



CAR - UA ATO

UNMANNED AIRCRAFT APPROVED TRAINING ORGANISATION



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FOREWORD

To ensure a safe and secure development of UA operations within the UAE, the GCAA has developed CAR-UAS, a regulatory framework for UA operations. However, CAR-UAS does not include requirements applicable to establish UAS approved training organisations.

Record of Amendments

Issue	Date of Issue	Date of Applicability
Issue 01	27 th November 2023	27 th December 2023

Summary of Changes

Initial Issue



PART 1: DEFINITIONS AND ABBREVIATIONS

UA ATO.DEF.001 Definitions

Acceptable Means of Compliance (AMCs): Are standards [but not necessarily the only standards] adopted by the GCAA to illustrate means to establish compliance with the CAR's. An entity/or a person wishing not to comply with the AMC must comply using other means accepted by the Authority.

Alternative means of compliance (AltMoC): is a regulatory instrument that serves as an alternative to an existing AMC; or a means to establish compliance with an implementing requirement contained in a CAR or Safety Decision for which no associated AMC has been promulgated by the GCAA.

Guidance Material (GM): is non-binding explanatory and interpretation material on how to achieve the requirements contained in this Regulation.

Local Appropriate Authority (LAA): The local authority responsible with regards to the civil aviation affairs in the relevant Emirate.

Note: LAA of each emirate is the authority responsible for authorization, approval and oversight of the UA operations performed within its territory. If there is no LAA in a specific emirate or the LAA of this emirate is not performing these tasks, the GCAA will be the sole responsible for approval and oversight of the UA operations performed within this emirate. If the operator is based in an emirate; it must communicate and obtain required authorisation and permission from LAA of relevant Emirate. Otherwise, the operator shall communicate and obtain required authorisation and permission from GCAA.

Unmanned Aircraft (UA): An aircraft operated with no pilot on board. An UA may be remotely piloted or autonomously flown.

Unmanned Aircraft Approved Training Organisation (UA ATO): is an organisation staffed, equipped and operated in a suitable environment, offering theoretical and practical training required for the course provided. The Unmanned Aircraft Approved Training Organisation is hereinafter called "UA ATO".

VLOS operation: means a type of UAS operation in which, the remote pilot is able to maintain continuous unaided visual contact with the unmanned aircraft, allowing the remote pilot to control the flight path of the unmanned aircraft in relation to other aircraft, people and obstacles for the purpose of avoiding collisions.

Designated Air Operator: An airline or airlines duly designated and authorized according to the Air Services Agreement, a Memorandum of Understanding or other arrangement between two states.



UA ATO.DEF.005 Abbreviations

AAI	Air Accident Investigation
AltMoC	Alternative means of compliance
AMC	Acceptable Means of Compliance
CAR	Civil Aviation Regulation
GCAA	General Civil Aviation Authority
GM	Guidance Material
LAA	Local Appropriate Authority
UA	Unmanned Aircraft
UA ATO	Unmanned Aircraft Approved Training Organisation
UAE	United Arab Emirates
VLOS	Visual Line of Sight



PART 2: REQUIREMENTS

SUBPART 1: GENERAL REQUIREMENTS

UA ATO.GEN.001 General

As a part of the regulatory framework, this regulation is issued to promulgate requirements for the granting of GCAA Unmanned Aircraft Approved Training Organisation (UA ATO) Approval Certificate.

For the purpose of this regulation, the Competent Authority shall be the General Civil Aviation Authority (GCAA) of the United Arab Emirates (UAE) where an Unmanned Aircraft Approved Training Organisation (UA ATO) applies for the privilege to conduct approved training.

UA ATO.GEN.005 Scope

The scope of this regulation is to establish requirement that are to be met by organizations for UA operation in the UAE Seeking and maintaining approval to conduct theoretical and practical training and the associated examination and assessment process.

UA ATO.GEN.010 Application

- (a) An applicant for an UA Approved Training Organisation (UA ATO) shall submit an application in a form and manner as established by the GCAA.
- (b) The application shall be submitted along with all the supporting documents as stated in the application form. (ref. PRF-UTO-001):
 - 1. Letter of intent to introduce the proposed UA ATO business;
 - 2. Security clearance issued by the GCAA Security Sector; and
 - 3. Required GCAA applicable fees.
- (c) The following documents shall be submitted to the GCAA for acceptance:
 - (1) Personnel details and qualifications of the accountable manager, quality manager, training manager, knowledge examiner, practical assessors and instructors;
 - (2) Training programme including the syllabus and sample of theoretical examination and practical assessment; and
 - (3) The training organisation manual, and any other documentation or information required as outlined by the GCAA.



- (d) After accepting the formal application, a site visit will be carried out to assess compliance with the requirements of this CAR, GCAA will communicate any discrepancy/deficiency to the organisation for the necessary corrective actions.

AMC to UA ATO.GEN.010 (b) (1) Application

The letter of Intent will be reviewed by GCAA. The letter of intent should be submitted by the owner and/or sponsor. It should contain at least the following information:

- (a) scope of the training;
- (b) Proposed training organisation name and corporate body sponsor;
- (c) Location/address of main base for the theoretical training and other facilities locations if applicable;
- (d) Location of the practical training;
- (e) Proposed nominated personnel/key personnel (Accountable Manager, Quality Manager, Training Manager, Instructor, Knowledge Examiner, Practical Assessor, etc.);
- (f) Approximate date of commencement;
- (g) List of UA to be operated for training, including manufacturer details: model, weight and serial number along with their insurance, if applicable;
- (h) List of flight simulation training devices to be used, if applicable.

AMC to UA ATO.GEN.010 Application

- (a) The maximum weight of UA that organisation intends to use in practical training should not exceed 25 kg unless a specific acceptance is granted by the GCAA.
- (b) UA insurance must cover the UA, operating personnel and third-party liability clauses.

GM to UA ATO.GEN.010 (b) Application

For the application along with supporting documents should be submitted through Email: Drones@gcaa.gov.ae.

GM to UA ATO.GEN.015 (c) (2) Application

The training programme must cover:

- (a) corresponding courses relevant to UA regulations.
- (b) Federal Decree-Law No. (26) of 2022, concerning the Regulation of the Civil Use of Unmanned Aircraft and Related Activities.



SUBPART 2: ORGANISATIONAL REQUIREMENTS

UA ATO.ORG.001 Facility Requirements

The organisation shall have appropriate facility and capability allowing the adequate performance and management of all planned tasks and activities in accordance with the applicable requirements as follows:

- (a) The size, design and structure of facility shall ensure that students are able to focus on the course or examination as appropriate, without undue distraction or discomfort.
- (b) The facility shall include:
 - (1) Offices for management, administrative and instructors, knowledge examiners and practical assessors: the office shall be of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
 - (2) Classrooms for theoretical training as follows:
 - (i) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom.
 - (ii) Each classroom shall accommodate appropriate number of students with appropriate separation.
 - (iii) All the Classrooms are adequately air-conditioned, ventilated and lighted.
 - (3) Secure storage which includes:
 - (i) Storage for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period.
 - (A) The organization shall keep all records including students' training, examination and assessment records for a (minimum) 36 months period.
 - (B) The organization shall maintain appropriate experience, qualification and training records of the trainers, to show compliance with the required skills.
 - (ii) Storage for UA and associated spare parts and equipment proportionate to the size of the organization and the number of trainees.

Note: The storage facilities and office accommodation may be combined, subject to adequate security.



GM to UA ATO.ORG.001 (b) (2) (ii) Facility Requirements

When the classroom is used for examination, appropriate separation should ensure no student can read the paperwork or computer screen of any other student from his/her position during examinations.

AMC to UA ATO.ORG.001 (b) (3) (i) Facility Requirements

The record may be stored and retained in any format (Hard copies or digital) but should be under the control of the organisations quality system.

UA ATO.ORG.005 Airspace Designation for Practical Training

- (a) The organisation shall submit to the GCAA the proposed airspace for practical training for acceptance.
- (b) the practical training shall be conducted with commitment to the following flying conditions, unless special approval obtained from GCAA:
 - (1) Operation range is restricted horizontally to within VLOS and vertically, not more than 400 ft above ground level.
 - (2) UA Shall not be flown in the period between sunset and sunrise.
 - (3) UA Shall not be operated above people or near public and private properties and installations.
 - (4) UA Shall not be equipped with dropping or releasing devices.
 - (5) UA shall not be operated in a manner which may cause safety risks to any other individuals, properties or aircraft.
- (c) UA shall not be operated in a manner which may violate individual's privacy.
- (d) All possible steps shall be taken to avoid the air traffic and immediately ground the UA.

UA ATO.ORG.010 Occurrence Reporting

- (a) The operator shall report to the GCAA, any accident and serious incident, through the following hotline: +971506414667 and E-mail: aai@gcaa.gov.ae. Accidents shall be also reported to the local Emirate Police.
- (b) The report shall contain all pertinent information, known to the operator, about the accident or serious incident. Reports shall be made within 3 hours from the accident/ serious incident occurrence.
- (c) Where relevant, the operator shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future.



- (d) The operator shall report occurrences to the GCAA through the ROSI system.

AMC to UA ATO.ORG.010 Occurrence Reporting

The following list while not exhaustive includes types of occurrences involving UA Operations, which should be reported to the GCAA (by email to aai@gcaa.gov.ae):

- (a) Crashes;
- (b) Interferences with signal or control of UA;
- (c) Near miss with a manned aircraft or other UA;
- (d) Collisions with other objects;
- (e) Operation which results in a public nuisance;
- (f) Operations out of the area assigned for UA operation;
- (g) A serious or fatal injury (third parties and own personnel); and
- (h) UA lost while operation.

GM to UA ATO.ORG.010 Occurrence Reporting

The operator should comply with AMC-22 "Incident Reporting".

UA ATO.ORG.015 Personnel Requirements

- (a) The organization shall appoint an accountable manager, who has corporate authority for ensuring that all activities can be financed and carried out in compliance with the applicable requirements.
- (b) The organisation shall appoint Training Manager with responsibility of managing the training organisation day to day basis.
- (c) The organisation shall appoint Quality Manager with responsibility of managing quality system and ensuring compliance with GCAA regulation.
- (d) The accountable manager shall be responsible for establishing and maintaining an effective management system and ensuring that all planned tasks and activities are performed in compliance with the applicable requirements.
- (e) The organization shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (f) The organization shall ensure that all personnel are aware of the rules promulgated in this CAR and relevant UAS CARs and law.
- (g) Instructors, knowledge examiners and practical assessor shall undergo recurrent training at least once every 24 calendar months relevant to current technology, practical skills, safety management and



human factors and the latest training techniques appropriate to the knowledge being trained or examined.

AMC to UA ATO.ORG.015 Personnel Requirements

The organisation may combine any or all of the paragraph (a, b, c) positions subject to the GCAA verifying and being satisfied that all functions can be properly carried out in combination.

GM to UA ATO.ORG.015 Personnel Requirements

- (a) The personnel responsible for the tasks of theoretical and practical training and assessment should:
- (1) have the competence to conduct these tasks;
 - (2) have acceptable theoretical knowledge and practical skill training experience, and satisfactory knowledge of the requirements for the practical skill assessment tasks they carry out as well as adequate experience of such processes; and
 - (3) not disclose any information supplied by the UA ATO to any person other than the competent authority upon their request, unless authorised by UA ATO.

UA ATO.ORG.020 Training Assessment Report

The organisation shall produce an assessment report after completing the training assessment (including both theoretical and practical), which shall:

- (a) include at least:
- (1) the student remote pilot's identification details;
 - (2) the type of the training if applicable;
 - (3) performance marks for each action performed during practical skill assessment by the student remote pilot;
 - (4) theoretical examination marks of the student remote pilot's knowledge; and
 - (5) overall training assessment feedback providing guidance on areas for improvement where applicable.
- (b) be appropriately signed and dated by the person responsible for the training assessment once complete.

UA ATO.ORG.025 Examination Disciplinary Actions

- (a) All staff involved in the preparation and conduct of examinations, as well as all staff having access to the examination database, shall ensure confidentiality of questions.
- (b) The organisation shall ban candidates who are proven to be cheating from taking any further



examination within 12 months of the date of the examination in which they were found cheating. The organisation shall notify the GCAA of any such incident together with the details and description of such incident within one calendar month.

- (c) The organisation shall ban from acting as an examiner any knowledge examiner found during a knowledge examination to be providing question answers to any student being examined. In such case, the organisation shall declare the examination void for the student(s) concerned. The organisation shall notify the GCAA of any such incident within one calendar month.

UA ATO.ORG.030 Management System

The organization shall establish, implement and maintain a Management System that includes:

- (a) Compliance monitoring procedures.
- (b) Safety management procedures.
- (c) Safety Management Policy (signed by accountable manager).

GM to UA ATO.ORG.030 Management System

- (a) The management system should include:
- (1) Clearly defined lines of responsibility and accountability throughout the organization, including a direct safety accountability of the accountable manager;
 - (2) A description of the overall philosophies and principles of the organization with regard to safety, referred to as in the safety policy;
 - (3) The identification of aviation safety hazards entailed by the activities of the organization, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (4) Training and competency requirements;
 - (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 organization with the relevant requirements including a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) List of approved UA for training with the following details: UA model, Serial Number, weight and color.



(b) The size of the management system:

The management system must correspond to the size of the organization and the nature and complexity of its training activities, considering the aviation hazards and associated risks inherent in these activities.

GM to UA ATO.ORG.030 Management System

UA ATO may refer to Civil Aviation Regulation Safety Management System (CAR SMS), to establish their Safety Management Procedure.

UA ATO.ORG.035 Privilege and Oversight

(a) Privileges of the Unmanned Aircraft System Approved Training Organisation

The organisation shall be entitled to carry out the following tasks:

- (1) deliver UA pilot training
- (2) conduct theoretical examination and practical assessment for UA ATO student pilots who attended the training course at the training organisation.
- (3) the issue of certificates in accordance with Appendix I following successful completion of the training courses.

(b) Continued Validity

The organisation's certificate shall remain valid subject to:

- (1) The organisation remaining in compliance with this CAR and relevant registration and operational requirement under CARs UAS.
- (2) The GCAA being granted access to the organisation to determine continued compliance with this CAR and applicable relevant CAR - UAS requirements.
- (3) The GCAA security clearance remains valid.
- (4) The certificate has not been surrendered or revoked.
- (5) Payment of GCAA fees.

(c) Audit, Oversight and Findings:

Upon obtaining the organisation UA ATO approval; the organisation will be subject to the GCAA surveillance program over the scope, requirement and provision promulgated in this CAR and relevant CAR UAS as applicable and Law. Any Non-compliance with this regulation will result in findings which are divided into three levels as follows:

(d) Audit Finding Classification & Definitions:



Level	Description	Timeline for completion of actions by organisation	Notes
Level 1	A significant non-compliance, which poses a hazard to aircraft operational safety or lowers safety standards. Non-compliance with the CAR, certification requirements, operating in violation of terms and conditions of the approval certificate and evidence of system failure and repeated level 2 findings shall fall under level 1 category. it also includes any significant non-compliance with aviation training and examination standard.	Within 7 Calendar Days from day of detection to provide the appropriate corrective action plan	Where a particular Level (1) finding requires an action on the spot, such as grounding an aircraft, the inspector shall notify verbally, followed by email to the organisation pending formal notification from the GCAA.
Level 2	A non-compliance with GCAA rules, or a non-conformance with the organisation's procedures, which could possibly hazard the UA operational safety or which could lower safety standards. it also includes non-compliance with aviation training process which could lower training and examination standard	Within 60 Calendar Days	It is up to the Auditor to reduce or extend the timeline based on the urgency of the CA/PAs or corrective action plan provided by the organisation. Where practicable the target date should be coordinated and agreed with the auditees.
Level 3	Recommendations addressing opportunities for improvements or minor deficiencies, which may lead to potential non-conformances.	Within 90 Calendar Days	Not all Level (3) shall necessarily warrant corrective actions. This is dealt with on a case-to-case basis. The fact that the organisation did take note of a particular Level (3) may be enough for the auditor to close it.

Note: refer to GCAA Safety Affair Audit Standard 2017-01 document for more details.



UA ATO.ORG.040 Changes to Organisations

- (a) The UA training organisation shall notify the GCAA of any proposed changes to the organisation that affect the approval before any such change takes place before 30 working days, in order to enable the GCAA to determine continued compliance with this CAR and to amend if necessary the UA training organisation approval certificate.
- (b) Failure to inform the GCAA of such changes may result in suspension or revocation of the UA training organisation approval certificate backdated to the actual date of the changes.

UA ATO.ORG.045 Training Organisations Manual

- (a) The UA ATO shall establish and maintain a training organisation 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 UA ATO shall make available to staff and, where appropriate, to students the information contained in the training manual and the UA ATO's approval documentation.
- (c) The UA ATO shall issue a certificate to the trainees after they have successfully completed the theoretical/practical training requirement and passed the assessment. The records of the certificates shall be maintained by the UA ATO.
- (d) The UA ATO shall not accept any applicant who would like to be trained using his/her own UA unless it is registered or approved by GCAA or LAA.

AMC to UA ATO.ORG.045 Training Organisation Manual

The training organisation manual should contain, but not limited to:

- (1) Training Organisation Exposition
- (2) Training procedure
- (3) Operation procedure

UA ATO.ORG.050 Law Enforcement Action

During oversight inspection and audit, if the evidence indicates that the individual and/or operators has violated the provision of the relevant federal decree or civil aviation law or regulation or relevant LAA publication, an enforcement action decision and deterrent action shall be applied against the violator.

GM to UA ATO.ORG.050 Law Enforcement Action

If violation and non-compliance detected, the organisation may be subject to one of the following deterrent actions:



- (a) An administrative action may be taken where an authorised organisation violates a provision of this regulation. Administrative action can be:
- Oral Counselling
 - Warning Letter
 - Restriction of privilege
 - Suspension
 - Revocation
 - Detention, confiscate or grounding of Unmanned Aircraft
- (b) A Judicial action involves the prosecution of an alleged offender in Civil Court. This usually involves contraventions under the Federal Decree Law (26) 2022.

UA ATO.ORG.055 Appeal Process

Appeal process initiated to allow applicant (individual /organisation) who feels aggrieved by a decision (Administrative and/or Judicial action) made against them by the GCAA, the right to apply for an appeal against that decision

Note: The scope of this process excludes any appeal related to aviation security (AVSEC).

GM to UA ATO.ORG.055 Appeal Process

The applicant (individual /organisation) may appeal within 30 days from the date received the Notice of Law Enforcement Action. Guidance to the appeal process can be found in GCAA website.



Appendix-1 certificate of completion

[Company logo](#)

[CERTIFICATE OF COMPLETION]

[NAME]

The bearer of this certificate has undergone ---- hours UAS theoretical and practical course training
The bearer of this certificate has also successfully passed the examination and practical assessment on
issue date

Signed:..... Certificate No:.....

For: [UA ATO Name] Date:.....