Regulations to another person; or
- (d) make any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal or variation of that certificate, approval, or exemption or such other document.

(2) During the period for which it is required under these Regulations to be preserved, a person shall not mutilate, alter, render illegible or destroy any records, or any entry made in the record, required by or under these Regulations to be maintained, or knowingly

make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record.

(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(4) A person shall not purport to issue any certificate or exemption for the purpose of these Regulations unless he or she is competent, qualified and authorised to do so under these Regulations.

(5) A person shall not issue any certificate of the kind referred to in sub-regulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

(6) A person who fails or refuses to produce or present a license, certificate or authorization under this regulation commits an offence and is liable on conviction to a fine not exceeding currency points equivalent to one thousand United States Dollars, at the prevailing market rate or a term of imprisonment not exceeding twelve months or both.

### **36. Record keeping.**

(1) An Approved Training Organization shall have a system to maintain and retain the following records for a minimum period of ten years from the date of completion of training—

- (a) details of training given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, and regular progress tests and examinations;
- (c) trainee information, including, names, course, certificates held, expiry dates of medical certificates and if applicable, ratings.

(2) An Approved Training Organization shall maintain a system for recording the qualifications and training of instructional and examining staff, as the case may be.

(3) Records of qualifications and training of instructors and examiners shall be retained for a minimum period of ten years after the instructor or examiner ceases to perform a function for the training organization.

(4) An Approved Training Organization shall submit training records and report as required by the Authority.

(5) The format of the student training records shall be specified in the training manual.

### **37. Reports of violation.**

(1) Any person who knows of a violation of the Civil Aviation Act, or any rule, regulation, or order issued that Act, shall report the violation to the Authority.

(2) The Authority shall determine the nature and type of any additional investigation or enforcement action that needs to be taken following the reporting referred to in subregulation (1).

### **38. Enforcement of directives**

(1) A person who fails to comply with any directives given to him or her by the Authority or by any authorised person shall be deemed, for the purposes of these Regulations, to have contravened these Regulations.

(2) A person who contravenes these regulation within the meaning of sub regulation (1) commits an offence and is liable on conviction to a fine not exceeding currency points equivalent to three hundred United States Dollars, at the prevailing market rate.

### **39. Aeronautical user fees**

(1) The Authority shall prescribe the fees to be charged in connection with—

- (a) the issue, validation, renewal, extension or variation of any certificate, licence or other document, including the issue of a certified copy of that document;
- (b) the conduct of any examination, test, inspection, investigation or the grant of any permission or approval, required by, or for the purpose of these Regulations; and
- (c) any orders, notices or proclamations made under these Regulations.

(2) Upon an application being made in connection with which any fee is chargeable in accordance with sub-regulation (1), the applicant shall be required, before the application is considered, to pay the fee chargeable.

- (3) The fees paid to the Authority shall not be refundable.

#### **40. Extra-territorial application**

Except where the context otherwise requires, these Regulations—

- (a) in so far as they apply, whether by express reference or otherwise, to an aircraft registered in Uganda, shall apply to that aircraft wherever it may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircrafts, shall apply to those aircrafts when they are within Uganda.
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in, or by any of the crew of, any aircraft registered in Uganda, shall apply to such persons and crew, wherever they may be; and
- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to an aircraft registered in Uganda by other persons shall, where such persons are citizens of Uganda, apply to them wherever they may be.

**41. Advertising limitations.**

(1) An Approved Training Organisation shall not—

- (a) conduct or advertise to conduct any training, testing, or checking that is not approved by the Authority if that training is designed to satisfy any requirement of these Regulations;
- (b) make any statement relating to its Approved Training Organisation certification and training specifications that is false or designed to mislead any person contemplating enrolment in that Approved Training Organisation; or
- (c) advertise that the Approved Training Organisation is certified unless it clearly differentiates between courses that have been approved under these Regulations and those that have not been approved under these Regulations.

(2) An Approved Training Organisation whose certificate is surrendered, suspended, revoked, or terminated shall promptly—

- (a) remove all indications, including signs, wherever located, that the Approved Training Organisation is certified by the Authority; and
- (b) notify all advertising agents, and advertising media employed by the Approved Training Organisation to cease all advertising indicating that the Approved Training Organisation is certified by the Authority.

(3) An Approved Training Organisation which contravenes this regulation commits an offence and is liable on conviction to a fine not exceeding currency points equivalent to three hundred United States Dollars, at the prevailing market rate.

**42. Revocation**

The Civil Aviation (Approved Training Organisation) Regulations of 2014 S.I No. 59 of 2014 are revoked.

## FIRST SCHEDULE

*Regulation 11(4)*

### **Quality System for Approved Training Organisation**

#### **1. Interpretation**

In this Schedule—

“quality” means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

“quality assurance” means all those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given requirements, including the ones specified by the Approved Training Organisation in relevant manuals.

“quality manual” means the document containing the relevant information pertaining to the Approved Training Organisation’s quality system and quality assurance programme.

“quality audit” means 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;

“Small Approved Training Organisation” means an Approved Training Organisation with capacity to train a maximum of 50 students.

#### **2. Elements of Quality System**

The quality system of an Approved Training Organisation for training for licences and ratings shall address the following elements—

- (a) determination of the organization’s training policy and training and flight safety standards;
- (b) determination and establishment of assignment of responsibility, resources, organization and operational processes, which will make allowance for policy and training and flight safety standards;

- (c) follow up system to ensure that policy, training and flight safety standards are complied with;
- (d) registration and documentation of deviations from policy, training and flight safety standards together with necessary analysis, evaluations and correction of such deviations;
- (e) evaluation of experiences and trends concerning policy, training and flight safety standards;
- (f) a strategic review of policies and procedures which measures the Approved Training Organisation's current assumptions, objectives and plans by applying a relevance test matched to evolving trends in the industry or changes occurring within the Approved Training Organisation; and
- (g) an employee training plan that instils and promotes best practices in quality management efforts.

### **3. Purpose of a quality system**

The purpose of a Quality System will enable the Approved Training Organisation to monitor compliance with the relevant parts of the Procedures Manual and the Training Manual, and any other standards as established by the Approved Training Organisation or the Authority, to ensure safe and efficient training.

### **4. Quality policy and strategy**

- (1) The Approved Training Organisation shall describe how it formulates, deploys, and reviews its policies and strategies and turns them into plans and actions.
- (2) A formal written Quality Policy Statement shall be established as a commitment by the Accountable Manager as to what the Quality System is intended to achieve.
- (3) The Quality Policy shall reflect the achievement and continued compliance with relevant parts of the Procedures Manual and the Training Manual together with any additional standards specified by the Approved Training Organisation or the Authority.

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

**5. Quality System for trainings**

- (a) The Quality System of the Approved Training Organisation shall ensure compliance with and the adequacy of training activities conducted.
- (b) The Approved Training Organisation will specify the basic structure of the Quality System applicable to all training activities conducted.
- (c) The Quality System will be structured according to the size of the Approved Training Organisation and the complexity of the training to be monitored.

**6. Scope**

A quality System will address the following:

- (a) leadership;
- (b) policy and Strategy;
- (c) processes;
- (d) the relevant provisions of Civil Aviation (Personnel Licensing) Regulations, 2020 and these Regulations;
- (e) additional standards and training procedures as stated by the Approved Training Organisation;
- (f) the organizational structure of the Approved Training Organisation;
- (g) responsibility for the development, establishment and management of the quality system;

- (h) documentation, including manuals, reports and records;
- (i) quality assurance programme;
- (j) the required financial, material and human resources;
- (k) training requirements; and
- (l) customer satisfaction.

## **7. Feedback System**

The quality system will include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system also specifies 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.

## **8. Documentation**

- (1) Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual.
- (2) In addition, the relevant document also includes the following—
  - (a) description of the Approved Training Organisation;
  - (b) quality policy and strategy;
  - (c) glossary;
  - (d) organizational risk profile;
  - (e) risk management plan;
  - (f) coherence matrix;
  - (g) procedures and reporting system for corrective and preventive actions;
  - (h) specified training standards;
  - (i) assignment of duties and responsibilities in relation to the QA or QS; and

- (j) training procedures ensure regulatory compliance and Quality Assurance Programme.

## 9. **Quality Assurance Programme**

- (1) The Quality Assurance Programme includes all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.
- (2) The Quality Assurance Programme describes—
  - (i) schedule of the monitoring process;
  - (ii) audit procedures;
  - (iii) reporting procedures;
  - (iv) follow-up and corrective action procedures;
  - (v) recording system;
  - (vi) the training syllabus; and
  - (vii) document control.
- (3) The Quality Assurance Programme of the Approved Training Organisation shall identify the persons within the Approved Training Organisation 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;
  - (e) report directly to the Quality Manager.

## **10. Quality Inspections**

- (1) The primary purpose of a quality inspection is to observe a particular event, action, document or any other times, 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.
- (2) The typical subject areas for quality inspections are—
  - (a) all training courses covered under these regulations;
  - (b) maintenance, if applicable;
  - (c) technical Standards; and
  - (d) training Standards.

## **11. Audits**

- (1) An audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.
- (2) Audits 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
  - (d) analysis of the evidence
- (3) 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.

## **12. Auditors**

- (1) The Approved Training Organisation must 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.
- (2) The responsibilities of the auditors will be clearly defined in the relevant documentation.

## **13. Auditor's independence**

- (1) Auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. An Approved Training Organisation 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.
- (2) An Approved Training Organisation 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 organization or from an external source under the terms of an agreement acceptable to the Authority.
- (3) In all cases the Approved Training Organisation will 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 Approved Training Organisation.

## **14. Audit Scope**

- (1) Approved Training Organisations are required to monitor compliance with the Training and Procedures Manuals they have designed to ensure safe and efficient training.
- (2) For purposes of paragraph (1), an Approved Training Organisation should 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 and operations interface;
- (i) maintenance programmes and continued airworthiness; and
- (j) maintenance accomplishment.

## **15. Audit Scheduling**

- (1) A Quality Assurance Programme will include a defined audit schedule and a periodic review cycle. The schedule may be flexible, and allow unscheduled audits when negative trends are identified. Follow-up audits will be scheduled when necessary to verify that corrective action was carried out and that it was effective.
- (2) An Approved Training Organisation will establish a schedule of audits to be completed during a specific calendar period. All aspects of the training are to be reviewed within a period of 12 months in accordance with the programme unless an extension to the audit period is accepted as explained below.
- (3) An Approved Training Organisation may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of the Authority. It is considered unlikely that a period of greater than 24 months would be acceptable for any audit topic.
- (4) When an Approved Training Organisation defines the audit schedule, significant changes to the management, organization, training, or technologies must be considered, as well as changes to the regulatory requirements for an Approved Training Organisation.

## **16. Monitoring and corrective action**

- (1) The primary aim of monitoring within the Quality System is to investigate and judge its effectiveness, thereby ensuring that defined policies and training standards are complied with continuously. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The Approved Training Organisation shall establish and publish a quality procedure to monitor regulApproved Training Organisationry compliance on a continuing basis. The objective of this monitoring activity is eliminating the causes of unsatisfactory performance.
- (2) Any non-compliance identified shall be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such non-compliance shall be documented to support further investigation, to determine the cause, and to enable the development of recommendations of appropriate corrective actions.
- (3) The Quality Assurance Programme shall include procedures to ensure that corrective and preventive actions are developed in response to findings. These quality procedures will allow for the monitoring of corrective actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department finding was identified. The Accountable Manager will 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 Approved Training Organisation.

## **17. Corrective action**

- (1) Subsequent to the quality inspection or audit, the Approved Training Organisation will 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.
- (2) The Quality Manager shall—
- (i) verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
  - (ii) verify that corrective action includes the elements outlined in paragraph (14) above;
  - (iii) monitor the implementation and completion of corrective action;
  - (iv) provide management with an independent assessment of corrective action, implementation and completion; and
  - (v) evaluate the effectiveness of corrective action through the follow-up process.

## **18. Management evaluation**

- (1) A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures.
- (2) A management evaluation considers the results of quality inspections, audits and any other relevant indicators, as well as the overall effectiveness of the management organization in achieving stated objectives. A management evaluation also identifies and corrects trends, and prevents, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation shall be submitted in writing to the responsible manager for action.

- (3) The responsible manager is an individual who has the authority to resolve issues and take action. The Accountable Manager will decide upon the frequency, format, and structure of internal management evaluation activities.

## **19. Recording**

- (1) Accurate, complete and readily accessible records documenting the result of the Quality Assurance Programme shall be maintained by the Approved Training Organisation. Records are essential to enabling an Approved Training Organisation to analyze and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.
- (2) 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;
  - (f) management evaluation reports.

## **20. Quality assurance responsibility for Satellite Approved Training Organisations**

The Approved Training Organisation will ensure that the satellite Approved Training Organisation has the necessary authorisations or approvals, and commands the necessary resources and competence to undertake the tasks. If the Approved Training Organisation requires the satellite Approved Training Organisation to conduct activity which exceeds the satellite Approved Training Organisation's authorisation or approval, the Approved Training Organisation is responsible for ensuring that the satellite Approved Training Organisation's quality assurance takes account of such additional requirements.

## **21. Quality System Training**

- (1) Correct and thorough training is essential to optimise quality in every organization. In order to achieve significant outcomes of such training the Approved Training Organisation will ensure that its staff understands the objectives as laid down in the Quality Manual.
- (2) The persons 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;
  - (g) the way in which the Quality System is to function in the Approved Training Organisation.
- (3) Time must be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources is to be governed by the size and complexity of the operation concerned.
- (4) Quality management courses are available from the various national or international institutions, and an Approved Training Organisation may consider whether to rely on such institutions in training those personnel likely to be involved in the management of Quality Systems. Organizations with sufficient, appropriately-qualified staff may consider whether to carry out in-house training.

## **22. Quality Systems for small Approved Training Organisation.**

- (1) The requirement to establish and document a Quality System, and to employ a Quality Manager applies to all Approved Training Organisations.

- (2) Complex quality systems may be inappropriate for small Approved Training Organisations and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. An Approved Training Organisation will tailor its quality system to suit the size and complexity of its training and allocate resources accordingly.
- (3) Small Approved Training Organisations may develop a Quality Assurance Programme that employs a checklist. The checklist must 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. An occasional independent overview of the checklist contents and achievement of the Quality Assurance should be undertaken.
- (4) The small Approved Training Organisation may decide to use internal or external auditors or a combination of the two. In these circumstances, external specialists and or qualified organizations may perform the quality audits on behalf of the Quality Manager.
- (5) If the independent quality audit function is conducted by external auditors, the audit schedule will be described in the relevant documentation.
- (6) Whatever arrangements are made, the main Approved Training Organisation retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

## SECOND SCHEDULE

*Regulation 15(2)*

### APPROVED TRAINING ORGANISATION TRAINING MANUAL AND PROCEDURES MANUAL CONTENTS

#### 1. General

The Training Manual for approved training courses shall include the following—

- (a) preamble relating to the use and applicability of the manual
- (b) table of contents.
- (c) amendment, revision and distribution of the manual in respect to—
  - (a) procedures for amendment;
  - (b) record of amendments page;
  - (c) distribution list; and
  - (d) list of effective pages.
- (d) glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.
- (e) description of the structure and layout of the manual, including—
  - (a) the various parts and sections, as well as their contents and use; and
  - (b) the numbering system for headings and paragraphs.
- (f) description of the scope of training authorized under the Approved Training Organisation's terms of approval;
- (g) organization (chart of the Approved Training Organisation's management organization; and
- (h) corporate Commitment statement.

#### 2. Pilot Training

The Training Manual for use at an Approved Training Organisation conducting approved training courses for pilots shall include—

- (a) the Training Plan which shall contain—
  - (i) the aim of the course;

- (ii) a statement of what the student is expected to do as a result of the training;
  - (iii) the level of performance; and
  - (iv) the training constraints to be observed;
- (b) pre-entry requirements which shall contain the:
  - minimum age, educational requirements including language, and medical requirements;
- (c) credits for previous experience to be obtained from the Authority before training begins;
- (d) training Curricula which shall contain the single engine flying curriculum, the multi-engine flying curriculum, the synthetic flight training curriculum and the theoretical knowledge training curriculum;
- (e) the time scale and scale in weeks which shall contain for each curriculum; arrangements of the course and the integration of curricula time;
- (f) training program which shall contain—
  - (i) the general arrangements of daily and weekly programs for flying, ground and synthetic flight training;
  - (ii) bad weather constraints; program constraints in terms of maximum student training times (flying, theoretical knowledge, synthetic) e.g. per day or week or month;
  - (iii) restrictions in respect of duty periods for students;
  - (iv) duration of dual and solo flights at various stages;
  - (v) maximum flying hours in any day or night; and
  - (vi) maximum number of training flights in any day or night and minimum rest period between duty period for students;
- (g) training records which shall contain
  - (i) rules for security of records and documents;
  - (ii) attendance records;
  - (iii) the form of training records to be kept;

- (iv) persons responsible for checking records and students' log books;
  - (v) the nature and frequency of records' checks;
  - (vi) standardisation of entries in training records and rules concerning log book entries;
- (h) safety training contains individual responsibilities, essential exercises, frequency of emergency drills, frequency of dual checks at various stages and requirement before first solo day or night or navigation;
- (i) checks and tests as follows—
- (i) in case of flying, progress checks and skill tests;
  - (ii) in case of knowledge, progress tests and knowledge tests;
  - (iii) in case of authorization for test;
  - (iv) in case of rules concerning refresher training before retest;
  - (v) in case of test reports and records.;
  - (vi) in case of procedures for test paper preparation, type of question and assessment, standard required for 'Pass';
  - (vi) in case of procedure for question analysis and review and for raising replacement papers; and
  - (viii) in case of test resit procedures.
- (j) training effectiveness which shall contain
- (i) individual responsibilities;
  - (ii) general Assessment;
  - (iii) liaison between departments;
  - (iv) identification of unsatisfactory progress individual students;
  - (v) actions to correct unsatisfactory progress;
  - (vi) procedure for changing instructors;
  - (vii) maximum number of instructor changes per student;
  - (viii) internal feedback system for detecting training deficiencies;
  - (ix) procedure for suspending a student from training; discipline and reporting and documentation;

- (k) standards and level of performance at various stages including
  - (i) individual responsibilities.
  - (ii) standardisation requirements and procedures.
  - (iii) application of test criteria.
  
- (l) 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;
  
- (m) Air exercise reference list which shall contain an abbreviated list of the exercises referred to paragraph (l) giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors;
  
- (n) Course structure – Phase of training which shall contain—
  - (i) statement of how the course will be divided into phases;
  - (ii) indication of how the air exercises referred to in paragraph (m) 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;
  - (iii) 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.
  
- (o) Course structure integration of curricula which shall contain 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;
  
- (p) Student progress which shall contain
  - (i) a brief but specific statement of what a student is expected to be able to do and the standard of proficiency the student must achieve before progressing from one phase of air exercise training to the next.

- (ii) include minimum experience requirements in terms of hours, satisfactory exercise completion, as necessary before significant exercises, such as night flying;
- (r) Instructional methods which shall contain the requirements, particularly in respect of pre and post-flying briefing, adherence to curricula and training specifications and authorisation of solo flights;
- (s) Progress tests which shall contain the instructions given to examining staff in respect of the conduct and document of all progress tests;
- (t) Glossary of terms which shall contain the definition of significant terms as necessary;
- (u) Appendices which shall contain samples of:
  - (i) progress report forms,
  - (ii) progress test report forms,
  - (iii) skill test report forms,
  - (iv) certificates of experience,
  - (v) competence, etc. as required, issued by an Approved Training Organisation.
- (v) synthetic flight training.
- (w) knowledge instruction with a training specification and objectives for each subject and individual lesson plans to include mention of the specific training aids available for use.

### **3. Training Other than Pilot Training**

The Training Manual for use by an Approved Training Organisation conducting approved training courses other than pilots training shall include the following:

- (a) **the Course Plan which shall contain—**
  - (i) The objectives and learning outcomes;

- (ii) Pre-entry requirements namely minimum age, educational requirements including language, and medical requirements as applicable for training sought;
- (iii) a list showing each subject and the topics covered in the subject;
- (iv) a description of the examination or assessment methods and the examination or assessment criteria;
- (v) a description of methods in which training is conducted (for example: lecture, computer-based training, Simulators Organisations or practical training);
- (vi) a description of the facilities including classroom, Approved Training Organisation and workshop necessary to deliver the training;
- (vii) a list showing the prerequisites, if any, for each subject;
- (viii) credit for previous knowledge, experience or other qualifications, proof of which should be obtained from the Authority before the training commences;
- (ix) a statement showing the number of hours of training that are necessary for each topic and for the whole course;
- (x) the minimum and maximum student attendance requirements for each subject and description of the way in which students' attendance is checked and recorded;
- (xi) for each subject, a copy of the course notes that are to be given to student and any examination paper or examinations question bank that is to be used; and
- (xii) a list showing the units of competency that must be completed for each course.

**(b) Training which shall contain:**

- (i) organisation of courses and course schedules;

- (ii) preparation of course material;
  - (iii) preparation of classroom equipment;
  - (iv) preparation of workshops, simulation media and equipment;
  - (v) method of conducting knowledge and practical training;
  - (vi) retention of Records of Training conducted;
  - (vii) rules for security of records and documents; attendance records; the form of training records to be kept; persons responsible for checking records and students' log books; the nature and frequency of records' checks; and standardisation of entries in training records;
  - (viii) use of locations other than location for which the Approved Training Organisation is approved; and
  - (ix) conduct of basic practical training.
- (c) **Examinations in respect to:**
- (i) organisation and conduct of Examinations;
  - (ii) security of Examination Materials;
  - (iii) preparation of Examination Rooms;
  - (iv) marking and record of Examinations;
  - (v) storage and retention of Examination records;
  - (vi) examination or assessment at satellite locations;
  - (vii) preparation, Control and Issue of training course records;
  - (viii) storage of course material and equipment; and
  - (ix) prevention, Investigation and reporting of examination or assessment misconduct.

## **(d) Certification of course transcript and certificates**

### **PROCEDURES MANUAL**

The Procedures Manual for approved training courses shall include the following:

#### **(a) general which shall contain**

- (i) a list and description of all volumes in the procedure manual;
- (ii) a list of effective pages and revision pages;
- (iii) corporate Commitment statement;
- (iv) a list of Management Staff;
- (v) responsibilities and qualifications of Management staff;
- (vi) organisation Chart;
- (vii) description of facilities, equipment and data;
- (viii) type of approved training courses and the capability lists;
- (ix) amendment of Procedures Manual and Training Manual;
- (x) number of instructors;
- (xi) notification Procedure to Authority.

#### **(b) Pilot training which shall contain**

- (i) a list and description of all volumes in the Procedures Manual;
- (ii) administration (function and management);
- (iii) schedules of responsibilities for all management and administrative staff;
- (iv) student discipline and disciplinary action;
- (v) approval or authorization of flights;
- (vi) preparation of flying programme (restriction of numbers of aircraft in poor weather);
- (vii) control of training aircraft;
- (viii) responsibilities of pilot-in-command;
- (ix) carriage of passengers;
- (x) aircraft documentation;
- (xii) retention of documents;
- (xiii) flight crew qualification records;
- (xiv) renewal of licences and medical certificates;
- (xv) flying duty period and flight time limitations for flying instructors;

- (xvi) flying duty period and flight time limitations for students;
  - (xvii) rest periods for flying instructors;
  - (xviii) rest periods for students;
  - (xix) pilots' log books;
  - (xx) flight planning; and
  - (xxi) safety covering general: equipment, radio listening watch, hazards, accidents and incidents (including reports) and safety pilots;
- (c) Technical which shall contain
- (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) Minimum equipment list (MEL); and
  - (vi) Configuration deviation list (CDL);
- (d) Route which shall contain
- (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);  
and
  - (vi) training routes/areas;
- (e) Staff training which shall contain
- (i) appointments of persons responsible for standards or competence of flying staff;
  - (ii) initial training;
  - (iii) refresher training;
  - (iv) standardization training;
  - (v) proficiency checks;

- (vi) upgrading training; and
  - (vii) Staff standards evaluation;
- (f) Quality Management System which shall contain
- (i) the procedure for quality control of training;
  - (ii) the procedures used to audit examination and competency assessment system;
  - (iii) the procedures used to analyse the results of any examination or assessment;
  - (iv) the procedures used to rectify deficiencies identified by analysis in (iii);
  - (v) the procedure used for conducting periodic reviews including information on review timetable;
  - (vi) the procedure for maintenance of instructors' skills and qualifications;
  - (vii) the procedure used for recording instructors' qualification;
  - (viii) the procedures to assess compliance and adequacy of the procedures.
- (g) training and examination procedures other than pilot timing which shall contain
- (i) courses organization procedures;
  - (ii) the procedures used to develop or acquire documents for Training and Examinations;
  - (iii) the procedures used to prepare and use of equipment for theory and basic practical training;
  - (iv) the procedures for conducting knowledge and practical training;
  - (v) training record storage and retention procedures;
  - (vi) procedures for conducting examinations and practical skill assessments;
  - (vii) procedures for marking of examinations and recording the results;
  - (viii) procedures for storage of examination records;

- (ix) the procedures for storage of course material and equipment used for instruction;
  - (x) procedures to prevent, investigate and report to Authority any examination or assessment misconduct.
- (h) quality management system other than pilot training which shall contain
- (i) the procedure for quality control of training;
  - (ii) the procedures used to audit examination and competency assessment system;
  - (iii) the procedures used to analyse the results of any examination or assessment;
  - (iv) the procedures used to rectify deficiencies identified by analysis in (iii);
  - (v) the procedure used for conducting periodic reviews including information on review timetable;
  - (vi) the procedure for maintenance of instructors' skills and qualifications;
  - (vii) the procedure used for recording instructors' qualification;
  - (viii) the procedures to assess compliance and adequacy of the procedures.
- (i) appendices which shall contain samples of documents and forms used and syllabus of each training course;
- (j) staff training which shall include
- (i) identification of persons or positions responsible for the maintenance of the standards and performance criteria of the training, and for ensuring the competency of personnel;
  - (ii) details of the procedures to validate the qualifications and determine the competency of instructional personnel;
  - (iii) details of the initial and recurrent training programmes for all personnel, including awareness training with respect to their responsibilities within the Approved Training Organisation's system governance processes; and
  - (iv) procedures for proficiency checks and upgrade training.

## THIRD SCHEDULE

*Regulation 18(4)*

### APPROVED TRAINING ORGANISATION MANAGEMENT PERSONNEL RESPONSIBILITIES AND QUALIFICATIONS

#### PART A: GENERAL—FOR ALL APPROVED TRAINING ORGANISATIONS

##### 1. **Accountable manager**

- (1) The Accountable Manager—
  - (a) is the Chief Executive and corporate authority for ensuring that all training commitments are financed and carried out to the standard required by the Authority and any additional requirements defined by the aviation training organisation; and
  - (b) may delegate in writing to another person within the organization, the day-to-day management but not the overall approval management responsibility.
- (2) The Accountable Manager shall possess the following qualifications—
  - (a) a background in the management of training organizations
  - (b) knowledge of the Civil Aviation (Approved Training Organization) Regulations and the regulations and other materials published by the Authority that are applicable to the courses taught by the Approved Training Organisation; and
  - (c) a thorough understanding of the organization and training program of the Approved Training Organisation.

##### 2. **Quality manager**

- (1) The Quality Manager shall—
  - (a) have the primary role 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 Approved Training Organisation are being carried out properly;

- (b) be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved;
  - (c) have direct access to all parts of the Approved Training Organisation's organization; and
  - (d) in the case of small Approved Training Organisation's, the posts of the Safety Manager and the Quality manager may be combined.
- (2) In the case that the posts of the Safety Manager and the Quality Manager are combined the quality audits shall be conducted by independent personnel.
- (3) The minimum qualifications for Quality Manager are:
- (a) a technically qualified person in at least one field of the training to be conducted;
  - (b) at least three years' experience the training to be conducted;
  - (c) must have successfully completed a training in quality management recognized by the Authority.

### **3. Safety manager**

- (1) The following are minimum qualifications for Safety Manager:
- (a) must have undergone safety Management system Course or equivalent course recognised by the Authority;
  - (b) proven knowledge and experience in the aviation environment or hold or have held an aviation licence;
  - (c) of sound knowledge of safety management principles and practices; and
  - (d) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people.
- (2) The scope of the safety manager's duties should include safety planning, safety programme implementation and the operation of the SMS.

- (c) The safety manager, like the quality manager, should report directly to the head of training.

## **PART B - FLIGHT CREW TRAINING**

### **1. Head of training**

The Head of training shall have—

- (a) overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction and for supervising the progress of individual students; and
- (b) had extensive experience in training as a flight instructor for professional pilot licences and possess a sound managerial capability.
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

### **2. Chief flight instructor**

The Chief Flight Instructor shall—

- (a) be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction;
- (b) hold the highest professional pilot licence related to the flying training courses conducted;
- (c) hold the rating(s) related to the flying training courses conducted;
- (d) hold a flight instructor rating for at least one of the types of aircraft used on the course; and
- (e) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

### **3. Flight and synthetic flight instructors**

- (1) A flight instructor shall hold—
  - (a) a professional pilot licence and ratings related to the flying training courses conducted;
  - (b) a flight instructor rating on the types of aircraft used on the course; and
  - (c) an instrument rating instructor endorsement if he is to conduct instrument rating training.
  
- (2) A synthetic flight instructor shall—
  - (i) be a holder or have held a professional pilot licence; and
  - (ii) possess an authorization from the Authority.

### **4. Chief ground instructor**

The Chief Ground Instructor shall—

- (a) be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;
- (b) hold a Ground Instructor's licence in the field he is to give instructions;
- (c) hold an Instructor authorization from the Authority; and
- (d) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

### **5. Ground instructors**

A Ground Instructor shall—

- (a) hold a Ground Instructor's licence in the field he is to give instructions; or
- (b) hold an Instructor authorization from the Authority; and
- (c) have good interpersonal and communication skills;

### **6. Flight engineer instructors**

A Flight Engineer Instructor shall—

- (a) hold a flight engineer licence and ratings related to the training courses to be conducted;

- (b) hold an instructor's endorsement in his licence from the Authority on the course to be conducted; and
- (c) hold an authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2020 if he is to conduct training in synthetic flight trainer.

## **PART C - AIRCRAFT MAINTENANCE ENGINEERING TRAINING**

### **1. Head of training**

The head of training shall have—

- (a) have overall responsibility for ensuring satisfactory integration of engineering training, that includes practical and theoretical knowledge instruction and for supervising the progress of individual students;
- (b) have or had an AME licence and extensive experience in training aircraft maintenance engineers and possess a sound managerial capability; and
- (c) good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

### **2. Chief aircraft maintenance engineering instructor**

The chief aircraft maintenance engineering instructor shall:

- (a) be responsible for the supervision of instructions and for the standardisation of all engineering instructions and shall
- (b) hold an AME licence with ratings related to the courses to be conducted;
- (c) have an instructor endorsement in his AME licence; or
- (d) hold an instructor authorization from the Authority on the courses to be conducted;
- (e) have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial

in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people; and

- (d) have received training in the teaching and instructional techniques.

### **3. Aircraft maintenance engineering instructor**

An aircraft maintenance engineering instructor shall—

- (a) hold an AME licence with ratings related to the courses to be conducted and
- (b) have received training in the teaching and instructional techniques;
- (c) hold an instructor's endorsement in his licence from the Authority on the course to be conducted; or
- (d) hold an instructor authorization from the Authority on the courses to be conducted;

## **PART D—AIR TRAFFIC CONTROL TRAINING**

### **1. Head of training**

The head of training shall have:

- (a) overall responsibility for ensuring satisfactory integration of ATS training in both, theoretical and simulated Approved Training Organisation training, and for supervising the progress of individual students;
- (b) had extensive experience in training techniques and managerial capability; and
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

### **2. Air Traffic Control Chief Instructor**

The Air Traffic Control Chief Instructor shall—

- (a) have had extensive experience in training techniques in the field of air traffic control;
- (b) be responsible for the supervision of the instructors and for the standardisation of all theoretical and simulated Approved Training Organisationr instructions;
- (c) hold all the air traffic control ratings related to the ATC courses conducted;
- (d) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people; and
- (e) have received training in the teaching and instructional techniques.

### 3. **Air Traffic Control Instructor**

An Air Traffic Control Instructor shall—

- (a) hold an air traffic control licence with ratings related to the ATC courses to be conducted;
- (b) have received training in the teaching and instructional techniques; and
- (c) hold an instructor authorization from the Authority on the courses to be conducted;

## **PART E - FLIGHT OPERATIONS OFFICER (FOO) TRAINING**

### 1. **Head of Training**

The Head of Training shall have—

- (a) overall responsibility for ensuring satisfactory integration of Flight Operations training in both, theoretical and practical training, and for supervising the progress of individual students; and
- (b) had extensive experience in training techniques and managerial capability; and

- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people.

## **2. Flight Operations Chief Instructor**

The Chief Instructor shall—

- (a) hold or held a Flight Operations Officer’s Licence;
- (b) hold an instructor’s endorsement in his licence from the Authority on the course to be conducted; or
- (c) hold an instructor authorization from the Authority on the courses to be conducted;
- (d) possess experience and training requirements for Flight Operations Officer licence as prescribed in the Civil Aviation (Personnel Licensing) Regulations;
- (e) be responsible for the supervision of all instructors and for the standardisation of all the instruction;
- (f) have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people; and
- (g) have received training in the teaching and instructional techniques.

## **3. Flight Operations Instructor**

The Flight operations Instructor shall—

- (a) hold a Flight Operations Officer’s Licence;
- (b) hold an instructor’s endorsement in his licence from the Authority on the course to be conducted;

- (c) hold an instructor authorization from the Authority on the courses to be conducted;
- (d) possess experience and training requirements for Flight Operations Officer licence as prescribed in the Civil Aviation (Personnel Licensing) Regulations.

**Cross references**

The Civil Aviation (Personnel Licensing) Regulations, 2020.

The Civil Aviation (Approved Maintenance Organisations) Regulations, 2020.

The Civil Aviation (Operation of Aircraft) Regulations as amended, 2020.

GEN. EDWARD KATUMBA-WAMALA (MP),  
*Minister of Works and Transport.*