



# Advisory Circular

## AC PEL 002

### June 2018

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## **SUBJECT: CERTIFICATION OF AN APPROVED TRAINING ORGANIZATION (ATO)**

### **1.1 PURPOSE**

1.1.1 This chapter provides direction and guidance on the certification process outlined in Part 3 of the Gambia Civil Aviation Regulations as applicable to an Approved Training Organisation.

### **1.2 REFERENCE, FORMS, AND JOB AIDS**

#### 1.2.1 References

- (1) GCAR Part 3;
- (2) GCAR Part 2;
- (3) ICAO ANNEX 1;
- (4) ICAO doc 9841-Manual on the Approval of Training Organizations

#### 1.2.2 Forms.

- (1) FSS-PEL-FORM 019: Application for ATO Certificate
- (2) FSS-PEL-FORM 020: Job Aid & Schedule of Events

#### 1.2.3 Checklist.

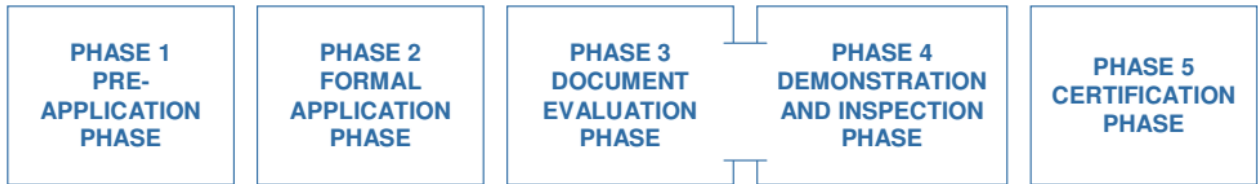
- (1) FSS-PEL-CL 024: Training Centers Inspection Checklist and Job Aid

### **1.3 BACKGROUND**

1.3.1 The certification process is designed to ensure that prospective ATO holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with

the applicable GCAR, and the international standards pertaining to the operation of an ATO.

- 1.3.2 As described in paragraph ATO Advisory Pamphlet, there are five (5) phases in the certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) are:



- 1.3.3 In some cases, the guidance and suggested sequence of events in this process may not be entirely appropriate. In such situations, GCAA and the ATO should proceed in a manner that considers existing conditions and circumstances. The ATO, however, should not expect to be certificated until the Authority is assured that the Gambia Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

## 1.4 CERTIFICATION DUTIES AND RESPONSIBILITIES

- 1.4.1 A Certification Team headed by a Project Manager shall be nominated by the Director General. Responsibilities of the certification Project Manager (CPM) are as follows:

- (1) Serve as the primary spokesperson for the Authority throughout the certification process.
- (2) Act in a professional and responsive manner.
- (3) Co-ordinate all certification matters with all other specialists assigned to the certification project.
- (4) Ensure that all certification job functions are completed.
- (5) Ensure that all correspondence to and from the applicant is co-ordinated through the CPM.
- (6) Ensure that all pertinent GCAA officials are kept fully informed of the status of the certification.

**1.5 Responsibilities of the certification team members:**

1.5.1 Responding to the requests for assistance made by the CPM, i.e.

1.5.2 The CPM may ask certification team members to review the applicable manuals, conduct inspections, prepare written reports and provide recommendations.

1.5.3 Keeping the CPM informed of the status of the certification.

## **SECTION 2 –THE PRE-APPLICATION PHASE**

### **2.1 THE PRE-APPLICATION PHASE**

- 2.1.1 As far in advance as possible of an anticipated start of operations, a prospective ATO should contact and inform the Authority of its intent to apply for an ATO certificate. The prospective ATO will be invited to meet briefly with GCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective ATO intends to proceed with certification, GCAA form FSS-PEL-FORM 019 – Application for ATO Certificate will be furnished. The application for ATO certificate should be completed, signed by the prospective ATO, and returned to the Authority.
- 2.1.2 GCAA personnel will review the application for ATO certificate. If the information is incomplete or erroneous, the application for ATO certificate will be returned to the prospective ATO with the reasons for its return noted in Section 2. If the information is complete and acceptable, the Director General will select a team assigned to the certification project and a pre-application meeting with the prospective ATO and the selected certification team members will be scheduled.
- 2.1.3 The Director General will designate one certification team member as the Certification Project Manager (CPM). The CPM is the official GCAA spokesperson throughout the certification project.
- 2.1.4 The purpose of the pre-application meeting is to confirm the information on the application for ATO certificate and to provide critical certification information to the applicant. It is recommended that the ATO's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an ATO. Besides verifying the application for ATO certificate information at the meeting, the GCAA team should:
- (1) ensure the applicant is aware of what is expected and all applicable GCARs.
  - (2) provide an overview of the certification process and the formal application.
  - (3) answer any applicant questions.
  - (4) provide the applicant with an Application Information Package.
  - (5) evaluate the results of the meeting and take appropriate action.

- 2.1.5 It is important to establish good working relationships and clear understandings between the GCAA and the ATO's representatives.
- 2.1.6 To help promote understanding throughout the certification process, the Application Information Package includes the following:
- (1) The applicable certification job aids which will be used by the GCAA inspectors during the certification project.
  - (2) A schedule of events which must be completed and submitted with the formal application.
  - (3) Applicable GCARs, circulars and instructions;
  - (4) Other publications or documents the inspectors believe will be useful to the applicant
- 2.1.7 The Pre-application phase ends when the certification team is satisfied that the applicant is prepared to proceed with formal application. If the applicant is not ready, the CPM should advise the applicant of the problems and work with the applicant to arrive at solutions or terminate the certification process.
- 2.1.8 If the applicant is considering adequately aware of the GCAR Part 3 requirements, this phase may be omitted, except where an operational assessment of the location of the ATO is required. However, should the Authority verify that the potential candidate is not adequately prepared, it will be encouraged to review the documentation and comply with this phase to ensure the success of the ATO certification project.

## **SECTION 3 – FORMAL APPLICATION PHASE**

### **3.1 THE FORMAL APPLICATION PHASE**

- 3.1.1 The applicant shall submit the formal application at least 90 days before intended beginning of operations, although the application should be submitted to the Authority as far in advance of the proposed start-up date as possible.
- 3.1.2 According to GCAR 2018 Part 3, Regulation 8, an application for approval of a training organisation shall be made in a form and in a manner acceptable to the Authority and include the following documentation:
- (1) Copy of the Business Registration certificate, including statutes or instruments of incorporation of the training organization;
  - (2) Two copies of the proposed Training and Procedures Manual;
  - (3) Curriculum vitae (CV) of all key personnel;
  - (4) Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;
  - (5) List of functions to be contracted to another ATO, including a copy of the contract;
  - (6) List of documents of purchase, rental or any legally permissible contractual agreements relating to infrastructure, aircraft, artificial training devices, operational control, maintenance or training, as well as copies of such documents;
  - (7) Copy of all certificates and ratings issued by other states, other than The Gambia, if applicable;
  - (8) Copy of approval of the Flight training devices (if applicable);
  - (9) Economic and financial feasibility study;
  - (10) Quality manual including the organization's quality assurance program;
  - (11) Documentation of the training organization's Safety Management System;
  - (12) The security program to be implemented by the ATO, if applicable;
  - (13) A statement of compliance to all applicable GCARs for the proposed training;
  - (14) Copy of the personal liability insurance for event of damage caused to third parties, public or private property that may arise from activities developed by the approved training organization;

### **3.2 Receipt of the Formal Application Package.**

- 3.2.1 Ensure that all documents have been submitted and are completed.
- 3.2.2 The formal application package may be received by mail, or it may be hand delivered by the applicant. If it is hand delivered, the applicant will be informed that the GCAA will need a brief time to perform a cursory review of the package. Discussions of its acceptability should be avoided at this time. Persistent applicants should be informed that further discussions would not be productive until the certification team has reviewed the formal application.

### **3.3 Evaluate the Formal Application Package.**

- 3.3.1 Based on the initial cursory review of the application package, a decision must be made whether to continue with the certification process.
- 3.3.2 Upon receipt of the formal application package, the certification team must initially review it and decide of its acceptability within 10 working days. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return.
- 3.3.3 The initial review determines whether the submitted material represents a feasible proposal and is of sufficient quality to allow for a productive formal application meeting and to proceed with the certification process. The inspectors do a cursory review of the documentation to verify that the applicant has:
  - (1) Sufficient financial resources (in coordination with Departments of Finance and Commerce);
  - (2) The level of services required to properly respond to the needs or demand and of public interest;
  - (3) Appropriate staff, equipment's, aircrafts, facilities, manuals and contracts as applicable;
  - (4) Organizational structure, procedures are properly described in order to allow the employees to carry their duties in a safe and harmonized way.
- 3.3.4 For the initial review of the application package, the certification team members should consider the following:

### **3.4 Schedule of Events (FSS-PEL-FORM 020)**

3.4.1 The schedule of events is a list of each major item, activity, program, and/or facility, equipment. It also sets milestones for accomplishment or submission of the items. The schedule of events, when accepted, becomes the basis for agreement between the applicant and the certification team to accomplish the certification project. The applicant's ability to plan and carry out a realistic schedule of events will be a major factor in determining the applicant's fitness to hold a certificate. Therefore, when reviewing the schedule of events, the certification team must carefully consider the feasibility of the proposed schedule of events with respect to the following criteria:

(1) Logic of sequence

(2) Timeliness of events

(3) Completeness of events

(4) Inspector or other GCAA resource availability

3.4.2 **LOGIC OF SEQUENCE.** Many activities and events listed in the schedule of events must occur before other activities and events. For example, initial training for management and certifying staff cannot begin until the training program has been reviewed and accepted/approved; the initial training and test equipment/precision tool calibrations must have been accomplished prior to the demonstration and inspection phase.

3.4.3 **TIMELINESS OF EVENTS.** The schedule of events must be reasonable, and realistically provide sufficient time for the certification team to review the applicant's various documents, manuals, and proposals.

3.4.4 **COMPLETENESS OF EVENTS.** The number and kinds of submissions made by the applicant for evaluation and acceptance or approval varies according to the complexity of the proposed operation.

3.4.5 **INSPECTOR OR OTHER RESOURCE AVAILABILITY.** Availability and capability of personnel resources is another element of concern when determining whether a schedule of events can be met. The CPM must determine, for example, that appropriately qualified inspectors are available. Also, the CPM must ascertain the qualifications of the available inspectors with respect to the proposed operation. The CPM will also coordinate participation by other resources, such as Airworthiness inspectors, specialists (FSTD approval, etc.), as required.



### **3.5 Manuals and Programs including Training and procedures manual and quality system**

3.5.1 The Certification Team must give the manuals and programs a cursory review, first to determine that the type of information required by the regulations has been submitted. The inspector must ensure that the manuals, documents, or programs are in compliance with GCAR Part 3

3.5.2 Guidance related to the development of manuals and procedures can also be found in the Schedules of Part 3 of the GCAR 2018.

3.5.3 Guidance related to the quality system including the quality assurance program can be found in the Schedules of Part 3 of the GCAR 2018

**(1) Training Curriculum.** The Certification Team must review the training curriculum to determine that each of the curriculum and standards are covered, as appropriate to the ratings requested according to requirements of GCAR 2018 Part 3.

**(2) Management Personnel and instructors Qualifications.** The Certification Team must review the Management Personnel and instructor's qualifications to determine that there are documents to support the basic information necessary to determine regulatory compliance with GCAR 2018 Part 3. The depth of the review should be only to determine that there are no obvious omissions or significant discrepancies. A detailed review of the management personnel and instructor's qualifications and effectiveness must be accomplished during the document compliance and the demonstration and inspection phase.

**(3) Documents of Purchase, Contracts, and Lease Agreements.** The Certification Team must review these documents to determine that they include the types of information such as; as appropriate (if applicable):

- (a) Facilities and Equipment's/Tools
- (b) Flight/artificial training devices
- (c) operational control
- (d) maintenance
- (e) training materials
- (f) aircraft

3.5.4 It is not necessary or desirable for a separate document to exist for every item the applicant will have to acquire items. However, there should be sufficient evidence

to show that the applicant has made definitive arrangements to acquire the major items needed for certification.

- 3.5.5 **Qualification of synthetic training devices.** The Certification Team must general review the documents related to the qualification and approval of the synthetic training devices to determine the regulatory compliance with GCAR 2018 Part 3. A detailed review of the qualification of synthetic training devices must be accomplished during the document compliance and the demonstration and inspection phase.

### 3.6 **Statement of Compliance**

- 3.6.1 It ensures the applicant has adequately addressed all regulatory requirements applicable to the proposed operation.

- 3.6.2 It aids the certification team in determining where the regulatory requirements have been addressed in the applicant's manuals, programs, and procedures. In evaluating the applicant's Statement of Compliance the certification team may find it helpful to compare (in a side by side manner) the GCARs, the applicant's manuals, and the Statement of Compliance. The Statement of Compliance documents how the applicant intends to comply with each applicable regulation.

- 3.6.3 The Certification Team must review the Statement of Compliance to determine that it complies with the form and content as identified below:

(1) Shall be in a form of a complete listing of all appropriate Civil Aviation Regulation sections. This list should reference any applicable chapter and each relevant regulation of the chapter. Next to the sub regulation, the applicant must provide a specific reference to a manual, or other document. This statement also serves as a master index to the applicant's manual system to expedite the GCAA's review and approval of the manual system.

(2) The applicant may choose to provide a brief narrative description that describes how the applicant will comply with each applicable regulation. Where the compliance information has been developed (for example, the manual material submitted with the formal application), a manual reference or a description of the method of compliance must be entered next to the applicable regulatory section.

(3) If the applicant's Statement of Compliance does not serve the preceding purposes, the deficient areas will be communicated to the applicant, and a resolution shall be negotiated. The Demonstration Phase will not be conducted until the certification team is satisfied, through its review of the Statement of Compliance and formal application package, that all regulatory requirements

have been adequately addressed. The applicant's methods of compliance will be evaluated throughout the demonstration and inspection phase

- 3.6.4 **Initial Statement of Compliance.** The initial Statement of Compliance shall be in the form of a complete listing of all pertinent chapters and regulations relevant to GCAR 3. Where compliance information has been developed, a manual reference or description of method of compliance must be entered next to the applicable regulatory section. If the method of compliance has not been fully developed, the applicant should indicate that the compliance information will be provided in the final Statement of Compliance with a date when this will be provided. The initial Statement of Compliance may be abbreviated where appropriate. However, the initial Statement of Compliance which does not clearly document an applicant's knowledge of regulatory requirements is unacceptable. Statements such as "will comply" are not sufficient. The initial Statement of Compliance (and later, the final Statement of Compliance) provides the only written evidence the applicant/operator's understanding of the GCAR requirements.
- 3.6.5 **Final Statement of Compliance.** Demonstrations must not be conducted until the certification team is satisfied that all regulatory requirements have been adequately addressed through the team's review of the final Statement of Compliance. Review of the MPM is not possible if relevant portions of the Statement of Compliance are not complete.

### 3.7 Package Acceptance

- 3.7.1 If any of the items required for the formal application are missing or are incomplete, the entire formal application must be rejected. It should be returned to the applicant with a letter stating the reasons for its rejection following completion of the initial review.
- 3.7.2 The decision whether to accept the formal application before the formal application meeting and to proceed with the certification process by scheduling a meeting with the applicant must be tempered, with good judgement and a reasonably flexible attitude. Results of informal meetings, reviews, and observations of the applicant's capabilities during the pre-application phase should supplement the decision-making process. Other factors such as working relationships and understandings established during the pre-application phase should also be considered. However, the decision must be based primarily on the results of the initial review of the formal application and attachments. The decision

to proceed is predicated on receipt of all required documents in the formal application and an initial approval of the contents.

- 3.7.3 Normally, if an applicant has been thoroughly briefed and has acquired a good understanding of the requirements during the pre-application phase, the formal application should be of sufficient quality that any discrepancies, omissions, and/or “open” questions could be resolved during the formal application meeting. For example, if the chronology of the Schedule of Events needs to be adjusted for logic of sequence, timelessness, or to accommodate inspector resource requirements, such adjustments can normally be accomplished during the meeting. Often minor and occasionally some significant discrepancies or omissions in manual material, training curricula, and/or the compliance statement can be resolved during the formal application meeting. Questions about management qualifications and documents substantiating the acquisition of facilities, equipment, and manuals, can be answered during this meeting.
- 3.7.4 The ATO’s key management personnel and all certification team members should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant’s package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships. The CPM and the certification team members should answer and discuss freely all aspects of the certification process.
- 3.7.5 The team will determine the package’s acceptability based upon the results of the meeting, but the CPM will not formally accept the application during the meeting. The delay will allow time for the applicant to resolve any omissions or any deficiencies discussed during the meeting
- 3.7.6 The applicant should be notified by letter stating whether the formal application is accepted or rejected. This notification should be made within five working days after the formal application meeting. The GCAA’s acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process.
- 3.7.7 If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return. A telephone call concerning the application rejection shall be made to the applicant as soon as the determination

is made, indicating that the written notification will follow and will include the reasons for the rejection. See Attachment A for an example of a rejection letter.

- 3.7.8 Rejection of an application is a sensitive issue, since the applicant will most likely have already expended funds and resources to this point. Therefore, it is important for the certification team to document thoroughly the reasons for the rejection. The reasons should clearly indicate that to proceed with the certification process would not be productive unless the applicant is willing to accept the certification team's corrective suggestions. Reasons for rejection might include lack of agreement on appropriate courses of action or evidence.
- 3.7.9 If the certification team accepts the application package, the Formal Application Phase of the certification process is terminated, and the Document Compliance Phase begins. See Attachment B for an example of an acceptance letter.

## **ATTACHMENT A**

### **Rejection of the Formal Application**

**OUR REF:**

**DATE:**

Mr. Denilson Ribeiro  
Accountable Manager  
International Flight Training  
Aeroporto Intl. Amilcar Cabral nº 22  
C.P. 142, Ilha do Sal

Dear Mr. Ribeiro,

This office has reviewed your formal application for an Approved Training Organization Certificate dated 00/00/00. We find it necessary to return your application because of deficiencies in the following areas:

We are returning your letter of application with all attachments. It will be necessary to submit a new formal application when you have corrected the discrepancies noted above. Please contact us if we can be of any further assistance in clarifying the minimum requirements for your formal application.

Sincerely,

Certification Project Manager

## **ATTACHMENT B**

### **Approval of the Formal Application**

**OUR REF:**

**DATE:**

Mr. Denilson Ribeiro  
Accountable Manager  
International Flight Training  
Aeroporto Intl. Amilcar Cabral nº 22  
C.P. 142, Ilha do Sal

Dear Mr. Ribeiro,

Your formal application has been reviewed and found acceptable. Acceptance of the application does not convey specific approval of the attachments. Approval or acceptance of the attachment will be appropriately conveyed after a detailed evaluation by the GCAA certification team. We look forward to working with your personnel in the continuation of the certification process.

Sincerely,

Certification Project Manager

## **SECTION 4 –DOCUMENT EVALUATION PHASE**

### **4.1 DOCUMENT EVALUATION PHASE**

- 4.1.1 After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents submitted to the Authority. The Authority will endeavor to complete these evaluations in accordance with the ATO's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or documents are satisfactory, they will be approved or accepted, as required by the GCARs. Approvals will be indicated by letter and by stamping "Approved" on pages of the List of Effective Pages (LEPs) or by approval of the Operations Specifications.
- 4.1.2 An important responsibility of the PM is to organize the certification team's efforts to promptly review the applicant's manuals and other documents. Two key elements useful in planning activities in the document compliance phase are the schedule of events and the statement of compliance. The schedule of events determines what will be examined and when. The previously agreed upon schedule of events will determine the priority of items to be reviewed and any additional inspector support or other GCAA resources that will be needed beyond the composition of the basic certification team. The document compliance phase is an intensive process and will most likely require additional resources to accomplish the necessary tasks in a timely manner.
- 4.1.3 The complexity of the information must be addressed in the ATO's manual and other documents depend on the complexity of the planned operation. The fully completed Statement of Compliance is the final evolution of the Statement of Compliance initially submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manual programs, and/or procedures. Review of the applicant's submissions should be accomplished by simultaneous references to the GCARs, the statement of compliance, and the appropriate manual or document.
- 4.1.4 The formal application package and attachments is reviewed in-depth to ensure compliance with applicable regulations and conformity to safe operating practices. Review of the applicant's submissions should be accomplished by simultaneous references to the GCARs, the compliance statement, and the appropriate manual or document.



## **4.2 Document any Deficiencies (unacceptable documents).**

- 4.2.1 If deficiencies are found in any manual or document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved. If appropriate, meet with the applicant to review deficiencies in detail. The Certification Team should be ready to offer suggestions on how to improve the product but avoid “writing” the applicant’s manual. The Certification Team should remember that it is the applicant’s responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the regulations

*Note: The applicant and the certification team should address the appropriate means of identifying the corrective actions (revisions) to manuals and documents. If manuals and documents have been revised without a means to identify what changes have been accomplished, then the inspector should review the entire manual or document.*

- 4.2.2 Corrective action must be taken and the Certification Team notified in writing by the applicant, in order for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.
- 4.2.3 Once all required documents are approved or accepted, the Document Compliance Phase ends. The certification process continues in the Demonstration and Inspection Phase. Although the Document Compliance Phase and the Demonstration and Inspection Phase are dealt with as distinct, separate phases, the two may overlap or occasionally coincide.

## SECTION 5 – DEMONSTRATION AND INSPECTION PHASE

### 5.1 DEMONSTRATION AND INSPECTION PHASE

5.1.1 Demonstrations include actual performance of activities and/or operations while being observed by GCAA Inspectors. This includes on-site evaluations of equipment's and support facilities. During these demonstrations and inspections, the Authority evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the ATO's manuals and other documents. Emphasis is placed on the operator's management effectiveness during this phase.

5.1.2 Through observation, monitoring, and other forms of on site evaluation, the Certification Team will be exposed to many types of activities:

(1) **Regulatory Compliance.** During the evaluation, the Certification Team shall determine the applicant's ability to comply with all applicable sections of the regulations and the approved maintenance procedure manual.

(2) **Determination of Approval or Disapproval.** Throughout the demonstration and inspection phase, the Team will ensure that all aspects of the applicant's required demonstrations are observed and that a determination of approval or disapproval is made.

(3) **Handling Deficiencies.** If, at the time, certain items or the applicant's conduct of activities prove to be deficient, appropriate corrective action must be taken. If necessary, the Certification Team shall advise the applicant of the impracticality of continuing the certification process due to the extent of the deficiencies.

(4) **Unsatisfactory Demonstration.** If a particular demonstration of compliance is unsatisfactory, the Certification Team must discuss with the applicant how to correct the problem. Re inspection should be scheduled as necessary. The Certification Team may want to follow up with a letter indicating the nature of the failure and its corrective action. Deficiencies will have to be corrected before the process can continue.

(5) **Satisfactory Demonstration.** If the applicant's demonstrations and inspections are successful, the Certification Team will record on appropriate documents and ensure that the documents are part of the certification file.

5.1.3 **Co-ordinate and schedule an inspection and demonstrations.** Co-ordination is required between the Certification Team members, and the applicant.

5.1.4 **Request Demonstrations.** The Certification Team should develop the type of demonstration required prior to arriving at the applicant's facility but this is not mandatory. It is acceptable to request demonstrations during the inspection as long as the inspector understands the objective(s) and final outcome of the demonstration. The demonstration must be properly documented by the inspector(s) and is part of the certification file.

5.1.5 Although the document evaluation and the demonstration and inspection phases have been discussed separately, these phases overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase:

- (1) Organizational structure on main base as in satellite ATO (if applicable);
- (2) Training and procedures manual including training course documentation, revision and distribution system;
- (3) Quality assurance system;
- (4) Safety Management System;
- (5) Facilities, equipment's and courseware;
- (6) Aircraft airworthiness including maintenance program, if applicable;
- (7) FSTD or STD, as applicable;
- (8) Aerodromes and operations site;
- (9) Records system;
- (10) Outsourcing to third-party providers;
- (11) Instructional personnel including validity of licenses, certificates, ratings and authorizations, log books;
- (12) Conduct of training programs (classroom, simulators, aircraft, flight and ground personnel training)
- (13) The adequacy of the number and qualifications of the staff;
- (14) Aircrafts including maintenance program;
- (15) Evaluation and check system;
- (16) Training, exam and other evaluation records;
- (17) Aircraft records, including maintenance;

- (18) Training sessions in class, in FSTD and if applicable flight instruction or OJT, including briefing and de-briefing.

5.1.6 Use the ATO Job Aid and Schedule of Events to ensure a thorough inspection.

## **5.2 Debrief the Applicant**

- (1) Debrief the applicant as part of the inspection.
- (2) Include both acceptable and unacceptable areas.
- (3) Be clear when indicating any area that must be corrected.
- (4) Advise the applicant that a formal letter containing a list of discrepancies (if any) will be sent.

## **5.3 Notification of Discrepancies**

- (1) Inform the applicant in writing of the discrepancies.
- (2) Cite the unacceptable procedure, policy, instruction or method and explain how it is inconsistent with the appropriate regulation.
- (3) Inform the applicant that the certification approval cannot be granted until the discrepancy is resolved.
- (4) Notify the CPM.
- (5) File Documentation.

## **5.4 If no discrepancies are found:**

- (1) Inform the applicant of the satisfactory results.
- (2) Complete required documentation.
- (3) Notify the CPM.
- (4) File documentation.

## **SECTION 6 –CERTIFICATION PHASE**

### **6.1 CERTIFICATION PHASE**

- 6.1.1 After the document evaluation and demonstration and inspection phases have been completed satisfactorily, the CPM will write a report recommending to the Director General issuance of the ATO certificate. If the recommendation is approved by the Director General, the CPM will prepare the Approved Training Organization Certificate for the Director’s signature. The Training Specifications will be signed at the level of the Certification Team. The Trainings Specifications contain authorizations, limitations, and provisions specific to the ATO’s operation. The applicant shall not be certificated under any circumstance until the Certification Project Manager (CPM) has determined that the applicant is fully capable of fulfilling its responsibilities and that the applicant will comply with the GCAR in an appropriate manner.
- 6.1.2 The ATO shall be assigned the number “ATO 001/2018” meaning the first ATO certificate issued in the year 2018.

### **6.2 CERTIFICATION FILES**

- 6.2.1 All certification-related information, correspondences, reports, application forms and copies of ATO certificate and Training Specification etc will be maintained in the permanent files (5 phases) relating to the new ATO during the business life of the ATO.
- 6.2.2 The certificate holder is responsible for continued compliance with the GCARs and the authorizations, and provisions of its Certificate and Training specifications. As a certificate holder’s training changes, the training provisions will be amended accordingly. The process for amending training provisions is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The Authority is responsible for conducting periodic inspections of the certificate holder’s operation to ensure continued compliance with GCARs and safe operating practices.

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