United Arab Emirates

GCAA
دولة الإمارات العربية المتحدة
الهيئة العامة للطيران المدني
UAE General Civil Aviation Authority

NPA No. 14 / 2013

AIR CREW LICENSING – CAR-ORA and AMC & GM

Release Date: 21 October 2013

The General Civil Aviation Authority (GCAA) intends to issue regulation providing formal requirements, Acceptable Means of Compliance (AMC), and Guidance Material (GM) and guidance relating to Flight Crew Licensing, Aviation Training Organisation approval and oversight. The planned entry into force of the proposed regulation is November 15th 2013. The full regulation will see full mandatory compliance by February 27th 2015.

The NPA was developed by the GCAA incorporating a structured development process that centered around four core processes, including a strategic fit analysis, benchmarking of other global leading authorities, an identified need to update the existing GCAA Flight Crew Licensing regulations in CAR Part II and CAR Part IV in order to harmonise the current GCAA Safety Affairs regulatory suite, and inputs from a centralised Committee consisting of regulatory and industry experts. The intent was to write a forward focused set of regulations that closely mirror the EASA Flight Crew Licensing regulations in order to meet GCAA strategic objectives and to ensure greater synergy with other National Regulatory bodies for the betterment of the UAE Aviation Industry as a whole. This NPA reflects the CAR-ORA regulations the associated AMC and GM. This single combined document will form the basis, in conjunction with CAR-FCL, of the Licensing regulation for oversight of Approved Training Organisations (ATO's) for the GCAA and will replace a number of current publications once implemented including current CAR's and CAAP's as indicated in the GCAA Publications Impact section listed below.

GCAA Publications Impact

The following documents will be removed or modified based on the release of this NPA and subsequent final Regulation:

1) CAR Part IV – Special Purpose Operations – Section A – Approved Flying Schools
2) CAAP 33 – Aviation Training Organisations
3) CAAP 37 – Multi-Crew Pilot License

This Notice of Proposed Amendment is published for the aviation industry, in order to:

1) Review the attached proposed publication
2) Submit their comments online through the GCAA website by October 29th 2013. These comments must be submitted through the GCAA Website – E-Publication – Notice of Proposed Amendment, using the Action of "Submit NPA Feedback Request"

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GCAA

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UAE General Civil Aviation Authority

CAR-ORA

ORGANISATION REQUIREMENTS FOR AIRCREW

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CAR-ORA

SUBPART A

GENERAL REQUIREMENTS

SECTION I

General

ORA.GEN.105 Competent Authority

(a) For the purpose of this regulation, the competent authority exercising oversight over:

(1) organisations subject to a certification obligation shall be:

(i) for organisations having their principal place of business in the United Arab Emirates, by the General Civil Aviation Authority;

(ii) for organisations having their principal place of business located in another ICAO contracting State, by the General Civil Aviation Authority;

(2) FSTDs shall be:

(i) the Agency, for FSTDs:

(1) located outside the territory of the United Arab Emirates, or,

(2) located within the territory of the United Arab Emirates and operated by organisations having their principal place of business located in another ICAO contracting State, by the General Civil Aviation Authority,

(b) When the FSTD located outside the territory of the United Arab Emirates is operated by an organisation certified by the GCAA, the GCAA shall qualify this FSTD in coordination with the other ICAO contracting State that has certified the organisation and that operates such FSTD.

ORA.GEN.115 Application for an Organisation Certificate

(a) The application for an organisation certificate or an amendment to an existing certificate shall be made in a form and manner established by the GCAA, taking into account the applicable requirements of CAR-FCL.

(b) Applicants for an initial certificate shall provide the GCAA with documentation demonstrating how they will comply with the requirements established in CAR-FCL. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the GCAA.

ORA.GEN.120 Means of Compliance

(a) Alternative means of compliance to the AMC adopted by the GCAA may be used by an organisation to establish compliance with CAR-FCL.

(b) When an organisation wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the GCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the applicable provisions of CAR-FCL are met.

(c) The organisation may implement these alternative means of compliance subjects to prior approval by the GCAA and upon receipt of the notification as prescribed in Appendix 1 to this regulation.

ORA.GEN.125 Terms of Approval and Privileges of an Organisation

A certified organisation shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

ORA.GEN.130 Changes to Organisations

(a) Any change affecting:

(1) the scope of the certificate or the terms of approval of an organisation; or

(2) any of the elements of the organisation's management system as required in ORA.GEN.200(a)(1) and (a)(2), shall require prior approval by the GCAA.

(b) For any changes requiring prior approval in accordance with CAR-FCL, the organisation shall apply for and obtain an approval issued by the GCAA. The application shall be submitted before any such change takes place, in order to enable the GCAA to determine continued compliance with CAR-FCL and to amend, if necessary, the organisation's certificate and related terms of approval attached to it. The organisation shall provide the GCAA with any relevant documentation. The change shall only be implemented upon receipt of formal approval by the GCAA in accordance with Appendix 2 of this regulation.

The organisation shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

(c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with Appendix 2 of this regulation.

ORA.GEN.135 Continued Validity

(a) The organisation's certificate shall remain valid for a maximum period of five years subject to:

(1) the organisation remaining in compliance with the relevant requirements of CAR-FCL, taking into account the provisions related to the handling of findings as specified under ORA.GEN.150;

(2) the GCAA being granted access to the organisation as defined in ORA.GEN.140 to determine continued compliance with the relevant requirements of CAR-FCL; and

(3) the certificate not being surrendered or revoked.

(b) Upon revocation or surrender the certificate shall be returned to the GCAA without delay.

ORA.GEN.140 Access

For the purpose of determining compliance with the relevant requirements of CAR-FCL, the organisation shall grant access to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorised by:

(a) the GCAA defined in ORA.GEN.105

ORA.GEN.150 Findings

After receipt of notification of findings, the organisation shall:

(a) identify the root cause of the non-compliance;

(b) define a corrective action plan; and

(c) demonstrate corrective action implementation to the satisfaction of the GCAA within a period agreed with the GCAA and as defined in Appendix 2 of this regulation.

ORA.GEN.155 Immediate Reaction to a Safety Problem

The organisation shall implement:

(a) any safety measures mandated by the GCAA, and

(b) any relevant mandatory safety information issued by the GCAA, including airworthiness directives.

ORA.GEN.160 Occurrence Reporting

(a) The organisation shall report to the GCAA, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in CAR-FCL and CAR Part X

(b) Without prejudice to paragraph (a) the organisation shall report to the GCAA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.

(c) Without prejudice the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by the GCAA and contain all pertinent information about the condition known to the organisation.

(d) Reports shall be made as soon as practicable, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.

(e) Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the GCAA.

SECTION II

Management

ORA.GEN.200 Management System

(a) The organisation shall establish, implement and maintain a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;

(2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;

(3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;

(4) maintaining personnel trained and competent to perform their tasks;

(5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;

(6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and

(7) any additional requirements that are prescribed in the relevant subparts of this regulation or other applicable GCAA regulations.

(b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities. The system size will be agreed to by the GCAA in conjunction with the organisation

ORA.GEN.205 Contracted Activities

(a) Contracted activities include all activities within the organisation's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the contracting organisation's approval. The organisation shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.

(b) When the certified organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this regulation to carry out such activity, the contracted organisation shall work under the approval of the contracting organisation. The contracting organisation shall ensure that the GCAA is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ORA.GEN.210 Personnel Requirements

(a) The organisation shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.

(b) A person or group of persons shall be nominated by the organisation, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.

(c) The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

(d) The organisation shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c).

(e) The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

ORA.GEN.215 Facility Requirements

The organisation shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

ORA.GEN.220 Record-Keeping

(a) The organisation shall establish a system of record–keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORA.GEN.200.

(b) The format of the records shall be specified in the organisation's procedures.

(c) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

SUBPART B

APPROVED TRAINING ORGANISATIONS

SECTION I

General

ORA.ATO.100 Scope

This Subpart establishes the requirements to be met by organisations providing training for pilot licences and associated ratings and certificates.

ORA.ATO.105 Application

(a) Applicants for the issue of a certificate as an approved training organisation (ATO) shall provide the GCAA with:

(1) the following information:

(i) name and address of the training organisation;

(ii) date of intended commencement of activity;

(iii) Security clearance issued by the GCAA Security Department of the UAE

(iv) personal details and qualifications of the Head of Training (HT), Chief Flight Instructor (CFI)/Chief Synthetic Flight Instructor (CSFI), Chief Theoretical Knowledge Instructor (CTKI), the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s);

(v) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the training is to be conducted;

(vi) list of aircraft to be operated for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable;

(vii) list of flight simulation training devices (FSTDs) that the training organisation intends to use, if applicable;

(viii) the type of training that the training organisation wishes to provide and the corresponding training programme;

(ix) any other documentation or information required as outlined by the GCAA, and

(2) the operations, compliance, safety and training manuals.

(b) Flight test training organisations. Notwithstanding (a)(1)(iv) and (v), training organisations providing flight test training shall only need to provide:

(1) the name(s) and address(es) of the main aerodromes and/or operating site(s) at which the training is to be conducted; and

(2) a list of the types or categories of aircraft to be used for flight test training.

(c) In the case of a change to the certificate, applicants shall provide the GCAA with the relevant parts of the information and documentation referred to in (a).

ORA.ATO.110 Personnel Requirements

(a) A HT shall be nominated. The HT shall have extensive applicable and acceptable experience as an instructor in the areas relevant for the training provided by the ATO and shall possess sound managerial capability. The HT's responsibilities shall include:

(1) ensuring that the training provided is in compliance with CAR-FCL and, in the case of flight test training, that the relevant requirements of Part-21 and the training programme have been established;

(2) ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and

(3) supervising the progress of individual students.

(4) For ATO's conducting flight training in aircraft, the HT shall hold or have held in the three years prior to first appointment as a HT, a professional licence and rating(s) issued in accordance with ICAO Annex 1, related to the flying training courses conducted.

(b) A CFI/CSFI shall be nominated. In the case of a CFI for an ATO conducting flight training, the CFI shall hold the highest professional pilot license related to the flying training courses conducted and hold the rating(s) related to the flying training courses conducted. Additionally the CFI shall hold a flight instructor rating for all of the types of the aircraft used on the course; and have completed 1000 hours pilot-in-command of which a minimum of 500 hours shall be on flying duties related to the flying courses conducted of which 200 hours may be instrument ground time.

In the case of a CSFI for an ATO conducting Type Rating training, the CFSI shall hold or have held an ATPL and hold or have held at least one Type Rating and a SFI/TRI/SFE/TRE approval related to the flying training courses conducted. The CFI/CSFI's responsibilities shall include:

(1) supervision and standardisation of all instructors reporting to them and the provision of instructor briefing materials.

(2) Standardization of flight and synthetic flight instructional staff is an important aspect of the operations of an ATO and the GCAA must be satisfied that adequate arrangements are put in place. In discharging his responsibility for the supervision and standardisation of all flight and synthetic flight instructors, it will be acceptable for the CFI/CSFI to be supported by instructors nominated as Standards Instructors or a Deputy CFI/CSFI and accepted for this purpose by the GCAA.

(3) The CFI/CSFI shall also be responsible for all student flight and synthetic flight instruction records. The CFI/CSFI shall be responsible for ensuring that suitable arrangements are in place for the signing of all course completion certificates for any courses offered by the specific ATO. Arrangements acceptable to the GCAA are to be made for periodic standardization training and such training is to be detailed within the ATO's Operations Manual, Section D. These requirements are in addition to the requirements outlined in CAR-FCL relating to Instructor and Examiner currency.

(c) A CTKI shall be nominated. The Chief Theoretical Knowledge Instructor shall be responsible for the supervision of all ground instructors and for the standardization of all theoretical knowledge instruction. The CTKI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction applicable to the courses for which approval is sought.

(d) Theoretical knowledge instructors shall have:

(1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or

(2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.

(e) Flight instructors and flight simulation training instructors shall hold the qualifications required by CAR-FCL for the type of training that they are providing.

ORA.ATO.120 Record-Keeping

The following records shall be kept for a period of at least 5 years after the completion of the training:

(a) details of ground, flight, and simulated flight training given to individual students;

(b) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and

(c) information on the licences and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

ORA.ATO.125 Training Programme

(a) A training programme shall be developed for each type of course offered.

(b) The training programme shall comply with the requirements of CAR-FCL and, in the case of flight test training, the relevant requirements of Part-21.

ORA.ATO.130 Training Manual and Operations Manual

(a) The ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

(b) The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO's approval documentation.

(c) In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part-21.

(d) The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties.

ORA.ATO.135 Training Aircraft and FSTDs

(a) The ATO shall use an adequate fleet of training aircraft or FSTDs appropriate to the courses of training provided.

(b) The ATO shall only provide training in FSTDs when it demonstrates to the GCAA:

(1) the adequacy between the FSTD specifications and the related training programme;

(2) that the FSTDs used comply with the relevant requirements of CAR-FCL;

(3) in the case of full flight simulators (FFSs), that the FFS adequately represents the relevant type of aircraft; and

(4) that it has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.

(c) If the aircraft used for the skill test is of a different type to the FFS used for the visual flight training, the maximum credit shall be limited to that allocated for flight and navigation procedures trainer II (FNPT II) for aeroplanes and FNPT II/III for helicopters in the relevant flight training programme.

(d) Flight test training organisations. Aircraft used for flight test training shall be appropriately equipped with flight testing instrumentation, according to the purpose of the training.

ORA.ATO.140 Aerodromes and Operating Sites

When providing flight training on an aircraft, the ATO shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used. These aerodromes and operating sites must be approved for use by the GCAA.

ORA.ATO.145 Pre-requisites for Training

(a) The ATO shall ensure that the students meet all the pre-requisites for training established in CAR-FCL, the applicable GCAA Medical regulations and, if applicable, as defined in the data established in accordance with Part-21.

(b) In the case of ATOs providing flight test training, the students shall meet all the pre-requisites for training established in Part-21.

ORA.ATO.150 Training in ICAO Contracting Member State Countries

When the ATO is approved to provide training for the instrument rating (IR) outside of the United Arab Emirates:

(a) the training programme shall include theoretical knowledge instruction regarding the specific elements of the airspace in the United Arab Emirates, including a review of the UAE GCAA AIP and associated Instrument charts and approach procedures, and the IR test is to be conducted by a UAE GCAA Flight Examiner, approved under CAR-FCL.

SECTION II

Additional requirements for ATOs providing training for CPL, MPL and ATPL and the associated ratings and certificates

ORA.ATO.210 Personnel Requirements

The requirements for personnel are as outlined in ORA.ATO.110, ORA.GEN.200, and ORA.GEN.210. Additional requirements may be required based on the size and scope of the ATO as determined by the GCAA.

ORA.ATO.225 Training Programme

(a) The training programme shall include a breakdown of flight and theoretical knowledge instruction, presented in a week-by-week or phase layout, a list of standard exercises and a detailed syllabus summary.

(b) The content and sequence of the training programme shall be specified in the training manual.

(c) Instructor and student training materials and training guides shall be provided to the GCAA that are specific to the course of training.

ORA.ATO.230 Training Manual and Operations Manual

(a) The training manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall address the following subjects:

(1) training plan,

(2) briefing and air exercises,

(3) flight training in an FSTD, if applicable,

(4) theoretical knowledge instruction.

(b) The operations manual shall provide relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

SECTION III

Additional Requirements for ATOs Providing Specific Types of Training

Chapter 1

Distance Learning Course

ORA.ATO.300 General

The ATO may be approved to conduct modular course programmes using distance learning in the following cases:

(a) modular courses of theoretical knowledge instruction;

(b) courses of additional theoretical knowledge for a class or type rating; or

(c) courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engine helicopter.

ORA.ATO.305 Classroom Instruction

(a) An element of classroom instruction shall be included in all subjects of modular distance learning courses.

(b) The amount of time spent in actual classroom instruction shall not be less than 10% of the total duration of the course.

(c) To this effect, classroom accommodation shall be available at the principal place of business of the ATO and approved for use by the GCAA.

ORA.ATO.310 Instructors

All instructors shall be fully familiar with the requirements of the distance learning course programme and have completed a course of training on the conduct of distance learning training.

Chapter 2

Zero Flight Time Training

ORA.ATO.330 General

(a) Approval for zero flight-time training (ZFTT), as specified in CAR-FCL, shall only be given to ATOs that also have the privileges to conduct commercial air transport operations or ATOs having specific arrangements with commercial air transport operators.

(b) Approval for ZFTT shall only be given if the operator has at least 90 days of operational experience on the aeroplane type.

(c) In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience requirements will not apply if the type rating instructor (TRI(A)) involved in the additional take-offs and landings, has operational experience on the aeroplane type.

ORA.ATO.335 Full flight simulator

(a) The FFS approved for ZFTT shall be serviceable according to the management system criteria of the ATO.

(b) The motion and the visual system of the FFS shall be fully serviceable, in accordance with the applicable certification specifications for FSTD.

Chapter 3

Multi-Crew Pilot Licence Training

ORA.ATO.350 General

The privileges to conduct MPL integrated training courses and MPL instructor courses shall only be given to the ATO if it also has the privilege to conduct commercial air transport operations or a specific arrangement with a commercial air transport operator.

Chapter 4

Flight Test Training

ORA.ATO.355 Flight Test Training Organisations

(a) The ATO that has been approved to provide flight test training for the issue of a category 1 or 2 flight test rating in accordance with CAR-FCL may have its privileges extended to providing training for other categories of flight tests and other categories of flight test personnel, provided that:

(1) the relevant requirements of Part-21 are met; and

(2) a specific arrangement exists between the ATO and the Part-21 organisation that employs, or intends to employ, such personnel.

(b) The training records shall include the written reports by the student, as required by the training programme, including, where applicable, data processing and analysis of recorded parameters relevant to the type of flight test.

SUBPART C

REQUIREMENTS FOR ORGANISATIONS OPERATING FLIGHT SIMULATION TRAINING DEVICES (FSTD's) AND THE QUALIFICATION OF FSTD's

SECTION I

Requirements for Organisations Operating FSTD's

ORA.FSTD.100 General

(a) The applicant for an FSTD qualification certificate shall demonstrate to the GCAA that it has established a management system in accordance with ORA.GEN Section II. This demonstration shall ensure that the applicant has, directly or through contract, the capability to maintain the performance, functions and other characteristics specified for the FSTD's qualification level and to control the installation of the FSTD.

(b) If the applicant is the holder of a qualification certificate issued in accordance with GCAA CAR Part IV – Synthetic Training Devices, the FSTD specifications shall be detailed:

(1) in the terms of the ATO certificate; or

(2) in the case of an AOC holder, in the training manual.

ORA.FSTD.105 Maintaining the FSTD Qualification

(a) In order to maintain the qualification of the FSTD, an FSTD qualification certificate holder shall, in accordance with GCAA CAR Part IV – Synthetic Training Devices, run the complete set of tests contained within the master qualification test guide (MQTG) and functions and subjective tests progressively over a 12-month period.

(b) The results shall be dated, marked as analysed and evaluated, and retained, in order to demonstrate that the FSTD standards are being maintained.

(c) A configuration control system shall be established to ensure the continued integrity of the hardware and software of the qualified FSTD.

ORA.FSTD.110 Modifications

(a) The holder of an FSTD qualification certificate shall establish and maintain a system to identify, assess and incorporate any important modifications into the FSTDs it operates, especially:

(1) any aircraft modifications that are essential for training, testing and checking, whether or not enforced by an airworthiness directive; and

(2) any modification of an FSTD, including motion and visual systems, when essential for training, testing and checking, as in the case of data revisions.

Modifications of the FSTD hardware and software that affect handling, performance and systems operation or any major modifications of the motion or visual system shall be evaluated to determine the impact on the original qualification criteria. The organisation shall prepare amendments for any affected validation tests. The organisation shall test the FSTD to the new criteria

(b) The organisation shall inform the GCAA in advance of any major changes to determine if the tests carried out are satisfactory. The GCAA shall determine if a special evaluation of the FSTD is necessary prior to returning it to training following the modification.

ORA.FSTD.115 Installations

(a) The holder of an FSTD qualification certificate shall, in accordance with GCAA CAR Part IV – Synthetic Training Devices, ensure that:

(1) the FSTD is housed in a suitable environment that supports safe and reliable operation;

(2) all FSTD occupants and maintenance personnel are briefed on FSTD safety to ensure that they are aware of all safety equipment and procedures in the FSTD in case of an emergency; and

(3) the FSTD and its installations comply with the local regulations for health and safety.

(b) The FSTD safety features, such as emergency stops and emergency lighting, shall be checked at least annually and recorded.

ORA.FSTD.120 Additional Equipment

Where additional equipment has been added to the FSTD, even though not required for qualification, it shall, in accordance with GCAA CAR Part IV – Synthetic Training Devices, be assessed by the competent authority to ensure that it does not adversely affect the quality of training.

SECTION II

Requirements for the Qualification of FSTD's

ORA.FSTD.200 Application for FSTD Qualification

(a) The application for an FSTD qualification certificate shall be made in a form and manner established by the GCAA in accordance with GCAA CAR Part IV – Synthetic Training Devices, as :

(1) in the case of basic instrument training devices (BITDs), by the BITD manufacturer;

(2) in all other cases, by the organisation intending to operate the FSTD.

(b) Applicants for an initial qualification shall provide the GCAA with documentation demonstrating how they will comply with the requirements established in GCAA CAR Part IV – Synthetic Training Devices and this Regulation.

ORA.FSTD.205 Certification Specifications for FSTDs

(a) The GCAA issues certification specifications in GCAA CAR Part IV – Synthetic Training Devices, and organisaions intending to seek certification for an FSTD shall comply with this regulation.

(b) Such Certification Specifications shall be sufficiently detailed and specific to indicate to applicants the conditions under which qualifications will be issued.

ORA.FSTD.210 Qualification Basis

(a) The qualification basis for the issuance of an FSTD qualification certificate shall consist of:

(1) the applicable Certification Specifications established by the GCAA that are effective on the date of the application for the initial qualification;

(2) the aircraft validation data defined by the data as approved under Part-21, if applicable; and

(3) any special conditions prescribed by the GCAA in accordance with GCAA CAR Part IV – Synthetic Training Devices, if the related Certification Specifications do not contain adequate or appropriate standards for the FSTD because the FSTD has novel or different features to those upon which the applicable Certification Specifications are based.

ORA.FSTD.225 Duration and Continued Validity

(a) The full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT) qualification shall remain valid subject to:

(1) the FSTD and the operating organisation remaining in compliance with the applicable requirements;

(2) the GCAA being granted access to the organisation as defined in ORA.GEN.140 to determine continued compliance with the relevant requirements of CAR-FCL and GCAA CAR Part IV – Synthetic Training Devices.

(3) the qualification certificate not being surrendered or revoked.

(b) A BITD qualification shall remain valid subject to regular evaluation for compliance with the applicable qualification basis by the GCAA in accordance with GCAA CAR Part IV – Synthetic Training Devices.

(c) Upon surrender or revocation, the FSTD qualification certificate shall be returned to the competent authority.

ORA.FSTD.230 Changes to the Qualified FSTD

(a) The holder of an FSTD qualification certificate shall inform the GCAA of any proposed changes to the FSTD, in the manner prescribed in GCAA CAR Part IV – Synthetic Training Devices.

(b) When an FSTD is moved to a new location, the organisation shall inform the GCAA before the planned activity along with a schedule of related events, in accordance with GCAA CAR Part IV – Synthetic Training Devices.

(c) If an organisation plans to remove an FSTD from active status for prolonged periods, the GCAA shall be notified and suitable controls established for the period during which the FSTD is inactive.

The organisation shall agree with the GCAA a plan for the de-activation, any storage and re-activation to ensure that the FSTD can be restored to active status at its original qualification level, in accordance with GCAA CAR Part IV – Synthetic Training Devices.

ORA.FSTD.235 Transferability of an FSTD Qualification

Reserved for future use

ORA.FSTD.240 Record-Keeping

The holder of an FSTD qualification certificate shall keep records of:

(a) all documents describing and proving the initial qualification basis and level of the FSTD in accordance with GCAA CAR Part IV – Synthetic Training Devices

SUBPART D

APPENDICES TO CAR-ORA

Appendix 1 – Means of Compliance

A. ACCEPTABLE MEANS OF COMPLIANCE

The GCAA shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with CAR-FCL. When the AMC are complied with and approved by the GCAA, the related requirements of CAR-FCL are met.

1. General

1.1 Alternative means of compliance may be used to establish compliance with CAR-FCL. The GCAA shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with CAR-FCL. The GCAA shall evaluate all alternative means of compliance proposed by an organisation in accordance with ORA.GEN.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

1.2 When the GCAA finds that the alternative means of compliance are in accordance with CAR-FCL, it shall without undue delay:

(1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly; and

(2) inform other ATO's about alternative means of compliance that were accepted.

Appendix 2 – Organisation Oversight

A. INITIAL CERTIFICATION PROCEDURE - ORGANISATIONS

1. General

1.1 Upon receiving an application for the initial issue of a certificate for an organisation, the GCAA shall verify the organisation's compliance with the applicable requirements.

1.2 When satisfied that the organisation is in compliance with the applicable requirements, the GCAA shall issue the certificate(s) to the organisation. The certificate(s) shall be issued for a period not to exceed five years. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).

1.3 To enable an organisation to implement changes without prior GCAA approval in accordance with ORA.GEN.130, the GCAA shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified, if acceptable to the GCAA.

B. CHANGES TO CERTIFICATION - ORGANISATIONS

1. General

1.1 Upon receiving an application for a change that requires prior approval, the GCAA shall verify the organisation's compliance with the applicable requirements before issuing the approval.

1.2 The GCAA shall prescribe the conditions under which the organisation may operate during the change, unless the GCAA determines that the organisation's certificate needs to be suspended.

1.3 When satisfied that the organisation is in compliance with the applicable requirements, the GCAA shall approve the change.

1.4 Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received GCAA approval, the GCAA shall suspend, limit or revoke the organisation's certificate.

1.5 For changes not requiring prior approval, the GCAA shall assess the information provided in the notification sent by the organisation in accordance with ORA.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the GCAA shall:

(1) notify the organisation about the non-compliance and request further changes; and

(2) in case of level 1 or level 2 ta, act in accordance with CAR-FCL and the procedures prescribed by the GCAA

C. FINDINGS AND CORRECTIVE ACTIONS - ORGANISATIONS

1. Findings

1.1 The GCAA, for oversight, shall have a system to analyse findings for their safety significance.

1.2 A level 1 finding shall be issued by the GCAA when any significant non-compliance is detected with the applicable requirements of CAR-FCL or CAR-ORA, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

2. Level 1 Findings

2.1 The level 1 findings shall include:

(1) failure to give the GCAA access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours;

(2) Non-compliance with the applicable requirements of CAR-FCL or CAR-ORA, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety

(3) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;

(4) evidence of malpractice or fraudulent use of the organisation certificate; and

(5) the lack of an accountable manager.

(6) the lack of required postholders

(7) Non-compliance with the approved Compliance system for the organisation

3. Level 2 Findings

3.1 The level 2 findings shall include:

(1) A level 2 finding shall be issued by the GCAA when any non-compliance is detected with the applicable requirements of CAR-FCL or CAR-ORA, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.

(2) When a finding is detected during oversight or by any other means, the GCAA shall, without prejudice to any additional action required by CAR-FCL or CAR-ORA, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified.

4. GCAA Actions

4.1 In the case of level 1 findings which are not contained immediately, the GCAA shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.

4.2 In the case of level 2 findings, the GCAA shall:

(1) grant the organisation a corrective action implementation period appropriate to the nature of the finding as agreed with the GCAA. At the end of this period, and subject to the nature of the finding, the GCAA may extend the period subject to a satisfactory corrective action plan agreed by the GCAA; and

(2) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.

(3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the GCAA, the finding shall be raised to a level 1 finding and action taken as outlined above in section 4.1.

(4) The GCAA shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.

CAR-ORA

Acceptable Means of Compliance (AMC) and Guidance Material (GM) to CAR-ORA

ORGANISATION REQUIREMENTS FOR AIRCREW

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AMC & GM to CAR-ORA

ANNEX 1

SUBPART A

GENERAL REQUIREMENTS

SECTION I – GENERAL

GM1 ORA.GEN.005

The following provides a list of acronyms used throughout this Regulation:

(A)	aeroplane
(H)	helicopter
AD	airworthiness directive
AIS	aeronautical information service
AM	accountable manager
AMC	Acceptable Means of Compliance
ATC	air traffic control
ATO	approved training organisation
ATPL	airline transport pilot licence
BITD	basic instrument training device
BPL	balloon pilot licence
CBT	computer-based training
CFI	chief flying instructor
CM	compliance monitoring
CMP	compliance monitoring programme
CMS	compliance monitoring system
COP	code of practice
CSFI	Chief Synthetic Flight Instructor
CRM	crew resource management
CTKI	Chief theoretical knowledge instructor
DG	dangerous goods
EC	European Community
ERP	emergency response plan
FATO	final approach and take-off area
FFS	full flight simulator
FMGC	flight management and guidance computer
FMS	flight management system
FNPT	flight navigation and procedures trainer
FSTD	flight simulation training device
FTD	flight training device
FTI	flight test instructor
GM	Guidance Material
GMP	general medical practitioner
HEMS	helicopter emergency medical service
HHO	helicopter hoist operation
HT	head of training

IFR	instrument flight rules
IMC	instrument meteorological conditions
IOS	instructor operation station
LAPL	light aircraft pilot licence
LIFUS	line flying under supervision
LVO	low visibility operation
MCC	multi-crew cooperation
MMEL	master minimum equipment list
MPA	multi-pilot aeroplane
MPL	multi-crew pilot licence
OPC	operator proficiency check
ORA	organisation requirements for aircrew
OSD	operational suitability data
OTD	other training device
PBN	performance-based navigation
PF	pilot flying
PIC	pilot-in-command
PM	pilot monitoring
PPL	private pilot licence
QTG	qualification test guide
SMM	safety management manual
SMS	safety management system
SOP	standard operating procedure
SPL	sailplane pilot licence
TAWS	terrain awareness warning system
TRE	type rating examiner
TRI	type rating instructor
ZFTT	zero flight-time training

AMC1 ORA.GEN.105(a) Competent Authority

An ATO is considered to be a single organisation staffed, equipped and operated in a suitable environment offering flight training, synthetic flight instruction and/or theoretical knowledge instruction. An ATO may be approved to conduct more than one kind of approved training course. However, the GCAA will determine the necessary additional resources that need to be allocated in order to run multiple courses, in order to ensure satisfactory levels of training are maintained.

AMC2 ORA.GEN.105(a) Competent Authority

Where training is conducted at multiple locations, all sites will be subject to initial approval and annual inspection in addition to any surveillance oversight deemed appropriate by the GCAA. An application from an ATO whose principal place of business is in the UAE, for approval of additional sites based outside the United Arab Emirates, must be made in accordance with ORA.ATO.105. All costs associated with the approval of overseas bases and their subsequent oversight, will be borne by the organisation.

GM1 ORA.GEN.115(a) Application for an Organisation Certificate

When making an application for an initial approval, or to vary or renew and existing approval, an ATO shall ensure that any required documents provided are complete and accurate. The application material shall clearly indicate full compliance with the applicable provsions of CAR-FCL and CAR-ORA. Any ommissions or innacurate data will lead to delays in the approval process.

GM2 ORA.GEN.115(a) Application for an Organisation Certificate

APPLICATION TIME FRAMES

(a) The application for the initial issuance of an organisation certificate should be submitted at least 90 days before the date of the intended start of operations.

GM3 ORA.GEN.115(a) Application for an Organisation Certificate

When a complete application has been received, with all of the applicable documentation, an Aircrew Licensing Inspector will be assigned to oversee the application process and review the documentation. This inspector will be the primary point of contact for the ATO, and a supporting inspector will be assigned to the ATO. These two inspectors will be responsible for all aspects of the application by the ATO.

GM4 ORA.GEN.115(a) Application for an Organisation Certificate

The fees payable on application are published on the GCAA website, which can be found at www.gcaa.gov.ae .

AMC1 ORA.GEN.120(a) Means of Compliance

DEMONSTRATION OF COMPLIANCE

In order to demonstrate that the requirements of CAR-FCL and CAR-ORA have been met, a risk assessment should be completed and documented. The result of this risk assessment should demonstrate that an equivalent level of safety to that established by the Acceptable Means of Compliance (AMC) adopted by the GCAA is reached.

AMC1 ORA.GEN.125 Terms of Approval and Privileges of an Organisation

MANAGEMENT SYSTEM DOCUMENTATION

The management system documentation should contain the privileges and detailed scope of activities for which the organisation is certified, as relevant to the applicable requirements. The scope of activities defined in the management system documentation should be consistent with the terms of approval.

AMC1 ORA.GEN.130 Changes to Organisations

APPLICATION TIME FRAMES

(a) The application for the amendment of an organisation certificate should be submitted at least 30 days before the date of the intended changes.

(b) In the case of a planned change of a nominated person, the organisation should inform the competent authority at least 30 days before the date of the proposed change.

(c) Unforeseen events that necessitate changes should be notified at the earliest opportunity, but no longer than 48 hours after the identified need, in order to enable the GCAA to determine continued compliance with the applicable requirements and to amend, if necessary, the organisation certificate and related terms of approval.

GM1 ORA.GEN.130(a) Changes to Organisations

GENERAL

(a) Typical examples of changes that may affect the certificate or the terms of approval are listed below:

(1) the name of the organisation;

(2) the organisation's principal place of business;

(3) the organisation's scope of activities;

(4) additional locations of the organisation;

(5) the accountable manager;

(6) any of the persons referred to in ORA.GEN.210 (a) and (b);

(7) the organisation's documentation as required by this Regulation, safety policy and procedures;

(8) the facilities.

(b) Prior approval by the GCAA is required for any changes to the organisation's procedure describing how changes not requiring prior approval will be managed and notified to the GCAA (e.g. such as in the case of utilization of flying orders).

(c) Changes requiring prior approval may only be implemented upon receipt of formal approval by the GCAA.

GM2 ORA.GEN.130(a) Changes to Organisations

CHANGE OF NAME OF THE ORGANISATION

A change of name requires the organisation to submit a new application as a matter of urgency. Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the GCAA under the previous name, as a means of demonstrating how the organisation complies with the applicable requirements.

AMC1 ORA.GEN.150(b) Findings

GENERAL

The corrective action plan defined by the organisation should address the effects of the non-conformity, as well as its root-cause.

GM1 ORA.GEN.150 Findings

GENERAL

(a) Corrective action is the action to eliminate or mitigate the root cause(s) and prevent recurrence of an existing detected non-compliance or other undesirable condition or situation.

(b) Proper determination of the root cause is crucial for defining effective corrective actions.

AMC1 ORA.GEN.155 Immediate Reaction to a Safety Problem

The organisation shall follow the processes outlined in the approved SMM and report any required immediate reactions to safety problems to the GCAA as soon as possible. If the safety problem necessitates changes to procedures and processes already approved by the GCAA, prior approval is required prior to the changes being initiated, which may lead to a temporary cessation of operations in certain circumstances.

AMC1 ORA.GEN.160 Occurrence Reporting

GENERAL

(a) The organisation should report all occurrences defined in CAR Part X, CAAP 22 and CAAP 50, as well as those outlined in the Safety Reporting program of the ATO.

SECTION II – MANAGEMENT

AMC ORA.GEN.200(a)(1);(2);(3);(5) Management System

NON-COMPLEX ORGANISATIONS – GENERAL

(a) Safety risk management may be performed using hazard checklists or similar risk management tools or processes, which are integrated into the activities of the organisation.

(b) The organisation should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.

(c) The organisation should identify a person who fulfills the role of safety manager and who is responsible for coordinating the safety management system. This person may not be the accountable manager, but may be a person with an operational role in the organisation. In this case an independent external auditor should complete audits at a minimum of every six months to ensure the SMS is functioning as described in the accepted SMM.

(d) Within the organisation, responsibilities should be identified for hazard identification, risk assessment and mitigation.

(e) The safety policy should include a commitment to improve towards the highest safety standards, comply with all applicable legal requirements, meet all applicable standards, consider best practices and provide appropriate resources.

(f) The organisation should, in cooperation with other stakeholders, develop, coordinate and maintain an emergency response plan (ERP) that ensures orderly and safe transition from normal to emergency operations and return to normal operations. The ERP should provide the actions to be taken by the organisation or specified individuals in an emergency and reflect the size, nature and complexity of the activities performed by the organisation.

AMC1 ORA.GEN.200(a)(1) Management System

COMPLEX ORGANISATIONS - ORGANISATION AND ACCOUNTABILITIES

The management system of an organisation should encompass safety by including a safety manager and a safety review board in the organisational structure.

(a) Safety manager

(1) The safety manager should act as the focal point and be responsible for the development, administration and maintenance of an effective safety management system.

(2) The functions of the safety manager should be to:

(i) facilitate hazard identification, risk analysis and management;

(ii) monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;

(iii) provide periodic reports on safety performance;

(iv) ensure maintenance of safety management documentation;

(v) ensure that there is safety management training available and that it meets acceptable standards;

(vi) provide advice on safety matters; and

(vii) ensure initiation and follow-up of internal occurrence/accident investigations.

(b) Safety review board

(1) The Safety review board should be a high level committee that considers matters of strategic safety in support of the accountable manager's safety accountability.

(2) The board should be chaired by the accountable manager and be composed of heads of functional areas.

(3) The safety review board should monitor:

(i) safety performance against the safety policy and objectives;

(ii) that any safety action is taken in a timely manner; and

(iii) the effectiveness of the organisation's safety management processes.

(c) The safety review board should ensure that appropriate resources are allocated to achieve the established safety performance.

(d) The safety manager or any other relevant person may attend, as appropriate, safety review board meetings. He/she may communicate to the accountable manager all information, as necessary, to allow decision making based on safety data.

GM1 ORA.GEN.200(a)(1) Management System

SAFETY MANAGER

(a) Depending on the size of the organisation and the nature and complexity of its activities, the safety manager may be assisted by additional safety personnel for the performance of all safety management related tasks.

(b) Regardless of the organisational set-up it is important that the safety manager remains the unique focal point as regards the development, administration and maintenance of the organisation's safety management system.

GM2 ORA.GEN.200(a)(1) Management System

COMPLEX ORGANISATIONS – SAFETY ACTION GROUP

(a) A safety action group may be established as a standing group or as an ad-hoc group to assist or act on behalf of the safety review board.

(b) More than one safety action group may be established depending on the scope of the task and specific expertise required.

(c) The safety action group should report to and take strategic direction from the safety review board and should be comprised of managers, supervisors and personnel from operational areas.

(d) The safety action group should:

(1) monitor operational safety;

(2) resolve identified risks;

(3) assess the impact on safety of operational changes; and

(4) ensure that safety actions are implemented within agreed timescales.

(e) The safety action group should review the effectiveness of previous safety recommendations and safety promotion.

AMC1 ORA.GEN.200(a)(2) Management System

COMPLEX ORGANISATIONS – SAFETY POLICY

(a) The safety policy should:

(1) be endorsed by the accountable manager;

(2) reflect organisational commitments regarding safety and its proactive and systematic management;

(3) be communicated, with visible endorsement, throughout the organisation; and

(4) include safety reporting principles.

(b) The safety policy should include a commitment:

(1) to improve towards the highest safety standards;

(2) to comply with all applicable legislation, meet all applicable standards and consider best practices;

(3) to provide appropriate resources;

(4) to enforce safety as one primary responsibility of all managers; and

(5) not to blame someone for reporting something which would not have been otherwise detected.

(c) Senior management should:

(1) continually promote the safety policy to all personnel and demonstrate their commitment to it;

(2) provide necessary human and financial resources for its implementation;

(3) and establish safety objectives and performance standards.

GM1 ORA.GEN.200(a)(2) Management System

SAFETY POLICY

The safety policy is the means whereby the organisation states its intention to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident as far as is reasonably practicable. The safety policy should state that the purpose of safety reporting and internal investigations is to improve safety, not to apportion blame to individuals.

AMC1 ORA.GEN.200(a)(3) Management System

COMPLEX ORGANISATIONS - SAFETY RISK MANAGEMENT

(a) Hazard identification processes

(1) Reactive and proactive schemes for hazard identification should be the formal means of collecting, recording, analysing, acting on and generating feedback about hazards and the associated risks that affect the safety of the operational activities of the organisation.

(2) All reporting systems, including confidential reporting schemes, should include an effective feedback process.

(b) Risk assessment and mitigation processes

(1) A formal risk management process should be developed and maintained that ensures analysis (in terms of likelihood and severity of occurrence), assessment (in terms of tolerability) and control (in terms of mitigation) of risks to an acceptable level.

(2) The levels of management who have the authority to make decisions regarding the tolerability of safety risks, in accordance with (b)(1), should be specified.

(c) Internal safety investigation

(1) The scope of internal safety investigations should extend beyond the scope of occurrences required to be reported to the GCAA.

(d) Safety performance monitoring and measurement

(1) Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison to the safety policy and objectives.

(2) This process should include:

(i) safety reporting;

(ii) safety studies, that is, rather large analyses encompassing broad safety concerns;

(iii) safety reviews including trends reviews, which would be conducted during introduction and deployment of new technologies, change or implementation of procedures, or in situations of structural change in operations;

(iv) safety audits focusing on the integrity of the organisation's management system, and periodically assessing the status of safety risk controls; and

(v) safety surveys, examining particular elements or procedures of a specific operation, such as problem areas or bottlenecks in daily operations, perceptions and opinions of operational personnel and areas of dissent or confusion.

(e) The management of change

The organisation should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.

(f) Continuous improvement

The organisation should continuously seek to improve its safety performance. Continuous improvement should be achieved through:

(1) proactive and reactive evaluations of facilities, equipment, documentation and procedures through safety audits and surveys;

(2) proactive evaluation of individuals' performance to verify the fulfillment of their safety responsibilities; and

(3) reactive evaluations in order to verify the effectiveness of the system for control and mitigation of risk.

(g) The emergency response plan (ERP)

(1) An ERP should be established that provides the actions to be taken by the organisation or specified individuals in an emergency. The ERP should reflect the size, nature and complexity of the activities performed by the organisation.

(2) The ERP should ensure:

(i) an orderly and safe transition from normal to emergency operations;

(ii) safe continuation of operations or return to normal operations as soon as practicable; and

(iii) coordination with the emergency response plans of other organisations, where appropriate.

GM1 ORA.GEN.200(a)(3) Management System

INTERNAL OCCURRENCE REPORTING SCHEME

(a) The overall purpose of the scheme is to use reported information to improve the level of safety performance of the organisation and not to attribute blame.

(b) The objectives of the scheme are to:

(1) enable an assessment to be made of the safety implications of each relevant incident and accident, including previous similar occurrences, so that any necessary action can be initiated; and

(2) ensure that knowledge of relevant incidents and accidents is disseminated, so that other persons and organisations may learn from them.

(c) The scheme is an essential part of the overall monitoring function and it is complementary to the normal day-to-day procedures and 'control' systems and is not intended to duplicate or supersede any of them. The scheme is a tool to identify those instances where routine procedures have failed.

(d) All occurrence reports judged reportable by the person submitting the report should be retained as the significance of such reports may only become obvious at a later date.

AMC1 ORA.GEN.200(a)(4) Management System

TRAINING AND COMMUNICATION ON SAFETY

(a) Training

(1) All personnel should receive safety training as appropriate for their safety responsibilities.

(2) Adequate records of all safety training provided should be kept.

(b) Communication

(1) The organisation should establish communication about safety matters that:

(i) ensures that all personnel are aware of the safety management activities as appropriate for their safety responsibilities;

(ii) conveys safety critical information, especially relating to assessed risks and analysed hazards;

(iii) explains why particular actions are taken; and

(iv) explains why safety procedures are introduced or changed.

(2) Regular meetings with personnel where information, actions and procedures are discussed may be used to communicate safety matters.

GM1 ORA.GEN.200(a)(4) Management System

TRAINING AND COMMUNICATION ON SAFETY

The safety training programme may consist of self-instruction via a combination of media (newsletters, flight safety magazines), class-room training, e-learning or similar training provided by training service providers.

AMC1 ORA.GEN.200(a)(5) Management System

ORGANISATION'S MANAGEMENT SYSTEM DOCUMENTATION

(a) The organisation's management system documentation should at least include the following information:

(1) a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with the applicable requirements and the organisation's documentation as required by CAR-FCL and CAR-ORA;

(2) the organisation's scope of activities;

(3) the titles and names of persons referred to in ORA.GEN.210 (a) and (b);

(4) an organisation chart showing the lines of responsibility between the persons referred to in ORA.GEN.210;

(5) a general description and location of the facilities referred to in ORA.GEN.215;

(6) procedures specifying how the organisation ensures compliance with the applicable requirements;

(7) the amendment procedure for the organisation's management system documentation.

(b) The organisation's management system documentation may be included in a separate manual or in (one of) the manual(s) as required by the applicable Subpart(s). A cross reference should be included.

GM1 ORA.GEN.200(a)(5) Management System

ORGANISATION'S MANAGEMENT SYSTEM DOCUMENTATION

(a) It is not required to duplicate information in several manuals, provided all manuals are referenced to the correct information in the host manual. The information may be contained in any of the organisation manuals (e.g. operations manual, training manual).

(b) The organisation may also choose to document some of the information required to be documented in separate documents (e.g. procedures). In this case, it should ensure that manuals contain adequate references to any document kept separately. Any such documents are then to be considered an integral part of the organisation's management system documentation.

AMC1 ORA.GEN.200(a)(5) Management System

COMPLEX ORGANISATIONS – ORGANISATION'S SAFETY MANAGEMENT MANUAL

(a) The safety management manual (SMM) should be the key instrument for communicating the approach to safety for the whole of the organisation. The SMM should document all aspects of safety management, including the safety policy, objectives, procedures and individual safety responsibilities.

(b) The contents of the safety management manual should include all of the following:

(1) scope of the safety management system;

(2) safety policy and objectives;

(3) safety accountability of the accountable manager;

(4) safety responsibilities of key safety personnel;

(5) documentation control procedures;

(6) hazard identification and risk management schemes;

(7) safety action planning;

(8) safety performance monitoring;

(9) incident investigation and reporting;

(10) emergency response planning;

(11) management of change (including organisational changes with regard to safety responsibilities);

(12) safety promotion.

AMC1 ORA.GEN.200(a)(6) Management System

COMPLIANCE MONITORING – GENERAL

(a) Compliance monitoring

The implementation and use of a compliance monitoring function should enable the organisation to monitor compliance with the relevant requirements of this Regulation and other applicable Regulations.

(1) The organisation should specify the basic structure of the compliance monitoring function applicable to the activities conducted.

(2) The compliance monitoring function should be structured according to the size of the organisation and the complexity of the activities to be monitored.

(b) Organisations should monitor compliance with the procedures they have designed to ensure safe activities. In doing so, they should as a minimum, and where appropriate, monitor:

(1) privileges of the organisation;

(2) manuals, logs, and records;

(3) training standards;

(4) management system procedures and manuals.

(c) Organisational set-up

(1) To ensure that the organisation continues to meet the requirements of this Regulation and other applicable Regulations, the accountable manager should designate a compliance monitoring manager. The role of the compliance monitoring manager is to ensure that the activities of the organisation are monitored for compliance with the applicable regulatory requirements, and any additional requirements as established by the organisation, and that these activities are being carried out properly under the supervision of the relevant head of functional area.

(2) The compliance monitoring manager should be responsible for ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved.

(3) The compliance monitoring manager should:

(i) have direct access to the accountable manager;

(ii) not be one of the other persons referred to in ORA.GEN.210 (b);

(iii) be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation; including knowledge and experience in compliance monitoring; and

(iv) have access to all parts of the organisation, and as necessary, any contracted organisation.

(4) In the case of a non-complex organisation, this task may be exercised by the accountable manager provided he/she has demonstrated having the related competence as defined in (c)(3)(iii).

(5) In a non-complex organisation when in the case the same person acts as compliance monitoring manager and as safety manager, the accountable manager, with regards to his/her direct accountability for safety, should ensure that sufficient resources are allocated to both functions, taking into account the size of the organisation and the nature and complexity of its activities.

(6) The independence of the compliance monitoring function should be established by ensuring that audits and inspections are carried out by personnel not responsible for the function, procedure or products being audited. This shall be conducted through use of GCAA approved external auditors or other GCAA approved means.

(d) Compliance monitoring documentation

(1) Relevant documentation should include the relevant part(s) of the organisation's management system documentation.

(2) In addition, relevant documentation should also include the following:

(i) terminology;

(ii) specified activity standards;

(iii) a description of the organisation;

(iv) the allocation of duties and responsibilities;

(v) procedures to ensure regulatory compliance;

(vi) the compliance monitoring programme, reflecting:

(A) schedule of the monitoring programme;

(B) audit procedures;

(C) reporting procedures;

(D) follow-up and corrective action procedures; and

(E) recording system.

(vii) the training syllabus referred to in (e)(2);

(viii) document control.

(e) Training

(1) Correct and thorough training is essential to optimise compliance in every organisation. In order to achieve significant outcomes of such training, the organisation should ensure that all personnel understand the objectives as laid down in the organisation's management system documentation.

(2) Those responsible for managing the compliance monitoring function should receive training on this task. Such training should cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording.

(3) Time should be provided to train all personnel involved in compliance management and for briefing the remainder of the personnel.

(4) The allocation of time and resources should be governed by the volume and complexity of the activities concerned.

GM1 ORA.GEN.200(a)(6) Management System

COMPLIANCE MONITORING – GENERAL

(a) The organisational set-up of the compliance monitoring function should reflect the size of the organisation and the nature and complexity of its activities. The compliance monitoring manager may perform all audits and inspections himself/herself or appoint one or more auditors by choosing personnel having the related competence as defined in AMC1 ORA.GEN.200(a)(6) point (c)(3)(iii), either from within or outside the organisation.

(b) Regardless of the option chosen it must be ensured that the independence of the audit function is not affected, in particular in cases where those performing the audit or inspection are also responsible for other functions within the organisation.

(c) In case external personnel are used to perform compliance audits or inspections:

(1) any such audits or inspections are performed under the responsibility of the compliance monitoring manager; and

(2) the organisation remains responsible to ensure that the external personnel has relevant knowledge, background and experience as appropriate to the activities being audited or inspected; including knowledge and experience in compliance monitoring.

(3) The GCAA should accept the selected external personnel if they are not part of another GCAA approved ATO or AOC certificate holder in the United Arab Emirates.

(d) The organisation retains the ultimate responsibility for the effectiveness of the compliance monitoring function in particular for the effective implementation and follow-up of all corrective actions.

GM2 ORA.GEN.200(a)(6) Management System

COMPLEX ORGANISATIONS - COMPLIANCE MONITORING PROGRAMME FOR ATO's

(a) Typical subject areas for compliance monitoring audits and inspections for approved training organisations (ATOs) should be the following:

(1) facilities;

(2) actual flight and ground training;

(3) technical standards.

(b) ATOs should monitor compliance with the training and operations manuals they have designed to ensure safe and efficient training. In doing so, they should, where appropriate, additionally monitor the following:

(1) training procedures;

(2) flight safety;

(3) flight and duty time limitations, rest requirements and scheduling;

(4) aircraft maintenance/operations interface.

GM3 ORA.GEN.200(a)(6) Management System

AUDIT AND INSPECTION

(a) 'Audit' means a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with.

(b) 'Inspection' means an independent documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements.

AMC1 ORA.GEN.200(b) Management System

SIZE, NATURE AND COMPLEXITY OF THE ACTIVITY

(a) An organisation should be considered as complex when it has a workforce of more than 20 full time personnel involved in any activity subject to CAR-FCL and CAR-ORA regulations.

(b) Organisations with up to 20 full time personnel as stated in AMC1 ORA.GEN.200(b)(a) above, may also be considered complex based on an assessment of the following factors:

(1) in terms of complexity, the extent and scope of contracted activities subject to the approval;

(2) in terms of risk criteria, whether any of the following are present:

(i) operations requiring the following specific approvals: performance-based navigation (PBN), low visibility operation (LVO), extended range operations with two-engined aeroplanes (ETOPS), helicopter hoist operation (HHO), helicopter emergency medical service (HEMS), night vision imaging system (NVIS) and dangerous goods (DG);

(ii) different types of aircraft used;

(iii) the environment (offshore, mountainous area etc.);

(iv) the number of courses of training offered, in this case, more than four approved courses of training

(c) Regardless of the criteria mentioned in (a) and (b), the following organisations should always be considered as non-complex:

(1) Approved Training Organisations (ATOs) only providing training for the light aircraft pilot licence (LAPL), private pilot licence (PPL), sailplane pilot licence (SPL) or balloon pilot licence (BPL) and the associated ratings and certificates;

AMC1 ORA.GEN.205 Contracted activities

RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

(a) The organisation may decide to contract certain activities to external organisations.

(b) A written agreement should exist between the organisation and the contracted organisation clearly defining the contracted activities and the applicable requirements.

(c) The contracted safety related activities relevant to the agreement should be included in the organisation's safety management and compliance monitoring programmes.

(d) The organisation should ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task.

GM1 ORA.GEN.205 Contracted activities

RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

(a) Regardless of the approval status of the contracted organisation, the contracting organisation is responsible to ensure that all contracted activities are subject to hazard identification and risk management as required by ORA.GEN.200 (a)(3) and to compliance monitoring as required by ORA.GEN.200 (a)(6).

(b) When the contracted organisation is itself certified to carry out the contracted activities, the organisation’s compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid.

(c) If the organisation requires the contracted organisation to conduct an activity which exceeds the contracted organisation's terms of approval, this will be considered as the contracted organisation working under the approval of the contracting organisation.

AMC1 ORA.GEN.210 Personnel Requirements

ACCOUNTABLE MANAGER REQUIREMENTS

(a) The Accountable Manager will be a person acceptable to the GCAA who has authority for ensuring that all training activities can be financed and carried out to the standards required by the GCAA, and additional requirements defined by the ATO. This person should have extensive experience in running successful businesses, preferably in the aviation industry. If the individual has not previously held the post of Accountable Manager, they will be required to attend a GCAA approved Accountable Manager training course, a GCAA approved Compliance course, a GCAA approved SMS Course, and any other courses deemed necessary based on the background of the individual.

AMC1 ORA.GEN.215 Facility Requirements

ATOs PROVIDING TRAINING FOR THE CPL, MPL AND ATPL AND THE ASSOCIATED RATINGS AND CERTIFICATES

(a) For ATOs providing flight training, the following flight operations accommodation should be available:

(1) an operations room with facilities to control flying operations;

(2) a flight planning room with the following facilities:

(i) appropriate current maps and charts;

(ii) current aeronautical information service (AIS) information;

(iii) current meteorological information;

(iv) communications to air traffic control (ATC) and the operations room;

(v) any other flight safety related material.

(3) adequate briefing rooms/cubicles of sufficient size and number;

(4) suitable offices for the supervisory personnel and room(s) to allow flight instructors to write reports on students, complete records and other related documentation;

(5) furnished crew-room(s) for instructors and students.

(b) For ATOs providing theoretical knowledge training, the following facilities for theoretical knowledge instruction should be available:

(1) adequate classroom accommodation for the current student population;

(2) suitable demonstration equipment to support the theoretical knowledge instruction;

(3) a radiotelephony training and testing facility;

(4) a reference library containing publications giving coverage of the syllabus;

(5) offices for the instructional personnel.

AMC2 ORA.GEN.215 Facility Requirements

ATOs PROVIDING TRAINING FOR THE LAPL, PPL, SPL OR BPL AND THE ASSOCIATED RATINGS AND CERTIFICATES

(a) The following flight operations accommodation should be available:

(1) a flight planning room with the following facilities:

(i) appropriate current aviation maps and charts;

(ii) current AIS information;

(iii) current meteorological information;

(iv) communications to ATC (if applicable);

(v) any other flight safety related material.

(2) adequate briefing room(s)/cubicles of sufficient size and number;

(3) suitable office(s) to allow flight instructors to write reports on students, complete records and other related documentation;

(4) suitable rest areas for instructors and students, where appropriate to the training task;

(5) in the case of ATOs providing training for the BPL or LAPL(B) only, the flight operations accommodation listed in (a)(1) to (a)(4) may be replaced by other suitable facilities when operating outside aerodromes.

(b) The following facilities for theoretical knowledge instruction should be available:

(1) adequate classroom accommodation for the current student population;

(2) suitable demonstration equipment to support the theoretical knowledge instruction;

(3) suitable office(s) for the instructional personnel.

(c) A single room will not be sufficient to provide the functions listed in (a) and (b).

AMC1 ORA.GEN.220(b) Record-Keeping

GENERAL

(a) The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a way that ensures traceability and retrievability throughout the required retention period.

(b) Records should be kept in paper form or in electronic format or a combination of both as agreed with and by the GCAA. Records stored on microfilm or optical disc format are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record has been created or last amended.

(c) Paper systems should use robust material which can withstand normal handling and filing. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Computer systems should include safeguards against the ability of unauthorised personnel to alter the data.

(d) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in the relevant Subpart. In the absence of such indication, all records should be kept for a minimum period of 5 years.

AMC2 ORA.GEN.220(b) Record-Keeping

GENERAL

Proportionate to the size and scope of the operation, administrative staff should be provided to accomplish the routine administration of courses. The HT or the nominated person shall be responsible for ensuring that all records are acceptable to the GCAA and maintained in respect of flight, theoretical knowledge, and synthetic flight training undertaken.

CONTENT

The form and content of the student training records is to be specified in the Training Manual in accordance with CAR-ORA ORA.GEN.220, and be acceptable to the GCAA and appropriate to the courses conducted.

The records should include:

(a) The personal details of each student, including name, address, telephone number, GCAA medical and licence number (if applicable), next of kin information, previous experience and evidence of pre-entry requirements (e.g. copies of licence/rating pages, theoretical knowledge examination passed, course completion certificates, copies of Skill Test forms, and Medical certificates), and qualifications including summary of any credit to which the student may be entitles and an assessment of his/her suitability to undertake the course;

(b) A cumulative record of theoretical knowledge lessons attended by subject;

(c) Regular reports by subject with the instructor's name and written (or typed in the case of an electronic system) by the instructor on the student's performance and the progress and other factors such as attitude, manner during individual lessons, and during the course as a whole. Students should sign each report acknowledging its contents;

(d) Cumulative flying training achieved, and where applicable, synthetic flight training achieved;

(e) For each training flight or synthetic flight training event, the date, the aircraft registration, or FSTD identification, the flight time (logged in accordance with CAR-FCL AMC1 FCL.050), the instructor's name, the syllabus exercise number and written comments by the instructor on the student's performance, progress and other factors such as attitude and manner during the event and the course as a whole. The record shall indicate the standard achieved in relation to the laid down performance standard and any deviation from the syllabus including incomplete items. Students should sign each report acknowledging the event debrief and the content of the record;

(f) A summary of flying exercises completed with the date on which each exercise was carried out in the air or in a FSTD;

(g) Relating to the student's progress, summary reports and the results of progress phase tests, skills tests and theoretical knowledge examinations including arrangements for remedial training after failed tests/examinations;

(h) Training in aircraft emergency procedures, to be recorded separately;

(i) All records should indicate the date training commenced and the date of completion. Where students do not complete the course the record should indicate the circumstances under which training ceased. The students overall performance and attitude to training should be summarized on completion or termination of the course.

(j) For all courses of training a GCAA medical certificate shall be obtained prior to the commencement of training.

(k) All applicable training records should be made available to examiners prior to any test in accordance with CAR-FCL FCL.030(b).

(l) All records shall be kept for a minimum of five years.

AMC3 ORA.GEN.220(b) Record-Keeping

COURSE COMPLETION CERTIFICATES

On satisfactory completion of a course of instruction, the trainee is to be given a certificate of Course Completion, signed by the HT, and the CFI or CSFI. A sample of the certificate should be included in the training manual, and the names of those individual postholders approved to sign course completion certificates must be listed in the GCAA approved Operations Manual for the ATO.

AMC4 ORA.GEN.220(b) Record-Keeping

TRANSFER OF STUDENT RECORDS

The GCAA will accept a student transferring from one ATO to another when partway through a course in accordance with the following requirements:

(a) The receiving ATO shall have a copy of all training records and other relevant information as outlined in AMC2 ORA.GEN.220(b), certifying the training and experience completed up until the date of transfer.

(b) Credit shall be given in full for all adequately documented solo, dual instruction, or Pilot-in-Command (PIC) flight time completed as part of an approved course of training for the license, rating or certificate.

(c) Credit shall be given against the receiving ATO's course, and in some cases, this will require additional theoretical knowledge and or flight training in order to meet the receiving ATO's approved course of training.

(d) The HT of the receiving ATO shall assess the student and determine the balance of training and experience required to complete the course and any additional training necessary to cover transition from the previous partly completed course. The HT shall then provide a summary and make a recommendation to the Licensing Department of the GCAA to obtain acceptance of the transfer with the associated credit.

(e) The trainee shall complete the balance of all training, examinations, flight time and shall complete any additional training necessary as specified by the HT of the receiving ATO, as agreed by the GCAA

(f) Records can only be released from one ATO to another, once requested by the student. All ATO's are required to give certified true copies to the receiving ATO once the request has been made, within five working days. These records are to be sent directly to the HT of the receiving ATO and the student notified of the transfer being completed. The original records shall remain with the originating ATO.

GM1 ORA.GEN.220(b) Record-Keeping

The format of the records shall be approved by the GCAA as part of the initial approval and re-approval of the ATO's certificate. Changes to the record keeping process should be approved by the GCAA

SUBPART B

APPROVED TRAINING ORGANISATIONS

SECTION I – GENERAL

GM1 ORA.ATO.100 Scope

The content of this Section contains the requirements applicable to all ATO's providing training for pilot licences and the associated ratings and certificates.

It is applicable to ATO's providing training for:

(a) the LAPL, PPL, SPL and BPL and the associated ratings and certificates; and

(b) the commercial pilot licence (CPL), multi-crew pilot licence (MPL) and airline transport pilot licence (ATPL) and the associated ratings and certificates.

GM1 ORA.ATO.105 Application

The security clearance is required to be applied for through the Security Sector of the GCAA. This approval is required prior to any ATO approval being issued by the Aircrew Licensing Department.

AMC1 ORA.ATO.105 Application

APPLICATION FORM

Applications should be made utilizing GCAA forms LIF-ATO-001 and LIF-ATO-003. In addition to these forms all required documentation outlined in CAR-ORA ORA.ATO.105 should be submitted to the GCAA at the time of application

AMC2 ORA.ATO.105 Application

OPERATIONAL PUBLICATIONS

The following operational publications shall be immediately available to students and staff and, where applicable, kept current by amendments.

(a) A full set of UAE GCAA regulations to include at a minimum:

(1) UAE GCAA Civil Aviation Regulations
(2) UAE GCAA Civil Aviation Advisory Publications

(3) UAE GCAA Directives.

(b) UAE GCAA Aeronautical Information Publication (AIP)

(c) light Manuals for the aircraft used on the course(s) on offer

(d) ATC Flight Plan and explanatory material/guide

(e) Standard meteorology reports and forecasts (in document or computer based formats)

(f) Flight planning documents including flight guide supplements, radio navigation charts, TMA/CTR arrival/departure charts, SID/STAR and aerodrome Instrument Approach Procedure charts. These may be in proprietary flight guides acceptable to the GCAA, e.g. Jeppesen

(g) NOTAM's

(h) A current copy of the ATO's Operations Manual, Training Manual(s)

Where documents are maintained in electronic format they shall be provided on one or more computers dedicated for this purpose. The number of computers shall reflect the number of students. They shall be located in such a manner that students have access without having to enter staff offices. A form of electronic document control shall be employed that identifies the documents held in electronic format and the current amendment state of each document. Web-based documentation is acceptable providing backups are available in hard copy and that the number of computers reflects the number of students

AMC3 ORA.ATO.105 Application

This section sets out the means of compliance for the GCAA to be satisfied that ATO's have sufficient funding available to conduct training to the approved standards and to address the maintenance of acceptable flying training standards throughout the duration of a course. The grant and revalidation of an approval cannot therefore be construed as a guarantee of the underlying financial soundness of the organisation. It is an indication, on the basis of financial information provided, that the approved organisation can provide sufficient facilities and qualified staff such that flying training can be, or can continue to be, provided in accordance with relevant GCAA regulations, training requirements and standards.

Any application for initial approval or revalidation is to be supported by a plan, covering the period of approval which is five years, which includes at least the following information:

(a) Training facilities and number of students

(b) Details, as appropriate, of:

(1) The number and types of training aircraft that will be used;
(2) The number of flight and ground instructors that will be employed;
(3) The number of classrooms and other types of training facilities (synthetic training devices, etc.) intended for use;
(4) The supporting infrastructure (staff offices, operations room, briefing rooms, rest rooms, hangars, etc.)
(5) The planned number of students (by month and course)

(c) Financial Details

(1) Capital expenditure necessary to provide the planned facilities;
(2) Costs associated with running each of the courses for which approval is sought;
(3) Income forecasts for the period of approval;
(4) A forecast financial operating statement for the business for which approval is sought;

(5) Details of any other financial trading arrangement on which the viability of the approved organisation may be dependent.

The plan submitted in support of an application for initial approval or revalidation is to be accompanied by a Financial Statement from the applicant's bankers or auditors, which certifies that the applicant has, or has recourse to, sufficient financial resources to meet the applicant's proposals as described in the plan to

conduct GCAA approved courses. An appropriately revised Financial Statement will be required whenever the applicants wish to expand their activities in addition to those described in the plan, in order to satisfy the requirements of the GCAA regulations.

After approval has been granted, if the GCAA has reason to believe that the necessary standards of compliance with the GCAA regulations are not being met or may not be met due to a lack or apparent lack of financial resources, the GCAA may require the organisation to demonstrate in a written submission that sufficient funds can and will be made available to continue to meet the terms of approval, or such modifications to it as may have been agreed with the Authority. Any such submission is to be accompanied by a further Financial Statement signed by the approved organisation's bankers or auditors. The GCAA may also require a Financial Statement if it appears to the GCAA that operation of the approved course(s) is significantly at variance with the proposals contained in the business plan.

AMC4 ORA.ATO.105 Application

APPLICATION PROCESS – GENERAL INFORMATION

The application process for approval of an ATO consists of five distinct phases:

(a) Pre-Application Phase.

(b) Formal Application Phase

(c) Document Evaluation Phase

(d) Inspection and Proving Training Flights Evaluation Phase

(e) Certification Phase

It is the GCAA's experience that considerable resources and effort are required to prepare an initial application for approval, particularly in relation to the development of the required documentation. Therefore, organisations should make realistic assumptions from the outset as to how long it will take to obtain approval, and are strongly recommended to inform the GCAA of their intentions to start an ATO at an early stage of planning.

APPLICATION PROCESS – PRE-APPLICATION PHASE

The pre-application phase occurs when the applicant meets with the GCAA Director of Licensing (and selected Inspectors from the appropriate Licensing Specialty) and discusses generally the initial plans and the viability of different proposals. The applicant shall contact the GCAA office in Dubai and bring a pre-application statement of intent to this meeting regarding the proposed operations and types of training and sequence of events. This meeting is to be requested when details of the training operations/activities are known and will be attended by the GCAA assigned inspectors from Licensing and Airworthiness (if required).

PRE APPLICATION STATEMENT OF INTENT

The pre-application Statement of Intent is reviewed by the Director General of the General Civil Aviation Authority and this statement shall be in the form of a letter from the owner and, or sponsor. It shall contain at least the information as outlined in CAR-ORA ORA.ATO.105 (a), (b) and (c) as well as the following information (as applicable to the organisational scope and structure):

(a) Type(s) of Training

(b) Type(s) of aircraft

(c) Proposed areas for training

(d) Nature of aircraft (owned or leased)

(e) Nature of simulation (owned or leased)

(f) Location of main base of training and other facilities

(g) Management organisational structure and the qualifications of the proposed Accountable Manager, Head of Training, Chief Flight Instructor/Chief Synthetic Flight Instructor, Chief Theoretical Knowledge Instructor, Compliance Manager, Safety Manager, and Maintenance Manager.

(h) Proposed training organisation name and corporate body sponsor

(i) Approximate date of commencement

(j) Trade License

(k) Passport copy of owner(s)/sponsor(s) & passport photo of owner(s)/sponsor(s)

(l) No objection letter or approval to base aircraft at the relevant airport from the Department of Civil Aviation/Department of Transport

(m) Security Clearance (through GCAA website)

PRE APPLICATION PROCESS

On the basis of the information provided by the ATO, as outlined above, the GCAA will provide the applicant with the following information:

(a) Application procedures including required forms

(b) Required Documents (as outlined by CAR-FCL and CAR-ORA)

(c) General operating and airworthiness advice

(d) Approval requirements for other government authorities

(e) Regulatory feasibility

(f) Required GCAA fees

The GCAA requires 30 working days for a final decision to be made on the preliminary assessment.

APPLICATION PROCESS – FORMAL APPLICATION PHASE

The application process cannot commence unless the Director General gives his approval to proceed. Based on the information provided, a preliminary assessment will be made to ensure that the proposed training activities / operations are in the national interest. This could take up to 30 working days. The formal application phase commences when the applicant lodges a formal application for a Training Certificate, accompanied by various documents intended to prove or describe the manner in which he intends to conduct the training and the GCAA makes formal assessment of the degree of completeness of the applicant's proposal.

The formal application must be submitted to the GCAA at least 90 working days prior to the proposed commencement date of the training activities / operations. The Operations Manual of the training organisation may be submitted later but not less than 60 working days before the date of intended training

operations. From past experience, 60 working days is the minimum in case any delay is encountered and it is highly desirable that a greater time be allowed. The application for the renewal of a Training Certificate must be submitted at least 30 days, or otherwise agreed, before the end of the existing period of validity of the Training Certificate.

Submission of the formal application is associated with a meeting attended by the Accountable Manager, nominated post holders or key personnel from both the applicant and the GCAA. The formal application must be signed by the corporate body or national sponsor. An accompanying letter shall include the full name and address of the applicant and contact numbers for the applicant's agent or co-ordinator. The letter must contain particulars of the proposed operations / training including details of desired training areas to confirm the pre-application information. During the meeting associated with the lodging of the formal application, the GCAA will nominate the assigned Licensing Inspector who will be available to meet with the applicant's technical management and representatives to develop an action plan and to ensure the application proceeds in a timely manner. The formal application letter must be accompanied by:

(a) Required documentation.

(b) Schedule of events, including personnel training.

(c) Manuals (As outlined in CAR-ORA).

(d) Compliance statement.

(e) Completed Postholder Applications

(f) Aircraft, Synthetic Training Device, facility and services information.

(g) Proof of adequate financial funds to support the proposed training organisation's project (as outlined in AMC3 ORA.ATO.105).

(h) Organisation's structure.

REQUIRED DOCUMENTATION

(a) ATO Application – Fully completed

(b) Passport copy of owner (of corporate body) or national sponsor.

(c) Department of Civil Aviation/Department of Transport – No objection

(d) Trade license

(e) Aircraft ownership details, sale and purchase agreements or leases signed by names mentioned in the Power of Attorney

(f) Synthetic Training Device ownership details

(g) Approval from Ministry of Interior-Security Clearance

(h) Aircraft Insurance copies

(i) Compliance statement

(j) Completed Postholder Application forms (with required supporting paperwork)

(k) Proposed organisation structure

(l) Proposed compliance system structure

(m) SMS structure

(n) CAR subscription

(o) AIP subscription

(p) Copy of AED 50,000 application fee receipt

(q) Application of ATO and Simulator approval as per CAAP 12 (including associated certificate of approval from the GCAA and foreign authority if applicable).

(r) Complete set of course notes and teaching material for each course to be taught with evidence of an updating system.

SCHEDULE OF EVENTS

The Schedule of Events is a list of items, activities, aircraft, and/or facility acquisitions, which the applicant must accomplish or make ready, and the dates on which they will be ready for GCAA inspection. The list shall include, but is not limited to, the following and the dates at which they will take place:

(a) Crew members training.

(1) Initial training
(2) Conversion training
(3) Basic indoctrination

(b) Maintenance, ground handling and dispatcher personnel training.

(c) When all facilities will be ready for GCAA inspection.

(d) When ATO, flight simulator and aircraft will be ready for inspection.

(e) C of R & C of A requirements

(f) Aviation Security Training

(g) GCAA Inspector Training (if required and based on type of aircraft flown).

(h) When proving flights will begin.

(i) When proposed training operations will begin

REQUIRED MANUALS

The following are the manuals required for submission during the formal meeting:

(a) Operations Manual- Parts A – D (as described in AMC1 ORA.ATO.230(b)).

(b) General Maintenance or Exposition Manual (and any other Maintenance manuals as required by the GCAA Airworthiness Department).

(c) Aircraft Flight Manuals (AFM) and proposed training Standard Operating Procedures (SOP's)

(d) Course Training Manuals (as described in AMC1 ORA.ATO.230(a))

(e) Minimum Equipment List (as appropriate to the type of aircraft being used by the operation).

(f) Security Manual (this may be incorporated in Operations Manual Part A dependent upon approval from the GCAA).

(g) Dispatch Manual (this may be incorporated in Operations Manual Part A dependent upon approval from the GCAA).

(h) Safety Management System Manual

The GCAA will approve only courses prepared and delivered in the English language. All course material including any documentation or records required shall be in English. Training Organisations shall ensure that students for whom English as a second language have a comprehensive understanding of spoken and written English before admitting them to a course.

COMPLIANCE STATEMENT

The Compliance Statement refers to the Operations Manual material referenced to the CAR-FCL and CAR-ORA requirements as well the applicable requirements of CAR-OPS 1 or 3 applicable to the type of operation the applicant is proposing. The applicant must provide a brief, narrative description or a reference to a specific section of the applicant's manual or other document which describes how each applicable regulation will be complied with. This compliance statement must be signed by the Accountable Manager and or the Head of Training.

APPLICATION PROCESS – DOCUMENT EVALUATION PHASE

The document evaluation phase involves detailed study of the manuals and other documents, which accompanied the formal application, for content and compliance. This study of the procedures and content of these documents gives the GCAA a preliminary assessment of the candidate's technical fitness and organisations are reminded to submit professional documents, which reflect their operation and aircraft. The set of documents and manuals should be complete and the detailed evaluation of them must satisfy the GCAA's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in turn make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of document evaluation may continue until shortly before certification. Nevertheless, the satisfactory evaluation of the documents as originally submitted is a prerequisite for the inspection phase to begin. The GCAA will review the list of documents and manuals ensuring adequacy and compliance for the type of operation proposed by the operator. The documents and manuals should be presented for consideration not less than 60 working days prior to the commencement of the proposed operations to avoid delay. It is only at this stage, when the GCAA has all required documents, that the proposed organisation will be advised as to the time the application process will take. Organisations are reminded that incomplete documentation will affect the application completion date.

During the document evaluation phase, the required postholders will be evaluated by the GCAA in order to ensure that they meet the eligibility requirements to hold their requested posts.

APPLICATION PROCESS – INSPECTION PHASE

The inspection phase is the phase in which the physical facilities and equipment proposed for use by the applicant are assessed for acceptability. The applicant is required to demonstrate his ability to comply with regulations and safe operating practices before actual training revenue operations can begin. The demonstrations are to prove that the applicant has an adequate organisation, method of control and supervision of flight operations, training programs as well as ground handling and maintenance arrangement that are consistent with the nature and extent of operations specified. Staff members that require specific authorisation (for example, Flight Examiners and Flight Instructors) will be assessed, and proving flights will be conducted. The applicant must satisfy the GCAA that sufficient qualified personnel are employed and that such personnel are employed on a full time basis where appropriate. Amongst other requirements the applicant shall provide adequate facilities and equipment sufficient to permit the staff to carry out their duties related to the conduct of operations in compliance with regulations and manuals, and in safety. During this phase, the GCAA Licensing, Airworthiness and Safety and Security Sections will conduct internal coordination meetings to ensure the application process develops in a timely manner.

The initial inspection will focus on:

(a) Management and Administration Structure, to include but not limited to:

(1) Status of the organisation's management
(2) Conformity with the applicable parts of the Company Operations Manual
(3) Qualifications / experience of key personnel
(4) Administrative infrastructure
(5) Adequacy of staff, facilities, equipment and finances
(6) Office support, Printing and / or distribution facilities
(7) Scheduling & Rostering
(8) Rights of access by GCAA Licensing Inspectors
(9) Dispatch personnel and procedures

(b) Training Facilities, to include but not limited to:

(1) Classrooms
(2) Number / size of classrooms adequate for purpose
(3) Student accommodation
(4) Whiteboards/Blackboards and screens
(5) Lighting, heating cooling and ventilation
(6) Training aids examinations
(7) Security of storage
(8) Examination rooms adequate for purpose

(c) Aircraft Records, to include but not limited to:

(1) Maintenance records
(2) Technical logs
(3) Maintenance programs
(4) Training aircraft registration documentation, maintenance and maintenance records, instrument and equipment fit.

(d) Flight Crew Records, to include but not limited to:

(1) Flight Duty Time
(2) Licence and Medical validity
(3) Recency
(4) PPC check
(5) Route & Aerodrome training (as applicable)
(6) Training (to include those section described in Section D of the Company Operations Manual)

(e) Manuals, checklists and other documentation, to include but not limited to:

(1) Operations Manual
(2) Normal & Emergency/Abnormal Checklists
(3) Flight Planning and dispatch documents

The requirement for proving flights depends on the size and complexity of the operation. The number of flights will be solely at the discretion of the GCAA and ATO's are advised that proving flights may need to be extended to ensure operating competence is achieved in all areas. These flights shall normally be without students and be a representative example of a lesson (selected by the GCAA) that will be taught as part of the approved course offerings. In addition to the proving flights, the GCAA will observe ground, flight and synthetic flight instruction including pre flight briefing, actual flight and post flight debriefing. The GCAA reserves the right to observe instruction being given both in the air and on the ground.

APPLICATION PROCESS – CERTIFICATION PHASE

The certification phase follows the satisfactory completion of all the previous phases. It begins when the GCAA takes the necessary administrative action to actually issue a Training Certificate with associated Training Specifications. At some stage during the inspection phase it will usually become apparent that the applicant is likely to qualify for certification issue, and at that point, parts of the certification phase can commence. If the inspection phase is unsatisfactory, no further action will be taken until the deficiencies are rectified. The certification requirements of this phase are also checked during the renewal of a Training Certificate and its associated Training Specifications.

An approval once issued is not transferable. An application must be made for a new approval to be issued if there is going to be a change in circumstances, for example, where an ATO changes its name or ownership or enters into an arrangement to move an approval to another ATO. The GCAA shall be notified at the earliest possible opportunity if such a change is going to take place, in order that advice can be given on what needs to be done to facilitate the issue of a new approval as expeditiously as possible.

RE-APPROVAL PROCESS

Applications for re-approval must be submitted well before the expiry of the existing approval. This is to allow adequate time for the GCAA to complete the pre-inspection work, including a review of the ATO funding, make arrangements for and conduct the inspection and complete the post-inspection tasks. The GCAA cannot guarantee to reach a decision in relation to an application for re-approval by the date the validity of the existing approval expires, unless the GCAA receives the application at least 60 working days prior to the expiry of the existing approval. If no application for re-approval is received, the ATO will be notified of the impending expiry of the approval to ascertain its intentions. Should no response be received, the approval will lapse and no further training will be permitted until such time as all of the requirements for an initial approval have been met.

An inspection will follow receipt of the application and the prescribed charge and will focus on the organisation's maintenance of the necessary training standards and its compliance with the provisions of CAR-FCL and CAR-ORA. As well as the items reviewed in an inspection for initial approval, the inspection team will concentrate on the day to day conduct of training, the safety of flight operations and the quality of theoretical knowledge instruction given, as applicable to the courses offered. They will pay particular attention to:

(a) Action taken on any non-conformances raised at the last inspection;

(b) The operation of the organisation's quality system;

(c) Any changes to the training management team and the current numbers of training staff;

(d) The training task since the last inspection and forecasts for the next approval period;

(e) Changes to the location of training facilities;

(f) Course structure and training aids;

(g) Training records which must be comprehensive and show that the approved course is being fully covered;

(h) Briefings, airborne and synthetic flight instructional exercises and classroom lectures which the Inspection Team may wish to observe;

(i) Flight records which must by content and accuracy promote safety by ensuring timely availability of essential information to pilots and maintenance engineers;

(j) Evidence of the correct use of Meteorological, ATC and AIS information and facilities;

(k) Examination results and analysis;

(l) Future plans.

An organisation may not commence, conduct or continue training courses requiring approval unless it has the relevant approval documentation in its possession.

A Training Certificate remains valid for a period of five years, or as stated on the certificate and will only be renewed provided there is a demonstrated compliance with the applicable GCAA regulations.

REVOCATION, SUSPENSION OR VARIATION OF APPROVAL

The GCAA may at any time in accordance with its procedures take action to limit, suspend or revoke, authorisations and approvals, if it is established that an applicant has not met or no longer meets, the requirements of the applicable CAR's. In accordance with GCAA Law, an approval issued by the GCAA may be revoked, suspended or varied if the requirements cease to be met in part or in whole, or if the standards on which approval was granted are not maintained. Should there be a failure to meet the requirements or standards, the organisation will be formally notified of the non-conformances and, if necessary, a restricted approval document issued to permit the remedial action to be taken within a specified time. Should the organisation fail to meet the standards in the specified time, revocation, suspension or variation of the approval will be considered.

AMC1 ORA.ATO.110 Personnel Requirements

PERSONNEL CHANGES

The organisation shall at all times ensure that they have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements. Where there is any change to the numbers and availability of staff, this shall be discussed with the Aircrew Licensing Inspectors assigned to the ATO, in order to ensure continued approval for training and/or compliance with CAR-FCL and CAR-ORA.

AMC2 ORA.ATO.110 Personnel Requirements

POSTHOLDER CHANGES

It is a condition of the approval that whenever an approved postholder listed in CAR-ORA ORA.GEN.210, ORA.ATO.105 and ORA.ATO.110 leaves an organisation the ATO will notify the GCAA. When a postholder leaves an ATO, the GCAA will suspend the ATO approval until the position has been filled or an alternative agreement approved by the GCAA. Notwithstanding the approval by the GCAA of an agreed plan to fill the postholder position, an ATO shall not be permitted to continue operating beyond a period of 60 days without the required postholders being in place.

As an example, if a postholder at an ATO providing Modular, Integrated, Type Rating or Theoretical Knowledge training leaves the organisation, an alternative postholder may, on occasion, be able to assume both positions. However this will only be approved if the existing postholder is qualified to hold the other position

Prior approval of Postholders from the GCAA is required prior to appointment at an ATO in order to allow the GCAA to determine continued compliance. All nominations for postholders should be made at least 15 days prior to the date of the proposed change.

AMC1 ORA.ATO.110(a) Personnel Requirements

HEAD OF TRAINING

The nominated head of training (HT) should have the overall responsibility to ensure that the training is in compliance with the appropriate requirements. In an ATO providing training courses for different aircraft categories, the HT shall be assisted by one or more nominated deputy HT(s) for certain flight training courses. Alternatively two HT's may be appointed, one for each category of aircraft, however the ATO should then ensure that the reporting of personnel within each division is accomplished with no duplication of role or accountability.

AMC1 ORA.ATO.110(c) Personnel Requirements

CHIEF THEORETICAL KNOWLEDGE INSTRUCTOR

The nominated Chief Theoretical Knowledge Instructor (CTKI) shall be responsible for the supervision of all ground instructors and for the standardization of all theoretical knowledge instruction.

The CTKI may conduct classroom training provided that the responsibilities of the CTKI are accomplished. The CTKI shall not exceed 15 teaching hours in any one-week, or an average of 10 teaching hours per week in any continuous 12 month period (excluding annual leave). These figures shall be taken to include all classroom contact time, whether on GCAA approved courses or other courses in which the theoretical knowledge instructor takes part.

AMC1 ORA.ATO.110(d) Personnel Requirements

THEORETICAL KNOWLEDGE INSTRUCTORS

Theoretical knowledge instructors should, before appointment, prove their competency by giving a test lecture based on material they have developed for the subjects they are to teach. This lecture and all presentation materials, along with an oral evaluation conducted by the CTKI, will be submitted with the application form to the Aircrew Licensing Inspector responsible for the ATO.

TKI's who have not conducted a specific subject in the past will be required to observe an entire course of training conducted by an approved TKI and conduct a series of three observed lectures in the subject prior to being approved to teach in the subject.

Theoretical knowledge instructors shall not exceed 30 teaching hours in any one-week, or an average of 25 teaching hours per week in any continuous 12 month period (excluding annual leave). These figures shall be taken to include all classroom contact time, whether on GCAA approved courses or other courses in which the theoretical knowledge instructor takes part.

AMC2 ORA.ATO.110(d) Personnel Requirements

THEORETICAL KNOWLEDGE INSTRUCTORS

TKI's conducting theoretical knowledge training in courses outlined in CAR-FCL FCL Appendix 3, will not be approved to teach more than five Theoretical Knowledge subjects.

AMC1 ORA.ATO.120(a)(b) Record-Keeping

ATOs PROVIDING TRAINING ONLY FOR THE LAPL, PPL, SPL OR BPL AND THE ASSOCIATED RATINGS AND CERTIFICATES

The details of ground, flight and flight instruction by using FSTD given to a specific individual student and the detailed progress reports from instructors may be kept also in a student's file. This file should contain all the exercises of the training syllabus. The instructor should sign this record if a certain exercise has been completed or a specific assessment has been conducted.

AMC1 ORA.ATO.125 Training Programme

GENERAL

Flight training in an FSTD and theoretical knowledge instruction should be phased in such a manner as to ensure that students are able to apply to flight exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered during instruction can be resolved during subsequent training.

AMC2 ORA.ATO.125 Training Programme

TYPE RATING COURSES – AEROPLANES

(a) Introduction

(1) When developing the training programme for a type rating course, in addition to complying with the standards included in the operational suitability data (OSD), for the applicable type, the ATO should also follow any further recommendations contained therein.

(2) The type rating course should, as far as possible, provide for a continual process of ground, FSTD and flight training to enable the student to assimilate the knowledge and skills required to operate a specific aircraft type safely and efficiently. The student's ability to do this should be determined by the demonstration of a satisfactory level of theoretical knowledge of the aircraft determined by progressive checking of knowledge and examination, progressive assessment by the ATO during flight training and the successful completion of a practical skill test with an examiner.

(3) The type rating course should normally be conducted as a single, full-time course of study and training. However, in the situation where the course is intended to enable a pilot to fly a further aircraft type while continuing to fly a current type, such as to enable mixed fleet flying with the same operator, some elements of the theoretical knowledge course conducted by self-study may be undertaken while the student continues to fly the current type.

(b) Variants

(1) Familiarisation training: Where an aeroplane type rating also includes variants of the same aircraft type requiring familiarisation training, the additional familiarisation training may be included in the theoretical knowledge training of the initial type rating course. Flight training should be conducted on a single variant within the type.

(2) Differences training: Where an aeroplane type rating also includes variants of the same aircraft type for which difference training is required, the initial training course should be directed towards a single variant. Additional training to operate other variants within the same type rating should be completed after successful completion of the initial type rating course. However, elements of this differences training may be undertaken at appropriate stages of the initial course, with the agreement of the competent authority.

(c) Programme of theoretical knowledge and flight training

(1) The training programme should specify the time allocated to theoretical knowledge training, FSTD training and, if not approved for zero flight-time training (ZFTT), the aeroplane. The initial type rating course should be programmed on the basis that the student has the minimum licensing and experience requirements for entry to the course. For a first type rating on a multi-pilot aeroplane (MPA), the course should also provide for consolidation and type-specific training in those elements of basic multi-crew cooperation (MCC) training relevant to the type or variant.

(2) If the ATO wishes to provide a training course that includes credit for previous experience on similar types of aircraft, such as those with common systems or operating procedures with the new type, the entry requirements to such courses should be specified by the ATO and should define the minimum level of experience and qualification required of the flight crew member.

(3) The ATO is permitted to contract elements of training to a third party training provider. In such cases the contracted organisation should normally be approved to conduct such training. When the contracted organisation is not an ATO, the competent authority should, within the approval process of the ATO, include the contracted organisation and be satisfied that the standard of training intended to be given meets the requirements. The other obligations of the ATO, such as student progress monitoring and an adequate management system, can be exercised by the ATO seeking approval and which retains responsibility for the whole course.

GROUND TRAINING

(d) Syllabus

The ground training syllabus should provide for the student to gain a thorough understanding of the operation, function and, if appropriate, abnormal and emergency operation of all aircraft systems. This training should also include those systems essential to the operation of the aircraft, such as 'fly-by-wire' flight control systems, even if the flight crew have little or no control of their normal or abnormal operation.

(e) Theoretical knowledge instruction

The theoretical knowledge instruction training should meet the general objectives of (but not be limited to) giving the student:

(1) a thorough knowledge of the aircraft structure, powerplant and systems, and their associated limitations, including mass and balance, aircraft performance and flight planning considerations;

(2) a knowledge of the positioning and operation of the cockpit controls and indicators for the aircraft and its systems;

(3) an understanding of system malfunctions, their effect on aircraft operations and interaction with other systems; and

(4) the understanding of normal, abnormal and emergency procedures.

(f) Facilities and training aids

The ATO should provide adequate facilities for classroom instruction and have available appropriately qualified and experienced instructors. Training aids should enable students to gain practical experience of the operation of systems covered by the theoretical knowledge syllabus and, in the case of multi-pilot aeroplanes, enable such practical application of the knowledge to be carried out in a multi-crew environment. Facilities should be made available for student self-study outside the formal training programme.

(g) Computer-based training (CBT)

CBT provides a valuable source of theoretical instruction, enabling the students to progress at their own pace within specified time limits. Many such systems ensure that syllabus subjects are fully covered and progress can be denied until a satisfactory assimilation of knowledge has been demonstrated. Such systems may allow self-study or distance learning, if they incorporate adequate knowledge testing procedures. When CBT is used as part of the theoretical knowledge instruction phase, the student should also have access to a suitably qualified instructor able to assist with areas of difficulty for the student.

(h) Self-study and distance learning

Elements of the theoretical knowledge syllabus may be adequately addressed by distance learning, if approved, or self-study, particularly when utilising CBT. Progress testing, either by self-assessed or instructor-evaluated means should be included in any self-study programme. If self-study or distance learning is included in the theoretical knowledge training, the course should also provide for an adequate period of supervised consolidation and knowledge testing.

(i) Progress tests and final theoretical knowledge examination

(1) The theoretical knowledge training programme should provide for progressive testing of the assimilation of the required knowledge. This testing process should also provide for retesting of syllabus items so that a thorough understanding of the required knowledge is assured. This should be achieved by intervention by a qualified instructor or, if using CBT with a self-testing facility, and by further testing during the supervised consolidation phase of the ground course.

(2) The final theoretical knowledge examination should cover all areas of the theoretical knowledge syllabus. The final examination should be conducted as a supervised written (including computer-based) knowledge test without reference to course material. The pass mark of 75% assumes the achievement of satisfactory levels of knowledge during the progressive phase tests of the course. The student should be advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction. A successful pass of the theoretical knowledge course and final examination should be a pre-requisite for progression to the flight training phase of the type rating course

FLIGHT TRAINING

(j) Flight simulation training devices (FSTDs)

A type rating course for a multi-pilot aeroplane should include FSTD training.

The amount of training required when using FSTDs will depend on the complexity of the aeroplane concerned, and to some extent on the previous experience of the pilot. Except for those courses giving credit for previous experience (c.2.), a minimum of 32 hours of FSTD training should be programmed for a crew of a multi-pilot aeroplane, of which at least 16 hours should be in an FFS operating as a crew. FFS time may be reduced if other qualified FSTDs used during the flight training programme accurately replicate the cockpit environment, operation and aeroplane response. Such FSTDs may typically include flight management computer (FMC) training devices using hardware and computer programmes identical to those of the aeroplane.

(k) Aeroplane training with FFS

(1) with the exception of courses approved for ZFTT, certain training exercises normally involving take-off and landing in various configurations should be completed in the aeroplane rather than an FFS. For MPAs where the student pilot has more than 500 hours of MPA experience in aeroplanes of similar size and performance, these should include at least four landings of which at least one should be a full-stop landing, unless otherwise specified in the OSD. In all other cases the student should complete at least six landings. This aeroplane training may be completed after the student pilot has completed the FSTD training and has successfully undertaken the type rating skill test, provided it does not exceed 2 hours of the flight training course.

(2) courses approved for ZFTT

During the specific simulator session before line flying under supervision (LIFUS), consideration should be given to varying conditions, for example:

(i) runway surface conditions;

(ii) runway length;

(iii) flap setting;

(iv) power setting;

(v) crosswind and turbulence conditions; and

(vi) maximum take-off mass (MTOM) and maximum landing mass (MLM).

(3) the landings should be conducted as full-stop landings. The session should be flown in normal operation.

Special attention should be given to the taxiing technique:

(i) a training methodology should be agreed with the competent authority that ensures the trainee is fully competent with the exterior inspection of the aeroplane before conducting such an inspection un-supervised;

(ii) the LIFUS should be performed as soon as possible after the specific FFS session;

(iii) the licence endorsement should be entered on the licence after the skill test, but before the first four take-offs and landings in the aeroplane. At the discretion of the GCAA, provisional or temporary endorsement and any restriction should be entered on the licence.

Where a specific arrangement exists between the ATO and the commercial air transport operator, the operator proficiency check (OPC) and the ZFTT specific details should be conducted using the operator's standard operating procedures (SOPs).

(l) Aeroplane without FFS

(1) Flight training conducted solely in an aeroplane without the use of FSTDs cannot cover the crew resource management (CRM) and multi-crew cockpit (MCC) aspects of MPA flight training, and for safety reasons cannot cover all emergency and abnormal aircraft operation required for the training and skill test. In such cases, the ATO should demonstrate to the competent authority that adequate training in these aspects can be achieved by other means. For training conducted solely on an MPA where two pilots are trained together without the use of an FSTD, a minimum of 8 hours of flight training as pilot flying (PF) for each pilot should normally be required. For training on a single-pilot aeroplane, 10 hours of flight training should normally be required. It is accepted that for some relatively simple single or multi-engine aircraft without systems such as pressurisation, flight management system (FMS) or electronic cockpit displays, this minimum may be reduced.

(2) Aeroplane training normally involves an inherent delay in achieving an acceptable flight situation and configuration for training to be carried out in accordance with the agreed syllabus. These could include ATC or other traffic delay on the ground prior to take-off, the necessity to climb to height or transit to suitable training areas and the unavoidable need to physically reposition the aircraft for subsequent or repeat manoeuvres or instrument approaches. In such cases it should be ensured that the training syllabus provides adequate flexibility to enable the minimum amount of required flight training to be carried out.

SKILL TEST

(m) Upon completion of the flight training, the pilot will be required to undergo a skill test with an examiner to demonstrate adequate competency of aircraft operation for issue of the type rating. The skill test should be separate from the flight training syllabus, and provision for it cannot be included in the minimum requirements or training hours of the agreed flight training programme. The skill test may be conducted in an FFS, the aeroplane or, in exceptional circumstances, a combination of both.

COURSE COMPLETION CERTIFICATE

The HT, or a nominated representative, should certify that all training has been carried out before an applicant undertakes a skill test for the type rating to be included in the pilot's licence. If an ATO is unable to provide certain elements of the training that is required to be carried out on an aircraft the ATO may issue such a certificate confirming the completion of the ground training or the training in an FSTD.

AMC3 ORA.ATO.125 Training programme

TYPE RATING COURSES – HELICOPTERS

(a) Introduction

(1) When developing the training programme for a type rating course, in addition to complying with the standards included in the operational suitability data (OSD), for the applicable type, the ATO should also follow any further recommendations contained therein

(2) the course should, as far as possible, provide for integrated ground, FSTD and flight training designated to enable the student to operate safely and qualify for the grant of a type rating. The course should be directed towards a helicopter type, but where variants exist, all flying and ground training forming the basis of the course should relate to a single variant.

(b) Variants

(1) Familiarisation training: where a helicopter type rating also includes variants of the same aircraft type requiring familiarisation training, the additional familiarisation training may be included in the theoretical knowledge training of the initial type rating course.

(2) Differences training: where a helicopter type rating also includes variants of the same aircraft type for which difference training is required, the initial training course should be directed towards a single variant. Additional training to operate other variants within the same type rating should be completed after successful completion of the initial type rating course, although elements of this differences training may be undertaken at appropriate stages of the initial course, with the agreement of the competent authority.

(c) Training in helicopter and FSTDs

The training programme should specify the amounts of flight training in the helicopter type and in FSTDs (FFSs, flight training devices (FTDs), or other training devices (OTDs)). Where a suitable FFS is geographically remote from the normal training base, the GCAA may agree to some additional training being included in the programme at a remote facility.

(d) Skill test

The content of the flight training programme should be directed towards the skill test for that type. The practical training given in CAR-FCL should be modified as necessary.

The skill test may be completed in a helicopter, in an FFS or partially in a helicopter and in an FSTD. The use of an FSTD for skill tests is governed by the level of approval of the flight simulator and the previous experience of the candidate. Where an FSTD is not available, abnormal operations of systems should not be practised in a helicopter other than as allowed for in the skill test form for the type.

(e) Phase progress tests and final theoretical knowledge examination

Prior to the final theoretical knowledge examination covering the whole syllabus, the training programme should provide for phase progress tests associated with each phase of theoretical knowledge instruction. The phase progress tests should assess the candidate's knowledge on completion of each phase of the training programme.

(f) Facilities: ground school equipment, training facilities and aids

The ATO should provide, as a minimum, facilities for classroom instruction. Additional classroom training aids and equipment including, where appropriate, computers, should reflect the content of the course and the complexity of the helicopter. For multi-engine and multi-pilot helicopters, the minimum level of ground training aids should include equipment that provides a realistic cockpit working environment. Task analysis and the latest state-of–the-art training technology is encouraged and should be fully incorporated into the training facilities wherever possible. Facilities for self and supervised testing should be available to the student.

(g) Training devices

An FTD or OTD may be provided to supplement classroom training in order to enable students to practice and consolidate theoretical instruction. Where suitable equipment is not available, or is not appropriate, a helicopter or flight simulator of the relevant variant should be available. If an FTD represents a different variant of the same helicopter type for which the student is being trained, then differences or familiarisation training is required.

(h) Computer-based training (CBT)

Where CBT aids are used as a training tool, the ATO should ensure that a fully qualified ground instructor is available at all times when such equipment is being used by course students. Other than for revision periods, CBT lessons should be briefed and debriefed by a qualified TKI.

(i) Theoretical knowledge instruction

The theoretical knowledge instruction training should meet the general objectives of giving the student:

(1) a thorough knowledge of the helicopter structure, transmissions, rotors and equipment, powerplant and systems, and their associated limitations;

(2) a knowledge of the positioning and operation of the cockpit controls and indicators for the helicopter and its systems;

(3) a knowledge of performance, flight planning and monitoring, mass and balance, servicing and optional equipment items;

(4) an understanding of system malfunctions, their effect on helicopter operations and interaction with other systems; and

(5) the understanding of normal, abnormal and emergency procedures and giving the student the understanding of potential control problems near the edge of the handling envelope. In particular, the phenomenon of 'servo transparency' (also known as 'jack stall') should be covered for those helicopter types where it is a known problem.

The amount of time and the contents of the theoretical instruction will depend on the complexity of the helicopter type involved and, to some extent, on the previous experience of the student.

(j) Flight training

(1) FSTDs

The level of qualification and the complexity of the type will determine the amount of practical training that may be accomplished in an FSTD, including completion of the skill test. Prior to undertaking the skill test, a student should demonstrate competency in the skill test items during the practical training.

(2) Helicopter (with FSTD)

With the exception of courses approved for ZFTT, the amount of flight time in a helicopter should be adequate for completion of the skill test.

(3) Helicopters (without FSTD)

Whenever a helicopter is used for training, the amount of flight time practical training should be adequate for the completion of the skill test. The amount of flight training will depend on the complexity of the helicopter type involved and, to some extent, on the previous experience of the applicant.

AMC4 ORA.ATO.125 Training programme

FLIGHT TEST TRAINING COURSES – AEROPLANES AND HELICOPTERS

(a) Introduction

(1) The flight test training course should, as far as possible, provide for a continuous process of ground and flight training to enable the student to assimilate the knowledge and skills required to conduct flight testing safely and efficiently. The student's ability to do this should be determined by the demonstration of a satisfactory level of theoretical knowledge of flight testing determined by progressive checking of knowledge and examination and progressive assessment by the ATO during flying training. There should be no difference in the level of knowledge or competency required of the student, irrespective of the intended role of the student as test pilot or other flight test personnel (for example, flight test engineer) within the flight crew.

(2) The flight test training course should normally be conducted as a single, full-time course of study and training.

(b) Programme of theoretical knowledge and flight training

(1) The training programme should specify the time allocated to theoretical knowledge training and flying training.

(2) If the ATO wishes to provide a flight test training course that includes credit for previous experience on flight testing activity, the entry requirements to such courses should be specified by the ATO and should define the minimum level of experience and qualification required of the flight test crew member.

GROUND TRAINING

(c) Syllabus

(1) The ground training syllabus should provide for the student to gain a thorough understanding of flight testing techniques.

(d) Theoretical knowledge instruction

(1) The theoretical knowledge instruction training should give the student a thorough knowledge of the academic requirements of flight testing.

(e) Facilities and training aids

(1) The ATO should provide adequate facilities for classroom instruction and have available appropriately qualified and experienced instructors. Training aids should enable students to gain practical experience of flight testing covered by the theoretical knowledge syllabus and enable such practical application of the knowledge to be carried out in a multi-crew environment. Facilities should be made available for student self-study outside the formal training programme.

(f) Computer-based training (CBT)

(1) CBT provides a valuable source of theoretical instruction, enabling the student to progress at his/her own pace within specified time limits. Many such systems ensure that syllabus subjects are fully covered and progress can be denied until a satisfactory assimilation of knowledge has been demonstrated. Such systems may allow self-study or distance learning, if they incorporate adequate knowledge testing procedures. When CBT is used as part of the theoretical knowledge instruction phase, the student should also have access to a suitably qualified instructor able to assist with areas of difficulty for the student.

(g) Self-study and distance learning

(1) Elements of the theoretical knowledge syllabus may be adequately addressed by distance learning, if approved, or self-study, particularly when utilising CBT. Progress testing, either by self-assessed or instructor-evaluated means, should be included in any self-study programme. If self-study or distance learning is included in the theoretical knowledge training, the course should also provide for an adequate period of supervised consolidation and knowledge testing prior to the commencement of flight training.

(h) Progress tests and final theoretical knowledge examination

(1) The theoretical knowledge training programme should provide for progressive testing of the assimilation of the required knowledge. This testing process should also provide for retesting of syllabus items so that a thorough understanding of the required knowledge is assured. This should be achieved by intervention by a qualified instructor or, if using CBT with a self-testing facility, and by further testing during the supervised consolidation phase of the ground course.

(2) The theoretical knowledge examinations should cover all areas of the theoretical knowledge syllabus. The examinations should be conducted as supervised written or oral knowledge tests without reference to course material. The pass mark (as defined by the ATO) assumes the achievement of satisfactory levels of knowledge during the progressive phase tests of the course. The student should be advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction.

FLIGHT TRAINING

(i) Aeroplane and helicopter training

(1) It is widely accepted that flying training normally involves inherent delay in achieving an acceptable flight situation and configuration for training to be carried out in accordance with the agreed syllabus. These could include ATC or other traffic delay on the ground prior to take off, the necessity to climb to height or transit to suitable training areas and the unavoidable need to physically reposition the aircraft for subsequent or repeat manoeuvres or instrument approaches. In such cases it should be ensured that the training syllabus provides adequate flexibility to enable the minimum amount of required flight training to be carried out.

FINAL IN-FLIGHT EXERCISE

(j) Upon completion of the flight test training, the test pilot or flight test engineer will be required to undergo in-flight exercise with a flight test instructor (FTI) to demonstrate adequate competency of flight testing for issue of the flight test rating. The final in-flight exercise must be conducted in an appropriate aeroplane or helicopter (as applicable).

COURSE COMPLETION CERTIFICATE

The HT is required to certify that the applicant has successfully completed the training course.

AMC1 ORA.ATO.135 Training aircraft and FSTDs

ALL ATOs, EXCEPT THOSE PROVIDING FLIGHT TEST TRAINING

(a) The number of training aircraft may be affected by the availability of FSTDs.

(b) Each training aircraft should be:

(1) equipped as required in the training specifications concerning the course in which it is used;

(2) except in the case of balloons or single-seat aircraft, fitted with primary flight controls that are instantly accessible by both the student and the instructor (for example dual flight controls or a centre control stick). Swing-over flight controls should not be used.

(c) The fleet should include, as appropriate to the courses of training:

(1) aircraft suitably equipped to simulate instrument meteorological conditions (IMC) and for the instrument flight training required. For flight training and testing for the instrument rating, an adequate number of IFR-certificated aircraft should be available;

(2) in the case of aeroplanes and sailplanes, aircraft suitable for demonstrating stalling and spin avoidance;

(3) for the flight instructor (FI) training courses on aeroplanes and sailplanes, aircraft suitable for spin recovery at the developed stage;

(4) in the case of helicopters, helicopters suitable for autorotation demonstration;

(5) in the case of a non-complex ATO, one aircraft fulfilling all the required characteristics for a training aircraft might be sufficient;

(6) each FSTD should be equipped as required in the training specifications concerning the course in which it is used.

AMC1 ORA.ATO.140 Aerodromes and operating sites

GENERAL

(a) Except in the case of balloons, the base aerodrome or operating site and any alternative base aerodromes at which flight training is being conducted should have at least the following facilities:

(1) at least one runway or final approach and take-off area (FATO) that allows training aircraft to make a normal take-off or landing within the performance limits of all the aircraft used for the training flights.

(2) a wind direction indicator that is visible at ground level from the ends of each runway or at the appropriate holding points;

(3) adequate runway electrical lighting if used for night training;

(4) an air traffic service, except for uncontrolled aerodromes or operating sites where the training requirements may be satisfied safely by another acceptable means of air-to-ground communication.

(b) Except in the case of ATOs providing flight test training, in addition to (a), for helicopters, training sites should be available for:

(1) confined area operation training;

(2) simulated engine off autorotation; and

(3) sloping ground operation.

(c) In the case of balloons, the take-off sites used by the ATO should allow a normal take-off and clearing of all obstacles in the take-off flight path by at least 50 ft.

AMC1 ORA.ATO.145 Pre-requisites for training

ENTRANCE REQUIREMENTS

ATOs providing training for other than the LAPL, PPL, SPL or BPL and the associated ratings and certificates should establish entrance requirements for students in their procedures. The entrance requirements should ensure that the students have enough knowledge, particularly of physics and mathematics, to be able to follow the courses.

SECTION II – ADDITIONAL REQUIREMENTS FOR ATOs PROVIDING TRAINING FOR CPL, MPL AND ATPL AND THE ASSOCIATED RATINGS AND CERTIFICATES

AMC1 ORA.ATO.210 Personnel requirements

GENERAL

(a) The management structure should ensure supervision of all grades of personnel by persons having the experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, should be included in the ATOs operations manual.

(b) The ATO should demonstrate to the GCAA that an adequate number of qualified, competent staff is employed.

(c) In the case of an ATO offering integrated courses, the HT, the chief flying instructor (CFI) and the chief theoretical knowledge instructor (CTKI) should be employed full-time.

(d) In the case of an ATO offering only one of the following:

(1) modular courses,

(2) type rating courses,

(3) theoretical knowledge instruction,

the positions of HT, CFI and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the training organisation, full-time or part-time, depending upon the scope of training offered.

(e) The ratio of all students to flight instructors, excluding the HT, should not exceed 6:1.

(f) Class numbers in ground subjects involving a high degree of supervision or practical work should not exceed 18 students.

(g) Computer Based Training (CBT) may form part of the Theoretical Knowledge instruction but must not exceed 25% of the total Theoretical Knowledge course length. The integration of theoretical knowledge instruction with the flying and synthetic flight training must be acceptable to the GCAA

THEORETICAL KNOWLEDGE INSTRUCTORS

(h) The theoretical knowledge instruction for type or class ratings should be conducted by instructors holding the appropriate type or class rating, or having appropriate experience in aviation and knowledge of the aircraft concerned.

(i) For this purpose, a flight engineer, a maintenance engineer or a flight operations officer should be considered as having appropriate experience in aviation and knowledge of the aircraft concerned.

(j) TKI's conducting theoretical knowledge training in courses outlined in CAR-FCL FCL Appendix 3, will not be approved to teach more than five Theoretical Knowledge subjects.

AMC2 ORA.ATO.210 Personnel requirements

QUALIFICATION OF HEAD OF TRAINING AND CHIEF FLIGHT INSTRUCTOR

(a) Head of training (HT)

The nominated HT should hold or have held in the 3 years prior to first appointment as HT, a professional pilot licence and associated ratings or certificates issued in accordance with CAR-FCL, related to the flight training courses provided.

AMC1 ORA.ATO.230(a) Training manual and operations manual

TRAINING MANUAL

Training manuals for use at an ATO conducting integrated or modular flight training courses should include the following:

(1) The aim of the course (ATP, CPL/IR, CPL, etc. 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.
(2) Pre-entry requirements	(i) Minimum age, educational requirements (including language), medical requirements; (ii) Any individual Member State requirements.
(3) Credits for previous experience	To be obtained from the competent authority before training begins.
(4) Training syllabi	As applicable, the flying syllabus (single-engine or multi-engine, as applicable), the flight simulation training syllabus and the theoretical knowledge training syllabus.
(5) The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.
(6) Training programme	(i) The general arrangements of daily and weekly programmes for flying, theoretical knowledge training and training in FSTDs, if applicable; (ii) Bad weather constraints; (iii) Programme constraints in terms of maximum training times, (flying, theoretical knowledge, on FSTDs), for example per day, week or month; (iv) Restrictions in respect of duty periods for students; (v) Duration of dual and solo flights at various stages; (vi) Maximum flying hours in any day or night; (vii) Maximum number of training flights in any day or night; (viii) Minimum rest period between duty periods.
(7) Training records	(i) Rules for security of records and documents; (ii) Attendance records; (iii) The form of training records to be kept; (iv) Persons responsible for checking records and students' log books; (v) The nature and frequency of record checks; (vi) Standardisation of entries in training records; (vii) Rules concerning log book entries.

(8) Safety training	(i) Individual responsibilities; (ii) Essential exercises; (iii) Emergency drills (frequency); (iv) Dual checks (frequency at various stages); (v) Requirement before first solo day, night or navigation etc. if

	applicable.
(9) Tests and examinations	(i) Flying: (A) progress checks; (B) skill tests. (ii) Theoretical knowledge: (A) progress tests; (B) theoretical knowledge examinations. (iii) Authorisation for test; (iv) Rules concerning refresher training before retest; (v) Test reports and records; (vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'pass'; (vii) Procedure for question analysis and review and for raising replacement papers; (viii) Examination resit procedures.
(10) Training effectiveness	(i) Individual responsibilities; (ii) General assessment; (iii) Liaison between departments; (iv) Identification of unsatisfactory progress (individual students); (v) Actions to correct unsatisfactory progress; (vi) Procedure for changing instructors; (vii) Maximum number of instructor changes per student; (viii) Internal feedback system for detecting training deficiencies; (ix) Procedure for suspending a student from training; (x) Discipline; (xi) Reporting and documentation.
(11) Standards and level of performance at various stages	(i) Individual responsibilities; (ii) Standardisation; (iii) Standardisation requirements and procedures; (iv) Application of test criteria.

(a) Briefing and air exercises:

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

(3) 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 should be stated and when progress tests are to be conducted, etc.
(4) Course structure: integration of syllabi	The manner in which theoretical knowledge and flight training in an aircraft or an FSTD 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 flight training.

(5) 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/she 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, for example night flying.
(6) 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.
(7) Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.
(8) Glossary of terms	Definition of significant terms as necessary.
(9) Appendices	(i) Progress test report forms; (ii) Skill test report forms; (iii) ATO certificates of experience, competence, etc. as required.

(b) Flight training in an FSTD, if applicable:

Structure generally as for (b)

(c) Theoretical knowledge instruction:

(1) 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.
(2) 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.
(3) Teaching materials	Specification of the training aids to be used (for example study materials, course manual references, exercises, self-study materials, demonstration equipment).
(4) 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.
(5) Progress testing	The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.
(6) 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.

AMC1 ORA.ATO.230(b) Training manual and operations manual

ALL ATOs, EXCEPT THOSE PROVIDING FLIGHT TEST TRAINING

OPERATIONS MANUAL

The operations manual for use at an ATO conducting integrated or modular flight training courses should include the following:

(a) General:

(1) a list and description of all volumes in the operations manual;

(2) administration (function and management);

(3) responsibilities (all management and administrative staff);

(4) student discipline and disciplinary action;

(5) approval or authorisation of flights;

(6) preparation of flying programme (restriction of numbers of aircraft in poor weather);

(7) command of aircraft;

(8) responsibilities of the PIC;

(9) carriage of passengers;

(10) aircraft documentation;

(11) retention of documents;

(12) flight crew qualification records (licences and ratings);

(13) revalidation (medical certificates and ratings);

(14) flight duty period and flight time limitations (flying instructors);

(15) flight duty period and flight time limitations (students);

(16) rest periods (flight instructors);

(17) rest periods (students);

(18) pilots' log books;

(19) flight planning (general);

(20) safety (general): equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.

(b) Technical:

(1) aircraft descriptive notes;

(2) aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.);

(3) emergency procedures;

(4) radio and radio navigation aids;

(5) allowable deficiencies (based on the master minimum equipment list (MMEL), if available).

(c) Route:

(1) performance (legislation, take-off, route, landing etc.);

(2) flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.);

(3) loading (load sheets, mass, balance and limitations);

(4) weather minima (flying instructors);

(5) weather minima (students – at various stages of training);

(6) training routes or areas.

(7) Aerodromes to be used and descriptive notes relating to the aerodromes and surrounding areas.

(d) Personnel training

(1) appointments of persons responsible for standards/competence of flight personnel;

(2) initial training;

(3) refresher training;

(4) standardisation training;

(5) proficiency checks;

(6) upgrading training;

(7) ATO personnel standards evaluation;

(8) CRM training

(9) Other training as required by the operation

SECTION III – ADDITIONAL REQUIREMENTS FOR ATOs PROVIDING SPECIFIC TYPES OF TRAINING

Chapter 1 – Distance Learning Course

AMC1 ORA.ATO.300 General

DISTANCE LEARNING

(a) A variety of methods is open to ATOs to present course material. It is, however, necessary for ATOs to maintain comprehensive records in order to ensure that students make satisfactory academic progress and meet the time constraints laid down in CAR-FCL for the completion of modular courses.

(b) The following are given as planning guidelines for ATOs developing the distance learning element of modular courses:

(1) an assumption that a student will study for at least 15 hours per week;

(2) an indication throughout the course material of what constitutes a week's study and a recommended course structure and order of teaching;

(3) one progress test for each subject for every 15 hours of study, which should be submitted to the ATO for assessment. Additional self-assessed progress tests should be completed at intervals of five to 10 study hours; appropriate contact times throughout the course when a student can have access to an instructor by telephone, fax, email or the Internet;

(4) measurement criteria to determine whether a student has satisfactorily completed the appropriate elements of the course to a standard that, in the judgement of the HT, or CGI, will enable them to be entered for the CAR-FCL theoretical examinations with a good prospect of success;

(5) if the ATO provides the distance learning by help of IT solutions, for example the Internet, instructors should monitor students' progress by appropriate means.

(6) An element of classroom instruction shall be included in all subjects of modular distance learning courses. The amount of time spent in actual classroom instruction shall be not less than 10% of the total duration of the course.

Chapter 2 - Zero Flight-Time Training (ZFTT)

AMC1 ORA.FSTD.100 General

COMPLIANCE MONITORING PROGRAMME – ORGANISATIONS OPERATING FSTD's

(a) Introduction

(1) The purpose of this AMC is to provide additional and specific information to an organisation operating FSTD's on how to establish a compliance monitoring programme (CMP) that enables compliance with the applicable requirements.

(b) Compliance monitoring programme

(1) Typical subject areas for inspections are the following:

(i) actual FSTD operation;

(ii) maintenance;

(iii) technical Standards;

(iv) FSTD safety features.

(c) Audit scope

(1) Organisations operating FSTDs are required to monitor compliance with the procedures they have designed to ensure specified performance and functions. In doing so they should as a minimum, and where appropriate, monitor the following:

(i) organisation;

(ii) plans and objectives;

(iii) maintenance procedures;

(iv) FSTD qualification level;

(v) supervision;

(vi) FSTD technical status;

(vii) manuals, logs and records;

(viii) defect deferral;

(ix) personnel training;

(x) aircraft modifications;

(xi) FSTD configuration management.

AMC2 ORA.FSTD.100 General

COMPLIANCE MONITORING PROGRAMME – ORGANISATIONS OPERATING BASIC INSTRUMENT TRAINING DEVICES (BITDs)

(a) The compliance monitoring programme together with a statement acknowledging completion of a periodic review by the accountable manager should include the following:

(1) a maintenance facility that provides suitable BITD hardware and software test and maintenance capability;

(2) a recording system in the form of a technical log in which defects, deferred defects and development work are listed, interpreted, actioned and reviewed within a specified time scale; and

(3) planned routine maintenance of the BITD and periodic running of the qualification test guide (QTG) with adequate manning to cover BITD operating periods and routine maintenance work.

(b) A planned audit schedule and a periodic review should be used to verify that corrective action was carried out and that it was effective. The auditor should have adequate knowledge of BITDs.

GM1 ORA.FSTD.100 General

COMPLIANCE MONITORING – ORGANISATIONS OPERATING FSTD's – GENERAL

(a) The concept of compliance monitoring (CM) is a fundamental requirement for organisations operating FSTDs. An effective CM function is vitally important in supporting operation of the devices, in a structured way, to ensure they remain in compliance with the technical standards of GCAA CAR Part IV – Synthetic Training Devices and continue to be effective training tools.

(b) The following guidance has been developed to provide additional material to help both organisations operating FSTD's and the GCAA in developing effective CM that satisfy the applicable requirements and ensure the highest standards of training are maintained.

(c) The documentation of the CM may be electronic, provided the necessary controls can be demonstrated. This should include control of any paper copies that may be downloaded for use by individuals. It is recommended that any such copies are automatically designated as uncontrolled as part of the download process. Whilst electronic signatures on master documents may be accepted, with appropriate protections, a hardcopy master of the CM manual should be provided, with wet-ink signatures to be held by the applicant.

(d) It should be recognised that whatever CM is developed, it will not be effective unless it becomes an integral part of the way in which the organisation works. It includes both the necessary procedures for maintaining compliance with all the applicable requirements and a compliance monitoring programme (CMP) to monitor the execution of these procedures. A successful CM will ensure that the highest training tool is available at all times. If the CM is viewed as an add-on to existing processes it will become a burden and it will never be wholly effective. It should also be noted that compliance control or inspection is only a small part of a CM.

If the CM is working effectively, inspections such as fly-outs should become routine revealing little beyond day-to-day unserviceabilities. Systematic defects should be captured by the CMP.

(e) The GCAA should be satisfied that the accountable manager is able to adequately provide the required level of resources to properly support the FSTD. Detailed knowledge of FSTD requirement standards are not necessary, only sufficient to understand his/her responsibility for ensuring the FSTD is properly supported. The assessment of the compliance monitoring manager should concentrate on establishing that the nominee has sufficient knowledge and experience of both CM management and FSTD operations to operate a compliance monitoring system (CMS) within an organisation operating FSTDs. This is likely to require experience of working in the compliance monitoring field and sufficient knowledge of FSTDs and the technical standards with which they should comply.

(f) If an organisation operating FSTDs is certified under any international quality standard it should assure that it fully covers the applicable organisation requirements of CAR-ORA and the qualification basis.

(g) For other organisations that hold multiple certificates and may cover multiple sites, it is advantageous to have a common CM function with an overall compliance monitoring manager. However, it is essential, particularly where sites may be significantly separated geographically, that there is a nominated representative at each site and possibly for each certificate. These representatives should hold the delegated responsibility of the CM manager for the day-to-day CM role at their site and in their function and have the necessary direct reporting line to the overall CM manager. It will also be necessary to ensure that local representatives are also acceptable to the GCAA. In many cases the local representatives may perform other functions in addition to this role. This is acceptable provided the necessary independence of any compliance monitoring activity is maintained.

(h) CM, as a whole, begins with the requirements with which the system seeks to comply. These include both the technical standards, in this case the relevant parts of GCAA CAR Part IV – Synthetic Training Devices plus any other specific standards, for example health and safety regulations, and the compliance monitoring objectives, such as defect rates and rectification intervals and FSTD reliability targets. The CM should define the process by which these standards are made available to those who require them.

(i) The next part of CM is that part which defines the day-to-day procedures or working practices by which the standards will be achieved. These procedures should include as a minimum defect reporting systems, defect rectification processes, tracking mechanisms, preventative maintenance

programmes, spares handling, equipment calibration and configuration management of the device. They should include checks to assess the compliance of the performed actions. These procedures and standards should be made readily available to anybody involved in the maintenance and day-to-day operation of the FSTD.

(j) The third part of CM is the method by which the organisation operating an FSTD confirms the device is maintained in compliance with the defined standards and is being operated in accordance with the defined procedures. This is the compliance monitoring programme (CMP) and includes the audit methods, reporting and corrective action procedures and feedback, management reviews and schedules for audits of all aspects of the FSTD operation.

(k) Across all aspects of CM, and most important to it, are the people. CM includes the definition of the responsibilities of all staff and should include a declaration of the minimum levels of resource proposed for the direct support of the FSTD plus the levels of support and managerial staff proposed. The levels of resource can be affected by factors such as local health and safety regulations, existence of weekend and/or night usage of the device(s), etc. CM also includes definition of the skills and experience required for staff and leads to definition of any required training programmes. Training needs cover both technical training and audit training, including QTG running and checking and fly-out techniques for flight crew.

(l) The documentation of CM may be provided in any number of documents provided there are appropriate cross-references in all documents such that the system is fully traceable in both directions from end to end. For all but small organisations at least two documents would be expected:

(1) Firstly, a CM manual containing the policy, terminology, organisational charts and responsibilities, an overview of all processes, within the system, including those for maintaining regulatory compliance such as QTG running and fly-outs (function and subjective testing), CMP including the audit schedule and audit procedures including reporting and corrective action procedures. In addition, the CM manual should include, either directly or by reference, the identification of skills and experience and associated training.

(2) Secondly, a procedures manual containing, as a minimum, software and hardware control procedures, configuration control procedures including, for example, control of training loads, updates to visual models, navigation and instructor operation station (IOS) databases, QTG running and checking procedures, fly-out procedures, maintenance procedures including both defect rectification and preventative maintenance processes. Any standard forms and checklists should also be included.

(m) The CM documentation also includes all records such as technical logs, QTG runs, fly-out reports and maintenance job cards.

(n) For organisations with several certificates, separate and modular procedures manuals with a single CM manual covering all approvals, may be acceptable.

(o) It is important to understand the difference between compliance assurance and compliance control. An effective CM will contain elements of both. Compliance control is normally done by inspection of the product; it provides confirmation at the time of the inspection that the product conforms to a defined standard.

(p) The compliance assurance element is essential to ensure the standard is maintained throughout the periods between product (FSTD) inspections. Within a CMP, the processes are defined that are necessary to provide confidence that the FSTD(s) is/are being supported and maintained to the highest possible standard and in compliance with the relevant requirements. A programme of internal audits is then set in place to confirm that the processes are being followed and are effective. The GCAA would normally oversee a certified organisation by process and system audit, however, in

the case of FSTDs, authority oversight includes an inspection element in the form of the recurrent FSTD evaluation.

(q) In addition to the normal process and system audits, the compliance assurance audit schedule should include the schedule for each FSTD for fly-outs and QTG running through the audit year.

(r) The audit procedure should include, at least, the following: statement of scope, planning, initiation of audit, collection of evidence, analysis, reporting of findings, identification and agreement of corrective actions and feedback, including reporting significant findings to the competent authority, where appropriate. The review of published material could include, in addition to the CM and procedures manuals, QTG records, fly-out reports, technical log sheets, maintenance records and configuration control records.

(s) In addition to basic knowledge of FSTD requirements and operation, it is expected that auditors have received training in CM and audit techniques.

(t) The routine fly-outs of the device are a specialised part of the audit programme. It is essential that the pilots tasked with carrying out these fly-outs are adequately experienced. They would be expected to be type rating instructor/examiner (TRI/TRE) qualified on the type, and should have experience of simulator evaluations carried out by the GCAA. The assignment of such pilots can present difficulties, particularly for the independent organisation operating FSTDs not directly associated with an airline. It is vital for the organisation to ensure their users are aware of the importance of the fly-outs as part of the continued qualification of the device and the need to assist in the provision of suitably qualified pilots to carry them out. It is worth noting that simulator users are required to satisfy themselves that the training devices they use are assessed for continued suitability, as part of their own CMP. Involvement in fly-outs assists in meeting this need.

(u) Whilst it is accepted that the number of audits required in an organisation with a single device will be significantly less than those in larger organisations with multiple devices, the CMP should still meet the same criteria, and cover all aspects of the operation within a 12 month period. The independence of the audit personnel should be maintained at all times. The audit programme, whether by full audit or by using a checklist system should still be sufficiently comprehensive to provide the necessary level of confidence that the device is maintained and operated to the highest possible standard. This includes monitoring and review of corrective actions and feedback processes.

(v) The successful use of sub-contractors who play a significant role in the provision of services, such as maintenance or engineering services, to an organisation operating FSTDs is reliant on the sub-contractor operating under the CM of the organisation. All requirements that an organisation is expected to meet are equally applicable to his/her sub-contractor. It is the organisation's responsibility to ensure that the subcontractor complies with its CM.

(w) It is essential that a proper understanding of the CM and how it applies to each and every staff member is provided by appropriate training to all, not just those directly involved in operating the CM, such as the accountable manager, the CM manager, representatives and the auditors. The training given to those directly involved in CM should cover the CM, audit techniques and applicable technical standards. CM familiarisation training should be an integral part of any induction training and recurrent training. Update training on technical standards for audit personnel, is also of particular importance.

(x) Any effective CM will include measurement of its effectiveness. The organisation should develop performance measures that can be monitored against objectives. Such measures, often referred to as metrics, should be reviewed by the GCAA as part of its oversight of the CM within the organisation and during recurrent evaluations. In addition they should form part of the data reviewed during scheduled management reviews as part of the CM.

(y) It is also recommended that metrics data be shared, regularly, with the FSTD manufacturers to allow monitoring for generic problems such as design issues, which may be best addressed with a fleet-wide solution.

GM2 ORA.FSTD.100 General

COMPLIANCE MONITORING – ASSESSMENT FOR ORGANISATIONS OPERATING FSTDs

COMPLIANCE MONITORING ASSESSMENT FOR ORGANISATIONS OPERATING FSTDs	
Organisation:	
Site Assessed:	
Date of Assessment:	
Accountable Manager:	
Compliance Monitoring Manager:	
Number and Type of FSTDs:	
CM Manual Reference:	

Audit Area	CM/Proc Ref	Comments	Satisfactory Y/N
1. ACCOUNTABLE MANAGER			
Has an accountable manager (AM) with overall responsibility for compliance monitoring (CM) been nominated?			
Does the accountable manager have corporate authority to ensure all necessary activities can be financed and carried out to the standard required by the competent authority?			
Has a formal written compliance policy statement been established, included in the CM manual and signed by the accountable manager?			
2. COMPLIANCE MONITORING MANAGER			
Has a compliance monitoring manager (CM manager) been nominated?			

Audit Area	CM/Proc Ref	Comments	Satisfactory Y/N
Are the posts of CM manager and AM combined? If so, is the independence			

of compliance audits assured?			
Does the CM manager have overall responsibility and authority to: a) verify that standards are met; and b) ensure that the compliance monitoring programme is established, implemented and maintained?		a) b)	
Does the CM manager have direct access to the AM?			
Does the CM manager have access to all parts of the organisation operating an FSTD and as necessary any sub-contractor's organisation?			
3. COMPLIANCE MONITORING (CM)			
Has CM been established by the operator?			
Is CM properly documented? (see Section 4)			
Is the CM structured according to the size and complexity of the operator?			
Does the CM include the following as a minimum: a) monitoring of compliance with required technical standards; b) identification of corrective actions and person responsible for rectification; c) a feedback system to accountable manager to ensure corrective action are promptly addressed; d) reporting of significant non-compliances to the competent authority; e) a compliance monitoring programme to verify continued compliance with applicable requirements, standards and procedures.		a) b) c) d) e)	
Are the responsibilities of the CM manager defined to include, as a minimum: a) monitoring of corrective action programme; b) ensuring that the corrective actions contain the necessary elements; c) providing management with an independent assessment of corrective action, implementation		a) b) c)	

and completion; d) evaluation of the effectiveness of the corrective action programme.		d)	
Are adequate financial, material and human resources in place to support CM?			
Are management evaluations/ reviews of CM held at least quarterly?			
Does the management evaluation ensure that the CMS is working effectively and is it comprehensive and well documented?			
Does the compliance monitoring programme identify the processes necessary and the persons within the organisation who have the training, experience, responsibility and authority to carry out the following: a) schedule and perform quality inspections and audits, including unscheduled audits when required; b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings; c) initiate or recommend solutions to concerns or findings through designated reporting channels; d) verify the implementation of solutions within specific timescales.		a) b) c) d)	

Is there sufficient auditor resource available and can their required level of independence be demonstrated?			
Do the auditors report directly to the compliance monitoring manager?			
Does the defined audit schedule cover the following areas, within each 12 month period? a) organisation; b) plans and objectives; c) maintenance procedures; d) FSTD qualification level; e) supervision;		a) b) c) d) e)	

f) FSTD technical status; g) manuals, logs and records; h) defect deferral; i) personnel training; j) aircraft and simulator configuration management, including Airworthiness Directives		f) g) h) i) j)	
How are audit non-compliances recorded?			
Are procedures in place to ensure that corrective actions are taken in response to findings?			
Are records of the compliance monitoring programme: a) accurate; b) complete, and c) readily accessible?		a) b) c)	
Is there an acceptable and effective procedure for providing a briefing on the CM to all personnel?			

Is there an acceptable and effective procedure for ensuring that all those responsible for managing the CM receive training covering: a) an introduction to the concept of the CM; b) compliance management; c) the concept of compliance assurance; d) CM manuals; e) audit techniques; f) reporting and recording; g) how the CM supports continuous improvement within the organisation.		a) b) c) d) e) f) g)	
Are suitable training records maintained?			
Are activities within the CM sub-contracted out to external agencies?			
Do written agreements exist between			

the organisation and the sub-contractor clearly defining the services and standard to be provided?			
Are the procedures in place to ensure that the necessary authorisations/approval when required are held by a subcontractor?			
Are the procedures in place to establish that the sub-contractor has the necessary technical competence?			
4. CM MANUAL			
What is the current status of the CM manual – amendment and issue date?			
Is there a procedure in place to control copies and the distribution of the CM manual?			
Is the CM manual signed by the accountable manager and the compliance monitoring manager?			

Does the CM manual include, either directly or by reference to other documents, the following: a) a description of the organisation; b) reference to appropriate FSTD technical standards; c) allocation of duties and responsibilities; d) audit procedures; e) reporting procedures; f) follow-up and corrective action procedures; g) document retention policy; h) training records		a) b) c) d) e) f) g) h)	
Is there a document retention policy covering: a) audit schedules; b) inspection and audit reports; c) responses to findings; d) corrective action reports;		a) b) c) d)	

e) follow-up and closure reports; f) management evaluation reports.		e) f)	

Does the CM manual include, either directly or by reference to other documents, the following procedures for day to day operation of the FSTD: a) defect reporting systems; b) defect rectification processes; c) tracking mechanisms; d) preventative maintenance programmes; e) spares handling; f) equipment calibration; g) configuration management of the device including visual, IOS and navigation databases; h) configuration control system to ensure the continued integrity of the hardware and software qualified; i) QTG running and function and subjective tests.		a) b) c) d) e) f) g) h) i)	
Does the CM manual include, either directly or by reference to other documents, procedures for notification of the competent authorities of the following: a) any change in the organisation including company name, location, management; b) major changes to a qualified device; c) deactivation or relocation of a qualified device; d) major failures of a qualified device; e) major safety issue associated with the installation.		a) b) c) d) e)	
Does the CM manual define acceptable and effective procedures to ensure compliance with applicable health and safety regulations, including: a) safety briefings;		a)	

b) fire/smoke detection and suppression; c) protection against electrical, mechanical, hydraulic and pneumatic hazards; d) other items as defined in AMC1 ORA.FSTD.115		b) c) d)	
Does the CM manual include acceptable and effective procedures for regularly checking FSTD safety features such as emergency stops and emergency lighting, and are such tests recorded?			
5. COMPLIANCE MEASURES			
Have compliance monitoring objectives been developed from the policy statement, and included either directly or by reference in the CMS manual?			
Does the CMS include processes to produce and review appropriate metrics data?			
Do these compliance measures track the following: a) FSTD availability; b) numbers of defects; c) open defects; d) defect closure rates; e) training session interrupt rates; f) training session compliance rating.		a) b) c) d) e) f)	
Do the compliance measures support the compliance objectives?			

Required actions/Comments

Signature:_____ Date:_____

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