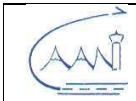

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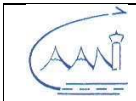


**APPROVED TRAINING
ORGANIZATION (ATO)
PROCEDURES MANUAL
PART -II
(FLIGHT CREW AND FLIGHT
OPERATIONS OFFICER)**

**THIRD EDITION
2022**



A. FRONTMATTER



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A.1 FOREWORD

This procedure manual for approved training organization has been developed by Civil Aviation Authority of Nepal (CAAN) to facilitate the CAAN Officials to approve the Training Organizations so that the intent of PELR is fulfilled and ultimately, the requirement of ICAO Annex 1 is addressed in relation to the personnel licensing.

This manual has been developed with the guidance of ICAO Document 9841 on approval of Training Organizations. The checklist for the approval will provide clear guidelines to the Licensing Personnel on the activities to be undertaken by them during the approval process of Training Organizations. In addition, the manual will be a good guide for the prospective ATOs. All officials engaged in the approval of ATO shall adhere to the provision of this manual.

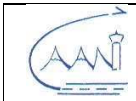
The editing practices used in this document are as follows:

- ‘Shall’ is used to indicate a mandatory requirement and may appear in CARs.
- ‘Should’ is used to indicate a recommendation
- ‘May’ is used to indicate discretion by the Authority, or the industry as appropriate.
- ‘Will’ indicates a mandatory requirement and is used to advise of action incumbent on the Authority.
- The use of Male Gender implies the female gender and vice versa.

This manual has been issued by the Director General Pursuant to the Authority vested on him by Rule 82 of Civil Aviation Regulations 2002. This Third Edition of ATO Procedure Manual Volume II is prepared in accordance with the provisions of Fourteenth Edition of ICAO Annex 1 including Amendment 178 and ICAO DOC 9841 third edition.

This Third Edition of ATO Procedure Manual Volume II replaces the Second Edition (March 2016) and its all amendments and comes into effect from the date of approval by the Director General. This manual will be updated and amended to align with the latest provisions of ICAO, CAAN and industry best practices

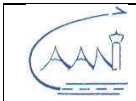
Er. Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal



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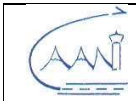
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A.3 RECORD OF REVISION

The manual holder shall enter the appropriate data in the table below after updating the manual. The confirmation of update has to be signed under “Entered By” column of respective table. Retain this table until officially replaced.

Version	Version Date	Change Descriptions	Version Status	Entered By:



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A.5 ORGANIZATION OF MANUAL

The ATO Procedure manual Part II is organized in five subparts.

Subpart A: Frontmatter

This subpart includes details of the manual including foreword, record of revision, list of effective pages, etc. and similar details.

Subpart B: General

This subpart includes general requirements for Training organizations functioning in the areas of Flight crew training and Flight Operations Officer Training. Requirements published under this chapter is applicable to all such training organizations.

Subpart C: Flight Crew

This subpart includes specific requirements for Training organizations functioning in the areas of Flight Crew Training. Requirements published under this chapter is applicable to all such training organizations in conjunction with requirements of Subpart A.

Subpart D: Flight Operations Officer

This subpart includes specific requirements for Training organizations functioning in the areas of Flight Operations Officer training. Requirements published under this chapter is applicable to all such training organizations in conjunction with requirements of Subpart A.

Subpart E: JOB AID

This subpart includes job aids that shall be used for purpose of certification of the ATO.

A.6 APPLICABILITY

- For Training organizations conducting Flight Crew Trainings, Subpart B and Subpart C shall be applicable.
- For Training organizations conducting Flight Operations Officer Trainings, Subpart B and Subpart D shall be applicable.
- For Training organizations conducting both Flight Crew and Flight Operations Officer Trainings, Subpart B, Subpart C and Subpart D shall be applicable.
- Relevant Job-aids shall be used.

A.7 SYSTEM OF AMENDMENT AND REVISION

Changes in the applicable ICAO requirements and national requirements, feedback on the existing regulations from stake holders etc. shall be addressed through revisions and amendments. Revision and Amendments in the manual shall be made through internal memo from Licensing and Examination Division. Chief of LED shall draft the change and forward to the Chief of Flight Safety. Chief of Flight Safety shall review the changes make necessary changes and forward to Deputy Director General – Aviation Safety and Security Regulation Directorate (ASSRD). Upon recommendation form Deputy Director General ASSRD), Director General- CAAN shall approve the revision and amendments, as applicable. Such



revision and amendment shall be applicable from the date as mentioned in the Foreword section of this manual and signed by the DG CAAN.

A.8 ACRONYMS

AM	Accountable Manager
ATO	Approved Training Organization
CAAN	Civil Aviation Authority of Nepal
DG	Director General of CAAN
DG	Dangerous Goods
DGHR	Dangerous Goods Handling Requirements
FCLTP	Flight Crew Licensing and Training Panel (ICAO)
FD	Flight Dispatcher
FOD	Flight Operations Division
FOO	Flight Operations Officer
FOR	Flight Operations Requirements
FSSD	Flight Safety Standards Department
FSTD	Flight Simulation Training Device
ICAO	International Civil Aviation Organization
ISD	Instructional Systems Design
IWG	International Working Group
KSA	Knowledge, Skill(s), Attitude(s)
LED	Licensing and Examination Division
LMS	Learning Management System
MPL	Multi-crew Pilot License
PANS	TRG Procedures for Air Navigation Services- Training
PDCA	Plan-do-check-act
PELR	Personnel Licensing Requirements
PF	Pilot Flying
PM	Pilot Monitoring
POPS	Prospective Organization Pre-assessment Statement
QA	Quality Assurance
SMM	Safety Management Manual
SMS	Safety Management System
SRA	Safety Risk Assessment
TO	Training Organization
TPM	Training Procedure Manual



A.9 DEFINITIONS

Accountable Manager/ Executive: The individual who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the civil aviation authority (CAA), and any additional requirements defined by the approved training organization (ATO).

Aeronautical Information Publication (AIP): A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Air traffic: All aircraft in flight or operating on the maneuvering area of an aerodrome.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Approved training: Training carried out under special curricula and supervision approved by a Licensing authority.

Approved training organization (ATO): An organization approved by and operating under the supervision of a Licensing Authority in accordance with the requirements of PELR to perform approved training.

Checking. See definition of testing.

Competency: A combination of knowledge, skills and attitudes required to perform a task to a prescribed standard.

Compliance: The state of meeting those requirements mandated through regulation.

Conformity: The state of meeting established criteria, standards, specifications and desired outcomes.

Evaluator: A generic term used in the context of an ATO to describe a person who is qualified, authorized and assigned to carry out specific assessment, checking, testing and/or auditing duties to determine that all required standards of performance have been satisfactorily achieved.

Course Developer: A training specialist who has completed a TRAINAIR Plus Course Developers' Workshop and who has proven skill in carrying out the TRAINAIR Plus procedure described in this document to prepare a training package. With support of Subject-Matter Experts, the Course Developer does not need to be either a qualified teacher or an expert on the subject, although these qualifications may be desirable in most cases. The essential qualification for a Course Developer is full training in the three stages of course development, whilst a creative mind is a precious quality.

Course: Term specifically used in TRAINAIR Plus to designate any self-contained, material-dependent, validated Standardized Training Package (e.g. a TRAINAIR course). In general



terms, a course can be considered to be a coherent sequence of training activities concerning a specific theme/job (e.g. Aviation security supervisor course) leading to a common goal. Creative Subject-Matter Experts can make excellent Course Developers after training in the methodology.

Dangerous goods: Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.

Examination: A written and/or oral test of theoretical knowledge.

Flight simulation training device (FSTD): Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type or an accurate representation of the remotely piloted aircraft system (RPAS) to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment or realistic RPAS environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight or the RPAS environment in instrument flight conditions.

Flight Check: A test of theoretical and practical knowledge and skill.

Flight crew member: A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight Dispatcher: A FOO/FD or flight operations officer.

Head of training: The individual responsible for the organization's activities, policies, practices and procedures while ensuring the continued maintenance of the training organization's approval status.

Instructor: A training specialist who has completed formal training in instructional techniques and who has the responsibility to deliver a given course to trainees in accordance with the standards defined for that course.

Knowledge, skill and attitude (KSA): The three performance domains that are under constant evaluation and form the basis for the performance criteria statements.

Licensing authority: It refers to the Director General of Civil Aviation Authority of Nepal or the delegated authority entrusted to certify, license and authorize organizations and personnel to carry out the duties and responsibilities as specified.



On-the-Job Training: Training carried out under working conditions and with guidance from a supervisor or a highly-experienced operator during which the trainee can reinforce skills achieved during formal training and/or acquire new skills whilst actually practicing them in real time.

Performance criteria: Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

Pilot flying (PF): The pilot whose primary task is to control and manage the flight path. The secondary tasks of the PF are to perform non-flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

Pilot-In-Command: The pilot designated by the owner or operator as being in command and charged with the safe conduct of a flight.

Pilot-In-Command under supervision: Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the DG, CAAN.

Pilot monitoring (PM): The pilot whose primary task is to monitor the flight path and its management by the PF. The secondary tasks of the PM are to perform non-flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

Policy: A document containing the organization's position or stance regarding a specific issue.

Process: A set of interrelated or interactive activities which transform inputs into outputs.

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

Quality assurance (QA): All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.

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

Quality inspection: That part of quality management involving quality control. In other words, inspections accomplished to review a document or observe events/actions, etc., in order to verify whether established operational procedures and requirements are being fulfilled during the accomplishment of the event or action, and whether the required



standard is being achieved.

Quality manager: The manager responsible for the quality monitoring function and for requesting remedial action.

Quality management: A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

Quality manual: The document containing the relevant information pertaining to the approved training organization's quality system.

Quality of training: The outcome of the training that meets stated or implied needs within the framework of defined standards.

Quality system (QS): The aggregate of all the organization's activities, plans, policies, processes, procedures, resources, incentives and infrastructure working in unison towards a total quality management approach. It requires an organizational construct complete with documented policies, processes, procedures and resources that underpin a commitment by all employees to achieve excellence in product and service delivery through the implementation of best practices in quality management.

Rating: An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

Subject-Matter Expert (SME): A highly-experienced person in a given operational field who can provide authoritative technical inputs during course development. This contribution can be via discussions, interviews or by working alongside the Course Developers.

Task Terminal Objective: An objective which prescribes the performance that should be accomplished by an employee upon completion of a task, the conditions under which performance of the task is carried out and the standard to be achieved for acceptable performance of the task (competency). When a task becomes a module in the course development process, the end-of-module objective will be the same as the task terminal objective. The latter is also known as a behavioral objective.

Testing: The comparison of the knowledge about a task, or the skill or the ability to perform a task against an established set of criteria to determine that the knowledge, skill or ability observed meets or exceeds, or does not meet, those criteria.

Training Director: A person with executive responsibility for operating the training institution. In some countries, the post may be referred to as Principal or Dean. He/she may in certain cases also act as the CDQA Accountability Manager, notably in smaller training institutions.

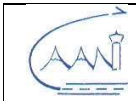
Training Package: Refers to the physical assembly of training material for the Instructor and trainee in a self-contained, manageable form. Each training package consists of a number of modules.



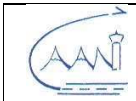
Training Programme: Consists of a number of courses conducted to meet a specific national (or international) training need. Most civil aviation training institutions conduct training programmes for a wide range of sector needs. Some training programmes may include complementary planned on-the-job training.



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B. GENERAL



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The training of the flight crew and Flight Operations Officer intending to obtain a license or rating shall be undertaken in an approved training organization in accordance with the requirements of Personnel Licensing Requirements (PELR) of CAAN. This provision is fulfilled by the Training Organizations by obtaining an Approved Training Organization Certificate from CAAN.

For the airline operator, this can be achieved either by establishing its own approved training organization or alternately, such training functions can be outsourced to an approved training organization.

B.1 Approved Training Organization

An ATO is an Organisation staffed, equipped, and operated in a suitable environment offering the training services including flying training, synthetic flight instruction, and/or theoretical knowledge instruction for specific flight training programs, flight operations officer theoretical knowledge and practical training, etc. depending of the size and complexity of training program and training needs. These specific training programmes may take advantage of the reduced experience requirements as provided in PELR when such exemptions are permitted by CAAN as per the Exemption Procedure Manual.

An ATO is distinguished from a non-approved training organisation by the approval process and the oversight provided by the CAAN. It should be understood that the flight crew should be trained in the ATO environment for the purpose of obtaining license and rating as intended by CAAN PELR and ICAO standards and recommended practices. Similarly, Flight Operations Officers shall be trained in the ATO environment for purpose of obtaining the FOO license.

Other additional trainings such as recurrent, refresher, or continuous training, dangerous goods training, CRM training, Human Factors, etc. can be conducted outside the ATO regime. However, it is encouraged to maintain the standard as good as one in ATO regime.

B.2 Procedure for ATO Certification

Civil Aviation Authority of Nepal shall follow the following process for certification of a Training Organization:

- i. Pre-Application
- ii. Formal Application
- iii. Documentation Review
- iv. Demonstration and Evaluation
- v. Certification

Figure 2.1 below depicts the Five Phase Certification Process of a Training Organization.



Figure 2.1. Five Phases of ATO Certification Process

B.2.1 Pre-Application Phase

The pre-application phase occurs when the applicant meets with the CAAN to generally discuss the initial plans and viability of different proposals.

An applicant for an ATO will be required to submit an application letter to CAAN. The application letter shall contain at least the following information:

- (a) Proposed training organisation name and corporate body sponsor;
- (b) Types of Training;
- (c) Proposed area/location/address for training;
- (d) Location/address of main base of training and other facilities locations;
- (e) Proposed nominated Post holders (Accountable Manager, Training Manager, Chief Theoretical Knowledge Instructor and Quality Assurance/Quality Manager);
- (f) Approximate date of commencement
- (g) Prospective organisation pre assessment statement (POPS). Contents of POPS for individual training program is detailed in respective subparts of this manual.

Prior to application for the approval of Training Organization from CAAN, the all required approvals from other relevant authorities shall be obtained. Such documents shall be produced to CAAN. Such approvals shall be submitted to CAAN during the Pre-Application Phase along with the application form.



Upon receipt of the Application from the prospective organization with all applicable documents including the POPS, DG CAAN shall assign a team with Project Manager (PM) for Certification Process of the Training Organization. The team shall review the POPS, request any additional documents required with the prospective organization.

On the basis of information provided during this phase, the CAA will provide the applicant with the following information:

- a) Application process briefing;
- b) Supporting Documents required;
- c) General operating advice;
- d) Approval requirements from other government authorities;
- e) CAAN Fees.

A preliminary assessment will be made to ensure that the proposed training activities are in the national interest and the applicant is capable to comply with all the applicable regulatory requirements.

The review shall be completed in accordance with the check list specified in the applicable subparts of this manual.

Once all the required documents are found satisfactory, the PM shall inform the applicant that the Pre-application phase has been completed and instruct the applicant to proceed for the formal application phase.

B.2.2 Formal Application Phase

The formal application phase commences when application is submitted along with all the supporting documents as stated in the checklist specified in the respective subparts of this manual.

The Formal Application Phase shall include at least the following:

B.2.2.1 Submission of the application

This is associated with a meeting attended by the Accountable Manager/Focal Point, in addition to the prospective nominated post holders or key personnel and the CAAN. The application must be signed by the corporate body. An accompanying letter shall include the applicant full name, address and contact numbers. The letter must contain particulars of the proposed operation/training including details of desired training areas to confirm the pre- application information. During this meeting CAAN will nominate and assign a Licensing Inspector to meet with the applicant's technical management 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) Schedule of events, including personnel training;



- b) Manuals/Documents;
- c) Compliance statement;
- d) Details of Post Holders
- e) Proof of adequate financial funds to support the proposed training organisation (balance sheet, P/L statements, etc);
- f) Organisation structure.

B.2.2.2 Documentation

The following documents should be attached to the application:

- a) Passport copy of the accountable manager and national sponsor if applicable.
- b) Local Approval
- c) Approval of the related Department of Civil Aviation Authority as applicable.
- d) Security clearance by Ministry of Home Affairs for Organisations based in Nepal processed.

Note 1: Schedule of Events

The Schedule of Events is a list of items, activities, and/or facility acquisitions, which the applicant must accomplish or make ready, and the proposed dates on which they will be ready for CAAN inspection.

Note 2: Manuals/Documents

Towards the end of the formal Application Phase, the Training Organization shall submit the Training Procedure Manual internally approved by the Organization for approval from CAAN.

B.2.3 Documentation Evaluation

The document evaluation phase involves detailed study of the manuals and other supporting documents, submitted along with the formal application for content and compliance. This study of the procedures and contents of these documents gives the CAA a preliminary assessment of the organisation.

The set of documents and manuals should be complete and the detailed evaluation of them must satisfy the CAAN's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in term make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of documents evaluation may continue until shortly before certification.

Nevertheless, the satisfactory evaluation of the documents as originally submitted is a pre-requisite for the **Demonstration and Evaluation** phase to begin. The CAAN will review the list of documents and manuals ensuring adequacy and compliance for the type of training proposed by the organisation. Organisation are reminded that incomplete documentation will affect the application completion date.

Checklists in the respective subparts shall be used for evaluation of documents submitted for approval.



B.2.4 Demonstration and Evaluation Phase

- a) The demonstration and evaluation Phase is one in which the CAAN will conduct a physical audit of the organisation to assess the organization's compliance with the requirements of this procedure Manual. This phase normally involves physical on-site verification of the contents of the training and procedures manual.
- b) The CAAN will ensure that the organisation can demonstrate its capability to meet applicable requirements as written in the submitted manuals.
- c) Any discrepancy/deficiency will be communicated to the organisation after completion of the audit with a mutually agreed time period for corrective action.

B.2.5 Certification

- a) The certification phase follows the satisfactory completion of all the previous phases. Normally, receipt of the final copies of the manuals and satisfactory corrective action on CAAN audit/inspection findings will lead the process into the certification phase.
- b) If the inspection phase is unsatisfactory, no further action will be taken until the deficiencies are rectified to the satisfaction of CAAN
- c) On successful completion of the process, CAAN will issue the approval. This will consist of an Approval Certificate along with the terms of the approval.
- d) The certificate shall cease to be valid if revoked, or surrendered, or if the organisation fails to ensure continued payment of prescribed fees, or if the organisation fails to ensure provision of free access to CAAN inspectors for surveillance audits and surveillance checks of the training facilities when required.

B.3 Application for ATO

An applicant for an ATO will be required to submit to CAAN by completing the prospective organisation pre assessment statement (POPS) in Appendix 1.

The POPS will provide the CAAN following information for assessment:

- a) Organizational structure
- b) Designated accountable manager
- c) Qualifications of instructors and key personnel
- d) Description of facilities for example classrooms, briefing rooms, operations facilities,
- e) Maintenance facilities *
- f) List of aircraft types
- g) Synthetic training devices*
- h) Description of training program including manuals, curricula, outlines, courseware,
- i) Procedures, and documentation
- j) Availability of training equipment and facilities
- k) Renewal procedures
- l) Description of quality assurance system
- m) Copy of proposed ATO training and procedures manual
- n) Listing of sites or airports where training flight may commonly originate*

*Applicable for Flight Crew Training Only



B.4 Review Process of ATO Application

The assigned CAAN Project Manager (PM) will review the contents of the POPS using the ATO Certification Checklist in Job Aids subsection.

Once it is assessed as satisfactory, a site visit by the assigned PM and his team members will be conducted prior to final approval. On successful completion of the process, CAAN will issue the approval. This will consist of an Approval Certificate along with the terms of the approval.

B.5 Training Specifications

Granting of the approval by the CAAN authorizes the ATO to conduct the training courses specified in the terms of approval document. An approval certificate will also be issued containing the following:

- a) Name
- b) Location of principal place of business and satellite facilities
- c) Equipment
- d) Type of training authorized (Scope)
- e) Date of issue and period of validity

B.6 Changes in the Scope of the Approval

Training is a dynamic activity and it is likely that ATOs will ask regularly for a change in the scope of their approval. For instance, they may want to provide new training or change a training programme to take advantage of new training equipment or facilities.

Similarly, need for change in scope may arise from regulatory requirements or organizational and industry specific requirements.

In such a case, the applicant should provide the supporting information to the assigned inspector to assess it using the applicable standards of Annex 1 and the relevant part of this manual. Change in Scope shall be completed through the Five Phase process.

B.7 Organizational Requirements

B.7.1 Facilities

An ATO must have facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.

Typically these will include:

Flight Operations*

- 2 Flight operations room or area
- 3 Flight planning room or area
- 4 Adequate briefing room/s
- 5 Facilities for instructors



* Applicable only for Flight Training.

Knowledge Instruction

- (a) Classrooms
- (b) Suitable demonstration equipment
- (c) Library
- (d) Radio Telephonic training and testing area (if appropriate)
- (e) Facilities for instructors

Facilities will be inspected during the initial ATO certification process and during periodic audits and inspections. For details on facility requirement refer to **Job Aid 04 – ATO Facilities**.

B.7.2 Flight Simulation Training Device

- a) Whenever a training organizations uses training in Flight Simulation Training Device as part of its approved training curriculum, approval for use of such devices needs to be received from CAAN.
- b) For FSTD device which has already been granted approval by other ICAO Contracting States, or where the qualified device already meets the relevant criteria of the Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625) or an equivalent regulatory standard that already is aligned with the criteria of Doc 9625; with minimal supplemental requirements, if any, the operator intending to use such device shall request approval for use of such device from CAAN. The approval shall be granted in accordance with procedure of Flight Operations Requirements of CAAN.
- c) In order to receive training credit for the use of an FSTD, the device must be part of the training Organization's or Operator's approved curriculum and be qualified.
- d) The FSTD must be evaluated for each manoeuvre, procedure or crew member function to be training and approved for the operator's use.
- e) The FSTD shall be maintained in conformation to the requirements of CAAN at all times.

B.7.3 Personnel

B.7.3.1 ATO Key Personnel

Each ATO must have an accountable manager and key personnel. Depending on the size and scope of the organisation and the requirements of the CAAN, some of the key positions may be combined. While assigning the Two Key Position in a non-complex organization, the personnel shall be assigned such that only two adjacent positions may be combined. However, it should be noted that a single individual shall not be assigned for more than two key positions



at any given period.

Typical key positions include:

B.7.3.1.1 For ATO Conducting Flight Crew Training Only

- a. Accountable Manager
- b. Head of Training
- c. Chief Ground instructor
- d. Chief Flight instructor
- e. Maintenance Manager
- f. Instructors – Ground, Flight (synthetic or aircraft)
- g. Quality Manager
- h. Safety Manager

For a Non Complex Training organization conducting Flight Crew Training , the responsibility of the following Key Positions may be assigned to a single person:

- i. Accountable Manager and Head of Training
- ii. Head of Training and Chief Flight Instructor
- iii. Chief Flight Instructor and Chief Ground Instructor**
- iv. Quality Manager and Safety Manager

** A Ground Instructor shall not be assigned as Chief Flight Instructor.

B.7.3.1.2 For ATO Conducting Flight Operations Officers Training Only

- a. Accountable Manager
- b. Head of Training
- c. Chief ground instructor
- d. Ground Instructors
- e. Quality Manager
- f. Safety Manager

For a Non Complex Training organization conducting Flight Operations Officer Training , the responsibility the following Key Positions may be assigned to a single person:

- i. Accountable Manager and Head of Training
- ii. Head of training and Chief Ground Instructor
- iii. Quality Manager and Safety Manager

B.7.3.1.3 For ATO Conducting Flight Crew Training and Flight Operations Officer Training:

For such organization., the requirements of 1.10.1.1 shall be met with additional Chief Ground Instructor and Ground Instructors dedicated to Flight Operations Officers.



The Management qualification checklist to be used by the assigned inspector is in **Job Aid 04 – ATO Facilities**.

1.7.2.1. Other ATO Personnel

For proper functioning of the Training Organization, the management shall designate staffs other than ATO Key Personnel. The staffs should be designated with proper job descriptions and provided with trainings at specific intervals to provide skills and knowledge to accomplish the assigned job description.

The Management qualification checklist to be used by the assigned inspector is **Job Aid 04 – ATO Facilities**.

B.7.4 Records

- (a) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities.
- (b) The organization shall maintain a record of all ATO Key personnel. These records shall reflect the experience and qualifications of the post holders.
- (c) The organisation shall maintain a record of all instructors, and examiners. These records shall reflect the experience and qualification, training history and any subsequent training undertaken
- (d) The student records including a chronological log of all instructors, subjects covered, course examination and results shall be kept for a minimum period of five. years after completion of the training.
- (e) Records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (f) Terms of reference shall be available for all instructors, and knowledge examiners.

B.7.4.1 Records of ATO Key Personnel

Dedicated individual folders shall be maintained for the ATO Key Personnel to demonstrate that the personnel meet the minimum requirements to function in the assigned position as approved by the authority.

The record shall include a minimum of the following items:

1. Curriculum Vitae
 - Name
 - Date of Birth
 - Nationality
 - Contact Details including telephone, email, etc.
 - experience
 - qualifications
2. Copy of Passport/ Citizenship or other equivalent documents
3. Documents demonstrating Minimum Qualification Requirements

**4. Records of ATO Indoctrination Trainings (if any)*****B.7.4.2 Records of Instructional/ Check Personnel***

- a. Detailed Instructor records shall be maintained to show that all requirements of the instructors as approved by the authority have been met. The record shall include a minimum of the following items:
 - i. Curriculum Vitae which includes at least the following informations
 - Name
 - Date of Birth
 - Nationality
 - Contact Details including telephone, email, etc.
 - experience
 - qualifications
 - training history
 - ii. Copy of Passport/ Citizenship or other equivalent documents
 - iii. Documents demonstrating Minimum Qualification Requirements
 - iv. Records of ATO Indoctrination Trainings
 - v. Records of Instructional classes/ Checks conducted by the instructors/ check personnel as part of recency requirement for Instructional/ Check Personnel privilege.
 - vi. Instructor Authorizations
- b. The records on the qualifications and training of instructional and examining staff shall be retained for a minimum period of 5 years. If the instructor/ Examiner ceases to perform a function of the training organization, the personnel folder the records of such personnel shall be maintained for a period of 2 years after the instructor or examiner ceases to perform a function for the training organisation.

B.7.4.3 Records of Students

- a. Accurate and complete record keeping is an important aspect of complying with the approval.
- b. Detailed student records shall be maintained to show that all requirements of the training course have been met. The record shall include a minimum of the following items:
 1. Curriculum Vitae
 2. Copy of Passport/ Citizenship or other equivalent documents
 3. Minimum Entry Requirements
 4. Records of Trainings
 5. Records of Internal Assessment conducted in accordance with FOR clause 9.0.1
 6. Records of Examinations and Checks



- c. All student records shall be kept for a minimum period of 5 years after completion of the training.

B.7.4.4 Characteristics of Record Keeping System

The record keeping system of an ATO should have the following characteristics:

- a. **Completeness:** The records kept by the training organisation should be sufficient to provide documentary evidence of each training action and allow the reconstruction of the training history of each student or instructor in the organisation.
- b. **Integrity:** It is important to maintain the integrity of records in ensuring that they are not removed or altered. A backup system of the records is also necessary to ensure continuity in case of a major disaster.

B.7.4.5 Archiving Personal Records

Each training organisation shall also establish rules on archiving personal records that are non-active and approval for such policy and procedure shall be received from CAAN as part of the Training Procedure Manual of the Training Organization.

B.8 Oversight**B.8.1 Requirement for Oversight**

Oversight is required to ensure that the approved training organisation is operating in compliance with the applicable regulations and the conditions of the approval. It includes a review of the quality assurance system, of the administrative records as well as operational activities. Oversight is an ongoing function which can consist of results monitoring, records review, onsite inspections, and/or audit.

- a. ATO Oversight includes a review of administrative and technical records as well as operational activities. Oversight is an on-going function that may also include consideration of records held by CAAN for example, flight test and examination results, in addition to on-site inspections, audits and surveillance.
- b. The minimum surveillance of an ATO shall be once in 12 months to review all activities undertaken. This may be accomplished either in single audit exercise or can be distributed over entire 12 months to cover all areas.
- c. In addition to the minimum surveillance of the ATO conducted by CAAN, random inspections may be carried out to ensure that the ATO meets specified requirements at all times.

B.8.2 Elements of Oversight Activities

The main elements of the ATO Oversight activities should cover the following:

- a) Staff adequacy of number and qualifications;



- b) Instructors' validity of licenses and ratings;
- c) Logbooks;
- d) Training aircraft registration associated documents and maintenance records;
- e) Synthetic flight trainers' qualification and approval as per PELR;
- f) Facilities adequacy to the courses to be conducted and to the number of students;
- g) Documentation: documents related to the courses, updating systems, training and operations manuals;
- h) Training records and checking forms;
- i) Flight instructions including pre-flight briefing, actual flight debriefing, or ATO's for flight crew training (monitoring);
- j) Quality system

B.8.3 Result of Oversight Activities (Audits/Inspections)

The audit/ inspection will reveal the operating status of the ATO holder and the findings can be classified as level 1 and level 2 findings. The actions taken in case of such findings will be as below:

- i. **Level 1-** Conditions exist that can jeopardize the safe operation of ATO. In such case the operation is immediately suspended in entirety or portion of activities affecting the unsafe condition as may be applicable. The procedure to be followed to impose the immediate suspension is specified in the Aviation Enforcement Procedures Manual. The operation will be resumed when such unsafe conditions are rectified. The procedure to be followed to remove the suspension is specified in the Aviation Enforcement Procedures Manual.
- ii. **Level 2-** Conditions that may have implication to the safety of operations. The approval holder will have 30 days to submit the corrective action plan to alleviate the conditions.
 - a. Additional guidance can be found in CAAN inspection and surveillance manual. The frequency of audit will be increased if the audit report is not satisfactory in the consecutive audits, if the fail rate of the ATO trainees at CAAN examination varies significantly from previous history for the operator or from peer ATOs, if third party audit reports indicate deficiencies, if unsafe operational trends are indicated by hazard reports or any other circumstances that warrant the enhanced supervision of organization in the interest of safety.
 - b. Job Aids of this document will address the Oversight activities to be carried out by the CAAN after an approval is issued.

B.8.4 Continued Validity of an ATO's Approval

- i. An Approved Training Organization Certificate shall be issued for two years' duration.
 - a. the organisation remaining in compliance with this Procedure Manual, and in accordance with the provisions related to the handling of findings raised during annual and renewal audit conducted by the CAAN; and



- b. the CAAN being granted on required basis; access to the organisation to determine continued compliance with this Procedure Manual; and
- c. the certificate not being surrendered, suspended or revoked.
- d. The continued validity of an ATO approval is subject to the satisfactory audits and inspections carried out by the CAAN during the period of the approval. The approval will be granted when the applicant demonstrates all of the requirements satisfactorily. No approval will be issued if any of the requirements is not fulfilled.
- e. The continued validity of an ATO's approval is subject to the ATO operating within the terms of its approval with a quality assurance system overseeing its administrative, technical and training records, as well as its operational activities.
- f. For renewal of the approval, the approval holder shall demonstrate that the conditions prescribed for the initial issuance of approval are fulfilled all the times in order to qualify for the renewal. The audit report of the inspector will form a good basis to evaluate if the approval holder qualifies for the renewal.
- g. Upon surrender or revocation, the certificate shall be returned to the CAAN.

B.8.5 Guidelines on the Conduct of an ATO Inspection

The ATO inspection checklist and guidelines on the conduct of an ATO inspection are in the Job Aids section.

B.9 Evaluation and Checking

B.9.1 Delegation of Evaluations and Checks to ATO

The ATO will carry out evaluation and checking for their internal evaluation and checking.

CAAN may delegate the domestic ATO for theoretical knowledge examination for licensing purpose.

When such delegation is made, the delegation shall be made with provisions to conduct the examinations thus conducted by the Training organization under supervision of CAAN Observer in accordance with the procedures of the Training and Procedure manual of the Training Organization approved by CAAN.

However, for foreign ATO the, ATO will obtain such evaluation and checking as per the original approval from the origin State issuing such approval.

B.9.2 Evaluators

Subject to CAAN approval, an ATO may designate its instructors as evaluators in accordance with criteria as approved by the CAAN. However such an arrangement should only be considered when the ATO can demonstrate a high level of compliance through its quality assurance system and a process for ensuring that those appointed as examiners can remain



independent from the instruction offered to the trainees they will evaluate. Some of the examples of criteria for the examiners will be as below:

- Possesses at least the qualification required to become the instructor and
- Record of success as an instructor
- Has high record of personal integrity and
- Has not been found breaching the CAAN regulation calling for an enforcement action within the last five years.

CAAN is responsible for ensuring that appropriate procedures are in place for the conduct of licensing and rating tests or checks. However, the evaluation function for the purpose of the issue of a license or rating may be carried out by evaluators who are independent from the instructor(s) within ATO that conducts the training to avoid conflict of interest.

In order to ensure the avoidance of conflict of interest an examiner can evaluate and check the trainee provided he or she is not involved in the last 10% of the training or instruction of the trainee.

B.9.3 Examinations and Tests

Training Organizations shall establish system for Examination and Tests conducted within the organization which shall meet the following requirements:

- a) The CAAN shall either invigilate examinations or approve individual invigilators who are not either instructors/examiners for the subject matter under examination.
- b) Examinations and tests shall:
 - i. be conducted without the use of training notes and electronic devices that are not authorised by the CAA.
 - ii. not allow the mobile phone devices during the examination and test.
 - iii. cover a representative cross section of subjects from the module of training completed in accordance with this manual and references made thereof.
- c) The final result of an examination or test shall be announced within seven (7) working days after the examination or test.
- d) The organization shall ensure the security of all questions.
- e) Any student found during an examination or test to be cheating or in possession of material pertaining to the examination or test subject other than the examination or test papers and associated authorised documentation, tools or devices shall be disqualified from taking the examination or test and may not take any examination or test for at least three(3) months after the date of the incident. The CAAN shall be informed of any such incident within one (1) calendar month.
- f) Any examiner found, during an examination or test, to be providing question answers



to any student being examined or tested shall be disqualified from acting as an examiner and the examination or test declared void. The CAAN shall be informed of any such incident within one (1) calendar month. CAAN will determine when or if the disqualified examiner may be reinstated.

- g) Examinations or tests may be computer or hard copy based or a combination of both. The actual questions to be used in a particular examination or test should be determined by the examiners and in accordance with the requirements of this Procedure Manual.

B.10 Quality Assurance System of an ATO

B.10.1 Quality policy and strategy

The ATO shall describe how the organisation formulates, deploys, and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organisation. A formal written quality policy statement should be established that is a commitment by the head of the training organisation, as to what the quality assurance system is intended to achieve. The quality policy should reflect the achievement and continued compliance with relevant parts of ICAO Annex 1, Appendix 2, together with any additional standards specified by the ATO.

The accountable manager of the training organisation will have overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks, defined under paragraph 2 below, to a quality manager.

B.10.2 Quality manager

The primary role of the quality manager is to verify, by monitoring activities in the field of training, that the standards as established by the ATO and any additional requirements of the CAAN are being carried out properly.

The quality manager should be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.

The quality manager should:

- a) have direct access to the accountable manager; and
- b) have access to all parts of the ATO's organisation.

The quality manager should be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

B.10.3 Quality assurance system

The quality assurance system of the ATO should ensure compliance with requirements, conformance to standards and adequacy of training activities conducted.

Every process that assists the ATO to achieve its results should be identified and the activities and procedures documented.



The ATO should specify the basic structure of the quality assurance system applicable to all training activities conducted.

B.10.4 Feedback System

The quality assurance system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-conformance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

B.10.5 Documentation

Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate quality manual.

In addition, relevant documentation should also include the following:

- a) quality policy;
- b) terminology;
- c) specified training standards;
- d) a description of the organisation;
- e) the allocation of duties and responsibilities; and
- f) training procedures to ensure regulatory compliance.

The quality assurance audit programme, reflecting:

- a) schedule of the monitoring process;
- b) audit procedures;
- c) reporting procedures;
- d) follow-up and corrective action procedures;
- e) recording system; and
- f) document control.

B.10.6 Quality assurance audit programme

The quality assurance audit programme should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.

B.10.7 Quality inspection

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

Typical subject areas for quality inspections could be:



- a) actual flight and ground training;
- b) maintenance;
- c) technical standards; and
- d) training standards.

B.10.8 Audit

An audit is a systematic and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.

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

- a) an explanation of the scope of the audit;
- b) planning and preparation;
- c) gathering and recording evidence; and
- d) analysis of the evidence.

The various techniques that make up an effective audit are:

- a) interviews or discussions with personnel;
- b) a review of published documents;
- c) the examination of an adequate sample of records;
- d) the witnessing of the activities which make up the training; and
- e) the preservation of documents and the recording of observations.

B.10.9 Auditors

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

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

B.10.10 Auditor's independence

Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited. An ATO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.

An ATO whose structure and size does not justify the establishment of fulltime auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the CAAN.

In all cases the ATO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team.



Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the ATO.

The quality assurance audit programme of the ATO should identify the persons within the company who have the experience, responsibility and authority to:

- a) perform quality inspections and audits as part of ongoing quality assurance;
- b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- c) initiate or recommend solutions to concerns or findings through designated reporting channels;
- d) verify the implementation of solutions within specific time scales; and
- e) report directly to the quality manager.

B.10.11 Audit scheduling

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

An ATO should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should be reviewed within a period of twelve months in accordance with the programme.

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

B.10.12 Monitoring and corrective action

The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and training standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up.

The ATO should establish and publish a quality procedure to monitor compliance with requirements and conformance to standards on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

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

The quality assurance audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed.



Organisational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organisation will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformance with the standard required by the ATO and any additional requirements established by the CAAN or the ATO.

The ATO should identify internal and external customers, and monitor their satisfaction by measuring and analysis of feedback.

B.10.13 Management review and analysis

Management should accomplish a comprehensive, systematic documented review and analysis of the quality assurance system, training policies, and procedures, and should consider:

- a) the results of quality inspections, audits and any other indicators;
- b) the overall effectiveness of the management organisation in achieving stated objectives;
and
- c) correcting trends, and preventing, where applicable, future nonconformities.

Conclusions and recommendations made as a result of the review and analysis should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action. The head of the training organisation should decide upon the frequency, format, and structure of internal review and critical analysis meetings.

B.10.14 Recording

Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme should be maintained by the ATO. Records are essential data to enable an ATO to analyse and determine the root causes of non-conformity, so that areas of noncompliance can be identified and subsequently addressed.

The following records should be retained at least for the period that may be required by national requirement. In the absence of such requirements, a period of three years is recommended:

- a) audit schedules;
- b) quality inspection and audit reports;
- c) responses to findings;
- d) corrective and preventive action reports;
- e) follow-up and closure reports; and
- f) management review and analysis reports.

B.10.15 Quality assurance responsibility for satellite ATOs

An ATO may decide to sub-contract certain activities to external organizations subject to



the approval of the CAAN.

The ultimate responsibility for the training provided by the satellite ATO always remains with the ATO. A written agreement should exist between the ATO and the satellite ATO clearly defining the safety-related services and quality to be provided. The satellite ATO's safety-related activities relevant to the agreement should be included in the ATO's quality assurance audit programme.

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

B.10.16 Quality Assurance system training

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

Those responsible for managing the quality assurance system should receive training covering:

- a) an introduction to the concept of quality assurance system;
- b) quality management;
- c) concept of quality assurance;
- d) quality manuals;
- e) audit techniques; and
- f) reporting and recording.
- g) **The way in which the quality system will function in the ATO**

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

B.10.17 Sources of personnel training

Quality assurance courses are available from the various national or international standards institutions, and an ATO should consider whether to offer such courses to those likely to be involved in the management of the Quality Assurance System. Organizations with sufficient appropriately qualified staff should consider whether to carry out in-house training.

B.11 Safety Management System

The ATO shall be compliant with Safety Management System as required by Personnel Licensing Requirements and CAR-19 of CAAN.

For Training organizations conducting training as Type Rating Training Organization of an



air operator, the CAAN approved Safety Management System for operator may be used as the Safety management system for the ATO.

Job Aid 16 of this manual shall be used to approve the Safety Management System of the ATO.

SMS of an operator shall be continuously monitored through audits and inspections. For purpose of the continuous evaluation of the ATO's Safety Management System, Job Aid 16 shall be used to monitor the SMS

B.12 Validation of Foreign ATO

This section describes the procedures for the validation of foreign approved training organizations as stipulated in Civil Aviation Regulations 2002. The guidance materials for the validation of such training organizations are given below in this section to enable the inspectors to perform approval of foreign approved training organizations.

Procedures for the validation of foreign approved training organizations are as following.

1. The application will be reviewed for the completeness of documents associated with it.
2. The validity of ATO approval certificate issued by contracting States will be ensured including the scope of approval. The updated list of ATOs from the website of the concerned State will be referred for the confirmation of approval status. If such updated list is not available a verification request will be sent to the approving authority.
3. Necessary fees for the ATO validation as per Civil Aviation Regulations 2002 will be ensured.
4. The audit / inspection report from CAAN will be attached and evaluated as far as possible when no MOU exist between CAAN and concerned State issuing the ATO approval or the State has less than **67%** effective implementation (EI) in ICAO USOAP.
5. The checklist given in this manual (form 1) will be filled up and forwarded as per official process of memo. The Chief of the division will forward the memo and checklist to the Chief of Flight Safety Standards Department, CAAN.
6. The Chief of Flight Safety Standards Department will forward the memo to Deputy Director General, Civil Aviation Safety Regulations Directorate with recommendation of ATO validation.
7. The Deputy Director General will recommend the Director General for the issuance of Nepalese validation certificate.
8. After the memo is approved by Director General, it will come down to the Licensing and Examination Division in the reverse order as it was forwarded.
9. A certificate of validation in the form and manner stipulated in the Appendix B-2 of this procedure manual.



10. The relevant Contracting State which issues the original ATO approval will be informed about the validation and request will be made to inform CAAN in case of cancellation, suspension or variation or amendment of any nature on the original certificate of ATO.
11. The applicant will be informed with the letter stating the validation of ATO with attention that the validation will remain valid till the validity of original certificate upon which the validation is based and scope of validation will remain as the same as original scope of approval issued by the licensing authority.
12. The letter will state that it will be the responsibility of the applicant to inform CAAN in case the original approval is cancelled, suspended, altered or amended in anyway.
13. The validity of the approval will be limited by the original approval. If the original approval is not limited by validity date, the certificate of validation shall be valid for two years from date of issuance.
14. The validation shall be carried out in two ways. In the first instance the facilities of the ATO may be inspected by CAAN and the validation process can be undertaken once a satisfactory audit report is obtained from the visiting team when the EI of the host State issuing the ATO approval has less than **67%** EI in ICAO USOAP. However, ATO validation may be carried out where the certificate of validation can be issued on the basis of certificate of approval issued by the recognized authorities like FAA USA, EASA, EASA member States, Transport Canada, CASA Australia, CAA Singapore etc. including those States having EI higher than **67%** in ICAO USOAP and free from ICAO SSC and EU air safety list.
15. ATOs based at States having significant safety concern (SSC) from ICAO or are in the air safety list of European Union will not be validated by CAA Nepal.
16. In long term arrangement, CAA Nepal will sign a memorandum of understanding (MOU) or establish other working arrangement with the concerned States for the information regarding the variation or suspension or cancellation of original approval. CAAN will make a visit to such States to acquaint about the rules, regulation and working procedures of the concerned States.

**FORM -1****THE CHECKLIST FOR THE VALIDATION OF FOREIGN ATO**

The licensing inspector will verify the items with tick marks and sign the checklist at the bottom while forwarding the memo for approval.

1. Check application form_____
2. Check for the fee as per CAR 2002_____
3. Check for original approval issued by contracting State_____
4. Ensure the validity and state the date of expiry_____
5. Check for Training and Procedure Manual or equivalent document_____
6. Check the scope of approval _____
7. Audit/inspection report of ATO _____
8. Check for approval of FSTD, if applicable_____
9. Ensure that the issuing foreign State will inform CAAN in case the approval is suspended or revoked

Checked

Verified



B.13 APPENDICES TO SUBPART B



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**B.13.1 APPENDIX B-1: STANDARD APPROVAL CERTIFICATE OF AN ATO****CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT****Certificate of Approved Training Organization**

This is to certify that

.....
located at

.....

has been approved as an approved training organization in accordance with the ATO Procedure Manual with scope and limitation stated herewith in page.

This certificate will remain valid till validity date as stated as below unless surrendered, suspended or revoked.

.....
For Director General

Issue date-
Amendment Date-

Note 1- This certificate of validation will be issued to those ATOs located in Nepal.

Note 2- As per Civil Aviation Regulation 2002 Rule 86 any certificates, approvals, licenses or any CAAN documents issued by CAAN shall be valid for one year from date of issue. For the extension of such CAAN documents, provisions of Rule 86 shall be applicable. The date of expiry will be the same day as indicated in the certificate.

Note 3- The above certificate expires at 00:00 hours i.e. beginning of the day specified in the certificate.



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**B.13.2 APPENDIX B-2: STANDARD VALIDATION CERTIFICATE OF AN ATO****CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT****Certificate of Approved Training Organization Validation**

This is to certify that approval certificate numberof approved training organization issued bytolocated at..... has been validated by Civil Aviation Authority of Nepal with the scope and validity date not exceeding the original approval.....

For Director General

Date-

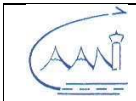
Valid till-

Note-

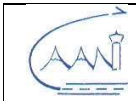
This certificate holder shall inform Civil Aviation Authority of Nepal in the event of change suspension or revocation or original approval as well as any variation in the approval that might affect the scope of approval of this certificate. This certificate will be automatically suspended or revoked if the original certificate will undergo such actions.

Note 1- This certificate of validation will be issued to those ATOs located abroad having approval from foreign Contracting States.

Note 2- Clarification for example of validity of certificate: when it is valid till 15th July, the certificate expires at 00:00 of 16th July.



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C. FLIGHT CREW



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The training of the flight crew intending to obtain a license or rating shall be undertaken in an approved training organization in accordance with the requirements of Personnel Licensing Requirements (PELR) of CAAN. This provision is fulfilled by the Training Organizations by obtaining an Approved Training Organization Certificate from CAAN. For the airline operator, this can be achieved either by establishing its own approved training organization or alternately, such training functions can be outsourced to an approved training organization.

C.1 Procedure for ATO Certification

Civil Aviation Authority of Nepal shall follow the following process for certification of a Training Organization:

- i. Pre-Application
- ii. Formal Application
- iii. Documentation Review
- iv. Demonstration and Evaluation
- v. Certification

The details of the procedure is presented in Sub-part B Clause 2.3 of this manual.

C.2 Checklists to be used for Five Phases

The following section furnishes the checklists that shall be used by CAAN during the five phases of the ATO certification process.

**PROSPECTIVE ORGANISATION PRE-ASSESSMENT****Approved Training Organisation (ATO)-Flight Crew Training**

Section 1. To be completed by all ATO applicants			
1. Name and mailing address of training		2. Address of the principal facility where	
Contact Details:		3. Proposed start-up date: (dd/mm/yyyy)	
Phone:	Email:		
4. Management and key staff personnel (<i>as applicable to the organisation</i>)			
4a. Name (Surname) (First Name/s)	4b. Title	4c. Telephone & address if different from company (Include country code)	
	<i>Accountable Manager</i>		
	<i>Head of Training</i>		
	<i>Chief Flight Instructor</i>		
	<i>Chief Ground Instructor</i>		
	<i>Safety Manager</i>		
	<i>Quality Manager</i>		



5. Proposed flight training (<i>Check all applicable</i>)			
<input type="checkbox"/> PPL			
	(Specify)		
<input type="checkbox"/> CPL			
	(Specify)		
<input type="checkbox"/> CPL/IR			
	(Specify)		
<input type="checkbox"/> ATPL			
	(Specify)		
<input type="checkbox"/> OTHERS			
	(Specify)		
6. Aircraft and Synthetic Flight Trainer (SFT) Data:			
6a. Aircraft to be used for training (by make, model, and series)		6b. SFTs to be used for training:	
7. Geographic areas of intended training			
8. Additional information: (Attach additional sheets, if necessary)			
9. Name and Title:		10. Signature:	11. Date (dd/mm/yyyy):

Section 2. To be completed by the CAA Official

1. Received by (Name and Office):	2. Date received (dd/mm/yyyy)	3. Date forwarded to Director General,	4. Pre-application Number
5. Remarks:			

**INSTRUCTIONS FOR COMPLETING PROSPECTIVE ORGANISATION PRE-ASSESSMENT STATEMENT (POPS)**

Section 1. All applicants shall complete this section.

1. Enter the training organization's official name, mailing address and telephone number. (Include any other business name if different from the training organization's name).

2. This address shall be the physical location where primary training activities are located. It is where the offices of management required by regulation are located.

If the address is the same as item 1, enter "same."

3. Enter the estimated date when training is to begin.

4. Enter the names (surname first), titles, and telephone numbers of the management and key staff.

5. Indicate the proposed type of training. Check all applicable boxes.

6. Aircraft and Synthetic Flight Training Data are to be provided here. Indicate number and types of aircraft by make, model, and series (As per PELR).

7. Indicate geographic areas of intended training.

8. Show any information that would assist CAAN personnel in understanding the type and scope of training to be performed by the applicant, e.g. if only part of a curriculum is proposed, such as knowledge training. Describe arrangements proposed for maintenance and inspection of training aircraft and/or associated equipment.

9. Name and title of Accountable Manager*

10. Signature of Accountable Manager*

11. Date of Accountable Manager's signature

*If signed and dated by other than the Accountable Manager, a letter signed by the Accountable Manager shall be attached authorizing the person to sign this form.



FORMAL APPLICATION PHASE					
Approved Training Organisation (ATO)-Flight Crew Training					
Date Approved or Accepted	II. FORMAL APPLICATION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
A. Review Applicant's Submission					
1. Formal Application Letter/Form					
	a. Full and Official name (Legal)				
	b. Mailing Address				
	c. Primary Training Location				
	d. Identification of Training courses				
	e. Key Management Personnel Names				
	f. Signed by Accountable Manager				
2. Formal Application Attachments					
	a. Schedule of events				
	b. Training Specifications				
	c. Management and Key Staff qualifications/resumes				
	d. Instructors qualifications				
	e. Manuals				
	i. Procedures & Training Manual.				
	ii. Quality System Manual				
	iii. Other Manual(s)				



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	f. Other documents:				
Remarks:					
	B. Evaluation of CAA Resources Based on Schedule of Events				
C. Formal Application Meeting					
	1. Schedule of events Date: _____ Time: _____				
	2. Discuss each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review Certification Process				
	5. Review Impact if Schedule of Events are not met				
Remarks					
	D. Issue Letter Accepting/Rejecting Application				



DEMONSTRATION AND EVALUATION PHASE					
Approved Training Organisation (ATO)-Flight Crew Training					
Date Approved or Accepted	IV. INSPECTION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
A. Evaluate Management of Training organisation					
	1. Accountable Manager:				
	-Management experience of 5 years				
	-Not blacklisted or under prosecution				
	2. Head of Training				
	-Held CPL or ATPL with instructor rating				
	-Instructor training				
	-10 years of aviation experience				
	3. Chief Ground Instructor				
	-Held CPL or ATPL with instructor rating				
	-Instructor training				
	-10 years of aviation experience				
	4. Chief Flight Instructor				
	-Held CPL or ATPL with instructor rating				
	-Instructor training				
	-10 years of aviation experience				



	5. Quality Manager				
	-Quality management training				
	-10 years of aviation experience				
	-5 years of airline auditing experience				
B. Evaluate Training Conducted by Training organisation					
	Flight crew Training				
	a. Training Schedules				
	b. Student Training				
	c. Instructor training				
	d. Crew Resource Management				
	e. Flight Supervision and Monitoring/Flight Following				
REMARKS					



	C. Evaluate Training organisation Offices				
	D. Evaluate Training aircraft/components				
	E. Evaluate system training devices				
	F. Evaluate aircraft Trainers				
	G. Training aids meet Requirements				
	H. Evaluate Facilities (Training)				
	1. Class rooms				
	2. Flight instruction				
	3. Operations room				
	4. Briefing rooms				
REMARKS					



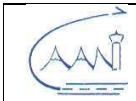
	I. Evaluate Record keeping Locations				
	1. Students records				
	a. Training records				
	b. Student records				
	2. Staff records				
	3. Other records				
REMARKS					
CAA OFFICIALS					
INSPECTED BY (Name and Office):				INSPECTION DATE (dd/mm/yyyy)	



CERTIFICATION PHASE					
Approved Training Organisation (ATO)-Flight Crew Training					
Date Approved or Accepted	IV. INSPECTION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
	A. Approve Training Specifications				
	B. Present Certificate & Training Specifications				
	C. Prepare Certification Report				
	1. Assemble Report				
	a. Formal Application Letter/Form				
	b. Copy of Training Specifications				
	c. Copy of Certificate				
	d. List of key management personnel				
	e. List of instructors				
	f. List of approved courses				
	g. Summary of difficulties				
	2. Distribute Report				
	D. Develop Post Certification Surveillance Program				
REMARKS					
CAA OFFICIALS					
CERTIFICATION TEAM MEMBERS (Name and Office):			SIGNATURE/Date		



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D. FLIGHT OPERATIONS OFFICER



The training of the flight operations officer intending to obtain a license or rating shall be undertaken in an approved training organization in accordance with the requirements of Personnel Licensing Requirements (PELR) of CAAN. This provision is fulfilled by the Training Organizations by obtaining an Approved Training Organization Certificate from CAAN.

For the airline operator, this can be achieved either by establishing its own approved training organization or alternately, such training functions can be outsourced to an approved training organization.

D.1 Procedure for ATO Certification

Civil Aviation Authority of Nepal shall follow the following process for certification of a Training Organization:

- i. Pre-Application
- ii. Formal Application
- iii. Documentation Review
- iv. Inspection
- v. Certification

The details of the procedure is presented in Sub-part B Clause 2.3 of this manual.

D.2 TRAINING PROGRAMME

- a. The organisation shall establish a training programme, acceptable to the CAAN, to ensure proper training standards and compliance with all relevant requirements in this Procedure Manual. This shall include:
 - i. knowledge and skills related to human performance and arrangements related to OJT requirements.
 - ii. Training course material shall cover the knowledge syllabus specified in Personnel Licensing Requirements Chapter 11 of CAAN.
 - iii. Training program shall be prepared and approval of the program shall be received from CAAN
 - iv. Training course notes, diagrams and any other instructional material shall be accurate and regularly updated.
 - v. Students shall have access to examples of aircraft documentation and technical information of the library.
 - vi. The maximum of training hours per day for the knowledge training should not be more than six hours. A training hour means sixty (60) minutes of tuition excluding any breaks, examination, test, revision, and preparation for visit.

Note: In exceptional cases, the CAAN may allow deviation from this standard when it is properly justified that the proposed number of hours follows educational and human factor principles.

These principles are especially important in those cases where:

- *Knowledge training are performed at the same time;*
- *Training and normal duty is performed at the same time.*



- b. The CAAN may approve a training programme that allows an alternative means of compliance with the experience requirements required provided that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training. The requirements provides details with respect to training objectives with reference to conditions, performance and standards of accomplishment.
- (a) A training organisation may sub-contract the OJT requirements to an AOC holder if appropriate procedures and contracts are in place.

D.3 TRAINING AND PROCEDURE MANUAL

- (a) The organisation shall develop, maintain and implement a training and procedures manual for use by the organisation describing the organisation and its procedures containing the following information, but not limited to:
 - (1) a statement signed by the AM confirming that the training and procedures manual and any associated manuals define the compliance of the training organisation with this Procedure Manual and shall be complied with, at all times;
 - (2) the title(s) and name(s) of the person(s) nominated.
 - (3) the duties and responsibilities of the person(s) specified in paragraph (a)(2), including matters on which they may deal directly with the CAAN on behalf of the training organisation;
 - (4) an organisation chart showing associated chains of responsibility of the person(s).
 - (5) a list of the training instructors, and examiners positions;
 - (6) a general description of the training and examination facilities located at each address specified in the certificate of the training organisation, and if appropriate any other location,
 - (7) a list of the training courses which form the extent of the approval;
 - (8) the training and procedures manual amendment procedure;
 - (9) the training organisation programme;
 - (10) a list of the locations;
 - (11) a list of approved sub-contractors who may be providing practical training or OJT training, including any applicable examinations that may be required.
- (b) The Training Organization are required to submit the Training Procedure Manual for approval from CAAN. Only those procedures that are approved by CAAN as part of the Training and Procedure Manual shall be used by the Training Organization for training of its trainees.
- (c) Amendments to Training Procedure Manual shall also require approval from CAAN prior to application in the organization.
- (d) Notwithstanding paragraph (b) minor amendments to the training and procedures manual may be approved through a specific procedure described in the training and procedures manual.
- (e) The TPM shall include a list of external references used within the manual for ease of access

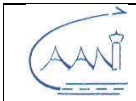


of information to the users.

- (f) When training or examination is carried out under the sub-contract control system the training and procedures manual shall contain
- (1) a specific procedure on the control of sub-contractors and
 - (2) a list of sub-contractors

D.4 Checklists to be used for Five Phases

The following section furnishes the checklists that shall be used by CAAN during the five phases of the ATO certification process.

**PROSPECTIVE ORGANISATION PRE-ASSESSMENT**
Approved Training Organisation (ATO)-Flight Operations Officer

Section 1. To be completed by all ATO applicants			
1. Name and mailing address of training		2. Address of the principal facility where	
Contact Details:		3. Proposed start-up date: (dd/mm/yyyy)	
Phone:	Email:		
4. Management and key staff personnel (<i>as applicable to the organisation</i>)			
4a. Name (Surname) (First Name/s)	4b. Title	4c. Telephone & address if different from company (Include country code)	
	<i>Accountable Manager</i>		
	<i>Head of Training</i>		
	<i>Chief Ground Instructor</i>		
	<i>Safety Manager</i>		
	<i>Quality Manager</i>		



5. Proposed Training (<i>Check all applicable</i>)			
<input type="checkbox"/> Initial FOO			
	(Specify)		
<input type="checkbox"/> FOO OJT			
	(Specify)		
<input type="checkbox"/> FOO Type Training			
	(Specify)		
	(Specify)		
<input type="checkbox"/> OTHERS			
	(Specify)		

6	DOCUMENTS TO BE SUBMITTED DURING APPLICATION	
6.1	Company Registration / Authorization as Training Service Provider	
6.2	Memorandum of Incorporation	
6.3	Curriculum Vitae of Proposed Post Holders	
6.4	Documents demonstrating qualifications of Post Holders	
6.5	Other Documents as may be required by CAAN	
7. ANY OTHER DETAILS AS APPLICABLE:		

**8. Applicant's declaration and acceptance of the General Conditions and Terms of Payment**

I declare that I have the legal capacity to submit this application to CAA and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by CAAN in accordance with the fees and charges levied by the Civil Aviation Regulation 2058.

I, the undersigned, on behalf of the applicant identified in 1.2 above certify that all the above named persons are in compliance with the applicable requirements and that all the above information given is complete and correct.

Date	Place	Name of Accountable Manager	Signature

Section 2. To be completed by the CAA Official

1.Received by (Name and Office):	2.Date received (dd/mm/yyyy)	3.Date forwarded to Director General,	4. Pre-application Number
5. Remarks:			



FORMAL APPLICATION PHASE					
Approved Training Organisation (ATO)-Flight Operations Officer					
Date Approved or Accepted	II. FORMAL APPLICATION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
A. Review Applicant's Submission					
1. Formal Application Letter/Form					
	a. Full and Official name (Legal)				
	b. Mailing Address				
	c. Primary Training Location				
	d. Identification of Training courses				
	e. Key Management Personnel Names				
	f. Signed by Accountable Manager				
2. Formal Application Attachments					
	a. Schedule of events				
	b. Training Specifications				
	c. Management and Key Staff qualifications/ resumes				
	d. Instructors qualifications				
	e. Manuals				
	i. Procedures & Training Manual.				
	ii. Quality System Manual				



	f. Other documents:				
Remarks:					
	B. Evaluation of CAA Resources Based on Schedule of Events				
C. Formal Application Meeting					
	1. Schedule of events Date: _____ Time: _____				
	2. Discuss each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review Certification Process				
	5. Review Impact if Schedule of Events are not met				
Remarks					
	D. Issue Letter Accepting/Rejecting Application				



DEMONSTRATION AND EVALUATION PHASE					
Approved Training Organisation (ATO)-Flight Operations Officer					
Date Approved or Accepted	IV. INSPECTION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
A. Evaluate Management of Training organisation					
	1. Accountable Manager:				
	-Management experience of 5 years				
	-Not blacklisted or under prosecution				
	2. Head of Training				
	-Instructor training				
	-10 years of aviation experience				
	3. Chief Ground Instructor				
	-Instructor training				
	- 5 years of aviation experience				
	5. Quality Manager				
	-Quality management training				
	-10 years of aviation experience				
	-5 years of airline auditing experience				



B. Evaluate Training Conducted by Training organisation					
	Flight Operations Officer's Training				
	a. Training Schedules				
	b. Student Training				
	c. Instructor training				
	d. Crew Resource Management				
	e. Flight Supervision and Monitoring/Flight Following				
	C. Evaluate Training organisation Offices				
	D. Evaluate system training devices				
	E. Training aids meet Requirements				
REMARKS					



F. Evaluate Facilities (Training)					
	1. class rooms				
	2.. OJT room				
	3. briefing rooms				
G. Evaluate Record keeping Locations					
	1. Students records				
	a. Training records				
	b. Student records				
	2. Staff records				
	3. Other records				
REMARKS					

CAA OFFICIALS

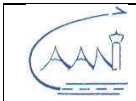
INSPECTED BY (Name and Office):

Signature/ Date

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CERTIFICATION PHASE					
Approved Training Organisation (ATO)-Flight Operations Officer					
Date Approved or Accepted	IV. INSPECTION PHASE	Inspector Initial	Date Received/ Approved	Date Returned for Changes	Applicant's Proposed Date
	A. Approve Training Specifications				
	B. Present Certificate & Training Specifications				
	C. Prepare Certification Report				
	1. Assemble Report				
	a. Formal Application Letter/Form				
	b. Copy of Training Specifications				
	c. Copy of Certificate				
	d. List of key management personnel				
	e. List of instructors				
	f. List of approved courses				
	g. Summary of difficulties				
	2. Distribute Report				
	D. Develop Post Certification Surveillance Program				
REMARKS					
CAA OFFICIALS					
CERTIFICATION TEAM MEMBERS (Name and Office):			SIGNATURE/Date		



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E. JOB AIDS

**E.1 Job Aid ATO- 01: Training Program, Approval and Capability**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	Approved training organization has its certificate and training specifications available on the premises for inspection.
				1.2	The Training specifications signed by the appropriate operations inspector.
				1.3	The Approved training organization training specification authorized on the certificate and operations specifications appropriate to the article being maintained.
				1.4	ATO certificate and training specifications reflect the current business address.
				1.5	ATO organization uses a List of authorized staff and personnel.
				1.6	Approved ATO organization performs only the specific number of training personnel within the ratings and classes stated in its training specifications.
				1.7	ATO organization contract out any maintenance functions and has the CAAN approved those functions.
				1.8	ATO organization provides the CAAN with the required list of instructors and students.
				1.9	ATO organization use number of flight training aircraft from outside organization and does the ATO organization assure that they have a quality system equivalent to the ATO organization.

INSPECTOR SIGNATURE	
--------------------------------	--



JA: 01-3

**E.2 Job Aid ATO-02: ATO Training & Procedures Manual**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	OVERALL MANUAL PRESENTATION
				1.1	Bound in a secure form (not loose). Binder is 2, 3 or 4 ring. Exterior of binder clearly indicates manual content. Prepared in English language.
S	U	NS	NA	2	MANUAL CONTROL PROCESS
				2.1	Copies numbered for controlled issuance. Amendment issuance tracking process. Issued numbered volume.
S	U	NS	NA	3	MANUAL REVISION PROCESS
				3.1	Revision instruction adequate. Revision page for proper revision entry. List of effective pages provided And correct. Last revision to individual pages identified.
S	U	NS	NA	4	MANUAL REFERENCING SYSTEM
				4.1	Table of contents easy to find and use. Index, if included, easy to find and use. Tabbed as necessary for usability without difficulty.
S	U	NS	NA	5	INDIVIDUAL PAGE PRESENTATION
				5.1	Page numbered in chronological sequence (by chapter or single document). Last revision number/data appears on each page. Company logo appears on each page.
S	U	NS	NA	6	PARAGRAPH NUMBERING
				6.1	Paragraph and sub paragraph numbered or alphabetized for ease of reference.
S	U	NS	NA	7	SUPPLEMENTARY CONTENT REFENCING
				7.1	Table referenced for ease of use. Figures reference for ease of use. Appendices referenced for ease of use.
S	U	NS	NA	8	GENERAL
				8.1	Person, by title, responsible for making revisions identified.
				8.2	The person, by title, who will submit revisions to CAAN for review and acceptance identified.



				8.3	The manual has a procedure to determine if a supervisor or inspector is qualified for any delegated duties.
S	U	NS	NA	9	TRAINING PLAN
				9.1	Training manual has the aim of the course.
				9.2	Training manual has the pre-entry requirements, credits for previous experience, training curricula and training program.
				9.3	Training plan has training records, safety training, checks and test and training effectiveness and standards and level performance at various stages.
				9.4	Contains Training effectiveness, standards of level of performance at various stages.
				9.5	Contains the Briefing and Air Exercise, such as air exercise, air exercise reference, course structure, course structure integration of curricula.
				9.6	Contains the student progress, instructional methods, progress test, glossary of terms and appendices.
				9.7	Contains the necessary knowledge instruction for lesson plans.
				9.8	The TPM has the administration, responsibilities, student discipline, approval/ authorization of flight.
				9.9	The TPM has the carriage of passengers, aircraft documentation, and retention of documents, flight crew, and revalidation.
				9.10	The TPM has flight duty period and flight time limitations.
				9.11	The necessary rest periods, pilot's log book flight planning and safety in general.
				9.12	The TPM aircraft descriptive notes, aircraft handling, emergency procedures and radio navigational aids.
				9.13	The TPM has route that has performance, flight planning, loading sheet, weather minima, and training routes.
				9.14	The TPM has the Staff training such as initial training, refresher training, standardization training, proficiency checks, upgrading training appointments and ATO staff standards evaluation.

**INSPECTOR
SIGNATURE**

Q-Number	INSERT COMMENT TEXT



JA: 02-3

**E.3 Job Aid ATO-03: ATO Curriculums**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable

S	U	NS	NA	1	GENERAL
				1.1	ATO give the details of ground training syllabus aligned to the Training and Procedures Manual.
				1.2	ATO give the details of flight training of individual students.
				1.3	Instructor give detailed and regular progress reports of the students.
				1.4	Maintains personal trainee information such as names, course certificates medical certificates and ratings.
				1.5	Record of each student indicates the syllabus taken by students under supervision of the instructors.
				1.6	Student training record specifies the training records specified in the Training Manual.
				1.7	ATO has training records and reports as required by the Authority.
				1.8	ATO has the training program approval.
				1.9	ATO has the training equipment requirements of each proposed program.
				1.10	ATO has the minimum required aircraft needed for flight training and its curriculum.

INSPECTOR SIGNATURE	
--------------------------------	--

Q-Number	INSERT COMMENT TEXT

**E.4 Job Aid ATO-04: ATO Facilities**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	ATO facilities (Classroom, Laboratories, and Shops) properly Lighted and ventilated.
				1.2	ATO maintains the maximum required number of students (16).
				1.3	ATO has enclosed classroom, separate from other space and facilities, suitable for teaching theory classes.
				1.4	ATO suitable facilities (parts, tools materials and similar articles for laboratory) segregated and protected.
				1.5	ATO has the hangar facilities (in case of training in actual aircraft)
				1.6	ATO has operations room, flight planning room, adequate briefing rooms.
				1.7	ATO has suitable facilities for classroom accommodation.
				1.8	ATO has the suitable demonstration equipment.
				1.9	ATO has the library facilities.
				1.10	ATO has the offices for instructors.
				1.11	ATO has the necessary airport facilities to use and facilitate training. (in case of flight training)
				1.12	ATO has the adequate runway and the necessary use for aerodrome use. (in case of flight training)

INSPECTOR
SIGNATURE



Q-Number	INSERT COMMENT TEXT

**E.5 Job Aid ATO-05: ATO Equipment**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable

S	U	NS	NA	1	GENERAL
				1.1	ATO has the necessary equipments needed in the flight training like sufficient training aircraft and its personnel.
				1.2	ATO has the necessary tools for maintenance and flight training.
				1.3	ATO has the necessary materials for flight training like boards, pens and maps.
				1.4	ATO has the facilities or room for its maintenance tools.
				1.5	The equipment dated or out dated necessary for flight training like the synthetic flight trainer.
				1.6	The equipment approved by CAAN part of the training program.
				1.7	ATO conduct regular progress reports of the status of the equipment.
				1.8	The ATO has the detailed equipment list and its inventory approved by CAAN.
				1.9	The Training program and approval include the Equipment List such as aircraft, and light training equipment.
				1.10	Training records have the necessary list of equipment use for training.

INSPECTOR SIGNATURE	
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Q-Number	INSERT COMMENT TEXT

**E.6 Job Aid ATO-06: Simulator for ATO Use**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	The ATO facility owns a simulator and FSTD.
				1.2	The ATO maintains a simulator type or FSTD in their certificate.
				1.3	The ATO simulator or FSTD has been approved by CAAN
				1.4	The ATO has airplane model and series being simulated.
				1.5	The simulator has training aids.
				1.6	The simulator has the briefing rooms and de-briefing rooms.
				1.7	The simulator as weather phenomena to be simulated like dry, wet, slippery obstruction the runway.
				1.8	The simulator has the simulator feel and down time.
				1.9	The simulator has technical specification or attachments on the basis of this evaluation.
				1.10	The simulator operated in accordance with the local rules and regulations.
				1.11	The simulator has it maintenance manuals hat are current.
				1.12	The simulator has operational guidelines.

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Q-Number	INSERT COMMENT TEXT

**E.7 Job Aid ATO-07: ATO Training Courseware**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	TEACHING LEVEL 1 REQUIREMENTS
				1.1	i. Knowledge of general principles, but no practical application. ii. No development of manipulative skill. iii. (iii) Instruction by lecture, demonstration, and discussion.
S	U	NS	NA	2	TEACHING LEVEL 2 REQUIREMENTS
				2.1	i. Knowledge of general principles, and limited practical application. ii. Development of sufficient manipulative skill to perform basic operations iii. Instruction by lecture, demonstration, discussion, and limited practical application.
S	U	NS	NA	3	TEACHING LEVEL 3 REQUIREMENTS
				3.1	i. Knowledge of general principles, and performance of a high degree of practical application. ii. Development of sufficient manipulative skills to simulate return to service. iii. (iii) Instruction by lecture, demonstration, discussion, and a high degree of practical application.
S	U	NS	NA	4	TEACHING EQUIPMENT & MATERIALS
				4.1	The curriculum may be presented utilizing currently accepted educational materials and equipment, including, but not limited to: calculators, computers, and audio-visual equipment.
S	U	NS	NA	5	CURRICULUM & TESTING
				5.1	Adequate copies of maintenance manual, technical data for class size.
				5.2	Training source materials and examples adequate and appropriate for the training objectives.
				5.3	Training exercises and example realistic.



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Q-Number	INSERT COMMENT TEXT

**E.8 Job Aid ATO-08: ATO Training Process**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	The person responsible for the training program knowledgeable about his or her duties and responsibilities.
				1.2	The initial training program cover training in regulations, standards and the approved manual. <ul style="list-style-type: none">• Have all employees with technical responsibilities received the required initial training, as specified in TPM.• Initial training covers all technical employees, not just authority holders.
				1.3	An accurate record - keeping system tracking all training as described in the manual.
				1.4	The personnel records contain training documentation necessary to support the individuals' present duties and responsibilities.
				1.5	The training provided assure that all staff with technical responsibilities is competent in the areas for which they are responsible.
				1.6	The organization holds an approval to conduct aircraft type courses. If so, use an Approved Training Organizations checklist
				1.7	The records reflect: (see Personnel Records) <ul style="list-style-type: none">• the type of training;• the location;• the duration of training;• the recurrent training program;• examination control;• the certificates issued;
				1.8	The quality assurance programs influence the need for training or when training is required.
				1.9	All training materials and manuals clearly marked "for training purposes only.
				1.10	For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken.



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Q-Number	INSERT COMMENT TEXT

**E.9 Job Aid ATO-09: ATO Training Methods**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	Requirement to evaluate the ATO system identified in the manual.
				1.2	Persons responsible for evaluating the program identified in the manual.
				1.3	The evaluation program covers regulatory changes.
				1.4	Evidence (records) indicating that formal review of operations requirements has been undertaken. <ul style="list-style-type: none">Records kept according to the requirements specified in the manual.
				1.5	The operator use checklists for the evaluation process.
				1.6	Checklists available and comprehensive.
				1.7	The operator follows the stated corrective action process. (<i>Sample, are persons required to provide input in the process, involved?</i>)
				1.8	Auditors use the correct forms as stated in the manual.
				1.9	The Corrective Action (CA) taken as a result of Non-Compliance (NC) findings included immediate and long term action.
				1.10	The Root Cause of Non-Compliance (NC) findings been determined.

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Q-Number	INSERT COMMENT TEXT



**E.10 Job Aid ATO-10: ATO Training In-Progress**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	Acceptable completion standards available.
				1.2	Student receives a written examination for each knowledge objective.
				1.3	Student receives written document detailing performance in each element.
				1.4	Instructor or checking person made completion entries in student's record(s).
				1.5	Entries were accurate with respect to the testing and debriefing of the student's performance.
				1.6	Each student issue a graduation certificate for the specific curriculum completed.
				1.7	Each student issue a training objectives form to accompany the completion certificate for the specific curriculum completed.
				1.8	Students provide seating and writing accommodation.
				1.9	Students have minimal visual and aural distractions.

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Q-Number	INSERT COMMENT TEXT

**E.11 Job Aid ATO-011: ATO Evaluations**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable

S	U	NS	NA	1	GENERAL
				1.1	Training and Procedures Manual CAAN approved.
				1.2	The operator implements revisions to their TPM within a reasonable time after the release of a revision to the Master TPM.
				1.3	The operator has a TPM training program.
				1.4	The program includes training of operations personnel.
				1.5	The correct procedures followed when releasing an aircraft under the provisions of the TPM.
				1.6	The operator release aircraft for Run-up and Taxi in accordance with the approved TPM document.
				1.7	The Training and procedures Manual include sufficient information to determine what the contractor is actually providing to the operator.
				1.8	The method specified for how will the ATO correct any /administrative actions performed under revisions that were found not acceptable to CAAN.
				1.9	Titles and reporting structure for the organization chart appropriate for the facility.
				1.10	The ATO manual have a procedure to determine if a supervisor or inspector is qualified for any delegated duties.
				1.11	The ATO have the necessary evaluations for its personnel and instructors.
				1.12	The ATO have the evaluations of the records of students filed in their cabinets.

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**E.12 Job Aid ATO-12: Records System**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable				
S	U	NS	NA	1 ATO RECORDS
				1.1 Does the ATO keep a current record of each student enrolled for at least two(2) years after the end of the student's enrollment, showing: a) Attendance : _____ b) Test; _____ c) Grades; _____ d) The instruction credited to student under CAR Part 3 if any; any _____ e) Authenticated transcript of his grades: _____
				1.2 The ATO keeps a current program charts or individual progress record for each of its student showing the practical projects of laboratory work completed, by the student in each subject.
				1.3 The ATO gives an authenticated transcript of records to each student who has graduated with complete information as required by CAR Part 3.
S	U	NS	NA	2 TRAINING RECORDS
				2.1 The ATO gives an authenticated graduation certificate to its students that it graduates.
				2.2 Filing cabinet for the storage of student files.
				2.3 Aircraft's records contain a total time in service record, listing the current time in service/cycles, current inspection status of the aircraft, its engines and components.
				2.4 The ATO has the necessary publication for student development in flying abilities.
				2.5 The organization has technical and regulatory publications according to scope of work performed or listed in their approved manuals.
S	U	NS	NA	3.0 STUDENT RECORDS
				3.1 The system for monitoring the student development program.
				3.2 The student records have been kept in the filing cabinet.
				3.3 Appropriate portions of filing cabinet made available, as appropriate to work performed, to the organization's personnel and inspectors.

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Q-Number	INSERT COMMENT TEXT

**E.13 Job Aid ATO-13: ATO Training away from the Base**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	The ATO organization provides the CAAN with a list of outside maintenance functions for approval.
				1.2	The ATO organization provide a list of the names of the outside facilities with whom the organization contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
				1.3	The ATO developed specific and administrative approval procedures governing maintenance arrangements to enter into by the AMO.
				1.4	Specify who is responsible for the completion and certification of the work to be performed.
				1.5	The work is undertaken by a non-approved organization, does the arrangement state that the contracting AMO is responsible to certify the work.
				1.6	The AMO personnel's certifying the work has "direct supervision" over the person from the organization tasked with completion of the work.
				1.7	ATO-QA audits the proposed contractor for facilities, work scope and capabilities prior to the work starting.
				1.8	All phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor.
				1.9	The sub-contractor organization follows the policy and procedures specified in the TPM.
				1.10	The ATO organization has a procedure to govern work performed at other locations.

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**E.14 Job Aid ATO-14: ATO Subcontracting Arrangements**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	GENERAL
				1.1	The ATO organization provides the CAAN with a list of outside maintenance functions for approval.
				1.2	The ATO organization provide a list of the names of the outside facilities with whom the organization contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
				1.3	The ATO developed specific and administrative approval procedures governing maintenance arrangements to enter into by the AMO.
				1.4	The ATO specify who is responsible for the completion and certification of the work to be performed.
				1.5	The work is undertaken by a non-approved organization, does the arrangement state that the contracting AMO is responsible to certify the work.
				1.6	The AMO personnel's certifying the work has "direct supervision" over the person from the organization tasked with completion of the work.
				1.7	ATO-QA audits the proposed contractor for facilities, work scope and capabilities prior to the work starting.
				1.8	All phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor.
				1.9	The sub-contractor organization follows the policy and procedures specified in the TPM.
				1.10	The ATO organization has a procedure to govern work performed at other locations.

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**E.15 Job Aid ATO-15: ATO Quality Assurance System**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND:					S = Satisfactory	U = Unsatisfactory	NS = Not Seen	NA = Not Applicable
S	U	NS	NA	1	GENERAL			
				1.1	The Quality Manual (QM) contains a detailed description of the quality assurance system.			
				1.2	The internal audit program includes all functions defined in the QM.			
				1.3	The Quality program under the sole control of either the Quality Manager, or a person assigned to this management function.			
				1.4	The quality program includes all elements necessary to confirm that the ATO is in compliance with the applicable regulations and the manual.			
				1.5	The quality program ensures that all referenced procedures remain applicable and effective.			
				1.6	The quality assurance program of surveillance or internal audit provides a check of the system's own effectiveness.			
				1.7	Checklists cover satellite facilities and maintenance away from base.			
				1.8	Checklists cover all service providers and other maintenance arrangements.			
				1.9	The audit checklists cover all aspects of the ATO's technical activities.			
				1.10	Perform quality assurance functions, do the individuals report solely directly to the quality manager.			

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E.16 Job Aid ATO-16: ATO Safety Management System

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	SAFETY POLICY LEVEL
				1.1	Documented Safety Policy statement.
				1.2	Safety Policy readily visible or accessible to all personnel.
				1.3	Evidence that the Safety Policy is communicated to all employees with intent that they are made aware of their individual safety obligations.
				1.4	The Safety Policy appropriate to the size, nature and complexity of the organization.
				1.5	The Safety Policy endorsed by the Accountable Manager.
				1.6	A Periodic review of the Safety Policy by senior management or the Safety Committee.
				1.7	The Safety Policy relevant to aviation safety.
				1.8	The Safety policy addressing the provision necessary for human and financial resources for its implementation.
S	U	NS	NA	2	ACCOUNTABLE MANAGER
				2.1	Documented safety (SMS) accountability within the organization that begins with the Accountable Manager.
				2.2	The Accountable manager's term of reference indicating his ultimate responsibility for the implementation and maintenance of the SMS.
				2.3	The Accountable manager's terms of reference indicated his ultimate responsibility for all safety issues.
				2.4	The Accountable manager has full control over financial and human resources associated with his organization.
				2.5	The Accountable manager's term of reference indicating his final authority over all "operations" conducted under the certificate/approvals granted to his organization by the CAAN.
				2.6	The Accountable Manager responsible for administering the SMS and does not hold any other responsibilities that may conflict or impair his role as SMS manager.



				2.7	The SMS Manager report directly to the Accountable Manager, especially concerning SMS performance and improvement.
				2.8	The Manager performing the SMS role has relevant SMS functions included in his terms of reference.
				2.9	The SMS Manager a senior management position not lower than or subservient to other operational or production positions.
S	U	NS	NA	3	SAFETY COMMITTEE
				3.1	A Safety Committee (or equivalent meeting) for purpose of reviewing safety performance.
				3.2	A large organization is there are departmental or section Safety Action Groups that work in conjunction with the Safety Committee.
				3.3	The Safety Committee chaired by the Accountable Manager or (for very large organizations) by an appropriately assigned deputy, duly substantiated in the SMS manual.
				3.4	The Safety Committee does include relevant operational or departmental Heads as members.
				3.5	An appointed Safety (SMS) coordinator within the Safety Action Group.
				3.6	The Safety Action Groups chaired by the divisional or section Head.
S	U	NS	NA	4	SAFETY OBJECTIVES & GOALS
				4.1	The organization does establish safety objectives or goals relevant to its aviation operations or services.
				4.2	The safety objectives/ goals compatible with the organization's Safety Policy.
				4.3	A periodic review of the safety objectives/ goals for continuing validity.
				4.4	Safety objectives/ goals measurable.
				4.5	The safety objectives/ goals being monitored for achievement.
				4.6	Evidence that the safety objectives/ goals are communicated to all employees with intent that they are made aware of their individual obligations and contributions.
S	U	NS	NA	5	SAFETY PERFORMANCE & ALS
				5.1	A Safety performance indicator relevant to aviation safety.
				5.2	The ALS safety performance indicators based on data relating to occurrence of some safety or quality related events or reports.
				5.3	There a procedure for corrective or follow up action to be taken when there is significant abnormal trend or breach of any Acceptable Level of safety (ALS).
				5.4	An identified safety performance indicators for monitoring the organization's minimum Acceptable Level of Safety (ALS) in the SMS manual.
				5.5	Safety performance indicators reviewed by the safety committee for trend, minimum safety (alert) levels and targets (desired levels) where applicable.
S	U	NS	NA	6	HAZARD IDENTIFICATION
				6.1	A procedure to encourage voluntary hazards/ threats reporting by all employees.
				6.2	Hazard identification system, is there a clear differentiation between a hazard and risk.
				6.3	A procedure to identify hazards/ threats from internal incident/accident investigation reports for follow up risk evaluation where applicable?



				6.4	A procedure for incident/ accident reporting by operational or production personnel.
				6.5	A policy that provides immunity from disciplinary actions (with any exceptions indicated) for all employees that report safety related deficiencies, threats or hazards.
				6.6	A procedure to review hazards/ threats from available industry service or incident/ accident investigation reports for follow up risk evaluation where applicable.
				6.7	A procedure for investigation of incident/ accidents relating to quality or safety.
				6.8	A procedure for personnel to report hazards/ threats not amounting to incident/accidents.
S	U	NS	NA	7	RISK MANAGEMENT
				7.1	A documented Hazard Identification and Risk Assessment (HIRA) procedure involving the use of objective risk analysis tools.
				7.2	Risk assessment reports approved by departmental managers or higher level where appropriate.
				7.3	A procedure for periodic review of existing risk analysis records.
				7.4	A procedure to account for mitigation actions whenever unacceptable risks are identified.
				7.5	A procedure to define acceptable and unacceptable risks.
				7.6	A procedure for special review of risk analysis records when there are changes that may affect their associated hazards or risks.
				7.7	A procedure for identification of operations/ processes/ facilities/ equipment which are deemed (by the organization) as relevant for HIRA performance.
				7.8	A procedure to define mitigation actions which require senior management approval.
				7.9	Recommended mitigation actions which require senior management decision or approval accounted for and documented.
				7.10	A program for progressive HIRA performance of all aviation safety-related operations/ processes/ facilities/ equipment as identified by the organization.
				7.11	A procedure to prioritize HIRA performance for operations/processes/ facilities/ equipment with identified or known safety-critical hazards/ risks.
				7.12	Evidence of progressive compliance and maintenance of the organization's HIRA performance program.
S	U	NS	NA	8	MANAGEMENT OF CHANGE
				8.1	A procedure for review of relevant existing aviation safety related facilities and equipment (including any HIRA records) whenever there are pertinent changes to those facilities or equipment.
				8.2	A procedure for review of new aviation safety related facilities and equipment for hazards/ risks before they are commissioned.
				8.3	A procedure for review of relevant existing facilities, equipment, operations or processes (including any HIRA records) whenever there are pertinent changes external to the organization such as regulatory/ industry standards, best practices or technology.
				8.4	A procedure for review of relevant existing aviation safety related operations and processes (including any HIRA records) whenever there are pertinent changes to those operations or processes.
				8.5	A procedure for review of new aviation safety related operations and processes for hazards/ risks before they are commissioned.



S	U	NS	NA	9	SMS TRAINING, COMMUNICATION & PROMOTION
				9.1	A documented personnel Safety (SMS) training procedure/policy.
				9.2	Personnel involved in conducting risk evaluations provided with appropriate risk management training or familiarization.
				9.3	Evidence of organization-wide SMS education or awareness efforts.
				9.4	The SMS manager had undergone an appropriate SMS training course or program.
				9.5	Personnel directly involved in the SMS (Safety Committee/ SAG members) undergone appropriate SMS training or familiarization.
				9.6	Evidence of a Safety (SMS) publication, circular or channel for communicating Safety (SMS) matters to employees.
				9.7	Accountable Manager undergone appropriate SMS familiarization, briefing or training.
S	U	NS	NA	10	SMS MANUAL
				10.1	A documented SMS procedure or manual, which is approved by the Accountable Manager and accepted by CAAN.
				10.2	All 12 components of SMS regulatory requirements addressed in the SMS procedures.
				10.3	The SMS procedures do reflect the integration of the various safety related control systems within the organization such as Occupational Safety/ Flight Safety/ Quality Control/ Environmental Control as applicable.
				10.4	The SMS procedures documented in a systematic and consolidated manner.
				10.5	All relevant elements within each component of the SMS regulatory requirements addressed in the SMS procedures.
				10.6	The SMS procedures reflecting relevant coordination or integration with substantial external service providers or operators where applicable.
				10.7	The SMS procedures a stand-alone controlled document or part of an existing controlled document.
				10.8	A process to periodically review the SMS documentation to ensure its continuing suitability, adequacy and effectiveness.
S	U	NS	NA	11	SMS RECORDS
				11.1	Records pertaining to Safety Committee/ SAG meeting (or equivalent) minutes maintained.
				11.2	Records pertaining to Safety Committee/ SAG meeting (or equivalent) minutes made available to all members and the Accountable Manager.
				11.3	A documented policy with respect to generation, distribution and retention of SMS records.
				11.4	Records pertaining to Safety/ Risk Assessments performed maintained.
				11.5	Records pertaining to Safety/ Risk Assessments performed accessible to all relevant parties.
				11.6	Records pertaining to periodic review of existing Safety/ Risk Assessments or special review in conjunction with relevant changes available.
				11.7	Records pertaining to identified or reported hazards/ threats maintained.
S	U	NS	NA	12	AUDIT & CONTINUOUS IMPROVEMENT
				12.1	A procedure for periodic internal audit/ assessment of the SMS.



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				12.2	A follow up procedure to address audit corrective actions.
				12.3	SMS audit/ assessment has been carried out according to plan.
				12.4	Current internal SMS audit/ assessment plan.
				12.5	Internal SMS audit plan cover SMS roles and procedures of all departments as defined within the scope of the SMS.
				12.5	SMS audit/ assessment reports reviewed by the Accountable Manager.
				12.6	Documented internal SMS audit/ assessment checklist.
				12.7	SMS audit plan include the sampling of completed safety assessments.
				12.8	SMS audit plan cover the SMS roles/ inputs of contractors where applicable.

INSPECTOR SIGNATURE	
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Q-Number	INSERT COMMENT TEXT

**E.17 Job Aid ATO-017: Aircraft Records Inspection**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable					
S	U	NS	NA	1	AIRWORTHINESS DIRECTIVES/MANDATORY SERVICE BULLETINS
				1.1	Master list (Summary Sheet) of all ADs/Mandatory Service Bulletins for the aircraft, its engines and/or components.
				1.2	List account for all ADs and/or Mandatory Service Bulletins issued for that make/model.
				1.3	Applicable ADs and Mandatory Service Bulletins have been complied with.
				1.4	ADs/Mandatory Service Bulletins accomplished within specified times.
				1.5	ADs/Mandatory Service Bulletins accomplished using specified instructions.
				1.6	Specific maintenance record for each AD/Mandatory Service Bulletin.
				1.7	One time and recurring ADs/Mandatory Service Bulletins identified.
				1.8	Recurring ADs/Mandatory Service Bulletins incorporated into the scheduled Maintenance Programme.
				1.9	Alternate method of compliance been used to comply with ADs/Mandatory Service Bulletins.
				1.10	Alternate method was used proper approval obtained.
S	U	NS	NA	2	SERVICE BULLETINS/SERVICE LETTERS
				2.1	List of all service bulletins/service letters issued for the aircraft, its engines or components.
				2.2	List show which ones were incorporated.
				2.3	Maintenance document for each one incorporated.
S	U	NS	NA	3	TOTAL TIME IN SERVICE RECORDS/INSPECTION RECORDS
				3.1	Aircraft's records contain a total time in service record, listing the current time in service/cycles, current inspection status of the aircraft, its engines and components
				3.2	Service records in accordance with the approved maintenance programme.



				3.3	The Records contain the last inspection work packages with both routine and non-routine items for both engines and airframe.
				3.4	All Inspections accomplished within the time/cycles established by the approved maintenance schedule.
				3.5	The Records retained in accordance with regulatory requirements.
S	U	NS	NA	4	LIFE LIMITED PARTS STATUS RECORDS
				4.1	List of current life limited parts for the aircraft, its engines or components.
				4.2	List indicate the present operating time limit for each life limited part, indicate its number of hours, or accumulated cycles and show the number of hours or cycles remaining.
				4.3	List in accordance with maintenance manual.
				4.4	Maintenance records for each life-limited part justifying its total time in service.
				4.5	Life-limited parts been changed within their prescribed limit.
S	U	NS	NA	5	OVERHAUL RECORDS
				5.1	Aircraft records contain a list of all components required to be overhauled.
				5.2	List show the time/cycles for the required overhaul.
				5.3	List show the current time/cycle of each component.
				5.4	Maintenance record for each overhaul showing a description of the work accomplished, name of the person performing the work, and the name of the person approving the work.
				5.5	All required overhaul items overhauled within the limits established by the approved maintenance schedule.
				5.6	Documentation forms for all items installed on the aircraft.
				5.7	All overhauls accomplished in accordance with manufactures data and approved for return to service by a certificated entity.
S	U	NS	NA	6	MAJOR REPAIR & MAJOR MODIFICATION RECORDS
				6.1	Master list of all major repairs/major modifications performed to the aircraft its engines or components.
				6.2	Maintenance record for all Major Repairs and Major Modifications accomplished.
				6.3	Work accomplished in accordance with approved data.
				6.4	Work approved for return to service by a certificated entity.
S	U	NS	NA	7	JOURNEY/TECHNICAL LOG PAGES
				7.1	Aircraft records contain copies of all log pages.
				7.2	Pages been reviewed by the operator for proper signoffs, maintenance entries and accurate times.
				7.3	Any pages missing and if so were the missing times accounted for.
				7.4	All pages reviewed have proper sign offs, maintenance entries and accurate times.
S	U	NS	NA	8	MEL ITEMS
				8.1	Aircraft records contain copies of all deferred/continued maintenance items.



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				8.2	Retained records show both the initiation and corrective action.
				8.3	All deferred items within the scope of the approved MEL.
				8.4	Proper “O” and “M” procedures followed.
				8.5	All items cleared in a timely manner.

INSPECTOR SIGNATURE	
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Q-Number	INSERT COMMENT TEXT

**E.18 Job Aid ATO-018: Ramp Inspection-**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND: S = Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable

S	U	NS	NA	1	GENERAL
				1.1	Check Data Plate.
				1.2	Check for proper Registration Markings.
				1.3	Airworthiness Certificate up-to-date and properly located.
				1.4	Registration Certificate up-to-date and properly located.
				1.5	Other required certificates up-to-date and properly located.
S	U	NS	NA	2	JOURNEY / TECHNICAL LOG
				2.1	All Maintenance Items cleared.
				2.2	The Airworthiness Release signed by authorized personnel.
				2.3	Adequate number of back pages available.
				2.4	Deferred items in accordance with approved MEL.
				2.5	Deferred item's "M" and "Os" carried out.
				2.6	Deferred items properly placarded.
S	U	NS	NA	3	FLIGHT DECK
				3.1	General condition of the area clean.
				3.2	All placards in place and legible.
				3.3	All control panels legible.
				3.4	Wire bundles properly tied back.
				3.5	CB's properly marked and legible.
				3.6	Access doors on the floor clearly marked and easy to open.
				3.7	Emergency landing gear release is handling available.



				3.8	Instruments clear.
				3.9	Viewing nose gear lock mechanism is viewer clean and usable.
				3.10	Rudder pedals not blocked.
				3.11	Emergency Equipment in place? (Smoke mask, O2 Mask, Crash ax).
				3.12	PBE in place.
				3.13	Required manuals in place? (MEL/CDL, AFM, AOM, MM).
				3.14	Medical kit on board and sealed.
S	U	NS	NA	4	PASSENGER SEATS
				4.1	Passenger seats have side restraints in place.
				4.2	Passenger seat break-over proper for area located.
				4.3	Passenger seats, seat belts properly rated and certified.
				4.4	Seat configuration within operator-approved programme.
S	U	NS	NA	5	EXTERIOR FUSELAGE
				5.1	Radome free of damage, cracking or bubbles.
				5.2	Pitot tubes damage free.
				5.3	Angle of attack sensor damage free.
				5.4	Antennas damage free.
				5.5	Static port areas clear and marked.
				5.6	All panels properly closed, with none missing.
				5.7	Wastewater heaters free of damage.
				5.8	AC inlets clear.
				5.9	Obvious corrosion or dents.
				5.10	Visible repairs? (Note for future records check).
S	U	NS	NA	6	WINGS
				6.1	Leading edges damage free.
				6.2	Trailing edges and under surfaces damage.
				6.3	Trailing edge devices drive assemblies greased and covers secure.
				6.4	Static discharge devices securely in place.
				6.5	Visible signs of fuel leaks.
S	U	NS	NA	7	WHEEL WELLS
				7.1	Tire wear within limits.
				7.2	Brake wear within limits.
				7.3	Strut clean properly inflated.
				7.4	Linkages clean with no obvious defects.
				7.5	Placards installed and legible.



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				7.6	General area cleans with no fluid leaks.
				7.7	Grease fittings clean and have they been recently greased.
				7.8	Truck area clean no fluid leaks.
				7.9	Accumulators properly charge.
				7.10	Safety devices/nets clean and properly installed.
S	U	NS	NA	8	POWERPLANTS
				8.1	Inlets clean debris free, no blade damage.
				8.2	Inlet free of pools of fluid.
				8.3	All cowl latches secured.
				8.4	Reverser's properly stowed.
				8.5	Exhaust outlet clean, debris free, no blade damage.
				8.6	Exhaust outlet free of fluid.
				8.7	Ground under engine free of debris, no pools of fluid.
S	U	NS	NA	9	PROPELLER
				9.1	Propeller clean.
				9.2	Propeller clear of visible cracks and dents.
				9.3	Propeller safety wire lock properly installed.

INSPECTOR SIGNATURE	
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Q-Number	INSERT COMMENT TEXT

- The Audit and Ramp Inspections conducted by AWID shall be considered sufficient for the purpose of ATO.

**E.19 Job Aid ATO-19: Evaluation of Management Personnel**

Date		Control #	
Action #		Record ID #	
Inspector		Org Identifier	
Location		Project #	
Destination		Aircraft MMS	
Action Taken		Aircraft Reg #	
Maint Rep		PIC #	
Mgmt Rep		Other PEL #	

LEGEND:		S =Satisfactory U = Unsatisfactory NS = Not Seen NA = Not Applicable			
S	U	NS	NA	1	ACCOUNTABLE MANAGER
				1.1	Management experience of 5 years
				1.2	-Not blacklisted or under prosecution
				2	HEAD OF TRAINING
				2.1.1	Held CPL or ATPL with instructor rating for Flight Crew
				2.1.2	Ground Instructor Authorization on relevant subjects of instruction for Flight Operations Officer
				2.2	Instructor training
				2.3	10 years of aviation experience
				3	CHIEF FLIGHT INSTRUCTOR
				3.1	Held CPL or ATPL with instructor rating
				3.2	Instructor training
				3.3	10 years of aviation experience
				4	CHIEF GROUND INSTRUCTOR
				4.1	Ground Instructor Authorization on relevant subjects of instruction
				4.2	Completed Training on Instructional Techniques (Train the Trainer Course)
				4.3	10 years of aviation experience
				5	QUALITY MANAGER
				5.1	Quality management training
				5.2	10 years of aviation experience
				5.3	5 years of airline auditing experience



				6	SAFETY MANAGER
				6.1	Safety Management Training
				6.2	10 years of aviation experience
				6.3	5 years of airline auditing/auditee experience
				7	MAINTENANCE MANAGER
				7.1	Must be CAA Nepal Approved/Authorized Aircraft Maintenance Engineer for Organization conducting training on Aircraft
				7.2	Must be CAA Nepal Approved Maintenance Engineer for Organization conducting training on FSTD
				7.3	10 years of aviation experience

Inspector(s)	Name and Designation	Signature	Date
Q-Number	INSERT COMMENT TEXT		

**E.20 Job Aid ATO-20: CAAN Discrepancy Reporting Form**

Audit Ref #		Audit Date					
Organisation		Follow-up					
Audit Type		Scope					
Audit Area							
Auditee Team	Initial	Follow up Audit					
Audit Team							
No	Regulatory / Exposition Reference	Finding	Level	Due Date	Corrective Action / Reference	Date of Completion	Signature of QA

	Name and Designation	Signature	Date
Inspector(s)			

**CORRECTIVE ACTION FORM**

Company Name:		
Base Location:	Date(dd-mm-yy):	
System of Process of Interest (Worksheet)	Associated Finding Number:	File:
Factual Review of the Findings Identify what happened, how widespread it is, where it occurred within your operations, and what type of problem it is Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(1)		
Root cause Analysis Identify what type of analysis was used, how it was used to derive root causes resulted from the analysis Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(2)		

Proposed Corrective Action	
1. Short Term Corrective Action Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(3)	
2. Long Term Corrective Actions (Including an assessment of any induced hazards or risks associated to the implementation of the corrective action(s)) Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(4)	
Timeline for implementation of all Corrective Actions Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(5)	
Managerial Approval/Name/Signature:	Date(dd-mm-yy):
Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(6)	

**E.21 Job Aid ATO-21: CAAN In- Brief Form**

Audit Ref #		<input type="checkbox"/> Initial <input type="checkbox"/> Follow Up	Audit Date		
Organisation				Approval No.	
Audit Type				Scope	
Areas to be Audited					
CAAN AUDIT TEAM			ORGANIZATION TEAM		
Name	Designation	Signature	Name	Designation	Signature
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
Meeting Agendas	<ol style="list-style-type: none">1. The organization was briefed about purpose of audit and scope of audit.2. The organization was briefed about the audit procedure and audit checklist.3. The organization was briefed about sample documents that will be reviewed by audit team.4. The organization was briefed about sample aircraft check				
An audit in-brief meeting was held between CAAN personnel and organization's representative. Sign: _____ Place: _____ Date: _____					

**E.22 Job Aid ATO-22: CAAN Exit- Brief Form**

Audit Ref #		<input type="checkbox"/> Initial <input type="checkbox"/> Follow Up	Audit Date		
Organisation				Approval No.	
Audit Type				Scope	
Areas Audited					
CAAN AUDIT TEAM			ORGANIZATION TEAM		
Name	Designation	Signature	Name	Designation	Signature
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
Findings Observed in Significant Areas					
Acceptance: The raised findings by CAA Nepal auditors are understood and are accepted.					
Organization Representative:		Signature:	Place:	Date:	



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