



APPROVED TRAINING ORGANISATION CERTIFICATION JOB AID & SCHEDULE OF EVENTS

Name of Company		Location Address:							
Mailing Address (if different from location)		Pre-certification Number:							
		Applicant Proposed Date	Applicant ATO Reference	Date Agreed	Date Received	CAA Inspector Initial	CAA Date Accomplished/Reference (ISATS/Letter)		
CAA Ref.	I. Pre-application Phase								
	A. Initial Orientation: Inspector _____								
	1. Certification Advisory Circular provided to prospective ATO.								
	2. Prospective organization Pre-assessment statement (POPS) forwarded to Director General CAA								
	B. Certification Team Designated CPC-_____								
	Team Member	Name	Speciality						
	C. Conduct Pre-application Meeting								
	1. <input type="checkbox"/> Verify POPS Information								
	2. <input type="checkbox"/> Overview of Certification Process								
	3. <input type="checkbox"/> Provide Certification Package:								
	<input type="checkbox"/> Certification Job Aid and Schedule of Events								
	<input type="checkbox"/> Application Form								
	<input type="checkbox"/> Other applicable publications and documents								
	4. Explain Formal Application Submissions								
Remarks:									
CAA Ref.	II. Formal Application Phase			Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	CAA Inspector Initial	CAA Date Accomplished/Reference (SRS/Letter)
	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)						---
	f. . Other documents:						---
	B. Evaluation of CAA Resources Capability Based on Schedule of Events						
Remarks:							
	C. Formal Application Meeting Date: Time:						
	1. Schedule of Events						
	2. Discuss each Submission						
	3. Resolve Discrepancies/ open Items						
	4. Review Certification Process						
	5. Review impact if Schedule of Events are not met						
	D. Issue letter accepting/rejecting Formal Application						
Remarks:							
CAA Ref.	III. Document Evaluation Phase	Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	CAA Inspector Initial	CAA Date Accomplished/ Reference (SRS/Letter)
	A. Evaluate Applicable Training Programs						
	1. Training course outlines						
	2. Training curricula						
Remarks:							
	B. Evaluate Management Personnel Qualifications						
	1. Accountable Manager						
	2. Head of Training						
	3. Quality Manager						
	4. Chief Ground Instructor						
	5. Chief Flight Instructor						
	6. Other						
Remarks:							
	C. Evaluate Instructors Qualifications						
	1. Ground Instructors						
	2. Flight Instructors						
	3. Synthetic Flight Trainer instructors						
	4. Airframe Instructors						
	5. Powerplant Instructors						
	6. Avionics Instructors						
Remarks:							

	D. Evaluate Procedures System						
	1. Evaluate Training Manual						
	2. Evaluate Quality System Manual						
Remarks:							
	E. Evaluate Other Required Documents						
	1. Lease Agreements and Contracts						
	2. Completed Compliance Statement						
Remarks:							
CAA Ref.	IV. Demonstration and Inspection Phase	Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	CAA Inspector Initial	CAA Date Accomplished/ Reference (SRS/Letter)
	A. Evaluate Management of Training organisation						
	1. Accountable Manager						
	2. Head of Training						
	3. Chief Ground Instructor						
	4. Chief Flight Instructor						
	5. Quality Manager						
	B. Evaluate Training Conducted by Training organisation						
	1. Flight crew Training						
	a. Training Schedules						
	b. Student Training						
	c. Instructor training						
	d. Crew Resource Management						
	e. Flight Supervision and f. Monitoring/Flight Following						
	2. Maintenance technician training						
	a. Training Schedules						
	b. Student Training						
	c. Instructor Training/ratings						
Remarks:							
	C. Evaluate Training organisation Offices						
	D. Evaluate Training aircraft/components						
	E. Evaluate system training devices						
	F. Evaluate aircraft maintenance Trainers						
	G. Training aids meet requirements						
	H. Evaluate Training Facilities						
	1. Class rooms						
	2. Flight/maintenance instruction facilities						
	3. Operations room						
	4. Briefing rooms						
	I. Evaluate Record keeping Systems						

	1. Students records						
	a. Training records						
	b. Student records						
	2. Staff records						
	3. Other records						
Remarks:							
CAA Ref.	V. Certification Phase	Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	CAA Inspector Initial	CAA Date Accomplished/ Reference (SRS/Letter)
	A. Prepare Training Organisation Certificate						
	B. Prepare Training Organisation Training Specifications						
	C. Present signed Certificate and Training Specifications to ATO						
Remarks:							
	D. Prepare Certification Report						
	1. Assemble Report/Attachments						
	a. Completed POPS						
	b. Formal Application Letter/Form						
	c. Copy of Training Specifications						
	d. Copy of Certificate						
	e. List of key management personnel						
	f. List of instructors						
	g. List of approved courses						
	h. Summary of difficulties						
	2. Distribute Report						
Remarks:							
	E. Develop Post Certificate Surveillance Program						
	1. Outside Geographic Area						
Remarks:							