



# **CIVIL AVIATION PUBLICATION**

**PEL 03**

# **APPROVED TRAINING ORGANISATIONS**

**INDEX**



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## PEL 03

## APPROVED TRAINING ORGANISATIONS

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## CHAPTER 1

### GENERAL

#### 1.1 APPLICABILITY

This CAP prescribes the requirements for;

- (a) Obtaining approval for the conduct of required aviation training by organisations; and
- (b) Maintaining and amending the basis for that approval.
- (c) Persons seeking licences under CAR LIC;
- (d) Organisations that provide the required training and qualification of aviation personnel; and
- (e) Persons that administer the required training and qualification on behalf of the organisations.

Training for flight crew, cabin crew and air traffic controllers shall be conducted with an approved training organisation.

#### 1.2 DEFINITIONS

All definitions applicable to this CAP are contained in CAR DEF.

#### 1.3 ABBREVIATIONS

The following abbreviations are used in this CAP;

- ▷ **ATO** – Aviation Training Organisation
- ▷ **ATO holder** – The holder of an ATO certificate
- ▷ **AMT** – Aviation Maintenance Technician
- ▷ **AOC** – Air Operator Certificate
- ▷ **AOC holder** – The holder of an AOC certificate
- ▷ **IFR** – Instrument Flight Rules

#### 1.4 POLICY ON THE USE OF FOREIGN TRAINING ORGANISATIONS

##### 1.4.1 General

Foreign Training Organisations that conduct training for the issuance or renewal of a Bahamian licence or type rating must be approved and the following conditions apply;

- (a) Any foreign training facility and training device requiring approval from the CAA-B shall be already be approved by the applicable regulatory authority.
- (b) Any training facility and training device used for an initial air traffic controller licence or the addition of a type rating shall be approved by the CAA-B before use.
- (c) Any training facility and training device used for the addition of a type rating for flight crew or skill test or upgrade training shall be approved specifically or generally by the CAA-B before use. (See paragraph 1.4.3).
- (d) Any training device used to gain a credit towards a licence or type rating shall be approved by the CAA-B.

#### **1.4.2 Training Facility & FSTD Approval**

The CAA-B will accept FAA and EASA approvals in accordance with paragraph 1.4.3.

Where a training facility and/or training device is not approved by the FAA or EASA, an inspection will be required of the facility, training devices and Instructor/examiner personnel every two years.

#### **1.4.3 FAA and EASA Training Facilities & Devices**

The CAA-B will accept the approval of a valid FAA 142 or EASA Part FCL upon application, together with the approved training devices located at the facility.

FSTDs located at foreign Training Centres, which are approved under FAR 142/EASA Part FCL need not be inspected by the CAA-B. Provided that the Training Centre has a valid approval issued by the FAA/EASA and that the applicable FSTDs retain their evaluation validity, the CAA-B will conduct a random inspection on a representative FAR 142/EASA Part FCL ATO and associated FSTDs every two years. That inspection would validate all FAR/EASA approved Training Centres.

The CAA-B will recognize all instructors and examiners approved under FAR 142/EASA Part FCL for the particular training organisation and any checks conducted by those Examiners.

For GA operators, the training and checking must be to FAR 91/EASA Part FCL standard for captains and co-pilots.

For CAT operators, the training and checking must be to the applicable FAR 135/121 or EASA Part FCL standard for captains and co-pilots and to a CAA-B approved syllabus for upgrade training.

*Note: The relevant forms must be signed by the Training Centre Examiner with his/her designation number.*

#### **1.4.4 Application to use Foreign ATOs and/or FSTD**

An operator, which requires CAA-B approval to use a foreign Training facility and/or training device, shall apply to the CAA-B in writing giving at least 14 days' notice.





Supporting information and foreign approvals of the training organisation and FSTDs, as well as aircraft model, engine and performance differences should be included in the letter of application.

Should an inspection be required by the CAA-B, all costs shall be borne by the operator.

The CAA-B will issue a Letter of Approval provided the application and supporting documentation is in order.



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## CHAPTER 2

### ATO CERTIFICATE

#### 2.1 REQUIREMENTS

No person may operate an aviation training organisation providing training to other organisations without, or in violation of, an ATO certificate and training specifications issued under this CAP.

Except for an organisation approved by the CAA-B for training its own flight crews, no organisation may conduct training, testing, or checking in flight simulation training devices without, or in violation of, the certificate and training specifications required by this CAP.

#### 2.2 CONTENTS OF AN ATO CERTIFICATE

The ATO certificate will consist of two documents;

- (a) A certificate for public display signed by the CAA-B; and
- (b) Training specifications containing the terms, conditions, and authorisations applicable to the ATO certificate.

The ATO certificate will contain;

- (a) The organisation's name and location (main place of business);
- (b) The date of issue and period of validity for each page issued;
- (c) The terms of approval, including;
  - (1) Authorised locations of operations; and
  - (2) Training specifications, as applicable;

*Note: See Appendix 1 to Chapter 2 for the contents of training specifications.*

- (d) Other authorisations, approvals and limitations issued by the CAA-B in accordance with the standards which are applicable to the training conducted by the ATO holder.

#### 2.3 DURATION OF CERTIFICATE

Except as shown in paragraph (b), the CAA-B will issue an ATO certificate which expires, unless surrendered, suspended, or revoked;

- (a) On the last day of the 24th calendar month from the month the certificate was issued;
- (b) Except as provided in paragraph (b), on the date that any change in ownership of the ATO occurs;



- (1) On the date of any significant change in the ATO holder's facilities; or
- (2) Upon notice by the CAA-B that the ATO holder has failed to maintain the required facilities, aircraft, or personnel for more than 60 calendar days.

A change in the ownership of an ATO does not terminate that ATO holder's certificate if, within 30 calendar days, the new ATO holder;

- (a) Notifies the CAA-B in writing; and
- (b) Makes no significant change in the management, facilities, operating personnel, or approved training courses which requires re-certification.

#### **2.4 APPLICATION FOR ATO CERTIFICATION**

- (a) An applicant for an ATO certificate and training specifications shall apply at least 60 calendar days before the beginning of any proposed training.
- (b) Each applicant for an ATO certificate and training specification shall provide the application in the correct form and manner prescribed by the CAA-B.

*Note: See Appendix 2 to Chapter 2 for certificate information needed by the CAA-B.*

- (c) The CAA-B will issue to an applicant who meets the requirements—
  - (1) An ATO certificate containing all business names included on the application under which the ATO holder may conduct operations and the address of each business office used by the organisation; and
  - (2) Training specifications issued by the CAA-B to the ATO holder, outlining the pertinent authorisations.
- (d) The CAA-B may issue an ATO certificate to an applicant;
  - (1) For an ATO inside or outside of The Bahamas; and
  - (2) Whose business office or primary location, or both, is located inside or outside The Bahamas.

#### **2.5 AMENDMENT OF AN ATO CERTIFICATION**

At any time, the CAA-B may amend an ATO certificate;

- (a) On the CAA-B's own initiative, under applicable Bahamian legislation; or
- (b) Upon timely application by the ATO holder.



The ATO holder shall submit an application to amend an ATO certificate at least 30 calendar days prior to the applicant's proposed effective amendment date, unless a different submission period is acceptable to the CAA-B.

## **2.6 RENEWAL OF AN ATO CERTIFICATE**

Each applicant shall make the application for an initial issue of an ATO at least 30 days prior to the date of expiration of their ATO.

An operator applying to the CAA-B for renewal of an ATO shall submit an application;

- (a) In a form and manner prescribed by the CAA-B; and
- (b) Containing any information the CAA-B requires the applicant to submit.

## **2.7 DISPLAY OF CERTIFICATE**

The holder of an ATO certificate shall display that certificate in a location that is normally accessible to the public and that is not obscured.

## **2.8 CERTIFICATE PRIVILEGES**

The ATO holder may advertise and conduct approved training courses in accordance with the certificate and any ratings that it holds.

The CAA-B may deny, suspend, revoke, or terminate a certificate under this CAP if the CAA-B finds that the ATO holder;

- (a) Does not meet, or no longer meets, the requirements of this CAP for the certificate and/or ratings held;
- (b) Employs or proposes to employ a person who controlled or was previously employed in a management or supervisory position in an organisation that had its certificate revoked, suspended, or terminated within the previous 36 calendar months; or
- (c) The application provided was incomplete or inaccurate, or contained fraudulent or false information.

An ATO holder whose certificate has been surrendered, suspended, revoked, or terminated shall promptly:

- (a) Remove all indications, including signs, wherever located, that the ATO was certified by the CAA-B;
- (b) Notify all advertising agents, and advertising media employed by the ATO holder to cease all advertising indicating that the organisation is certified by the CAA-B; and
- (c) Return the certificate to the CAA-B within 5 working days after being notified that the certificate is suspended, revoked, or terminated.



**APPENDIX 1 to CHAPTER 2**

**CONTENTS OF TRAINING SPECIFICATIONS**

The contents of the training specifications issued by the CAA-B will contain;

- (a) authorisation for the ATO holder to function as a Level 1, 2 or 3 ATO;
- (b) the type of training authorised, including approved courses;
- (c) the category, class, and type of aircraft that may be used for training, testing, and checking;
- (d) for each flight simulation training device, the make, model, and series of aircraft or the set of aircraft being simulated and the qualification level assigned;
- (e) for each flight simulation training device subject to qualification evaluation by the CAA-B, the identification number assigned by the CAA-B;
- (f) the name and address of each satellite ATO, and the approved courses offered at each satellite ATO;
- (g) authorised deviations or waivers; and
- (h) any other items the CAA-B may require or permit.

**APPENDIX 2 TO CHAPTER 2**

**APPLICATION FOR ATO CERTIFICATE**

Each applicant for an ATO certificate and training specification shall provide to the CAA-B the following information;

- (a) A statement showing that the minimum qualification requirements for each management position are met or exceeded;
- (b) A statement acknowledging that the applicant may notify the CAA-B within 10 working days of any change made in the assignment of persons in the required management positions;
- (c) The proposed training specifications requested by the applicant;
- (d) The proposed evaluation authorisation;
- (e) A description of the flight training equipment that the applicant proposes to use;
- (f) A description of the applicant's training facilities, equipment, and qualifications of personnel to be used, and proposed evaluation plans;
- (g) A training programme curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the required items upon request by the CAA-B;
- (h) A description of a record keeping system that will identify and document the details of training, qualification, and licencing of students, instructors, and examiners;
- (i) A description of quality control measures proposed; and

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 CAR LIC if the applicant proposes to do so.



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## CHAPTER 3

### CERTIFICATION

#### 3.1 INITIAL CERTIFICATION REQUIRED

The approval of an organisation as an ATO by the CAA-B shall be dependent upon the applicant demonstrating compliance with the requirements of CAR LIC, where applicable, and this CAP.

An applicant may request evaluation, qualification, and continuing evaluation for qualification of flight simulation training devices without holding an AOC certificate or having a specific relationship to an AOC holder.

#### 3.2 CATEGORIES OF APPROVED TRAINING ORGANISATIONS

The CAA-B has categorised ATO as;

- (a) Level 1 ATO for flight training;
- (b) Level 2 ATO for training centres; and
- (c) Level 3 ATO for training not associated with flight training (e.g. ATC).

#### 3.3 TRAINING PROGRAMME

##### 3.3.1 Application

The applicant for an ATO certificate, or added authority to a certificate, shall apply to the CAA-B for training programme approval. The applicant for training programme approval shall indicate in the application;

- (a) Which courses are part of the core curriculum and which courses are part of the speciality curriculum;
- (b) Which requirements of CAR LIC would be satisfied by the curriculum or curricula; and
- (c) Which requirements of CAR LIC would not be satisfied by the curriculum or curricula.

The applicant may apply for a training programme that allows an alternative means of compliance with the experience requirements established by CAR LIC, provided that the ATO demonstrates a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

The applicant may apply for a training programme for a multi-crew pilot licence, provided that the training provides a level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least 2 pilots.

The training programme established by the ATO holder shall include training in knowledge and

skills related to human performance.

### 3.3.2 Training Programme Contents

The Level 1 or Level 2 ATO holder shall ensure that each training course contains;

- (a) a description of each flight simulation training device used for training;
- (b) a listing of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the students and personnel at each of those aerodromes;
- (c) a description of the type of aircraft including any special equipment used for each phase of training;
- (d) the minimum qualifications and ratings for each instructor assigned to ground or flight training; and
- (e) a training syllabus that includes;

the prerequisites for enrolling in the ground and flight portion of the course that include the pilot licence and rating (if required), training, pilot experience, and pilot knowledge;

- (1) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
- (2) Course learning objectives;
- (3) Stage learning objectives and standards; and
- (4) A description of the checks and tests to be used to measure learning after each stage of training.

A Level 1 ATO holder may;

- (a) include training in a flight simulation training device, provided it is representative of the aircraft for which the course is approved, meets the requirements of this paragraph, and the training is given by an authorised instructor; and
- (b) permit a student to credit training in a flight simulator that meets the requirements for a maximum of 25 percent of the total flight training hour requirements of the approved course.

*Note: See Appendix 1 to Chapter 3 for example of training programme information*

## 3.4 CURRICULUM REQUIREMENTS

### 3.4.1 Courses

The CAA-B may approve the following courses of instruction for licencing, rating and special preparation to an applicant who meets the prescribed requirements for implementation of the curriculum;

- (a) Private pilot;
- (b) Commercial pilot;
- (c) Instrument rating;
- (d) Multi-crew pilot;
- (e) Airline transport pilot;
- (f) Flight instructor;
- (g) Ground instructor;
- (h) Additional aircraft category or class rating;
- (i) Aircraft type rating;
- (j) Flight engineer;
- (k) Cabin crew member;
- (l) Aviation Maintenance Technician—
  - (1) Airframe rating;
  - (2) Powerplant rating; and
  - (3) Airframe And Powerplant rating.
- (m) Parachute rigger;
- (n) Flight test pilot;
- (o) Any preparation or recurrent curriculum required for AOC holders;
- (p) Any preparation curriculum for aerial work; or
- (q) Any other training curriculum approved by the CAA-B.



*Note: A training curriculum that prepares a pilot for operations that does not require a licence or rating is considered a special preparation course, for example: agricultural application.*

The CAA-B may approve an applicant as a Level 2 ATO for any course for licencing or for any rating for which the applicant can show an effective curriculum and for which the CAA-B has approved (specifically or generally) the flight training simulation media.

The CAA-B may approve an applicant for a special course of instruction provided the course will contain features that are beneficial to The Bahamas' aviation community.

To the greatest extent possible, training curriculums shall be competency-based, including at least the competency units with quantifiable competency elements.

#### **3.4.2 Curriculum in Training Programme**

The applicant shall ensure that each training programme curriculum submitted to the CAA-B for approval meets the applicable requirements and contains;

- (a) A syllabus for each proposed curriculum;
- (b) Minimum aircraft and flight training equipment requirements for each proposed curriculum;
- (c) Minimum instructor and examiner qualifications for each proposed curriculum;
- (d) A curriculum for initial training and continuing training of each instructor or examiner employed to instruct in a proposed curriculum; and
- (e) For each curriculum that provides for the issuance of a licence or rating in fewer than the minimum hours prescribed by CAR LIC;
  - (1) A means of demonstrating the ability to accomplish such training in the reduced number of hours; and
  - (2) A means of tracking student performance.

#### **3.4.3 Adherence to the Approved Curriculum**

The ATO holder and his personnel shall adhere to the approved curriculum. The ATO holder may not change its approved curriculum unless the change is approved by the CAA-B in advance.

#### **3.5 DEVIATIONS OR WAIVERS**

The CAA-B may issue deviations or waivers from any of the requirements of the CAR LIC or this CAP. The applicant for a deviation or waiver shall provide information acceptable to the CAA-B that shows;

- (a) justification for the deviation or waiver; and



- (b) that the deviation or waiver will not adversely affect the quality of instruction or evaluation.

### **3.6 STUDENT ATTENDANCE**

The ATO holder may not require any student to attend classes of instruction for more than 8 hours in any consecutive 24 hour period or more than 6 total days or 40 hours in any period of 7 calendar days.

## APPENDIX 1 TO CHAPTER 3

## EXAMPLE OF A TRAINING PROGRAMME

A Training Programme for use at an ATO conducting approved flying training courses should include the following:

**Part 1 – The Training Programme**

The aim of the course (ATP(A),CPL/IR(A), CPL(A) as applicable)	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.
Pre-entry requirements	Minimum age, educational requirements (including language), medical requirements. Any individual CAA-B requirements.
Credits for previous experience	To be obtained from the CAA-B before training begins.
Training Syllabi	The flying syllabus (single-engine), the flying syllabus (multi-engine), the synthetic flight training syllabus and the theoretical knowledge training syllabus.
The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.
Training programme	The general arrangements of daily and weekly programmes for flying, ground and synthetic flight training. Bad weather constraints. Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month. Restrictions in respect of duty periods for students. Duration of dual and solo flights at various stages. Maximum flying hours in any day/night; maximum number of training flights in any day/night. Minimum rest period between duty periods.
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 record checks. Standardisation of entries in training records. Rules concerning log book entries.
Safety training	Individual responsibilities. Essential exercises.

Emergency drills (frequency).  
 Dual checks (frequency at various stages).  
 Requirement before first solo day/night/navigation etc.

Tests and examinations	<p>Flying</p> <ul style="list-style-type: none"> <li>(a) Progress checks</li> <li>(b) Skill tests</li> </ul> <p>Theoretical Knowledge</p> <ul style="list-style-type: none"> <li>(a) Progress tests</li> <li>(b) Theoretical knowledge examinations</li> </ul> <p>Authorisation for test.                  Rules concerning refresher training before retest.                  Test reports and records.                  Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'.                  Procedure for question analysis and review and for raising replacement papers.                  Examination resit procedures.                  Individual responsibilities.</p>
Training effectiveness	<p>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.                  Reporting and documentation.</p>
Standards and Level of performance at various stages	<p>Individual responsibilities.                  Standardisation.                  Standardisation requirements and procedures.                  Application of test criteria.</p>

**Part 2 – Briefing and Air Exercises**

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. This should normally be the same as the air exercise specification for the flight instructor rating course.
Air exercise reference list	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors.

Course structure – Phase of training	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.
Course structure integration of syllabi	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.
Student progress	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he 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, etc. as necessary before significant exercises, e.g. night flying.
Instructional methods	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.
Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.
Glossary of terms	Definition of significant terms as necessary.
Appendices	Progress test report forms. Skill test report forms. ATO certificates of experience, competence, etc. as required.

**Part 3 – Synthetic Flight Training**

Structure generally as for Part 2.

**Part 4 – Theoretical knowledge instruction**

Structure of the theoretical knowledge course	A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course.
Lesson Plans	A description of each lesson or group of lessons including teaching materials, training aids, progress test organisation and inter-connection of topics with other subjects.



Teaching materials	Specification of the training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).
Student progress	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.
Progress testing	The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.
Review procedure	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.



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## CHAPTER 4

### SURVEILLANCE & ON-GOING VALIDATION

#### 4.1 INSPECTIONS & OBSERVATIONS

The CAA-B may, at any time, inspect an ATO to determine the organisation's compliance with CAR LIC and this CAP.

The ATO holder and personnel shall allow the authorised representative of the CAA-B unrestricted access to all locations, equipment, documents and personnel, including all training in progress, to accomplish these inspections and observations.

The continued validity of the original certification approval shall depend upon the ATO holder being in compliance with the requirements of CAR LIC and this CAP.

#### 4.2 CONTINUOUS QUALIFICATION

The ATO holder shall not provide training to a student who is enrolled in an approved course of training unless each requirement for instructors, examiners, facilities and equipment continuously meets the requirements and standards specified in the organisation's training specifications.

#### 4.3 QUALITY OF TRAINING

The ATO holder shall provide training at a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training. The ATO holder should ensure that the quality of the trainees graduated demonstrate a consistent level of knowledge and performance.

#### 4.4 REVISIONS & NOTIFICATION

##### 4.4.1 Mandatory Revisions to Training Programmes

After an ATO holder begins operations under an approved training programme, the CAA-B may require revisions to that training programme if it determines that the organisation is not meeting the provisions of its approved training programme.

If the CAA-B requires an ATO to make revisions to an approved training programme and the ATO holder does not make those required revisions within 30 calendar days, the CAA-B may suspend, revoke, or terminate the organisation's certificate.

##### 4.4.2 Changes Requiring Notice to the CAA-B

The ATO holder shall notify the CAA-B prior to any of the following changes;

- (a) The Accountable Manager;
- (b) Management personnel required by this CAP;



- (c) The instructional and evaluation staff; and
- (d) The housing, training facilities and equipment, procedures, curricula, and work scope that could affect the approval.

The CAA-B may prescribe the conditions under which the ATO holder may operate during such changes unless the CAA-B determines that the approval should be suspended. The CAA-B may suspend an ATO certificate for failure to make these required notifications.

#### **4.5 RENEWAL OF CERTIFICATES & RATINGS**

An ATO holder may apply for renewal of the certificate and ratings at least 30 calendar days preceding the month that their certificate is set to expire.

The CAA-B may renew an ATO certificate and ratings if the CAA-B determines the ATO holder's personnel, aircraft, facility and aerodrome (if applicable), approved training courses, training records, and recent training ability and quality meet the requirements.

## CHAPTER 5

### ATO ADMINISTRATION

#### 5.1 MANAGEMENT PERSONNEL REQUIRED FOR ATO ORGANISATIONS

The ATO holder shall have an accountable manager, acceptable to the CAA-B, who has corporate authority for ensuring that it is in compliance with the requirements for an ATO.

When providing approved training, the ATO holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent;

- (a) Manager of Training;
- (b) Chief Instructor (for each speciality of training provided);
- (c) Quality Assurance Manager; and
- (d) Safety Manager for those ATOs that are exposed to safety risks related to aircraft operations during the provision of their services.

The CAA-B may approve positions or numbers of positions, other than those listed, if the ATO holder is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to the kind of training curriculum involved; the number of aircraft used; and other complexities of operation.

#### 5.2 CHIEF INSTRUCTOR RESPONSIBILITIES

The instructor serves under the supervision of the chief instructor or the assistant chief instructor who is present at the facility when the training is given. During flight training in an aircraft, the ATO holder shall ensure that the chief instructor or an assistant chief instructor is available;

- (a) at the aerodrome; or
- (b) by telephone, radio, or other electronic means.

#### 5.3 PRINCIPAL BUSINESS OFFICE

An ATO holder shall maintain a principal business office that is physically located at the address shown on the ATO certificate. The principal business office may not be shared with, or used by, another person who holds an ATO certificate.

#### 5.4 SATELLITE LOCATIONS

The ATO holder may conduct training in accordance with a training programme approved by the CAA-B at a satellite location if;

- (a) The facilities, equipment, personnel, and course content of the satellite location meet the applicable requirements;
- (b) The instructors and examiners at the satellite ATO are under the direct supervision of management personnel of the ATO holder's principal location;
- (c) The ATO holder has in place procedures for ensuring that the training at the satellite location meets the same level of quality that is possible at the principal location;
- (d) The ATO holder notifies the CAA-B in writing that a particular satellite location is to begin operations at least 30 calendar days prior to the proposed commencement of operations at that location; and
- (e) The ATO holder's training specifications reflect the name and address of the satellite location and the approved courses offered at that location.

## 5.5 CHANGE IN LOCATION

An ATO holder may not make any change in the organisation's location unless the change is approved by the CAA-B in advance.

If the organisation desires to change an authorised location, the ATO holder shall notify the CAA-B, in writing, at least 30 calendar days before the date of the relocation.

The CAA-B may prescribe the conditions under which the ATO may operate while it is changing its location or housing facilities.

## 5.6 MANUALS

- (a) The ATO holder shall provide a training and procedures manual (CAR LIC.1210 refers), a quality assurance manual for the use and guidance of personnel concerned. For flight training the ATO holder shall provide an operations manual. These manuals may be issued in separate parts and shall contain at least the information prescribed by the CAA-B.
- (b) The ATO holder shall ensure that these manuals are amended as necessary to keep the information contained therein up to date. The ATO holder shall furnish copies of all amendments to these manuals to all organisations or persons to whom the manual(s) has been issued.

*Note1: See Appendix 1 to Chapter 5 for an example of the operations manual.*

*Note 2: See Appendix 1 to Chapter 3 for an example of the training programme.*

## 5.7 ADVERTISING LIMITATIONS

The ATO holder may not;

- (a) make any statement relating to the ATO certificate and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO; or

- (b) advertise that the ATO is certified unless it clearly differentiates between courses that have been approved and those that have not been approved.

## **5.8 SAFETY MANAGEMENT SYSTEM**

The ATO holder, who is exposed to safety risks related to aircraft operations during the provision of their services shall have a safety management system acceptable to the CAA-B which implements the requirements and framework specified in CAR SMS.

The ATO holder's safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.

## **5.9 QUALITY ASSURANCE SYSTEM**

### **5.9.1 General**

Under CAR LIC the ATO holder shall maintain a quality assurance system, which ensures that training and instructional practices comply with all relevant requirements. The ATO holder may contract for the services of a quality auditing organisation that is acceptable to the CAA-B. Those services shall be implemented applying acceptable practices and at intervals will ensure that the quality of the training remains consistent with the minimum standards of this CAP.

The ATO must establish a system whereby they can monitor their activities, be able to detect deviations from set rules and standards, take the necessary corrective actions and thus ensure compliance with CAA-B regulations and own requirements.

The implementation and employment of a Quality System will enable the ATO to monitor compliance with relevant parts of CAR LIC, the Operations Manual, the Training Programme, and any other standards as established by the ATO or the CAA-B, to ensure safe and efficient training.

The requirement to establish and document a Quality System and to employ a Quality Manager applies to all ATOs.

However for small and very small ATOs with less than 5 employees it may be appropriate to develop a Quality Assurance Programme that employs a checklist. The checklist should 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 content and achievement of the Quality Assurance should be undertaken.

The small ATO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organisations to perform the quality audits on behalf of the Quality Manager.

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

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

### 5.9.2 Elements of a Quality System

In a quality system of any ATO the following five elements should be clearly identifiable:

- (a) determination of the organisation's training policy and training and flight safety standards;
- (b) determination and establishment of assignment of responsibility, resources, organisation 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.

### 5.9.3 Terminology

#### *Accountable Manager*

A person acceptable to the CAA-B who has authority for ensuring that all training activities can be financed and carried out to the standards required by the CAA-B, and additional requirements defined by the ATO.

#### *Quality*

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

#### *Quality Assurance*

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

#### *Quality Manager*

The manager, acceptable to the CAA-B, responsible for the management of the Quality System, monitoring function and requesting corrective actions.



### *Quality Manual*

The document containing the relevant information pertaining to the operator's quality system and quality assurance programme.

### *Quality Audit*

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

## **5.9.4 Quality Policy and Strategy**

A formal written Quality Policy Statement should be established that is a commitment by the Head of Training as to what the Quality System is intended to achieve. The Quality Policy should reflect the achievement and continued compliance with relevant parts of CAR LIC together with any additional standards specified by the ATO.

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

The implementation and employment of a Quality System will enable the ATO to monitor compliance with relevant parts of LIC, the Operations Manual, the Training Manual, and any other standards as established by that ATO, or the CAA-B, to ensure safe and efficient training.

## **5.9.5 Quality Manager**

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

The Quality Manager should be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved. The Quality Manager should have direct access to the Head of Training and all parts of the ATO's organisation.

In the case of small or very small ATOs, the posts of the Head of Training and the Quality Manager may be combined. However, in this event, quality audits should be conducted by independent personnel. In the case of a training organisation offering integrated training the Quality Manager should not hold the position of Head of Training, Chief Flying Instructor and Chief Ground Instructor.

## **5.9.6 Quality System**

The Quality System should be structured according to the size of the ATO and the complexity of the training to be monitored.

A Quality System should address the following:

- (a) Leadership;
- (b) Policy and Strategy;
- (c) Processes;
- (d) The provisions of CAR LIC and this CAP;
- (e) Additional standards and training procedures as stated by the ATO;
- (f) The organisational structure of the ATO;
- (g) Responsibility for the development, establishment and management of the Quality System;
- (h) Documentation, including manuals, reports and records;
- (i) Quality Assurance Programme;
- (j) The required financial, material, and human resources;
- (k) Training requirements;
- (l) Customer satisfaction; and
- (m) Feedback System

### **5.9.7 Quality Manual**

The quality manual should include the following:

- Quality Policy;
- Terminology;
- Specified training standards;
- A description of the organisation;
- The allocation of duties and responsibilities;
- Training procedures to ensure regulatory compliance; and
- Quality Assurance Programme

The Quality Assurance Programme should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures reflecting:

- Schedule of the monitoring process;
- Audit procedures;
- Reporting procedures;
- Follow-up and corrective action procedures;
- Recording system;
- The training syllabus; and
- Document control.

#### **5.9.8 Quality Inspection**

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

Typical subject areas for quality inspections are:

- Actual flight and ground training;
- Maintenance;
- Technical Standards; and
- Training Standards.

#### **5.9.9 Audit**

##### **(a) General**

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. Audits should include at least the following quality procedures and processes:

An explanation of the scope of the audit;

- Planning and preparation;
- Gathering and recording evidence; and
- Analysis of the evidence.

The various techniques that make up an effective audit are:

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

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

**(b) Auditors**

The responsibilities of the auditors should be clearly defined in the relevant documentation. Auditors should 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.

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 his own organisation or from an external source under the terms of an agreement acceptable to the CAA-B.

In all cases the ATO should 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.

The Quality Assurance Programme of the ATO should identify the persons within the company who have the experience, responsibility and authority to:

- Perform quality inspections and audits as part of ongoing Quality Assurance;
- Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- Initiate or recommend solutions to concerns or findings through designated reporting channels;
- Verify the implementation of solutions within specific timescales;

- Report directly to the Quality Manager.

(c) **Audit Scope**

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

- (1) Organisation;
- (2) Plans and objectives;
- (3) Training Procedures;
- (4) Flight Safety;
- (5) Manuals, Logs, and Records;
- (6) Flight and Duty Time Limitations,
- (7) Rest Requirements, and Scheduling;
- (8) Aircraft Maintenance/Operations interface;
- (9) Maintenance Programmes and Continued Airworthiness;
- (10) Airworthiness Directives management;
- (11) Maintenance Accomplishment.

(d) **Audit Scheduling**

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

An ATO should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should 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.

An ATO may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of the CAA-B. It is considered unlikely that a period of greater than 24 months would be acceptable for any audit topic.

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

### 5.9.10 Monitoring and Corrective Action

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

Any non-compliance identified should be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such non-compliance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

The Quality Assurance Programme should include procedures to ensure that corrective actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding.

The Accountable Manager 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 CAA-B and any additional requirements established by the ATO.

Subsequent to the quality inspection/audit, the ATO should establish:

- (a) The seriousness of any findings and any need for immediate corrective action;
- (b) The origin of the finding;
- (c) What corrective actions are required to ensure that the non-compliance does not recur;
- (d) A schedule for corrective action;
- (e) The identification of individuals or departments responsible for implementing corrective action;
- (f) Allocation of resources by the Accountable Manager where appropriate;
- (g) The Quality Manager should:
  - (1) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
  - (2) Verify that corrective action includes the elements outlined in paragraph 16 above;
  - (3) Monitor the implementation and completion of corrective action;

- (4) Provide management with an independent assessment of corrective action, implementation and completion;
- (5) Evaluate the effectiveness of corrective action through the follow-up process.

#### **5.9.11 Management Evaluation**

A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures, and should consider:

The results of quality inspections, audits and any other indicators; as well as the overall effectiveness of the management organisation in achieving stated objectives. A management evaluation should identify and correct trends, and prevent, 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. The responsible manager should be an individual who has the authority to resolve issues and take action. The Accountable Manager should decide upon the frequency, format, and structure of internal management evaluation activities.

#### **5.9.12 Records**

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

The following records should be retained for a period of 5 years:

- Audit CAPs;
- Quality inspection and Audit reports;
- Responses to findings;
- Corrective action reports;
- Management Evaluation reports.

#### **5.9.13 Quality Assurance Responsibility for Sub-contractors**

An ATO may decide to sub-contract out certain activities to external organisations subject to the approval of the CAA-B.

The ultimate responsibility for the training provided by the subcontractor always remains with the ATO. A written agreement should exist between the ATO and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement should be included in the ATO's Quality Assurance Programme.

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

#### **5.9.14 Quality System Training**

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

Those responsible for managing the Quality System should receive training covering:  
An introduction to the concept of Quality System;

- Quality management;
- Concept of Quality Assurance;
- Quality manuals;
- Audit techniques;
- Reporting and recording; and
- The way in which the Quality System will function in the ATO.

Time should be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.



## APPENDIX 1 TO CHAPTER 5

## OPERATIONS MANUAL

Operations Manual for use at an ATO conducting approved flying training courses include the following:

- (a) General
  - A list and description of all volumes in the Operations Manual
  - Administration (function and management)
  - Responsibilities (all management and administrative staff)
  - Student discipline and disciplinary action
  - Approval/authorisation of flights
  - Preparation of flying programme (restriction of numbers of aircraft in poor weather)
  - Command of aeroplane
  - Responsibilities of pilot-in-command
  - Carriage of passengers
  - Aeroplane documentation
  - Retention of documents
  - Flight crew qualification records (licences and ratings)
  - Revalidation (medical certificates and ratings)
  - Flying duty period and flight time limitations (flying instructors)
  - Flying duty period and flight time limitations (students)
  - Rest periods (flying instructors)
  - Rest periods (students)
  - Pilots' log books
  - Flight planning (general)
  - Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.
  
- (b) Technical
  - Aircraft descriptive notes
  - Aircraft handling (including checklists, limitations, aeroplane maintenance and technical logs, in accordance with relevant CARs, etc.)
  - Emergency procedures
  - Radio and radio navigation aids
  - Allowable deficiencies (based on MMEL, if available)
  
- (c) Route
  - Performance (legislation, take-off, route, landing etc.)
  - Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.)
  - Loading (loadsheets, mass, balance, limitations)
  - Weather minima (flying instructors)
  - Weather minima (students – at various stages of training)
  - Training routes/areas
  
- (d) Staff Training
  - Appointments of persons responsible for standards/competence of flying staff
  - Initial training



- Refresher training
- Standardisation training
- Proficiency checks
- Upgrading training
- ATO staff standards evaluation

## CHAPTER 6

### ATO HOLDER RECORDS

#### 6.1 STUDENT RECORDS

The ATO holder shall maintain, in current status, a detailed record for each student that contains all contents prescribed by the CAA-B. The CAA-B does not consider a student's logbook as sufficient for the records required

The student records maintained by the ATO holder shall contain;

- (a) The name of the student;
- (b) A copy of the student's licence, if any, and medical certificate, if required;
- (c) The name of the course and the make and model of flight training equipment used, if applicable;
- (d) The student's prerequisite experience, including any prior instruction credited and the authenticated
- (e) transcript of grades from a ATO previously attended;
- (f) Course time completed;
- (g) The date the student graduated, terminated training, or transferred to another ATO;
- (h) The student's performance on each lesson and the name of the instructor providing instruction;
- (i) A current progress record for each student showing the practical projects or laboratory work completed or to be completed for each subject;
- (j) The date and result of each knowledge test and end-of-course practical test and the name of the examiner conducting the test(s); and
- (k) The number of hours of additional training that was accomplished after any unsatisfactory practical test

#### 6.2 TRAINING & CHECKING STAFF RECORDS

The ATO holder shall maintain a system for recording the qualifications and training of instructor and examining staff to indicate that each person has met the applicable requirements of this CAP.

The records maintained by the ATO holder for the instructor shall contain;

- (a) The name of the instructor and/ or examiner;



- (b) A copy of the instructor/examiner's licence, if any, and medical certificate, if required;
- (c) A resume of previous and current experience;
- (d) A qualification and training history applicable to the instruction or evaluation provided;
- (e) The records of the training required to prepare the instructor/examiner for the duties to be performed by the ATO holder;
- (f) The approval from the CAA-B for that instructor/examiner to be used by the ATO holder;
- (g) Scope of training/evaluation that may be provided by the instructor/examiner.

### **6.3 RECORDS RETENTION**

The detailed student records shall be retained for a minimum period of 24 calendar months after completion of the training. The required records of the ATO training and checking staff shall be retained for a minimum period of 24 calendar months after the instructor or examiner ceases to perform a function for the training organisation.

The records required by this CAP shall be stored at a location acceptable to the CAA-B in facilities adequate for that purpose.

### **6.4 PROVISION OF RECORDS**

The ATO holder shall provide to a student, upon request and at a reasonable time, a copy of his or her training records.

The ATO holder shall provide the records required by this section to the CAA-B upon request, within a reasonable time.

### **6.5 CREDIT FOR PREVIOUS INSTRUCTION OR EXPERIENCE**

#### **6.5.1 General**

Upon enrolment of a student, the ATO holder may credit a student with instruction or previous experience in accordance with the methods prescribed by the CAA-B.

#### **6.5.2 Crediting Past Experience & Instruction**

- (a) The ATO shall apply the following guidelines when giving a student credit for past experience:
  - (1) Instruction satisfactorily completed at;
  - (2) An accredited university, college, or junior college;
  - (3) An accredited vocational, technical, trade or high school;



- (4) A military technical school; or
- (5) An ATO
- (b) Previous aviation maintenance experience comparable to required curriculum subjects;
  - (1) By determining the amount of credit to be allowed by documents verifying previous experience; and
  - (2) By giving the student a test equal to the one given to students who complete the comparable required curriculum subject at the ATO.
- (c) Credit to be allowed for previous instruction;
  - (1) By an entrance test equal to one given to the students who complete a comparable required curriculum subject at the crediting ATO;
  - (2) By an evaluation of an authenticated transcript from the student's former ATO; or in the case of an applicant from a military school, only on the basis of an entrance test.

### 6.5.3 Crediting of Previous Pilot & AMT Training

- (a) A Level 1 ATO holder receiving a student from another Level 1 ATO may credit that student's previous experience towards the curriculum requirements of a course subject to the following conditions;
  - (1) If the credit is based upon the prescribed requirements of this CAP, the gaining ATO holder may credit that student not more than 50 percent of the curriculum requirements;
  - (2) If the credit is not based upon this CAP, the gaining ATO holder may credit that student not more than 25 percent of the curriculum requirements.
- (b) The receiving ATO holder shall determine the amount of course credit to be credited under paragraph (a)(1) or paragraph (a)(2), based on a proficiency test or knowledge test, or both, of the student.
- (c) The receiving ATO holder may grant credit for training specified in paragraph (a)(1) or paragraph (a)(2) only if the previous provider of the training has certified the kind and amount of training provided, and the result of each stage check and end-of-course test, if applicable, given to the student.
- (d) An AMT training course holder may evaluate and grant credit for an entrant's previous training provided;
  - (1) The AMT training course holder determines that the training is verifiable and comparable to portions of the training programme;

- (2) The individual requesting credit passes an examination given by the AMT training course holder, which is equivalent to those examinations given by the AMT training course holder for the same subject in the training programme.

## 6.6 GRADUATION CERTIFICATES & TRANSCRIPTS

### 6.6.1 Certificate

- (a) The ATO holder shall issue upon completion of training a graduation certificate to each student who completes its approved course of training.
- (b) The ATO holder may not issue a graduation certificate to a student, or recommend a student for a licence or rating, unless the student has
  - (1) Completed the training specified in the approved course of training; and
  - (2) Passed the required final tests.
- (c) The ATO holder shall include in each graduation certificate;
  - (1) The name of the ATO and the certificate number;
  - (2) The name of the graduate to whom it was issued;
  - (3) The approved curriculum title;
  - (4) The date of graduation;
  - (5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
  - (6) An authentication by an official of the ATO; and
  - (7) A statement showing the cross-country flight training that the student received in the course of training, if applicable;
  - (8) A statement showing the flight training replicated by the approved flight simulator in which that instructor is designated to instruct;
  - (9) Each instructor shall have participated in an approved line-observation programme, and that;
    - (i) Was accomplished in the same aircraft type as the aircraft represented by the flight simulator in which that instructor is designated to instruct; and
    - (ii) Included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.



### 6.6.2 Transcripts

Upon request, the ATO holder shall provide a transcript of a student's grades to each student who is graduated from that ATO or who leaves it before being graduated. The ATO holder shall include in the transcript;

- (a) the curriculum in which the student was enrolled;
- (b) whether the student satisfactorily completed that curriculum;
- (c) the final grades the student received; and
- (d) an authentication by an official of the organisation.



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## CHAPTER 7

### PERSONNEL

#### 7.1 GENERAL REQUIREMENTS FOR ATO PERSONNEL

The ATO holder shall employ the necessary personnel to plan, perform and supervise the training to be conducted. The competence of instructional personnel shall be in accordance with procedures approved by the CAA-B and to a level acceptable to the CAA-B.

The ATO holder shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. When the ATO holder has been authorised to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorised by the CAA-B or designated by the ATO in accordance with criteria approved by the CAA-B.

#### 7.2 INSTRUCTOR & EXAMINER PERSONNEL

The personnel used by the ATO holder to provide instruction and evaluation shall;

- (a) Be at least 18 years of age;
- (b) Have demonstrated language proficiency equal to Level 4 in the language used for the instruction.

The ATO holder shall have and maintain for each proposed curriculum a sufficient number of instructors who meet the prescribed qualifications to perform the duties to which they are assigned.

Each ATO holder shall have a sufficient number of examiners to provide the required checks and tests to graduation candidates for 7 calendar days following training completion for any curriculum leading to airman licences or ratings, or both;

The persons listed in this Section may serve in more than one position for the ATO holder, provided that person is qualified for each position. To meet the requirements of this Section, the ATO holder may employ no more than 50 per cent of these persons on a part-time basis.

The persons required by this Section shall be approved by the CAA-B prior to the use of their services by the ATO holder.

#### 7.3 DESIGNATION OF AN ATO INSTRUCTOR

The ATO holder shall designate each instructor, in writing, for each approved course, prior to that person functioning as an instructor in that course.

Prior to initial designation, each flight and simulator flight instructor shall complete the prescribed requirements.



## 7.4 ATO INSTRUCTOR PRIVILEGES & LIMITATIONS

### 7.4.1 Privileges

The ATO holder whose instructor or examiner is designated in accordance with the requirements to conduct training, testing, or checking inflight may allow its instructor or examiner to give endorsements required under CAR LIC if that instructor or examiner is authorised by the CAA-B to instruct or evaluate in a curriculum that requires such endorsements.

The ATO holder may allow an instructor to provide;

- (a) Instruction for each curriculum for which that instructor is qualified;
- (b) Testing and checking for which that instructor is qualified; and
- (c) Instruction, testing, and checking intended to satisfy the requirements of this CAP.

### 7.4.2 Limitations

The ATO holder may not allow an instructor to;

- (a) Conduct more than 8 hours of instruction, excluding briefings and debriefings, in any 24-consecutive- hour period, or more than 6 days total or 40 hours in any period of 7 calendar days;
- (b) Provide flight training equipment instruction unless that instructor meets the applicable requirements; or
- (c) Provide flight instruction in an aircraft unless that instructor;
  - (1) meets the prescribed requirements;
  - (2) holds a flight instructor licence;
  - (3) holds pilot licences and ratings applicable to the category, class, and type of that aircraft;
  - (4) if instructing or evaluating in an aircraft inflight, while occupying a required crew member seat, holds at least a valid second class medical certificate; and
  - (5) meets the recency of experience requirements of CAR LIC.
- (d) Provide training in aircraft or aircraft component maintenance, unless that instructor;
  - (1) Holds an AMT licences with ratings appropriate to the subjects; and
  - (2) Has a 5 total years of experience in the maintenance and inspection of aircraft and components, of which, at least 2 total years of practical experience must be documented.



## 7.5 INSTRUCTOR QUALIFICATIONS (LEVEL 1 OR LEVEL 2 ATO)

The ATO holder shall have adequate personnel, including flight instructors, ground instructors, and holders of a commercial pilot licence with appropriate rating(s), if applicable, and a chief instructor who is qualified and competent to perform the duties assigned in each approved training course.

The ATO holder may allow instructors and examiners to meet recency of experience requirements through the use of a flight simulation training device if that training device is used in an approved course.

## 7.6 ATO INSTRUCTOR TRAINING & TESTING REQUIREMENTS

Prior to designation and every 12 calendar months beginning the first day of the month following an instructor's initial designation, the ATO holder shall ensure that each instructor meets the following requirements;

- (a) Each instructor shall satisfactorily complete an approved course of ground instruction in at least;
  - (1) The fundamental principles of the learning process;
  - (2) Elements of effective teaching, instruction methods, and techniques;
  - (3) Instructor duties, privileges, responsibilities, and limitations;
  - (4) Training policies and procedures;
  - (5) Human factors considerations as applied to specific technical specialities; and
  - (6) Evaluation of trainees.
  - (7) Each instructor shall satisfactorily demonstrate to an authorised examiner knowledge of, and proficiency in, instruction in a representative segment of each curriculum for which that instructor is designated.
- (b) Each instructor who instructs in a flight simulation training device shall satisfactorily complete an approved course of training in the operation of the training device, and an approved course of ground instruction, applicable to the training courses the instructor is designated to instruct, which shall include;
  - (1) Proper operation of flight simulation training device controls and systems;
  - (2) Proper operation of environmental and fault panels;
  - (3) Limitations of simulation; and
  - (4) Minimum equipment requirements for each curriculum.

- (c) Each flight instructor who provides training in an aircraft shall satisfactorily complete an approved course of ground instruction and flight training in an aircraft or flight simulation training device, which shall include;
- (1) Performance and analysis of flight training procedures and manoeuvres applicable to the training courses that the instructor is designated to instruct;
  - (2) Technical subjects covering aircraft subsystems and operating rules applicable to the training courses that the instructor is designated to instruct;
  - (3) Emergency operations;
  - (4) Emergency situations likely to develop during training; and
  - (5) Appropriate safety measures.
- (d) Each instructor who instructs inflight training equipment shall pass a knowledge test and annual proficiency check;
- (1) In the flight training equipment in which the instructor will be instructing; and
  - (2) On the subject matter and manoeuvres of a representative segment of each curriculum for which the instructor will be instructing.
- (e) Each instructor shall have participated in an approved line-observation programme that;
- (1) Was accomplished in the same aircraft type as the aircraft represented by the flight simulator in which that instructor is designated to instruct; and
  - (2) Included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.
- (f) In addition to the requirements of paragraphs (a) through (e), each ATO holder shall ensure that each instructor who instructs in a flight simulation training device that the CAA-B has approved for all training and all testing for the airline transport pilot licencing test, aircraft type rating test, or both, has met at least one of the prescribed requirements.

The CAA-B will consider completion of a curriculum required by paragraph (a) or (b) taken in the calendar month before or after the month in which it is due as taken in the month in which it was due for the purpose of computing when the next training is due.

The CAA-B may give credit for the requirements of paragraph (a) through (e) to an instructor who has satisfactorily completed an instructor training course for an AOC holder if the CAA-B finds such a course equivalent to the requirements of paragraph (a) through (e).



## 7.7 ATO EXAMINER REQUIREMENTS

- (a) The ATO holder shall ensure that each person authorised as an examiner;
  - (1) Is approved by the CAA-B;
  - (2) Is in compliance with CAR LIC Chapter 11;
  - (3) Prior to designation, satisfactorily completes a curriculum within 12 calendar months that includes the following;
    - (i) examiner duties, functions, and responsibilities;
    - (ii) methods, procedures, and techniques for conducting required tests and checks;
    - (iii) evaluation of pilot performance; and
    - (iv) management of unsatisfactory tests and subsequent corrective action.
- (b) If evaluating in-flight training equipment, satisfactorily pass a knowledge test and annual proficiency check in a flight simulator or aircraft in which the examiner will be evaluating.
- (c) For the purpose of computing when examiner training is due, the CAA-B will consider that an examiner who satisfactorily completes a curriculum required by paragraph (a)(3) in the calendar month before or the calendar month after the month in which it was due, to have taken it in the month it was due.
- (d) The CAA-B may give credit for the requirements of paragraph (c) to an examiner who has satisfactorily completed an examiner training course for an AOC holder if the CAA-B finds such a course equivalent to the requirements of paragraph (c).



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## CHAPTER 8

### FACILITIES & EQUIPMENT

#### 8.1 ACCEPTABLE FACILITIES

The ATO holder's facilities and working environment shall be appropriate for the task to be performed and acceptable to the CAA-B. The ATO holder;

- (a) shall provide facilities, equipment, and material equal to the standards currently required for the issue of the certificate and rating that it holds.
- (b) shall have access to, the necessary information, equipment, training devices and material to conduct the courses for which the organisation is approved.
- (c) may not make a substantial change in facilities, equipment, or material that have been approved for a particular curriculum, unless that change is approved by the CAA-B in advance.
- (d) shall have a technical library adequate for the level of training conducted.

#### 8.2 CLASSROOM & BRIEFING FACILITIES

The ATO holder shall show that the classrooms and briefing facilities;

- (a) Used for instructional purposes are heated, lighted, and ventilated to conform to local building, sanitation, and health codes;
- (b) Are not routinely subject to significant distractions caused by flight operations and maintenance operations at the aerodrome; and
- (c) Include audio and visual training equipment appropriate to the training conducted, including computer- projected documents.
- (d) For an ATO holder conducting pilot flight training shall show that it has continuous use of a briefing area located at each aerodrome at which training flights originate that is;
  - (1) adequate to shelter students waiting to engage in their training flights;
  - (2) arranged and equipped for the conduct of pilot briefings; and
  - (3) for an ATO with an instrument rating course or commercial pilot course, equipped with adequate communication to sources of weather and flight planning information.

#### 8.3 ACCEPTABLE FLIGHT SIMULATION DEVICES

##### 8.3.1 Reciprocal Recognition of FSTD



Flight simulation training devices, approved under FAR Part 142 or EASA Part FCL shall be accepted by the CAA-B without requiring an inspection.

Flight simulation training devices, not approved under FAR Part 142 or EASA Part FCL, shall be approved by the CAA-B to ensure that they are appropriate to the task.

### 8.3.2 Flight Simulation Training Devices

The Level 2 ATO holder shall have available exclusively, for adequate periods of time and at a location approved by the CAA-B, adequate flight training equipment and courseware, including at least one flight simulation training device suitable for the approved curriculum.

The Level 1 or Level 2 ATO holder shall show that each flight simulation training device used for training, testing, and checking will be or is specifically qualified for;

- (a) each manoeuvre and procedure for the make, model, and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
- (b) each curriculum or training course in which the flight simulation training device is used, if that curriculum or course is used to satisfy any requirement of the CAR LIC.

The ATO holder shall ensure, prior to use, that the flight simulation training device includes;

- (a) the aircraft with engine and instrumentation similar to the applicable aircraft;
- (b) if applicable, the particular variation within type for which the training, testing, or checking is being conducted; and
- (c) the particular manoeuvre, procedure, or crew member function to be performed.

The ATO holder shall ensure that each flight simulation training device used is;

- (a) maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for qualification;
- (b) modified to conform with any modification to the aircraft being simulated if the modification results in changes to performance, function, or other characteristics required for qualification;
- (c) given a functional pre-flight check each day before being used; and
- (d) provided with a discrepancy log in which the instructor or examiner, at the end of each training session, enters each discrepancy.

Unless otherwise authorised by the CAA-B, the ATO holder shall ensure that each component on a flight simulator or flight training device used by an ATO is operative if the component is essential to, or involved in, the training, testing, or checking of airmen.



#### 8.4 AERODROME REQUIREMENTS

The ATO holder of Level 1 authority shall maintain continuous use of each aerodrome at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.

For the original authorisation, the ATO holder shall show that the aerodrome at which training flights originate has the following;

- (a) at least one runway or take-off area that allows training aircraft used by the ATO holder to safely make a normal take-off and landing at the aircraft's maximum certified take-off gross weight;
- (b) the performance calculation to establish the maximum safe performance requirement for this runway shall be determined using the following performance conditions;
  - (1) headwind component is not more than 5 knots;
  - (2) temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
  - (3) if applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and
  - (4) in the case of a take-off;
    - (i) with smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques; and
    - (ii) clearing all obstacles in the take-off flight path by at least 50 feet.
  - (5) a wind direction indicator that is visible from the end of each runway at ground level.
  - (6) a traffic direction indicator when;
    - (i) the aerodrome does not have an operating control tower; and
    - (ii) traffic and wind advisories are not available.
  - (7) permanent runway lights if that aerodrome is to be used for night training flights; and
  - (8) adequate non-permanent lighting or shoreline lighting for an aerodrome or seaplane base for night training flights in seaplanes, if approved by the CAA-B.

#### 8.5 AIRCRAFT REQUIREMENTS

- (a) An ATO holder shall ensure that each aircraft used for flight instruction and solo flights;



- (1) has the appropriate Bahamian certificate of airworthiness or the foreign equivalent;
  - (2) is maintained and inspected in accordance with the requirements of CAR AIR 1/2, as appropriate;
  - (3) is equipped as provided in the training specifications for the approved course for which it is used; and
  - (4) except as provided in paragraph (d), is at least a two-place aircraft with engine power controls and flight controls that are easily reached and that operate in a conventional manner from both pilot stations.
- (b) An ATO holder may use aeroplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots for flight instruction if the ATO holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their non-conventional operation, or both.
- (c) Each ATO holder shall ensure that each aircraft used in a course involving IFR operations is equipped and maintained for IFR operations.
- (d) The CAA-B may approve aircraft with a restricted airworthiness certificate for use in the agricultural aircraft operations, external-load operations, test pilot, and special operations courses, if its use for training is not prohibited by the aircraft's operating limitations.

## **8.6 AMT INSTRUCTIONAL EQUIPMENT**

### **8.6.1 Instructional Equipment**

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

- (a) various kinds of airframe structures, airframe systems and components, powerplants, and powerplant systems and components (including propellers), of a quantity and type suitable to complete the practical projects required by its approved curricula;
- (b) at least one aircraft of a type acceptable to the CAA-B.

The required equipment need not be in an airworthy condition, and if damaged prior to use by the ATO, shall have been repaired enough for complete assembly.

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

Each applicant for, or holder of, an ATO certificate with an AMT rating;

- (a) shall ensure that it maintains a sufficient number of units of the material so that no more than eight students will work on any one unit at one time;
- (b) using an aircraft for instructional purposes that does not have retractable landing gear and wing flaps, shall provide training aids, or operational mock-ups of the retractable landing gear and wing flaps which are acceptable to the CAA-B;
- (c) shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools, and shop equipment used in construction and maintenance of aircraft, as is appropriate, to the approved curriculum of the ATO, in order to assure that each student will be properly instructed;
- (d) shall ensure that the required special tools and shop equipment are in satisfactory working condition for instructional and practice purposes.

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

#### **8.6.2 Facilities for AMT Courses**

An applicant for, and holder of, an ATO certificate shall have facilities the CAA-B determines are appropriate for the maximum number of students expected to be taught at any time, as follows;

- (a) An enclosed classroom;
- (b) Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles;
- (c) Suitable area for application of finishing materials, including paint spraying;
- (d) Suitable areas equipped with wash tank and degreasing equipment with air pressure or other adequate cleaning equipment;
- (e) Suitable facilities for running engines;
- (f) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service, and inspect;
  - (1) Ignition systems, electrical equipment, and appliances;
  - (2) Carburetors and fuel systems; and
  - (3) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances.
- (g) Suitable space with adequate equipment, including tables, benches, stands, and jacks, for disassembling, inspecting, and rigging aircraft;



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

## **8.7 CABIN CREW REQUIREMENTS**

The ATO holder that is approved for Cabin Crew training curriculums in accordance with CAR LIC shall have displays, mock-ups, safety equipment and simulation that is appropriate to the approved curriculum.