

STATUTORY INSTRUMENTS

SUPPLEMENT No.

Date.....

STATUTORY INSTRUMENTS SUPPLEMENT

to The Uganda Gazette No., Volume, date.....

STATUTORY INSTRUMENTS

2021 No.

**THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION) REGULATIONS,
2021**

ARRANGEMENT OF REGULATIONS

Regulations

PART 1

PRELIMINARY PROVISIONS

1. Title.
2. Interpretation.
3. Application

PART 2

**CERTIFICATION OF TRAINING ORGANISATION AND CONTINUED VALIDITY OF
CERTIFICATE**

4. General requirements for ATO certification.
5. Application for issuance of an ATO certificate and training specifications.
6. Application for amendment of an ATO certificate and training specifications
7. Evaluation and Checking
8. Validity of the certificate.
9. Training Organisation Inspection
10. Renewal of the ATO certificate.
11. ATO Certificate holder responsibilities
12. ATO Quality system
13. Location of principal business office
14. Satellite ATOs
15. Changes requiring notice to the Authority.
16. Training manual and procedures manual.
17. Safety management system.

**PART 3
FLIGHT CREW TRAINING**

18. Flight crew training courses.
19. Key management personnel required for ATO
20. ATO Instructional personnel
21. Training programme and approval
22. Aircraft for training purposes
23. Flight Simulator Training Device
24. Aerodrome and sites
25. Facilities and equipment for flight crew Training

**PART 4
AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS,
FLIGHT OPERATIONS OFFICERS AND CABIN CREW MEMBER TRAINING**

26. Training courses for licenses and ratings for aircraft maintenance engineers, air traffic controllers, flight operations officers and cabin crew member.
27. Key management personnel required for ATO
28. ATO Instructional Personnel
29. Training Programme and approval
30. General Requirements for Training Equipment
31. Specific training facilities, equipment and material for aircraft maintenance engineer courses
32. Specific training facilities, equipment and material for air traffic controllers or flight radiotelephony operator
33. Specific training facilities, equipment and material for flight operations officers
34. Specific training facilities, equipment and material for cabin crew members

**PART 5
AVIATION COMPLIMENTARY COURSES**

35. Authorization to conduct Aviation Complementary Courses

PART 6 GENERAL
Part 6.1 General Provisions

36. Advertising
37. Application for exemption
38. Exemption
39. Possession of the ATO certificate, approval, exemption or authorization.
40. Drug and alcohol testing and reporting.
41. Inspection of ATO certificate, approvals, exemptions and authorizations
42. Change of name.

43. Change of Address.
44. Replacement of ATO certificate, approval or authorization.
45. Suspension or variation or Revocation ATO certificate, approval, exemption or authorization.
46. Use and retention of ATO certificate, approvals, authorizations, exemption and records.
47. Record keeping
48. Reports of violation
49. Enforcement of directives
50. Aeronautical user fees.
51. Application of Regulations to Government and visiting forces
52. Extra-territorial application of Regulations.

Part 6.2 Offences and Penalties

53. Contravention of Regulations.
54. Offences and penalties.
55. Revocation and savings

SCHEDULES

FIRST SCHEDULE

Approved Training Organisation Quality system.

SECOND SCHEDULE

Approved Training Organisation training manual and procedures manual contents.

THIRD SCHEDULE

Approved Training Organisation key personnel responsibilities and qualifications.

FOURTH SCHEDULE.

Offences and Penalties.

THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION)
REGULATIONS,

PART 1

PRELIMINARY PROVISIONS

Title	1. These Regulations may be cited as the Civil Aviation (Approved Training Organizations) Regulations, 2021
--------------	-------------------------------------------------------------------------------------------------------------

Interpretation	<p>2. In these Regulations, unless the context otherwise requires:</p> <p>“<i>Accountable manager</i>” means the manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority and any additional requirements defined by the approved training organization;</p> <p>“<i>Adapted competency model</i>” means a group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.</p> <p>“<i>Aeroplane</i>” 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;</p> <p>“<i>Aircraft avionics</i>” means any electronic device including its electrical part for use in an aircraft, including radio, automatic flight control and instrument systems;</p> <p>“<i>Aircraft</i>” 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;</p> <p>“<i>Approved maintenance organization or AMO</i>” means a maintenance organization approved by the Authority, in accordance with the requirements of The Civil Aviation (Approved Maintenance Organisation) Regulations as amended to perform maintenance of aircraft, engine, propeller or parts thereof and operating under supervision approved by the Authority.</p> <p>“<i>Approved training</i>” means training conducted under special curricula and supervision approved by the Authority;</p>
-----------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

“Approved training organization or ATO” means an organization approved by and operating under the supervision of the Authority in accordance with the requirements of The Civil Aviation (Personnel Licensing) Regulations as amended to perform approved training.

“Authority” means the Uganda Civil Aviation Authority;

“Command and control (C2) link” means the data link between the remotely piloted aircraft and the remote pilot station for the purposes of managing the flight.

“Competency” means dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

“Competency-based training and assessment” means Training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

“Competency standard” means A level of performance that is defined as acceptable when assessing whether or not competency has been achieved.

“Conditions” means Anything that may qualify a specific environment in which performance will be demonstrated;

“Credit” means the recognition of alternative means or prior qualifications.

“Cross-country” means a flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures

“Dual instruction time” means flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft, or from a properly authorized remote pilot using the remote pilot station during a remotely piloted aircraft flight.

“Error” means an action or inaction by an operational person that leads to deviations from organizational or the operational person’s intentions

or expectations;

“Error management” means the process of detecting errors and responding to them with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

“Flight plan” means specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

“Flight simulation training device or FSTD” 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 flight deck of a particular aircraft type or an accurate representation of the remotely piloted aircraft system (RPAS) 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 flight deck environment or realistic RPAS 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;
- (c) A *basic instrument flight trainer*, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight or the RPAS environment in instrument flight conditions.

“Flight time — aeroplanes” means the total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

“Flight time — helicopters” means the total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

“Flight time — remotely piloted aircraft systems” means the total time from the moment a command and control (C2) link is established between the remote pilot station (RPS) and the remotely piloted aircraft (RPA) for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight.

“Handover” means the act of passing piloting control from one remote pilot station to another.

“Human performance” means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

“ICAO competency framework” means a competency framework, developed by ICAO, is a selected group of competencies for a given aviation discipline. Each competency has an associated description and observable behaviours.

“Instrument flight time” means time during which a pilot is piloting an aircraft, or a remote pilot is piloting a remotely piloted aircraft, solely by reference to instruments and without external reference points.

“Instrument time” means instrument flight time or instrument ground time.

“Monitoring” means a cognitive process to compare an actual to an expected state.

Note.– Monitoring is embedded in the competencies for a given role within an aviation discipline, which serve as countermeasures in the threat and error management model. It requires knowledge, skills and attitudes to create a mental model and to take appropriate action when deviations are recognized.

“Night” means the hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise where, civil twilight ends in the evening when the centre of the sun’s disc is 6 degrees below the horizon and begins in the morning when the centre of the sun’s disc is 6 degrees below the horizon.

“Observable behaviour (OB)” means a single role-related behaviour that can be observed and may or may not be measurable.

“Performance criteria” means statements used to assess whether the required levels of performance have been achieved for a competency. A performance criterion consists of an observable behaviour, condition(s) and a competency standard.

“Problematic use of substances” means the use of one or more psychoactive substances by aviation personnel in a way that:

- a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- b) causes or worsens an occupational, social, mental or physical problem or disorder.

Procedures manual” means a manual containing procedures, instructions and guidance for use by personnel of the approved training organization in the execution of their duties in meeting the requirements of the certificate;

Psychoactive substances” means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality manager” means the manager, acceptable to the Authority, responsible for the management of the quality system, monitoring function and requesting corrective actions;

Quality system” means Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

Rating” means an authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Remote pilot station (RPS)” means the component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.

Remotely piloted aircraft (RPA)” means an unmanned aircraft which is piloted from a remote pilot station.

Remotely piloted aircraft system (RPAS)” means a remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

Remote pilot” means a person charged by the operator with duties essential to the operation of a remotely piloted aircraft and who manipulates the flight controls, as appropriate, during flight time.

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;

	<p>“Satellite ATO” means an ATO at a location other than primary location of the ATO;</p> <p>“Solo flight time” means flight time during which a student pilot is the sole occupant of an aircraft.</p> <p>“Synthetic flight trainer” means any one of the following 3 types of apparatus in which flight conditions are simulated on the ground:</p> <ul style="list-style-type: none"> (i) a flight simulator, which provides an accurate representation of the cockpit of a particular aircraft type to the extent that the mechanical, electrical, electronic, aircraft systems control functions, the normal environment of flight crew members, the performance and flight characteristics of that type of aircraft are realistically simulated; (ii) a flight procedures trainer, which provides a realistic cockpit environment, and simulates instrument responses, simple control functions of mechanical, electrical, electronic, aircraft systems, and the performance and flight characteristics of aircraft of a particular class; or (iii) a basic instrument flight trainer, which is equipped with appropriate instruments, and simulates the cockpit environment of an aircraft in flight in instrument flight conditions. <p>“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;</p> <p>“Threat management” means the process of detecting threats and responding to them with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.</p> <p>“Training manual” means a manual containing the training goals, objective, standards syllabi, and curriculum for each phase of the approved training course; and</p> <p>“Training specifications” means a document issued to an approved training organization certificate holder by the Authority that specifies training program requirements and authorizes the conduct of training, checking, and testing with any of the attendant limitations.</p>
Application	<p>3. These Regulations prescribe the requirement for certification of training organizations (TO) and continued validity of the Approved Training Organizations (ATO) certificate issued by Authority</p>

PART 2 CERTIFICATION OF TRAINING ORGANISATION AND CONTINUED VALIDITY OF CERTIFICATE	
General Requirements for ATO certification	4. (1) A person, other than:
	(a) an air operator certificate or approved maintenance organisation certificate holder conducting training of its own personnel under the applicable Civil Aviation (air operator certification and administration) Regulations, and the Civil Aviation (approved maintenance organisation) Regulations, respectively; and (b) an operator with an approved training programme in its operations manual under the applicable Civil Aviation (operation of aircraft) Regulations, shall not hold or operate an approved training organization without, or in violation of, an approved Training Organization certificate and training specifications issued under these Regulations.
	(2) The Authority shall only approve those ATOs that provide the following:
	(a) any training activity that leads towards the issue of a licence, rating, authorization or approval (b) Provision of training services necessary for an Operator to meet the requirements of the Civil Aviation (Air operator certification and administration) Regulations; and the Civil Aviation (approved maintenance organization) Regulations (c) special curricula training designated to meet;
	(i) Qualifications-based training requirements, including those deemed acceptable through the approval of an alternative compliance mechanism; or (ii) Competency based training and assessment requirements; and (iii) Those training requirements deemed acceptable through approval of an alternative compliance mechanism.
	(3) The approval of a training organization by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements of these regulations and relevant provisions in the Civil Aviation (Safety Management) Regulations as amended.
	(4) A training organization that is exposed to safety risks related to aircraft operations during the provision of its services shall establish a Safety management system.
	(5) A person shall not conduct training, testing or checking in synthetic flight

	trainers without, or in violation of, an ATO certificate and training specifications required under these Regulations.
	(6) The Authority shall issue to a training organization that meets the requirements of these Regulations an ATO certificate and training specifications for providing courses for flight crew licences and ratings and for courses for personnel other than flight crew members, as approved by the Authority.
	(7) A holder of an ATO certificate shall, at all times, display that certificate in a place within the training organisation that is normally accessible to the public and that is not obscured.
	(8) An applicant shall be eligible for grant of ATO certificate upon successful completion of the 5 phase certification process as specified by the Authority in the applicable technical guidance material.
Application for issuance and amendment of an ATO certificate and training	5. (1) An applicant for issuance, of an ATO certificate and training specifications, shall apply to the Authority at least 90 days before the beginning of any proposed training
	(2) An applicant shall submit an application on a form and in a manner prescribed by the Authority in the applicable technical guidance materials;

<p>specifications</p>	<p>(3) The application shall contain the following information:</p> <ul style="list-style-type: none"> (a) a statement showing that the minimum qualification requirements for each management position are met in accordance with the provisions of the Third Schedule to these Regulations; (b) a description of the minimum qualifications and ratings for each instructor; (c) the proposed training specifications requested by the applicant; (d) a description of the training equipment that the applicant proposes to use, such as the aircraft, the synthetic flight trainers including any special equipment used for each phase of training; (e) a listing of the aerodromes or sites at which training flights originate, where applicable; (f) a description of the applicant's training facilities, equipment and qualifications of personnel to be used; (g) a training program, manuals, curricula, course outlines, courseware, procedures and documentation to support the items required in Regulations 21, 26 and 28; (h) a description of a record keeping 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 as amended where the applicant proposes to do so; and (k) a statement of compliance showing how the applicant has met all applicable requirements in these Regulations and other Civil Aviation Regulations.
	<p>(4) An ATO shall submit a training and procedures manual for approval by the Authority to ensure compliance with all relevant requirements of these regulations and the procedures shall include a quality system which meets the requirements specified in Regulation 17.</p>
	<p>(5) An applicant for an ATO certificate shall ensure that the facilities and equipment described in the application are:</p> <ul style="list-style-type: none"> (a) available for inspection and evaluation prior to approval; and (b) in place and operational at the location of the training organization prior to the issue of a certificate under these Regulations.
	<p>(6) The Authority shall after inspection, issue to an applicant who meets the requirements of these Regulations:</p> <ul style="list-style-type: none"> (a) an ATO certificate containing: <ul style="list-style-type: none"> (i) the name and location of the ATO; (ii) the date of issue and period of validity of the certificate;

	<ul style="list-style-type: none"> (iii)the authorized locations of operations; and (iv)training courses, as applicable: <p>(b) training specifications containing:</p> <ul style="list-style-type: none"> (i) the type of training authorized; (ii)the rating, category, class and type of aircraft, or parts of the aircraft, that shall 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, its qualification level and the identification number assigned by the Authority; (v) for any other simulator trainer that may be used for training, testing and checking, its qualification level and the identification number assigned by the Authority; <p>(iv) any aircraft, or part of the aircraft, approved for training, as appropriate; and</p> <p>(vi) any other items the Authority may require or allow.</p>
<p>Application for amendment of an ATO certificate and training specifications</p>	<p>6. (1) An applicant for amendment of an ATO certificate and training specifications, shall apply to the Authority at least 45 days before the beginning of any proposed training which was not approved before.</p>
	<p>(2) The Authority may amend an ATO certificate or the training specifications:</p> <ul style="list-style-type: none"> (a) on the Authority’s own initiative, under the applicable legislation; or; (b) upon application by the certificate holder.
	<p>(3) An application for amendment of ATO certificate or training specifications shall contain the following information:</p> <ul style="list-style-type: none"> (a) statement showing that in accordance with the provisions of the Third Schedule to these Regulations: <ul style="list-style-type: none"> (i) each approved management position meets the minimum qualification requirements in relation to the amendment being sought; or (ii) the ATO has proposed action to ensure that the minimum qualification requirements are met. (b) a description of the minimum qualifications and ratings for each instructor; (c) the proposed amendments to the training specifications requested by the applicant; (d) a description of the training equipment and where applicable facilities appropriate for the delivery of training for the new

	<p>courses including a listing of the aerodromes or sites at which training flights originate;</p> <p>(e) qualifications of personnel to be used under the proposed amendment;</p> <p>(f) revised ATO documents including training program, manuals, curricula, course outlines, courseware and procedures to support the items required in Regulations 21, 26 and 28;</p> <p>(g) where applicable a description of any additional quality control measures proposed;</p> <p>(h) where applicable a method of demonstration of the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the applicable Civil Aviation (Personnel Licencing) Regulations where the applicant proposes to do so; and</p> <p>(i) An updated statement of compliance showing how the applicant has met all applicable requirements in these Regulations and other Civil Aviation Regulations in relation to the amendment</p>
Evaluation and checking	<p>7. Where the Authority has authorized an ATO certificate holder 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 the training organization in accordance with criteria approved by the Authority and described in the applicable technical guidance material.</p>
Validity of the certificate.	<p>8. An ATO certificate shall be valid for 12 months from the date of issue or renewal, unless:</p> <p>(a) a shorter period is specified by the Authority: or</p> <p>(b) the Authority amends, suspends, revokes or otherwise terminates the certificate; or</p> <p>(c) the ATO surrenders it to the Authority.</p>
Training organizations inspection	<p>9. (1) The Authority may, at any time, inspect an ATO certificate holder's or applicant's facilities, records, personnel and equipment/ to determine the ATO's ongoing compliance with these Regulations.</p> <p>(2) The Authority shall conduct inspections at least once annually.</p> <p>(3) After the inspection specified in sub-regulation (1) and (2), an ATO certificate holder shall be notified, in writing, of any deficiencies found during the inspection.</p> <p>(4) The inspection referred to in sub regulation (1) shall apply to applicants or holders of approved training organizations certificates based outside Uganda</p> <p>(5) An inspection carried out pursuant to this Regulation shall focus on the contents specified in the technical guidance material.</p>
Renewal of the ATO certificate.	<p>10. (1) An ATO certificate holder may apply for renewal of the certificate at least 60 days before the expiry date in order to ensure continuity of the training, provided the ATO meets the requirements of these Regulations.</p>

	(2) The Authority shall inspect an ATO that applies for renewal to ensure that the ATO meets the requirements of these Regulations.
	(3) An applicant for an ATO renewal who fails to comply with sub-regulation (1) shall be required to make an initial application as specified in Regulation 6.
ATO Certificate holder responsibilities	<p>11. A holder of an ATO certificate shall:</p> <ul style="list-style-type: none"> (a) ensure that the facilities and working environment of the ATO are appropriate for the tasks to be performed; (b) ensure that it has the necessary technical data, equipment, training devices and material to conduct the courses for which it is approved; (c) not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance; (d) maintain the records required by these Regulations in facilities adequate for that purpose; and (e) describe the method used for the completion and retention of the training records.
ATO Quality system	<p>12. (1) An applicant for, or holder of an ATO certificate shall establish and maintain a quality system approved by the Authority which includes:</p> <ul style="list-style-type: none"> (a) an independent audit procedure to monitor training standards; (b) the integrity of knowledge examinations and practical assessments; and (c) compliance with and adequacy of procedures. <p>(2) The management of the quality system must include a feedback of the independent audit findings to the ATO senior management personnel and ultimately to the accountable manager to ensure corrective action as appropriate.</p> <p>(3) The quality system shall meet the requirements prescribed in the First Schedule to these Regulations.</p>
Location of Principal Business Office	13. An applicant for, or holder of an ATO certificate shall establish and maintain a principal business office that is physically located at the address shown on the certificate.
Satellite ATOs.	<p>14. (1) A holder of an ATO certificate may conduct training in accordance with a training program approved by the Authority at a satellite ATO where:</p> <ul style="list-style-type: none"> (a) the facilities, equipment, personnel and course content of the satellite ATO meet the applicable approval requirements of these regulations; (b) the instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO; and (c) the ATO certificate holder's training specifications reflect the name and address of the satellite ATO and the approved training courses offered at the satellite ATO.

	<p>(2) The Authority shall issue training specifications which specifies the operations required and authorized at each satellite ATO.</p> <p>(3) An ATO may sub-contract certain activities to any other organizations subject to the approval of the Authority.</p> <p>(4) The ultimate responsibility for the training provided by the satellite ATO remains with the principal ATO.</p> <p>(5) The principal ATO and the satellite ATO will execute a written agreement defining the safety and quality related to the services to be provided;</p> <p>(6) The satellite ATO's safety related activities relevant to the agreement under sub regulation (4) shall be included in the ATO's safety and quality assurance programme.</p>
Changes requiring notice to the Authority.	<p>15. (1) A holder of an ATO shall notify the Authority within 30 days of any of the following changes:</p> <ul style="list-style-type: none"> (a) the Accountable Manager; (b) the Quality Manager; (c) the Safety Manager (d) the instructional personnel; and (e) the housing, training facilities and equipment, procedures, training programs and work scope that could affect the approval. <p>(2) The Authority may prescribe the conditions under which the ATO shall operate during the period such changes as specified in sub-regulation (1) occurs unless the Authority determines that the approval be suspended.</p>
Training manual and procedures manual	<p>16. (1) An applicant for an ATO certificate shall prepare a Training and Procedures Manual and submit to the Authority for Approval.</p> <p>(2) A holder of an ATO certificate shall maintain a Training and Procedures Manual Approved by the Authority, for the use and guidance of the personnel concerned.</p> <p>(3) The Training and Procedures Manual in sub regulation (1) and (2) may be issued in separate parts or combined and shall contain information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements, as listed in the Training and Procedures Manual set out in the Second Schedule to these Regulations.</p> <p>(4) The holder of an ATO certificate shall ensure that the Training and Procedures Manual are amended as necessary to keep the information contained therein up to date.</p> <p>(5) Copies of all amendments to the Training and Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued after being approved by the Authority.</p>
Safety management system	<p>17. An applicant for or a holder of an approved training organisation certificate who is exposed to safety risks related to aircraft operations during the provision of their services shall establish and implement a Safety Management system in accordance with the Civil Aviation (Safety Management) Regulations as amended.</p>

PART 3

FLIGHT CREW TRAINING

Flight crew training courses.	<p>18. (1) The Authority may approve an applicant for, or a holder of, an ATO certificate to conduct flight crew courses of instruction, as provided in the training specifications provided the applicant meets the requirements of these regulations and the Civil Aviation (Personnel Licensing) Regulations as amended:</p> <ul style="list-style-type: none">(a) private pilot licence course;(b) commercial pilot licence course;(c) instrument rating course;(d) remote pilot licence course;(f) remote Pilot Instructor course ;(g) Instructor course for RPAS flight simulation(h) airline transport pilot licence course;(i) multi-crew pilot licence course;(j) flight engineer licence course;(k) flight navigator licence course;(l) flight instructor course;(m) instructor course for additional type or class ratings;(n) Ground instructor course; and(o) instructor course for synthetic flight training;
Key management personnel required for ATO	<p>19. (1) An ATO certificate holder or applicant shall demonstrate to the Authority that an adequate number of qualified, competent staff are employed as follows:</p> <ul style="list-style-type: none">(a) an accountable manager;(b) a quality manager;(c) a head of training;(d) safety manager;(e) a chief flight instructor, as applicable; and(f) a chief ground instructor as applicable. <p>(2) The responsibilities and qualifications of the management personnel employed in an ATO shall be as specified in the Third Schedule to these Regulations.</p> <p>(3) The Authority may approve key management positions, other than those listed in sub-regulation (1), where the ATO demonstrates that it can conduct the training effectively under the direction of fewer or different categories of key management personnel due to the:</p> <ul style="list-style-type: none">(a) kind of training conducted;(b) number of students;(c) locations of training. <p>(4) An ATO shall describe the duties and qualification of the key management personnel referred to in sub regulation (1) designated as responsible for planning, performing and supervising the training in as specified in the accordance with the applicable technical guidance material and the Third Schedule to these Regulations.</p>

	<p>(5). The competence of training personnel shall be in accordance with procedures prescribed and accepted by the Authority.</p> <p>(6) A person serving in a required key management position in an ATO shall not serve in a key management position in any other ATO unless exempted by the Authority.</p>
ATO instructional personnel	<p>20. (1) An applicant for or a holder of an ATO certificate shall have an adequate number of ground and flight instructors and any other instructors relevant to the courses provided as specified in the Third schedule to these regulations.</p> <p>(2) An instructor for flight training shall hold an instructor rating or authorization in accordance with the applicable Civil Aviation (Personnel Licensing) Regulations.</p> <p>(3) All instructional personnel shall receive initial and continuation training appropriate to their assigned tasks and responsibilities.</p> <p>(4) The training program for instructional personnel established by the ATO shall include training in knowledge and skills related to human performance.</p> <p>(5) The ATO shall provide a description of key personnel indicating how the ATO ensures that they have good interpersonal and communication skills, integrity, impartiality in carrying out tasks, tactful, good understanding of human nature and possess the ability to get along with other people</p>
Training program and approval.	<p>21. (1) An applicant for an ATO certificate, shall submit a training program and any subsequent amendments to it to the Authority for approval.</p> <p>(2) An applicant for, or holder of an ATO certificate shall have in place training program for each type of course offered which shall include:</p> <ul style="list-style-type: none"> (a) a breakdown of flying and theoretical knowledge instruction in either a week-by-week or phased presentation; (b) a list of standard exercises and a curriculum summary, in particular synthetic flight training and theoretical knowledge instructions, phased in such a manner that students apply to flying exercises the knowledge gained on the ground; (c) minimum aircraft and flight training equipment requirements for each proposed program; (d) minimum instructor qualifications for each proposed program; and (e) a program for initial training and recurrent training of each instructor employed to instruct in a proposed program. <p>(3) The content and sequence of the training program shall be approved by the Authority.</p> <p>(4) Approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.</p> <p>(5) Approved training for flight crew shall be conducted within an approved training organization facility.</p>
Aircraft for training purposes	<p>22. (1) A holder of an approved training organization certificate shall provide an adequate fleet of training aircraft in accordance with the Authority approval appropriate to flight crew licences and rating courses.</p>

	<p>(2) A training aircraft provided under sub regulation (1) shall be fitted with dual primary flight controls for use by the instructor and the student, and shall not have swing-over flight controls.</p> <p>(3) The training aircraft fleet provided in sub-regulation (1) shall be:</p> <ul style="list-style-type: none"> (a) an aeroplane suitable for demonstrating stalls and spin avoidance; or (b) a helicopter suitable for auto-rotation demonstration; or (c) Remotely piloted aircraft equipped with means to ensure interaction between the remotely piloted aircraft (RPA) and the RPAS in accordance with the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations as amended;
	<p>(4)Notwithstanding the requirements of sub-regulation (3) the aircraft shall be suitably equipped to simulate instrument meteorological conditions, instrument flight training and testing.</p>
Flight Simulator Training Device	<p>23. (1)An applicant for, or a holder of an approved training organization certificate providing synthetic flight training shall demonstrate that each FSTD used for training and checking is specifically qualified and approved by the Authority for;</p> <ul style="list-style-type: none"> (a)each manoeuvre for the make, model, and series of aircraft, set of aircraft, aircraft type simulated, or, RPAS, as applicable; and (b)each training program or training course for which the synthetic flight trainer is used, meets the requirements of these Regulations <p>(2) Each qualified and approved FSTD used by an ATO shall:</p> <ul style="list-style-type: none"> (i) be maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for its qualification; (ii) be modified to conform with any modification to the aircraft or RPAS being simulated if the modification results in changes to performance, function, or other characteristics required for qualification; (iii) be given a functional pre-flight check each day before being used; and (iv) have a discrepancy log in which the instructor or evaluator, at the end of each training session, enters each discrepancy.
Aerodrome and sites.	<p>24. (1) An applicant for, or a holder of, an ATO certificate for flight training shall demonstrate continuous use of each airport and sites for helicopters or Remotely Piloted Aircraft, whichever is applicable, training at which training flights originate and that the airport has an adequate runway and other necessary equipment.</p> <p>(2) The base aerodrome, and any alternative base aerodrome, at which flight crew training is being conducted shall have at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off mass or maximum certificated landing mass under the following conditions:</p> <ul style="list-style-type: none"> (a) Under calm wind of not more than 5 knots conditions; (b) At temperatures in the operating area equal to the mean high temperature for the hottest month of the year;

	<ul style="list-style-type: none"> (c) If applicable, with the power plant operation and landing gear and flap operation recommended by the manufacturer; and (d) In the case of a take-off: <ul style="list-style-type: none"> (i) Clearing all obstacles in the take-off flight path by at least 15 m (50 ft); and (ii) With a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques.
	<p>(3) Each aerodrome shall:</p> <ul style="list-style-type: none"> (a) have wind direction indicator that is visible at ground level from the ends of each runway; (b) have adequate runway electrical lighting if used for night training; (c) have a traffic direction indicator when: <ul style="list-style-type: none"> (i) the airport does not have an operating control tower; and (ii) the traffic and wind advisories are not available; <p>(4) Except as specified in paragraph (5) of this subsection, each aerodrome used for night training flights shall have permanent runway lights</p> <p>(5) An aerodrome or seaplane base used for night training flights in seaplanes may be approved by the Authority to use adequate, non-permanent lighting or shoreline lighting</p> <p>(6) sites shall be available for:</p> <ul style="list-style-type: none"> (i) confined area operation training; (ii) simulated engine off autorotation; and (iii) sloping ground operation.
<p>Facilities and Equipment for Flight crew Training</p>	<p>25. (1) An applicant for, or a holder of an ATO certificate shall, have facilities appropriate for the maximum number of students expected to be trained at any time.</p> <p>(2) The minimum facilities shall be:</p> <ul style="list-style-type: none"> (a) for flight training: <ul style="list-style-type: none"> (i) an operation room; (ii) a flight planning room; (iii) adequate briefing rooms; (iv) an office for the instructors; (b) for knowledge instructions: <ul style="list-style-type: none"> (i) classroom accommodation; (ii) suitable demonstration equipment; (iii) a radio telephony training and testing facility; (iv) a library; and (v) an office for instructors.

	<p>(3) Subject to sub regulation (2), a base site at which remote pilot flight training is to be conducted shall have sufficiently wide open space which is in full compliance with the aerodrome related provisions of the Civil Aviation (Remotely piloted aircraft systems) Regulations as amended at least the following facilities—</p> <p>(i) a clear and level location for remotely piloted aircraft for take-off and landing;</p> <p>(ii) free from fine dust and dirt to avoid the remotely piloted aircraft from getting its motors, camera lenses and sensors contaminated;</p> <p>(iv)obstacle free environment; and</p> <p>(v) adequate electrical lighting where night training is required.</p> <p>(4) A holder of an ATO certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program unless that change is approved by the Authority in advance.</p> <p>(5) The ATO’s facilities and equipment shall:</p> <p>(a) not be shared with or used by another ATO unless authorised by the Authority; and</p> <p>(b) be adequate to maintain the files and records required to operate business of the ATO.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PART 4

AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS, FLIGHT OPERATION OFFICERS AND CABIN CREW MEMBER TRAINING

<p>Training courses for licenses and ratings for aircraft maintenance engineers, air traffic controllers, flight operation officers and cabin crew member.</p>	<p>26. The Authority shall approve the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the requirements of these Regulations and the Civil Aviation (Personnel Licensing) Regulations as amended:</p> <p>(a) aircraft maintenance engineers’ courses;</p> <p>(b) air traffic controllers courses;</p> <p>(c) flight operation officer/dispatcher course;</p> <p>(d) flight radiotelephony operator course; and</p> <p>(e) cabin crew member course.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Management Personnel required for ATO.	<p>27. (1) An applicant for or a holder of an ATO certificate shall satisfy the Authority that an adequate number of qualified, competent personnel are employed in key management positions as follows:</p> <ul style="list-style-type: none"> (a) an accountable manager; (b) a quality manager; (c) a head of training; (d) a safety manager, where applicable in accordance with the Civil Aviation (Safety Management) Regulations as amended; and (e) a chief instructor as applicable;
	<p>(2) The ATO shall provide a description of key personnel indicating how the ATO ensures that they have good interpersonal and communication skills, integrity, impartiality in carrying out tasks, tactful, good understanding of human nature and possess the ability to get along with other people</p>
	<p>(3) 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 approved training as appropriate in accordance with the Third Schedule to these Regulations.</p>
	<p>(4) The Authority may approve positions, other than those listed in sub-regulation (1), if where the ATO demonstrates is able to show that it can conduct the training effectively with the high training standard under the direction of fewer or different categories of management key personnel due to the:</p> <ul style="list-style-type: none"> (a) kind of training conducted; (b) number of students; and (c) locations of training.
ATO instructional personnel	<p>28. (1) An applicant for or a holder of an ATO certificate shall have an adequate number of instructors relevant to the courses provided as specified in the Third schedule to these regulations.</p>
	<p>(2) All instructional personnel shall receive initial and continuation training appropriate to their assigned tasks and responsibilities.</p>
	<p>(3) The training program for instructional personnel established by the ATO shall include training in knowledge and skills related to human performance.</p>
Training Program and approval.	<p>29. (1) An applicant for an ATO certificate, shall submit a training program and any subsequent amendments to it to the Authority for approval.</p>
	<p>(2) The training program referred to in sub regulation (1) shall:</p> <ul style="list-style-type: none"> (a) contain details as specified in the second schedule to these regulations; and (b) address the applicable requirements in the Civil Aviation (Personnel Licensing) Regulations as amended
	<p>(3) Where the Authority finds that the training programme does not meet the applicable requirements, it shall require the holder to make revision in the training programme.</p>

<p>General requirements for training equipment</p>	<p>30. (1) An applicant for or holder of an ATO shall not use any simulator training device or other equipment to perform any training task unless such simulator is approved by the Authority for the training task or tasks conducted or to be conducted by the Training Organization as prescribed in the applicable technical guidance material.</p> <p>(2) The approval referred to in sub regulation (1) will be done in accordance with the applicable technical guidance material, taking into consideration the following:</p> <ul style="list-style-type: none"> (a) the training tasks proposed to be conducted utilizing the device (b) the related credits sought; and (c) the capability of the device to achieve the desired training. <p>(3) Each device or equipment that is intended for training, testing or checking trainees in an approved training programme and for which credit is being sought shall be made available for inspection to the Authority for determination of its suitability, prior to initial use,</p> <p>(4) A holder of an ATO certificate shall not make any change in training equipment that have been approved for a particular training program, unless that change is approved by the Authority in advance</p> <p>(5) In addition to the requirements of sub-regulation (1) and (3), the ATO shall demonstrate to the Authority at least the following:</p> <ul style="list-style-type: none"> (a) a routine maintenance programme to ensure that the training devices or equipment continue to function properly and, where applicable, continue to accurately replicate any environment, component, system or equipment for which training, checking or testing credits are being sought; and (b) a record-keeping process for each training device to be established and maintained, which accurately records the device's use and lists any discrepancies with respect to its functionality or intended performance characteristics that may impact training. <p>(6) The applicant shall ensure that the instructional tools and devices or equipment, referred to in this regulation are in satisfactory working condition for instructional and practice purposes.</p>
<p>Specific training facilities, equipment and material for aircraft maintenance engineer courses.</p>	<p>31. (1) An applicant for, or a holder of an approved training organization certificate that intends to conduct or conducts aircraft maintenance engineer courses shall have suitable facilities, equipment and material appropriate for the maximum number of students expected to be taught at any time as follows:</p> <ul style="list-style-type: none"> (a) an enclosed adequately equipped classroom; (b) a well-equipped library; (c) suitable facility arranged to ensure proper separation from the working space, , parts tools, materials, and similar articles; (d) a suitable area for application of finishing materials including paint spraying; (e) a suitable area equipped with wash tank and de-greasing equipment with air pressure or other adequate cleaning equipment;

	<ul style="list-style-type: none"> (f) suitable facility for running engines; (g) suitable area with adequate equipment including benches, tables and test equipment, to dis-assemble, service and inspect; <ul style="list-style-type: none"> (i). ignition systems, electrical equipment and appliances (ii).carburettors and fuel systems and hydraulic and vacume systems for aircraft engines and their appliances; (h) suitable space with adequate equipment, including tables, benches, stands and jacks for and rigging aircraft and RPAS; (i) suitable space with adequate equipment for dis assembling dis-assembling, inspecting, assembling, trouble shooting and timing engines. (j) adequate office facilities; and (k) secure storage facilities for examination mateirals and training records.
	<p>(2)An applicant for, or holder of an ATO certificate for maintenance engineer courses shall have and maintain the adequate instructional equipment as is appropriate to the rating sought as follows:</p> <ul style="list-style-type: none"> (a) Various types of aeronautical products (including propellers) of a quantity and type suitable to complete the practical projects required by the approved training programme; and (b) At least one aircraft of a type acceptable to the Authority. (c) aeronautical products to be used for instruction and from which students will gain practical working experience, sufficiently diversified as to show the different methods of construction, assembly, inspection, and operation when installed in an aircraft for use.
	<p>(3) A holder of an ATO certificate shall not make any change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.</p>
	<p>(4) An applicant for, or holder of, an ATO certificate to conduct aircraft maintenance engineer courses shall ensure that the tools, equipment, materials, and instructional equipment required by paragraph (1) and (2) be in satisfactory working condition for instructional and practice purposes.</p>
	<p>(5) Competency based approved training for aircraft maintenance engineers' licence shall be conducted within an Approved Training Organization.</p>

Specific training facilities, equipment and material for air traffic controllers or flight radiotelephony operator.	32. (1) An applicant for, or holder of, an approved training organization certificate to train air traffic controllers or flight radiotelephony operators shall have facilities equipment and material appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows: <ul style="list-style-type: none"> (a) an enclosed adequately equipped classroom; (b) well-equipped library; (c) well-designed simulators appropriate for the rating sought; (d) adequate office accommodation for instructors; (e) control desk or console where applicable; (f) training for rating being sought; and (g) secure storage facilities for training materials, examination materials and training records.
	(2) An applicant for, or a holder of, an ATO certificate for air traffic control or flight radiotelephony operator courses shall maintain instructional equipment as is appropriate to the rating sought.
	(3) A holder of an ATO certificate to train air traffic controllers or flight radiotelephony operators shall not make any change in facilities, equipment, or materials that have been approved for a particular training unless that change is approved by the Authority in advance.
	(4) An applicant for, or holder of, an ATO certificate to train air traffic controllers or flight radiotelephony operators shall ensure that the equipment and materials required by paragraph (1) and (2) are in satisfactory working condition for instructional and practice purposes.
Specific training facilities, equipment and material for flight operations officers	33. (1) An applicant for, or holder of an approved training organization certificate to train flight operations officers shall have facilities, appropriate for the maximum number of students expected to be taught at any time, as follows: <ul style="list-style-type: none"> (a) adequate enclosed classroom; (b) flight operations facilities, including: <ul style="list-style-type: none"> (i) an operations room; (ii) a flight planning room; (iii) an office for the instructors; (c) suitable radio telephony training and testing facility; (d) a library; and (e) secure storage facilities for training materials, examination materials and training records.
	(2) An applicant for, or a holder of an ATO certificate for flight operations officers course shall have and maintain instructional equipment appropriate for the training sought.
	(3) A holder of an ATO certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.
	(4) An applicant for, or holder of, an ATO certificate to train flight

	operations officers shall ensure that the equipment and materials, required by paragraph (1) and (2) are in satisfactory working condition for instructional and practice purposes.
Specific training facilities and equipment for cabin crew members	<p>34. (1) An applicant for, or holder of an approved training organization certificate for cabin crew member training shall have facilities, and equipment appropriate for the maximum number of students expected to be taught at any time, as follows:</p> <ul style="list-style-type: none"> (a) classroom facilities dependent on: <ul style="list-style-type: none"> (i). number of trainees in a class; (ii). trainee and instructor work station size; (iii). class configuration; (iv). size of aisles; (v). use of media (in particular projected media); and (vi). hands-on exercises (if applicable). (b) the trainee work stations; (c) the area required for hands-on exercises; (d) the instructor work stations; and (e) the storage area and/or location for additional training. (f) well-equipped library <p>(2) The applicant shall have and maintain training equipment appropriate to the level of cabin crew training being sought that include:</p> <ul style="list-style-type: none"> (a) safety and emergency equipment; (b) cabin training devices or equipment; (c) emergency exit trainers; (d) training devices used for fire fighting; and (e) training devices used for water survival.
<p>PART 5 AVIATION COMPLEMENTARY COURSES</p>	
Authorization to conduct aviation complementary courses	<p>35. (1) An ATO certificate holder may not conduct training in any of the following aviation complementary courses without prior authorization from the Authority:</p> <ul style="list-style-type: none"> (a) Aviation Security Course; (b) Aircraft ground handling; (c) Aircraft Accident Investigation; (d) Crew resource management; (e) Safety Management Systems; (f) Dangerous goods;

	<ul style="list-style-type: none"> (g) teaching and instructional techniques course; (h) Quality Management; (i) Extended diversion time operation or EDTO; (j) Engine or crew resource management integrated course; (k) refresher courses; (l) Category II and III Ops; (m) loss of control in flight; (n) upset prevention and recovery; (o) class rating course; (p) type rating course; (q) human factors; and (r) Any other course as may be acceptable to the Authority
	(2) An ATO certificate holder who wishes to conduct any aviation complimentary course shall apply to the Authority in a form and manner specified in the applicable technical guidance materials.
	(3) An ATO certificate holder seeking authorization to conduct any aviation complimentary course shall submit an application in a for and manner prescribed by the Authority in the applicable technical guidance material:
	(4)The supplementary course referred to in sub-regulation (3) shall follow the following criteria: <ul style="list-style-type: none"> (a) an acceptable curriculum for the course sought (b) a training program that meets industry best practices; (c) Qualified and competent instructors appropriate to the course being sought. (d) adequate facilities and equipment appropriate to the course requirement.
	(5) The Authority may authorise an ATO which meets the requirements in sub-Regulation (4) to conduct the applicable aviation complimentary courses.

PART 6
GENERAL
Part 6.1 General Provisions

Advertising	36. (1) A training organization shall not advertise as an ATO certificated under these regulations unless – the Authority has issued an ATO certificate and training specifications to that Training Organization.
	(2)A training organization shall not make any statement relating to its ATO certification and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO; or
	(3) Whenever the advertising of a TO indicates that it is certificate under these regulations, the advertisement shall clearly state the ATO certificate number.
	(4) An ATO whose certificate has been surrendered, suspended, revoked, or terminated shall promptly: <ul style="list-style-type: none"> (a) remove all indications, including signs, wherever located, that the

	<p>ATO was certified by the Authority; and</p> <p>(b) notify all advertising agents, and advertising media employed by the ATO to cease all advertising indicating that the ATO is certified by the Authority.</p>
Application for exemption	<p>37. (1) A person may apply to the Authority for exemption from any of the provisions of these Regulations.</p>
	<p>(2) A request for exemption shall be made in accordance with the requirements of these Regulations and an application for such exemption shall be submitted and processed in a manner prescribed in the applicable technical guidance material</p>
	<p>(3) A request for an exemption must contain the applicant's:</p> <ul style="list-style-type: none"> (a) name; (b) physical address and mailing address; (c) telephone number; (d) fax number where available; and (e) email address where available.
	<p>(4) The application shall be accompanied by a fee prescribed by the Authority in the applicable aeronautical information circulars for technical evaluation.</p>
Exemption	<p>38. (1) The Authority may, upon consideration of the circumstances of a particular ATO, issue an exemption providing relief from specified provisions of these Regulations, provided that:</p> <ul style="list-style-type: none"> (a) the Authority finds that the circumstances presented warrant the exemption; and (b) a level of safety shall be maintained equal to that provided by the Regulations from which the exemption is sought.
	<p>(2) The exemption referred to in sub-regulation (1) may be terminated or amended at any time by the Authority.</p>
	<p>(3) A person or ATO who receives an exemption shall have a means of notifying their management and appropriate personnel performing functions subject to the exemption.</p>
Possession of an ATO certificate, approval, exemption or authorization	<p>39. (1) A holder of an ATO , certificate, approval, exemption or authorisation issued by the Authority shall have that licence, certificate, approval, exemption or authorisation in his or her possession or at the work site when exercising the privileges of the, certificate, approval, exemption or authorisation.</p>
Drug and alcohol testing	<p>40. (1) A person who performs any functions for an ATO requiring the Authority's approval may be tested for drug or alcohol usage.</p>

and reporting.	<p>(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:</p> <ul style="list-style-type: none"> (i) refuses to submit to the test; or (ii) having submitted to the test, refuses to authorise the release of the test results, the Authority may suspend or revoke the certificate of the approved training organization (ATO) that employs that person. <p>(3) In determining whether to suspend or revoke the certificate of the ATO, the Authority shall consider all relevant factors, including:</p> <ul style="list-style-type: none"> (a) whether the ATO had knowledge of the drug or alcohol use; (b) whether the ATO encouraged the person to refuse the drug or alcohol test; (c) whether the ATO dismissed the person who failed or refused the drug tests; or (d) the position that person held in the ATO. <p>(4) Subject to sub-regulation (2), the Authority shall require the ATO to show cause why that person should not be dismissed from employment of the ATO.</p> <p>(5) 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 employment of the ATO.</p> <p>(6) The Authority may suspend or revoke the certificate or approval of an ATO that refuses to dismiss from its employment a person convicted under sub regulation (4)</p>
Inspection of ATO certificates, approvals, exemption and authorisations.	<p>41. A person who holds an ATO certificate, approval, exemption or authorisation required by these Regulations shall present it for inspection upon request from the Authority or any other person authorised by the Authority.</p>
Change of name	<p>42. (1) A holder of an ATO certificate issued under these Regulations may apply for change of the name on the certificate.</p> <p>(2) The holder shall include with any such request:</p> <ul style="list-style-type: none"> (a) the current certificate; and (b) a court order, or other legal document verifying the name change. <p>(3) The Authority may change the certificate and issue a replacement;</p> <p>(4) The Authority shall return to the holder the original document specified in sub-regulation 2(b) and retain copies thereof and return the replaced certificate with the appropriate endorsement.</p>

Change of Address.	43. (1) A holder of a licence, certificate, approval or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of: (a) physical address, at least 14 days in advance; (b) mailing address upon the change.
	(2) A person who fails to notify the Authority of the change of physical address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate.
Replacement of ATO certificate, approval or authorization.	44. A person may apply to the Authority in the form and manner prescribed by the Authority in the applicable technical guidance materials for replacement of documents issued under these Regulations where such documents are lost or destroyed.
Suspension, variation or Revocation of ATO certificate, approval, exemption or authorization.	45. (1) The Authority may, where it considers it to be in the public interest, suspend pending further investigation, any ATO 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, suspend, or vary any ATO certificate, approval, exemption, authorization, exemption or such other document issued or granted under these Regulations.
	(3) The Authority may, where it considers it to be in the public interest, prevent any person or aircraft from flying.
	(4) A holder or any person having the possession or custody of an ATO certificate, approval, authorization 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.
	(5) The breach of any condition subject to which an ATO certificate, approval, exemption, authorization or any other document granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

<p>Use and retention of ATO certificate, approval, authorization, exemption and records.</p>	<p>46. (1) A person shall not:</p> <ul style="list-style-type: none"> (a) use any ATO certificate, approval, exemption, authorization 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 ATO certificate, approval, exemption, authorization or such other document issued or required by or under these Regulations; or (c) lend any ATO certificate, approval, exemption, authorization or such other document issued or required by or under these Regulations to any other person; or (d) make any false representation for the purpose of procuring for himself or herself or any other person the grant, issue, renewal or variation of any such ATO certificate, approval, exemption or authorization or any other document.
	<p>(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 therein, 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.</p>
	<p>(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible ink.</p>
	<p>(4) A person shall not purport to issue any ATO certificate or approval for the purpose of these Regulations unless he or she is competent, qualified and authorised to do so by the Authority.</p>
	<p>(5) A person shall not issue any ATO certificate, approval or authorization of the kind referred to in sub-regulation (4) unless he or she has satisfied himself or herself that all statements in the ATO certificate, approval or authorization are correct, and that the applicant is qualified to hold that certificate, approval or authorization.</p>
<p>Record keeping</p>	<p>47. (1) A holder of an ATO certificate shall have a system to maintain and retain the following records for a minimum period of 10 years from the date of completion of training:</p> <ul style="list-style-type: none"> (a) details of training given to individual students; (b) detailed and regular progress reports from instructors including assessments, regular progress tests and examinations; and (c) trainee information, including, names, course, certificates held and where applicable, expiry dates of medical certificates and ratings.
	<p>(2) An ATO shall maintain a system for recording the qualifications and training of instructional and examining staff as appropriate.</p>
	<p>(3) Records of qualifications and training of instructors and examiners shall be retained for a minimum period of 10 years after the instructor or examiner ceases to perform any function for the training organization.</p>
	<p>(4) An ATO shall submit training records and reports as required by the</p>

	<p>Authority.</p> <p>(5) The format of the student training records shall be specified in the training manual as set forth in the Second Schedule of these Regulations.</p>
Reports of violation.	<p>48. (1) Any person who knows of a violation of the Civil Aviation Act, or any amendment under the Act, or any rule, regulation, or order issued there under, shall report the violation to the Authority.</p> <p>(2) Subject to sub-regulation (1), the Authority will determine the nature and extent of investigation or enforcement action to be taken.</p>
Enforcement of directives	<p>49. A person who fails to comply with any directives given to him by the Authority or by any authorised person under these Regulations shall be deemed for the purposes under these Regulations to have contravened that provision.</p>
Aeronautical user fees	<p>50. (1) The Authority shall publish in the Aeronautical Information Circular the fees to be charged in connection with the issue, renewal, extension or variation of any ATO certificate, approval, authorization or such other document, including the issue of a copy thereof, or the undergoing of any inspection or investigation or the grant of any permission required by, or for the purpose of these Regulations any orders, notices or proclamations made thereunder.</p> <p>(2) Upon an application being made in connection with which any fee is chargeable in accordance with the sub-regulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.</p> <p>(3) Where, after payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is rejected, the Authority shall not refund the payment made.</p>
Application of regulations to Government and visiting forces	<p>51. (1) These Regulations shall apply to aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government, and for the purposes of such application, 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.</p> <p>(2) Except as otherwise expressly provided, the marine, military and air force authorities and members of any visiting force and property held or used for the purpose of such a force shall be exempt from the provision of these regulations to the same extent as if the visiting force formed part of the military force of Uganda.</p>

<p>Extra-territorial application of Regulations</p>	<p>52. Except where the context otherwise requires, the provisions of these Regulations:</p> <ul style="list-style-type: none"> (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in Uganda shall apply to such aircraft wherever they may be; (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, shall apply to such aircraft 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 any aircraft registered in Uganda by other persons shall, where such persons are citizens of Uganda, apply to them wherever they may be.
<p><i>Part 6.2 Offences And Penalties</i></p>	
<p>Contravention of Regulations</p>	<p>53. A person who contravenes any provision of these Regulations may have his or her ATO certificate, approval, authorisation, exemption or such other document revoked or suspended.</p>
<p>Offences and Penalties</p>	<p>54. (1) (1) Where any provision of these Regulations, orders, notices or proclamations made thereunder is contravened in relation to a training aircraft, the ATO or flying instructor who contravened that provision shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this Regulation to have contravened that provision unless he or she proves that the contravention occurred without his or her consent or connivance and that he or she exercised all due diligence to prevent the contravention.</p> <p>(2) Where it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made thereunder was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person.</p> <p>(3) Where a person is charged with contravening a provision of these Regulations, orders, notices or proclamations made there under by reason of his or her having been an instructor in charge of a flight for the purpose of training, the flight shall be treated, without prejudice to the liability of any other person under these Regulations, as not having been for that purpose where he or she proves that he or she neither knew nor had reason to know that the flight was for that</p>

	purpose.
	(4) A person who contravenes any provision of these Regulations, orders, notices or proclamations made thereunder not being a provision referred to in sub-regulation (3) shall, upon conviction, be liable to a fine, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.
	(5) Where an aircraft is involved in a contravention and the contravention is by the owner or ATO responsible for the aircraft, the aircraft shall be subject to a lien for the penalty.
	(6) Any aircraft subject to a lien for the purpose of sub- regulation (5) may be seized by and placed in the custody of the Authority.
	(7) The aircraft shall be released from the custody of the Authority Upon: (a) payment of the penalty or the amount agreed upon in compromise; (b) deposit of a bond in such amount as the Authority may prescribe in the applicable aeronautical information circular, conditioned upon payment of the penalty or the amount agreed upon in compromise; and (c) receiving an order of the court to that effect.
	(8) The Authority and any person specifically authorized by name or any police officer not below the rank of inspector specifically authorized by name by the Minister, may compound offences under Part A of the Fourth Schedule to these Regulations by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority a sum not exceeding 100 currency points.
	(9)Where a person contravenes any provision specified in Part B of the Fourth Schedule to these Regulations, upon conviction is liable to a fine not less than the equivalent in sum of not exceeding 100 currency points or to imprisonment for a term of 12 months or to both.
	(10)A person who contravenes any provision specified as an “A” provision in the Fourth Schedule to these Regulations commits an offence and shall on conviction be liable to a fine not exceeding 50 currency points for each offence or each flight or to imprisonment for a term not exceeding 1 year or to both.
	(11)A person who contravenes any provision specified as a “B” provision in the Fourth Schedule to these Regulations commits an offence and shall on conviction be liable to a fine not exceeding 100 currency points for each offence or each flight or to imprisonment for a term not exceeding 3 years or to both.

	<p>(12) A person who contravenes any provisions of these Regulations not being a provision referred to in the Fourth Schedule to these Regulations, commits an offence and is liable on conviction to a fine not exceeding 100 currency points and in the case of a second or subsequent conviction for the same offence to a fine not exceeding 200 currency points.</p>
	<p>(13) Where any person is aggrieved by any order made under these Regulations, he or she may, within 21 days of such order being made, appeal against the order to a higher court and the relevant provisions of the Criminal Procedure Act, shall apply <i>mutatis mutandis</i>, to every such appeal as if it were an appeal against a sentence passed by a High Court in the exercise of its original jurisdiction.</p>
<p>Revocation and Savings</p>	<p>55. (1) The Civil Aviation (Approved Training Organisation) Regulations, 2020 SI No. 5 of 2020 is revoked.</p> <p>(2) Notwithstanding sub-regulation (1), a certificate issued or granted by the Authority before the commencement of these Regulations shall until its expiry have effect as if it is issued under these Regulations.</p>

FIRST SCHEDULE
APPROVED TRAINING ORGANISATION QUALITY SYSTEM

(Regulation 13)

A Training Organisation shall establish a quality assurance system acceptable to the Authority which ensures that training and instructional practices comply with these Regulations as follows:

1. Interpretation

“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 ATO in relevant manuals.

“quality manual” means the document containing the relevant information pertaining to the ATO’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 ATO” means an ATO with capacity to train a maximum of 50 students.

2. Elements of a Quality System

The quality system of an ATO 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 ATO’s current assumptions, objectives and plans by applying a relevance test matched to evolving trends in the industry or changes occurring within the ATO; and
- (g) an employee training plan that instils and promotes best practices in quality management efforts.

3. REQUIREMENTS FOR A QUALITY SYSTEM

- (1) Purpose of a Quality System
The implementation and employment of a Quality System will enable the ATO to monitor compliance with the relevant parts of the Procedures Manual and the Training Manual, and any other standards as established by the ATO or the Authority, to ensure safe and efficient training.
- (2) Quality Policy and Strategy
 - (a) The ATO shall describe how it formulates, deploys, and reviews its policies and strategies and turns them into plans and actions. 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. 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 ATO or the Authority.
 - (b) The Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.
- (3) Quality System
 - (a) The Quality System of the ATO shall ensure compliance with and the adequacy of training activities conducted.
 - (b) The ATO 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 ATO and the complexity of the training to be monitored.
- (4) 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 and these Regulations.
 - (e) Additional standards and training procedures as stated by the ATO
 - (f) The organizational structure of the ATO
 - (g) Responsibility for the development, establishment and management of the Quality System
 - (h) Documentation, including manuals, reports and records
 - (i) Quality Assurance Programme
 - (j) The required financial, material and human resources
 - (k) Training requirements
 - (l) Customer satisfaction
- (5) 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.

- (6) Documentation
 - (a) Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual.
 - (b) In addition, the relevant document also includes the following:
 - i. description of the ATO;
 - ii. quality policy and strategy;
 - iii. glossary;
 - iv. organizational risk profile;
 - v. risk management plan;
 - vi. coherence matrix;
 - vii. procedures and reporting system for corrective and preventive actions;
 - viii. specified training standards;
 - ix. assignment of duties and responsibilities in relation to the QA or QS; and
 - x. training procedures related to the QS to ensure regulatory compliance.

- (7) Quality Assurance Programme
 - (a) 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.
 - (b) 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
 - (vii) Document control
 - (c) The Quality Assurance Programme of the ATO shall identify the persons within the ATO who have the experience, responsibility and authority to:
 - (i) Perform quality inspections and audits as part of ongoing Quality Assurance
 - (ii) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings

- (iii) Initiate or recommend solutions to concerns or findings through designated reporting channels
 - (iv) Verify the implementation of solutions within specific timescales
 - (v) Report directly to the Quality Manager.
- (8) Quality Inspections:
 - (a) The primary purpose of a quality inspection is to observe a particular event, action or document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.
 - (b) Typical subject areas for quality inspections are:
 - (i) all training courses covered under these regulations
 - (ii) Maintenance, if applicable
 - (iii) Technical Standards
 - (iv) Training Standards
- (9) Audits:
 - (a) 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.
 - (b) Audits include at least the following quality procedures and processes:
 - (i) An explanation of the scope of the audit
 - (ii) Planning and preparation
 - (iii) Gathering and recording evidence
 - (iv) Analysis of the evidence
 - (c) The various techniques that make up an effective audit are:
 - (i) Interviews or discussions with personnel
 - (ii) A review of published documents
 - (iii) The examination of an adequate sample of records
 - (iv) The witnessing of the activities which make up the training
 - (v) The preservation of documents and the recording of observations
- (10) Auditors:
 - (a) The ATO 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.
 - (b) The responsibilities of the auditors will be clearly defined in the relevant documentation.
- (11) Auditor's independence:
 - (a) Auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. An ATO may, in addition to using the services of full-time dedicated personnel

belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.

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

(12) Audit Scope:

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

- (a) Organization
- (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
- (j) Maintenance accomplishment

(13) Audit Scheduling:

- (a) 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.
- (b) An ATO 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.
- (c) An ATO 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.
- (d) When an ATO defines the audit schedule, significant changes to the management, organization, training, or technologies must be considered, as well as changes to the regulatory requirements.

- (14) Monitoring and corrective action:
- (a) 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 ATO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. The objective of this monitoring activity is eliminating the causes of unsatisfactory performance.
 - (b) 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.
 - (c) 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 ATO.
- (15) Corrective action:
- (a) Subsequent to the quality inspection or audit, the ATO will determine:
 - (i) The seriousness of any findings and any need for immediate corrective action
 - (ii) The origin of the finding
 - (iii) What corrective actions are required to ensure that the non-compliance does not recur
 - (iv) A schedule for corrective action
 - (v) The identification of individuals or departments responsible for implementing corrective action
 - (vi) Allocation of resources by the Accountable Manager, where appropriate
 - (b) The Quality Manager will:
 - (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

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

(16) Management Evaluation:

- (a) A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures.
- (b) 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 should be submitted in writing to the responsible manager for action.
- (c) 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.

(17) Recording:

- (a) Accurate, complete and readily accessible records documenting the result of the Quality Assurance Programme shall be maintained by the ATO. Records are essential to enabling an ATO to analyze and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.
- (b) The following records shall be retained for a period of 5 years:
 - (i) Audit schedules
 - (ii) Quality inspection and audit reports
 - (iii) Responses to findings
 - (iv) Corrective action reports
 - (v) Follow-up and closure reports
 - (vi) Management evaluation reports

(18) Quality Assurance Responsibility for Satellite ATOs:

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

(19) Quality System Training:

- (a) Correct and thorough training is essential to optimise quality in every organization. In order to achieve significant outcomes of such training

the ATO will ensure that its staff understands the objectives as laid down in the Quality Manual.

- (b) Those responsible for managing the Quality System are to receive training covering:
 - (i) An introduction to the concept of Quality System
 - (ii) Quality management
 - (iii) Concept of Quality Assurance
 - (iv) Quality manuals
 - (v) Audit techniques
 - (vi) Reporting and recording
 - (vii) The way in which the Quality System will function in the ATO
- (c) 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.
- (d) Sources of Training
Quality management courses are available from the various national or international institutions, and an ATO 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.

(20) Quality Systems for small ATO:

- (a) The requirement to establish and document a Quality System, and to employ a Quality Manager applies to all ATOs.
- (b) Complex quality systems may be inappropriate for small ATOs and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. An ATO will tailor its quality system to suit the size and complexity of its training and allocate resources accordingly.
- (c) Small ATOs 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.
- (d) The small ATO 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.
- (e) If the independent quality audit function is conducted by external auditors, the audit schedule will be described in the relevant documentation.

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

SECOND SCHEDULE

ATO TRAINING MANUAL AND PROCEDURES MANUAL CONTENTS

(Regulation 17)

A Training Organisation shall provide a training manual and procedures manual, or may combine the manuals for use and guidance of personnel concerned that shall contain at least the following content:

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:
 - (i) procedures for amendment;
 - (ii) record of amendments page;
 - (iii) distribution list; and
 - (iii) 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:
 - (i) the various parts and sections, as well as their contents and use; and
 - (ii) the numbering system for headings and paragraphs.
- (f) Description of the scope of training authorized under the ATO's terms of approval.
- (g) Description of the procedure for key personnel engagement indicating how the ATO ensures that the personnel have good interpersonal and communication skills, integrity, impartiality in carrying out tasks, tactful, good understanding of human nature and ability to get along with other people.
- (h). Organization (chart of the ATO's management organization.
- (i). Corporate Commitment statement.

2. Pilot Training:

The Training Manual for use at an ATO conducting approved training courses for pilots shall include the following:

- (a) The Training Plan:
 - (i) Aim of the course:

A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed;
 - (ii) Pre-entry requirements:

Minimum age, educational requirements including language, and medical requirements;
 - (iii) Credits for previous experience:

- To be obtained from the Authority before training begins;
- (iv) Training Curricula:
The single engine flying curriculum, the multi-engine flying curriculum, the synthetic flight training curriculum and the theoretical knowledge training curriculum;
 - (v) The time scale and scale in weeks:
For each curriculum: arrangements of the course and the integration of curricula time;
 - (vi) Training program:
The general arrangements of daily and weekly programs for flying, ground and synthetic flight training; bad weather constraints; program constraints in terms of maximum student training times (flying, theoretical knowledge, synthetic) e.g. per day or week or month; restrictions in respect of duty periods for students; duration of dual and solo flights at various stages; maximum flying hours in any day or night; maximum number of training flights in any day or night and minimum rest period between duty period for students;
 - (vii) Training records:
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; standardisation of entries in training records and rules concerning log book entries;
 - (viii) Safety training:
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;
 - (ix) Checks and tests:
 - aa) Flying: Progress checks and skill tests.
 - ba) Knowledge: Progress tests and knowledge tests.
 - ca) Authorization for test.
 - da) Rules concerning refresher training before retest.
 - ea) Test reports and records.
 - fa) Procedures for test paper preparation, type of question and assessment, standard required for 'Pass'.
 - ga) Procedure for question analysis and review and for raising replacement papers.
 - ha) Test resit procedures.
 - (x) Training effectiveness:
Individual responsibilities; General Assessment; liaison between departments; Identification of unsatisfactory progress individual students; actions to correct unsatisfactory progress; procedure for changing instructors; maximum number of instructor changes per student; internal feedback system for

- detecting training deficiencies; procedure for suspending a student from training; discipline and reporting and documentation;
- (xi) Standards and level of performance at various stages:
 - aa) Individual responsibilities.
 - ba) Standardization - Standardization requirements and procedures.
 - ca) Application of test criteria.
- (b) Briefing and air exercises:
- (i) Air exercise:
A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles;
 - (ii) Air exercise reference list:
An abbreviated list of the exercises referred to paragraph (i) giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors;
 - (iii) Course structure – Phase of training:
A statement of how the course will be divided into phases, indication of how the air exercises referred to in paragraph (ii) will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential emergency exercises are repeated at the correct frequency. Also, the curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.
 - (iv) Course structure integration of curricula:
The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training;
 - (v) Student progress:
The requirement for student progress including 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. Include minimum experience requirements in terms of hours, satisfactory exercise completion, as necessary before significant exercises, such as night flying;
 - (vi) Instructional methods:
The requirements, particularly in respect of pre and post-flying briefing, adherence to curricula and training specifications and authorisation of solo flights;
 - (vii) Progress tests:
The instructions given to examining staff in respect of the conduct and document of all progress tests;
 - (viii) Glossary of terms:
Definition of significant terms as necessary;
 - (ix) Appendices:

Samples of ATO working documents including:

- aa) training Progress report forms,
- ba) test progress report forms,
- ca) skill test report forms,
- da) certificates of training
- ea) competence, etc. as required, issued by an ATO.
- fa) any other templates applicable to the ATO operations

- (c) Synthetic flight training: Structure generally as in (b).
- (d) Knowledge instruction: Structure generally as in (b) with a training specification and objectives for each subject. 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 ATO conducting approved training courses other than pilots training shall include the following:

- (a) The Course Plan:
 - (i) The objectives and learning outcomes;
 - (ii) Pre-entry requirements:
 - aa) Minimum age,
 - ba) educational requirements including language, and
 - ca) 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:
 - aa) methods in which training is conducted (for example: lecture, computer-based training, simulators or practical training); and
 - ba) available equipment and data necessary for training.
 - (vi) A description of the facilities including classroom, laboratory 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:
 - (a) the course notes that are to be given to student; and
 - (b) any examination paper or examinations question bank that is to be used
 - (xii) A list showing the units of competency that must be completed for each course

- (b) Training:
 - (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 ATO is approved
 - (ix) Conduct of basic practical training

- (c) Examinations:
 - (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
 - (ix) Prevention, Investigation and reporting of examination or assessment misconduct.

- (d) Certification
 - (i) course transcript;
 - (ii) certificates

PROCEDURES MANUAL

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

1. General:
 - (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 selection procedure for ATO key personnel showing how the ATO that they have good interpersonal and communication skills, integrity, impartiality in carrying

out tasks, tactful, good understanding of human nature and possess the ability to get along with other people

- (viii) description of facilities, equipment and data
- (ix) type of approved training courses and the capability lists
- (x) amendment of Procedures Manual and Training Manual
- (xi) number of instructors
- (xii) notification Procedure to Authority

2. Pilot Training:

- (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/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;
 - (xi) retention of documents;
 - (xii) flight crew qualification records,
 - (xiii) renewal of licences and medical certificates;
 - (xiv) flying duty period and flight time limitations for flying instructors;
 - (xv) flying duty period and flight time limitations for students;
 - (xvi) rest periods for flying instructors;
 - (xvii) rest periods for students;
 - (xviii) pilots' log books;
 - (xix) flight planning; and
 - (xx) safety covering general: equipment, radio listening watch, hazards, accidents and incidents (including reports) and safety pilots.
- (b) Technical:
- (i) aircraft descriptive notes;
 - (ii) aircraft handling, including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.;
 - (iii) emergency procedures;
 - (iv) radio and radio navigation aids;
 - (v) Minimum equipment list or MEL; and
 - (vi) Configuration deviation list CDL.
- (c) Route:
- (i) performance legislation, take-off, route, landing, etc.;
 - (ii) flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc.);
 - (iii) loading (load sheets, mass, balance, limitations);
 - (iv) weather minima (flying instructors);

- (v) weather minima (students: at various stages of training); and
 - (vi) training routes/areas.
- (d) Staff training:
- (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.
- (e) Quality Management System:
- (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.

3. Training other than Pilot Training:

- (a) Training and Examination Procedures
- (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.
- (b) Quality Management System:
- (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.
- (c) Appendices:
- (i) samples of documents and forms used;
 - (ii) syllabus of each training course;
- (d) Staff training:
- 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 ATO's system governance processes; and
 - iv. Procedures for proficiency checks and upgrade training.

THIRD SCHEDULE

Regulation 18(4)

APPROVED TRAINING ORGANISATION KEY PERSONNEL RESPONSIBILITIES AND QUALIFICATIONS

2.1.2 PART A: GENERAL—FOR ALL APPROVED TRAINING ORGANISATIONS

1. Accountable manager

- (a) The Accountable Manager—
- (i) 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
 - (ii) may delegate in writing to another person within the organization, the day-to-day management but not the overall approval management responsibility.
- (b) 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:

Responsibilities:

- (a) The Quality Manager shall:
- (i) 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 ATO are being carried out properly;
 - (ii) be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved;
 - (iii) have direct access to all parts of the ATO's organization; and
 - (iv) in the case of small ATO's, the posts of the Safety Manager and the Quality manager may be combined, the quality audits shall be conducted by independent personnel.

The Quality Manager shall report directly to the Accountable Manager.

Qualifications):

(a) The Quality Manager shall:

- (i) be a technically qualified person in at least one field of the training to be conducted;
- (ii) have at least 2 years' experience in the training to be conducted;
- (iii) have successfully completed a training in quality management recognized by the Authority

3. Safety Manager [where applicable in accordance with the Civil Aviation (Safety Management) Regulations]:

Responsibilities:

- (a) The scope of the safety manager's duties shall include safety planning, safety programme implementation and the operation of the ATO SMS.
- (b) The safety manager shall report directly to the Accountable Manager.

Qualifications:

(c) The Safety Manager shall:

- (i) have undergone safety Management system Course or equivalent course recognised by the Authority;
- (ii) hold an aviation licence or have proven knowledge and experience in the aviation environment; and
- (iii) possess sound knowledge of safety management principles and practices; and

4. Head of Training:

(a) Responsibility:

The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction, and for supervising the progress of individual students

(b) Qualifications:

The Head of Training shall have:

- (i). hold or have held a licence in at least one of the specific areas of training conducted by the ATO;
- (ii). at least 3 years' experience in training in one of the specific areas of training conducted by the ATO;
- (iii). management training and experience

PART B - FLIGHT CREW TRAINING

1. Chief Flight Instructor:

(a) Responsibility:

- (i). The Chief Flight Instructor shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction;
- (ii). In the case of small ATOs the Head of Training roles may be combined with CFI

(b) Qualification:

The Chief Flight Instructor shall:

- (a) hold the highest professional pilot licence related to the flying training courses conducted in the ATO;
- (b) hold the rating(s) related to the flying training courses conducted by the ATO;
- (c) hold a flight instructor rating or in the case of RPAS training an RPAS instructor rating for at least one of the types of aircraft used for training by the ATO;

2. Flight and Synthetic Flight Instructors qualifications

A Flight instructor shall hold:

- (i) a professional pilot licence and ratings related to the flying training courses conducted by the ATO;
- (ii) a flight instructor rating, or in the case of RPAS training an RPAS instructor rating on the types of aircraft used for training by the ATO; and
- (iii) an instrument rating instructor endorsement where he or she is to conduct instrument rating training.

A Synthetic flight instructor shall:

- (i) hold or have held a professional pilot licence; and
- (ii) possess an authorization from the Authority for the synthetic training as provided in the applicable Civil Aviation (Personnel Licensing) Regulations.

3. Chief Ground Instructor:

(a) Responsibility

The Chief Ground Instructor shall:

be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;

(b) Qualification

In addition to fulfilling all the requirements for ground instructor licence as provided in the Civil Aviation (Personnel Licensing) Regulations, the chief ground instructor shall have the level of knowledge commensurate with the level of training in the ATO training specifications.

4. Ground instructor's qualification:

A Ground Instructor shall:

- (a) fulfil all the requirements for ground instructor's licence as provided in Civil the Aviation (Personnel Licensing) Regulations commensurate with the level of training to be conducted; or
- (b) Be a subject matter expert or hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and
- (c) subject to paragraph (b):
 - (i) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - (ii) hold at least a certificate in a teaching discipline.

5. Flight engineer instructor's qualification:

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 if he is to conduct training in synthetic flight trainer.

PART C - AIRCRAFT MAINTENANCE ENGINEERING TRAINING

1. Chief Aircraft Maintenance Engineering Instructor:

(a) Responsibility

The Chief Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of instructors and for the standardisation of all engineering instructions.

(b) Qualification

The chief aircraft maintenance engineer's licence shall:

- (i) hold or have held an AMEL with ratings related to the courses to be conducted by the ATO;
- (ii) have:
 - (aa) received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations; or
 - (bb) at least a certificate in a teaching discipline.
- (i) have at least 2 years' experience in a training supervisory role; or
- (ii) provide evidence of management training and experience in training supervision.

2. Aircraft Maintenance Engineering Instructor qualification:

An Aircraft Maintenance Engineering Instructor shall:

- (a) hold:
- (i) or have held an AMEL with ratings related to the courses to be conducted by the ATO; or

(ii) an academic qualification relevant to the subjects of instruction as prescribed in the applicable technical guidance materials; and

(b) have:

- (i) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
- (ii) hold at least a certificate in a teaching discipline.

PART D - AIR TRAFFIC CONTROL TRAINING

1. Air Traffic Control Chief Instructor:

(a) Responsibility:

The Air Traffic Control Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and simulator instructions.

(b) Qualification:

The air traffic control instructor shall:

- (i) hold all the air traffic control ratings related to the ATC courses conducted; and
- (ii) have at least 2 years' experience in a training supervisory role;
- (iii) have:
 - 1. received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - 2. at least a certificate in a teaching discipline.

2. Air Traffic Control Instructor qualification:

An Air Traffic Control Instructor shall:

(a) hold:

- (i) an air traffic control licence with ratings related to the ATC courses to be conducted by the ATO; or
- (ii) an academic qualification relevant to the support subjects of instruction such as Mathematics, geography as prescribed in the applicable technical guidance materials; and

(b) have:

- (i) received training in teaching and instructional techniques as provided by the civil Aviation (Personnel Licensing) Regulations; or
- (ii) at least a certificate in a teaching discipline.

PART E - FLIGHT OPERATIONS OFFICER (FOO) TRAINING

1. Flight Operations Chief Instructor:

(a) Responsibility

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions

(a) Qualification:

The Chief Flight Operations Officer instructor shall:

- (i) hold or have held:
 - (aa)** a Flight Operations Officer's Licence with at least 2 years' experience in training; or
 - (bb)** an Airline Transport Pilot Licence with at least 2 years' experience in training.

- (ii) provide evidence of management training and experience in training supervision;

2. Flight Operations Instructor:

The Flight operations Instructor shall:

- (b) Hold or have held:
 - (i) a flight operation officers' licence; or
 - (ii) an airline transport pilot licence; or
 - (iii) hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and

- (b) have:
 - (iii) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - (iv) hold at least a certificate in a teaching discipline.

THIRD SCHEDULE

Regulation 18(4)

APPROVED TRAINING ORGANISATION KEY PERSONNEL RESPONSIBILITIES AND QUALIFICATIONS

(a) **PART A: GENERAL—FOR ALL APPROVED TRAINING ORGANISATIONS**

1. Accountable manager

- (c) The Accountable Manager—
- (i) 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
 - (ii) may delegate in writing to another person within the organization, the day-to-day management but not the overall approval management responsibility.
- (d) The Accountable Manager shall possess the following qualifications—
- (a) an background in the management of training organizations
 - (d) 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
 - (e) a thorough understanding of the organization and training program of the Approved Training Organisation.

2. Quality Manager:

Responsibilities:

- (a) The Quality Manager shall:
- (v) 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 ATO are being carried out properly;
 - (vi) be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved;
 - (vii) have direct access to all parts of the ATO's organization; and
 - (viii) in the case of small ATO's, the posts of the Safety Manager and the Quality manager may be combined, the quality audits shall be conducted by independent personnel.

The Quality Manager shall report directly to the Accountable Manager.

Qualifications):

(a) The Quality Manager shall:

- (i) be a technically qualified person in at least one field of the training to be conducted;
- (ii) have at least 2 years' experience in the training to be conducted;
- (iii) have successfully completed a training in quality management recognized by the Authority

3. Safety Manager [where applicable in accordance with the Civil Aviation (Safety Management) Regulations]:

Responsibilities:

- (d) The scope of the safety manager's duties shall include safety planning, safety programme implementation and the operation of the ATO SMS.
- (e) The safety manager shall report directly to the Accountable Manager.

Qualifications:

(f) The Safety Manager shall:

- (iv) have undergone safety Management system Course or equivalent course recognised by the Authority;
- (v) hold an aviation licence or have proven knowledge and experience in the aviation environment; and
- (vi) possess sound knowledge of safety management principles and practices; and

4. Head of Training:

(a) Responsibility:

The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction, and for supervising the progress of individual students

(b) Qualifications:

The Head of Training shall have:

- (iv). hold or have held a licence in at least one of the specific areas of training conducted by the ATO;
- (v). at least 3 years' experience in training in one of the specific areas of training conducted by the ATO;
- (vi). management training and experience

PART B - FLIGHT CREW TRAINING

1. Chief Flight Instructor:

(a) Responsibility:

- (iii). The Chief Flight Instructor shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction;
- (iv). In the case of small ATOs the Head of Training roles may be combined with CFI

(b) Qualification:

The Chief Flight Instructor shall:

- (d) hold the highest professional pilot licence related to the flying training courses conducted in the ATO;
- (e) hold the rating(s) related to the flying training courses conducted by the ATO;
- (f) hold a flight instructor rating or in the case of RPAS training an RPAS instructor rating for at least one of the types of aircraft used for training by the ATO;

2. Flight and Synthetic Flight Instructors qualifications

A Flight instructor shall hold:

- (i) a professional pilot licence and ratings related to the flying training courses conducted by the ATO;
- (ii) a flight instructor rating, or in the case of RPAS training an RPAS instructor rating on the types of aircraft used for training by the ATO; and
- (iii) an instrument rating instructor endorsement where he or she is to conduct instrument rating training.

A Synthetic flight instructor shall:

- (iii) hold or have held a professional pilot licence; and
- (iv) possess an authorization from the Authority for the synthetic training as provided in the applicable Civil Aviation (Personnel Licensing) Regulations.

3. Chief Ground Instructor:

(a) Responsibility

The Chief Ground Instructor shall:

be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;

(b) Qualification

In addition to fulfilling all the requirements for ground instructor licence as provided in the Civil Aviation (Personnel Licensing) Regulations, the chief ground instructor shall have the level of knowledge commensurate with the level of training in the ATO training specifications.

4. Ground instructor's qualification:

A Ground Instructor shall:

- (a) fulfil all the requirements for ground instructor's licence as provided in Civil the Aviation (Personnel Licensing) Regulations commensurate with the level of training to be conducted; or
- (b) Be a subject matter expert or hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and
- (c) subject to paragraph (b):
 - (iii) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - (iv) hold at least a certificate in a teaching discipline.

5. Flight engineer instructor's qualification:

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 if he is to conduct training in synthetic flight trainer.

PART C - AIRCRAFT MAINTENANCE ENGINEERING TRAINING

1. Chief Aircraft Maintenance Engineering Instructor:

(a) Responsibility

The Chief Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of instructors and for the standardisation of all engineering instructions.

(b) Qualification

The chief aircraft maintenance engineer's licence shall:

- (i) hold or have held an AMEL with ratings related to the courses to be conducted by the ATO;
- (ii) have:
 - (cc) received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations; or
 - (dd) at least a certificate in a teaching discipline.
- (iii) have at least 2 years' experience in a training supervisory role; or

(iv) provide evidence of management training and experience in training supervision.

2. Aircraft Maintenance Engineering Instructor qualification:

An Aircraft Maintenance Engineering Instructor shall:

(b) hold:

(iii) or have held an AMEL with ratings related to the courses to be conducted by the ATO; or

(iv) an academic qualification relevant to the subjects of instruction as prescribed in the applicable technical guidance materials; and

(b) have:

(i) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or

(ii) hold at least a certificate in a teaching discipline.

PART D - AIR TRAFFIC CONTROL TRAINING

1. Air Traffic Control Chief Instructor:

(a) Responsibility:

The Air Traffic Control Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and simulator instructions.

(b) Qualification:

The air traffic control instructor shall:

(i) hold all the air traffic control ratings related to the ATC courses conducted; and

(ii) have at least 2 years' experience in a training supervisory role;

(iii) have:

3. received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or

4. at least a certificate in a teaching discipline.

2. Air Traffic Control Instructor qualification:

An Air Traffic Control Instructor shall:

(c) hold:

(iii) an air traffic control licence with ratings related to the ATC courses to be conducted by the ATO; or

(iv) an academic qualification relevant to the support subjects of instruction such as Mathematics, geography as prescribed in the applicable technical guidance materials; and

(b) have:

(v) received training in teaching and instructional techniques as provided by the civil Aviation (Personnel Licensing) Regulations; or

(vi) at least a certificate in a teaching discipline.

PART E - FLIGHT OPERATIONS OFFICER (FOO) TRAINING

1. Flight Operations Chief Instructor:

(a) Responsibility

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions

(b) Qualification:

The Chief Flight Operations Officer instructor shall:

(i) hold or have held:

(aa) a Flight Operations Officer's Licence with at least 2 years' experience in training; or

(bb) an Airline Transport Pilot Licence with at least 2 years' experience in training.

(ii) provide evidence of management training and experience in training supervision;

2. Flight Operations Instructor:

The Flight operations Instructor shall:

(d) Hold or have held:

(iv) a flight operation officers' licence; or

(v) an airline transport pilot licence; or

(vi) hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and

(b) have:

(vii) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or

(viii) hold at least a certificate in a teaching discipline.

FOURTH SCHEDULE

OFFENCES AND PENALTIES

(Regulation 53 and 54)

Regulation Number	Regulation Title	Penalties
4	General Requirements for an ATO Certificate	B
8	Validity of the ATO Certificate	
11	ATO Certificate holder responsibilities	B
12	ATO Quality system	A
15, 42, 43	Changes requiring notice to the Authority	A
16	Training manual and procedures manual	A
17	Safety Management System	A
19,27	Key management Personnel required for ATO	B
21,29	Training program and approval	B
22	Aircraft for training purposes	B
23	Flight simulator training device	B
24	Aerodromes and Sites	B
25, 30, 31, 32, 33, 34	Training facilities, equipment and material	B
35	Authorization to conduct Aviation complementary courses	B
36	Advertising	B
38	Exemption	B
40	Drugs and Alcohol testing	B
45	Suspension or variation of ATO certificate, approval authorization, exemption and records.	B
46	Use and retention of ATO certificate, approval authorization, exemption and records.	B
53	Contravention of these Regulations	B