



**APPROVED TRAINING ORGANIZATION
(ATO)**

AIR NAVIGATION ORDER

VERSION : 1.0
DATE OF IMPLEMENTATION : 25-10-2009
OFFICE OF PRIME INTEREST : Personnel Licensing Office

	NAME	DESIGNATION	SIGNATURE
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TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO).		
STATUS OF DOCUMENT	CONTROLLED		

A. AUTHORITY:

This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4(3), 35 to 44, 52 to 58, 340, 342, 347,348,354,355,357,359, 360 and all other enabling provisions of the Civil Aviation Rules, 1994 (CARs, 94).

B. PURPOSE:

The purpose of this ANO is to provide regulatory framework for the issuance and renewal of Approvals for Aviation Training Organization in specific category / categories.

C. SCOPE:

This Air Navigation Order (ANO) prescribes the requirements for issuing approvals and renewals to organizations engaged in the training of aviation personnel, prescribes the general operating rules and rules for the holders of an approved training organization (ATO) approval.

D. DESCRIPTION:

D1. DEFINITIONS:

The following terms shall have the meanings assigned to them hereunder. Any other term not defined here shall have the same meanings as given in Civil Aviation Ordinance, 1960 and Civil Aviation Rules, 1994 (CARs, 94).

D1.1 ACCOUNTABLE MANAGER (AM):

The manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Licensing authority and any additional requirements defined by the ATO. The accountable manager may delegate in writing to another person within the organisation, the day to day management but not the overall approval management responsibility.

D1.2 APPROVED TRAINING:

Training conducted under special curricula and supervision approved by Civil Aviation Authority that, in the case of aviation personnel, is conducted in an approved training organisation.

D1.3 APPROVED TRAINING ORGANISATION (ATO):

An organisation approved by PCAA in accordance with the requirements of this ANO to conduct approved training courses and operate under the supervision of the PCAA.

D1.4 AUTHORITY:

Wherever used in this ANO means Licensing Authority (LA) of PCAA. (Authority denotes to Civil Aviation Authority or CAA Board as Civil Aviation Ordinance 1982. Use abbreviation PLO or LA as defined in other ANOs)

D1.5 FINDING:

A finding is a conclusion that demonstrates non-conformity with a specific standard.

D1.6 POLICY:

A document containing the organisation's position or stance regarding a specific issue.

- D1.7 **PROCEDURE:**
A way of documenting a process.
- D1.8 **PROCEDURES MANUAL:**
A manual containing procedures, instructions and guidance for use by personnel of the ATO in the execution of their duties in meeting the requirements of the approval.
- D1.9 **PROCESS:**
A set of interrelated or interacted activities which transform inputs into outputs.
- D1.10 **QUALITY:**
The totality of features and characteristics of product or service that bear on its ability to satisfy stated or implied needs.
- D1.11 **QUALITY ASSURANCE:**
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 organisation in relevant manuals.
- D1.12 **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.
- D1.13 **QUALITY INSPECTION:**
That part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.
- D1.14 **QUALITY MANAGER:**
The manager responsible for the monitoring function and for requesting remedial action. In an ATO, the quality manager is responsible directly to the head of training.
- D1.15 **QUALITY MANUAL:**
The document containing the relevant information pertaining to the approved training organisation's quality assurance system.
- D1.16 **QUALITY OF TRAINING:**
The outcome of the training that meets stated or implied needs within the framework of set standards.
- D1.17 **SATELLITE AVIATION TRAINING ORGANISATION:**
An aviation training organisation at a location other than the aviation training organisation's principal place of business.

D1.18 **TRAINING MANUAL:**

A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

D1.19 **TRAINING SPECIFICATIONS:**

A document issued to an ATO approval holder by the Authority that specifies training program requirements and authorises the conduct of training, checking, and testing with any limitations thereof.

D2. APPROVAL OF A TRAINING ORGANISATION AND CONTINUED VALIDITY:

D2.1 No person may operate an ATO without, or in violation of, an approval, ratings or training specifications issued under this ANO.

D2.2 The ATO shall display the Approval in a place accessible to the public in the principle place of business of the training organization.

D2.3 The approval and training specifications issued to an ATO shall be available on the premises for inspection by the public and the Authority.

D3. APPROVAL PROCESS:

D3.1 The ATO approval will consist of two documents:

D3.1.1 A one page approval signed by the Authority; and

D3.1.2 A multi-page training specifications signed by the AM and the Authority, containing the terms, conditions, and authorizations.

D3.2 An ATO shall perform training, checking and testing, or part thereof, only for which it is rated and within the terms, conditions, and authorizations placed in its training specifications.

D3.3 The ATO approval will contain the following items and be in a format as shown:

D3.3.1 The approval number specifically assigned to the ATO;

D3.3.2 The name and location (principle place of business) of the ATO;

D3.3.3 The date of issue and period of validity;

D3.3.4 Terms of approval relating to the courses to be taught.

D3.4 The training specifications will contain the following:

D3.4.1 The approval number specifically assigned to the ATO;

D3.4.2 The type of training authorized, including approved courses;

D3.4.3 Authorizations for the ATO; including special approvals and limitations;

D3.4.4 The name and address of any satellite training centre, and the approved training offered at each location;

D3.4.5 The facilities and equipment required to conduct the training authorized;

D3.4.6 The staff required to perform the applicable duties under this part;

- D3.4.7 Accountable Manager and Authority signatures;
- D3.4.8 The date issued or revised; and
- D3.4.9 Other items the Authority may require or allow.

D4. ADVERTISING:

- D4.1 No ATO may advertise as an approved training organization until an approved training organization approval has been issued and valid, to that facility.
- D4.2 No ATO may make any statement either in writing or orally, about itself that is false or is designed to mislead any person.
- D4.3 Whenever the advertising of an ATO indicates that it is an approved organization, the advertisement must clearly state the ATO approval number.

D5. APPLICATION FOR AN APPROVAL OF ATO:

- D5.1 The application for approval of an ATO shall be made on a form and in a manner acceptable to the Authority.
- D5.2 Each application must be made at least 60 calendar days before the beginning of any proposed training or 30 days before effecting an amendment to any approved training, unless a short filing period is approved by the Authority.
- D5.3 Each applicant shall provide:
- D5.3.1 A statement showing that the minimum qualification requirements for each management position are met or exceeded;
- D5.3.2 Undertaking that the applicant shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions or deterioration in the manpower, equipment or facilities.
- D5.3.3 The proposed training authorizations and training specifications requested by the applicant;
- D5.3.4 The proposed location of each training facility and any satellite facility location and the courses to be taught at each location.
- D5.3.5 Two copies of its proposed training and procedures manual;
- D5.3.6 Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;
- D5.3.7 Documentation of the training organization's quality system;
- D5.3.8 A statement of the maximum number of students it expects to teach at any one time.
- D5.3.9 Any additional information the Authority may require time to time from the applicant.

D6. ISSUANCE OF APPROVAL TO AN ATO:

- D6.1 An applicant may be issued an ATO approval if, after investigation, the Authority finds that the applicant:
- D6.1.1 Meets the applicable regulations and standards for an ATO approval, and

D6.1.2 Is properly and adequately equipped for the performance of the training for which it seeks approval.

D7. DURATION AND RENEWAL OF APPROVAL TO AN ATO:

D7.1 An approval issued to an ATO, be effective from the date of issue until:

D7.1.1 12 months after initial issue, subject to satisfactory compliance with the requirements of this ANO; or

D7.1.2 The ATO surrenders the approval, or

D7.1.3 The Authority suspends or revokes the approval.

D7.2 The holder of an approval that expires or is surrendered, suspended, or revoked by the Authority must return the approval and training specifications to the Authority.

D7.3 An approved ATO that applies for a renewal of its ATO approval certificate must submit its request for renewal at least 90 days prior to expiry of the approval. If a request for renewal is not made within this period, the ATO must follow the application procedures prescribed by the Authority.

D8. CONTINUED VALIDITY OF AN APPROVAL:

D8.1 Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date specified in the approval, the continued validity of approval is dependent upon:

D8.1.1 The ATO remaining in compliance with this ANO;

D8.1.2 The Authority being granted access to the organization's facilities to determine continued compliance with this regulation; and

D8.1.3 The payment of any charges prescribed by the Authority.

D9. SUSPENSION OR REVOCATION:

D9.1 The Authority may suspend or revoke an ATO approval if it is established that an holder has not adhered to the requirements.

D10. CHANGES IN ATO AND AMENDMENTS IN APPROVAL:

D10.1 To enable the Authority to determine continued compliance with this part, the ATO shall provide written notification to the Authority for approval at least 60 days prior to any of the following changes:

D10.1.1 The name of the organisation;

D10.1.2 The location of the organisation;

D10.1.3 The facilities, equipment or staff that could affect the ATO certification or ratings;

D10.1.4 Any ratings held by the ATO, whether granted by the Authority or held through an ATO certification issued by another contracting state;

D10.1.5 Additional locations of the organisation;

D10.1.6 Items in the training and procedures manual, including the syllabus and curricula;

D10.1.7 The accountable manager; or

- D10.1.8 The list of management personnel identified as described in the training and procedures manual.
- D10.2 The Authority will amend the ATO approval if the ATO notifies the Authority of a change in:
- D10.2.1 Location or facilities or equipment;
- D10.2.2 Additional locations of the organisation;
- D10.2.3 Rating, including deletions;
- D10.2.4 Items in the training and procedures manual, including the syllabus and curricula;
- D10.2.5 Name of the organisation with same ownership; or
- D10.2.6 Ownership (shareholding).
- D10.3 The Authority may amend the ATO approval if the ATO notifies the Authority of a change in
- D10.3.1 The Accountable Manager;
- D10.3.2 The list of management personnel identified as described in the training and procedures manual; or.
- D10.3.3 Items in the training and procedures manual, including the syllabus and curricula.
- D10.4 When the Authority issues an amendment to an ATO approval because of new ownership of the ATO, the Authority will assign a new approval number to the amended ATO approval. The Authority may
- D10.4.1 Prescribe, in writing, the conditions under which the ATO may continue to operate during any period of implementation of the changes; and
- D10.4.2 Hold the ATO approval in abeyance if the Authority determines that approval of the ATO approval should be delayed; the Authority will notify the ATO approval holder, in writing, of the reasons for any such delay.
- D10.5 If changes are made by the ATO to the course syllabus or contents without notification to the Authority, the ATO approval may be suspended, or revoked, by the Authority.

D11. INSPECTION:

- D11.1 Beside inspections outlined in subsequent sub-paras, the Licensing Authority may at any time, inspect an ATO holder on the ATO holder's premises to determine the ATO compliance with this part.
- D11.2 Inspections will be conducted at least annually.
- D11.3 After an inspection is made, the approval holder will be notified in writing, of any deficiencies found during the inspection.
- D11.4 Inspection will also be performed on the applicant for, or the holder of an ATO approval held outside the authorizing [state] at no cost to PCAA. This inspection may be delegated to the [Authority] of the state where the ATO is located, provided an arrangement exists between the two authorities for mutual recognition of facilities.

D12. LOCATION OF THE ATO:

- D12.1 **PRINCIPAL PLACE OF BUSINESS:**

An applicant for, or holder of, an approved ATO under this part shall establish and maintain a principal place of business office that is physically located at the address shown on its approval.

D12.2 SATELLITE ATO:

D12.2.1 The holder of an ATO approval may conduct training in accordance with a training program approved by the Authority at a satellite ATO if:

D12.2.2 The facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements; and

D12.2.3 The instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO, and

D12.2.4 The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.

D12.3 FOREIGN LOCATIONS OF ATO:

An ATO or a satellite of an ATO approved by [State] may be located in a country outside [State] and is subject to all the applicable requirements of this ANO.

D13. FACILITIES, EQUIPMENT AND MATERIAL—GENERAL REQUIREMENTS:

D13.1 The facilities and working environment of the ATO shall be appropriate for the task to be performed and acceptable to the Authority.

D13.2 The ATO shall have the necessary information, technical data, equipment, training devices and material to conduct the courses for which it has the approval.

D13.3 Any synthetic training devices used by the ATO shall be qualified according to requirements established by the Authority and their use shall be approved by the Authority to ensure that they are appropriate to the task.

D13.4 Approval holder shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change(s) is approved in advance by the Authority.

D13.5 The facility that is the ATO principal place of business

D13.5.1 Shall not be shared with, or used by, another ATO, and

D13.5.2 Shall be adequate to maintain the files and records required to operate the business of the ATO.

Note: *the ICAO doc 9625, manual of criteria for the qualification of flight simulators, provides guidance on the approval of flight simulators.*

D14. PERSONNEL—GENERAL REQUIREMENTS:

D14.1 The ATO shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organisation.

D14.2 The ATO shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

D14.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Authority.

D14.4 The ATO shall ensure that all instructional personnel receive initial and re-current training appropriate to their assigned tasks and responsibilities.

D14.5 The training program established by the ATO shall include training in knowledge and skills related to human performance.

Note: *guidance material to design training programs to develop knowledge and skills in human performance can be found in ICAO doc 9683, human factors training manual.*

D15. RECORD KEEPING — GENERAL REQUIREMENTS:

D15.1 STUDENT RECORDS:

D15.1.1 The ATO shall retain detailed student records to show that all requirements of the training course have been met, as approved by the Authority.

D15.1.2 These records shall be kept for a minimum period of two years after completion of the training.

D15.2 ATO STAFF RECORDS:

D15.2.1 The ATO shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

D15.2.2 These records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the ATO.

D16. ATO'S APPROVAL FOR TESTING:

D16.1 The Authority may approve an ATO to conduct the testing required for the issuance of a licence or rating.

D16.2 The ATO personnel authorized to conduct the testing shall be approved by the Authority.

D17. QUALITY SYSTEM—GENERAL REQUIREMENTS:

D17.1 The ATO shall establish a quality system to ensure that training and instructional practices comply with all relevant requirements.

D17.2 The quality system shall be approved by the Authority.

D18. SAFETY MANAGEMENT SYSTEM:

D18.1 All the ATOs shall have the safety programme, which shall include:

D18.1.1 Identifies safety hazards;

D18.1.2 Ensure the implementation of remedial action necessary to maintain agreed safety performance;

D18.1.3 Provides for continuous monitoring and regular assessment of the safety performance; and

D18.1.4 Aims at a continuous improvement of the overall performance of the safety management system.

D18.2 A safety management system shall clearly define lines of safety accountability throughout the approved training organization, including a direct accountability for safety on the part of senior management.

Note: *The framework for the implementation and maintenance of a safety management system is contained in Annex – 1, Appendix 4. Guidance on safety management systems is contained in the safety management manual (Doc 9859).*

D19. ATO TRAINING AND PROCEDURES MANUAL — GENERAL REQUIREMENTS:

D19.1 The ATO shall provide a training and procedures manual, approved by the Authority, for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

- D19.1.1 A general description of the scope of training authorized under the ATO's terms of approval;
- D19.1.2 The content of the training programs offered including the courseware and equipment to be used;
- D19.1.3 A description of the organizations quality system;
- D19.1.4 The name, duties and qualification of the person designated as the accountable manager;
- D19.1.5 A description of the duties and qualification of the personnel responsible for planning, performing and supervising the training;
- D19.1.6 A description of the procedures used to establish and maintain the competence of instructional personnel;
- D19.1.7 A description of the method used for the completion and retention of the training records.
- D19.1.8 A description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- D19.1.9 A description of the selection, role and duties of authorized persons approved to conduct testing for a licence or rating, when an ATO has been approved by the Authority to conduct such testing.
- D19.1.10 The ATO shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
- D19.1.11 The ATO shall promptly furnish copies of all amendments to the training and procedures manual to the Authority and other personnel and organizations to whom the manual has been issued.
- D19.1.12 In case of on- the job training requirement the facility should be approved by the Authority or in case of delegation of this responsibility to other ATO. A document (elaborating the responsibilities) acceptable to the authority duly signed by both the ATO should be submitted prior to approval.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

- AME-LWTR : AIRCRAFT MAINTENANCE ENGINEER- (LICENCE W/O TYPE RATING)
- ANO : AIR NAVIGATION ORDER
- ASC : AIR SAFETY CIRCULAR
- ATO : APPROVED TRAINING ORGANIZATION
- ATCL : AIR TRAFFIC CONTROLLER LICENCE
- CAAF : CAA FORMS
- FOO : FLIGHT OPERATIONS OFFICER
- FRTOL : FLIGHT RADIO TELEPHONIC OPERATOR LICENCE

FTO	:	FLYING TRAINING ORGANIZATION
GTO	:	GROUND TRAINING ORGANIZATION
ICAO	:	INTERNATIONAL CIVIL AVIATION ORGANIZATION
NOTAM	:	NOTICE TO AIRMEN
PCAA	:	PAKISTAN CIVIL AVIATION AUTHORITY

E2. RECORDS:

E2.1 ATO Audit Checklist (CAAF-025-XXLC-2.0)

E3. REFERENCES:

- E3.1 ICAO Annex – 1.
- E3.2 ICAO Guidance Manual 7192
- E3.3 ICAO Guidance Manual 9841
- E3.4 ANO 90.0001
- E3.5 ANO 90.0002
- E3.6 ANO 90.0003
- E3.7 ANO 90.0006
- E3.8 ANO 90.0012
- E3.9 ANO 90.0014
- E3.10 ANO 90.0015

IMPLEMENTATION:

This Air Navigation Order shall be implemented with effect from 25th October 2009.

(M. JUNAID AMEEN)

Director General
Pakistan Civil Aviation Authority

Dated: October, 2009

(CAPT. S. AFTAB HUSAIN)

General Manager Licensing

Dated: October, 2009

File No. HQCAA/ 1710/03/Lic

 <p>پاکستان سول ایوی ایشن اتھارٹی</p>	<p align="center">PAKISTAN CIVIL AVIATION AUTHORITY PERSONNEL LICENSING OFFICE</p> <p align="center">SAFETY OVERSIGHT AUDIT REPORT</p>	<p align="center">CAAF-025-XXLC-2.0</p>
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AVIATION TRAINING ORGANIZATION
(ISSUE/RENEWAL OF APPROVAL)

For the Year _____

Name of Aviation Training Organization: _____

Address : _____

Type of Authorization: FTO GTO-LWTR GTO-CABIN GTO-FOO GTO-

ATO Accountable Manager
(Tel/Email/Fax)

FINAL REMARKS:

Date of Audit:

Date: _____

LEAD AUDITOR

Name _____

Licence No: _____

LIST OF ICAO DOCUMENTS RELATED TO THE SAFETY OVERSIGHT AUDIT

Doc – 7300	⇒	Convention on International Civil Aviation
Annex – 1	⇒	Personnel Licensing
Annex – 18	⇒	The Safe Transport of Dangerous Goods by Air
Doc – 9376	⇒	Preparation of an Operations Manual
Doc – 9379	⇒	Manual of Procedures for Establishment and Management of a State’s Personnel Licensing System
Doc – 9389	⇒	Manual of Procedures for an Airworthiness Organization
Doc – 9683	⇒	Human Factors Training Manual
Circular – 217	⇒	Human Factors Digest No. 2, Flight Crew Training, CRM & Line Oriented Flight Training.
Circular – 241-AN/145	⇒	Human Factors Digest No. 8, Human Factors in Air Traffic Control
Doc – 9481	⇒	Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods
Doc – 9735	⇒	Safety Oversight Audit Manual
Doc – 9401-AN/921	⇒	Manual on establishment & operation of Aviation Training Centers
Doc – 9401-AN/921	⇒	ICAO Training Manual Part A-3 Composite Ground Subject curriculum
Doc – 7192-AN/857	⇒	ICAO Training Manual Part B-5 Vol-1, integrated Commercial Pilot Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part B-5 Vol-2, integrated Commercial Pilot Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part C-3 Vol-2, Flight Engineer’s Training Course
Doc – 9401-AN/921	⇒	ICAO Training Manual Part D-1, AME Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part D-3, Flight Ops Officers
Doc – 7192-AN/857	⇒	ICAO Training Manual Part E-1, Cabin Attendant’s Safety Training Manual
Doc - 4444	⇒	PANS ATM
Doc – 9375	⇒	Dangerous Good Training Programme Book-2 (for Load Planners & Flight Crew)
Doc – 9432	⇒	Manual of Radio Telephony (FRTO)
MATS	⇒	Manual of Air Traffic services

COMPANY OFFICIALS CONTACTED (Name/Designation)

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

CAA AUDIT TEAM MEMBERS (Name/Designation)

1.	_____	_____
2.	_____	_____
3.	_____	_____

Important Note:

Auditor is to audit only the applicable areas and should appropriately cater for the scope of work and workload of the organization.

GENERAL – APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Are CAA Authorizations, Licences & Approvals available & valid?	Yes/No	
Does the Organization have an organogram? Are the duties & responsibilities of each person clearly defined?	Yes/No	
Is the training organization has any previous experience and relevant resources in training the particular course for which approval is required?	Yes/No	
Is the training organization a subsidiary of any airline or aviation service provider?	Yes/No	
Does the training organization have any affiliation with any training institute or professional body?	Yes/No	
Whether relevant ICAO ANNEXES & DOCUMENTS are available with the training organization?	Yes/No	
Whether CARs, relevant ANOs, Air Safety Circulars (Lic) & other Instructions available with the training organization?	Yes/No	
Whether AIP with latest amendments is available?	Yes/No	
Whether Jeppesen Maps and Charts along with its revisions available?	Yes/No	
Whether the training organization is maintaining a standing order register?	Yes/No	
Whether Exposition Manual/MEL/ Airworthiness Notices available?	Yes/No	
Whether Operations Manual/Flight/Training/SMS/QA Manuals available?	Yes/No	
Whether an approved training manual contain the complete information with regards to the courses conducted by the FTO/GTO: <ul style="list-style-type: none"> • Title of the course • Objectives of the course • Frequency of the course • Planned intake of the course • Location where course is to be conducted • Duration of the course • Eligibility criterion of the students • Phase/Subject wise course contents • Planned periods/hours for each phase/subject • Duration of each period/break 	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
<ul style="list-style-type: none"> • External/ICAO Documents to be used • Internal Documents to be used • Study Material/Course ware to be provided to students • Number of Instructors to be used • Instructors Qualification criterion • Aircraft, if applicable, to be used with Instruments/Aids details • Audio/Visual training aids to be used • Simulation Devices to be used, if applicable • Logistics support details, where applicable • Details of On Job or field experience, if applicable • Details of study tour/visits, if applicable • System of progress/training reports • Type and frequency of Examinations/Skill Tests to be conducted • Number/type of questions in examinations • Pass criterion to be used for academic/ skill test, as applicable • Assessment forms/Contents of personal folders • Specimen course completion certificate to be issued • Any other relevant information 		
Availability of current NOTAMS to pilots & students?	Yes/No	
Does the organization conduct its business with written instructions & records? e.g., SOPs / Training / Procedure Manuals	Yes/No	
Does the organization take corrective actions as required by CAA?	Yes/No	
Does the organization take preventive actions as required by CAA?	Yes/No	
What is the methodology for getting students and customers feedback on training offered, imparted and corrective actions?	Yes/No	
Does the training organization have any agreement with airlines / service providers regarding training of their employees?	Yes/No	
Courses, which require OJT after completion, furnish details of OJT agreement with service provider.	Yes/No	
Are stores relating to files and records maintained in a manner that they provide safekeeping, identity, and ease of retrieval?	Yes/No	
Is the control of records satisfactory in terms of responsibility / retention / secrecy	Yes/No	
Is the training center maintaining its principal business offices at the same place and address that was previously approved by CAA?	Yes/No	
Is the principal business office being shared with any other organization?	Yes/No	
Is the training organization using any other place/airport as base for imparting the training?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
If so, has the approval been obtained from CAA?	Yes/No	
Is a proper library available, which provides ready access to students the documentation, aviation books, literature etc.?	Yes/No	
Whether a master folder showing various documents available in the training institute being maintained?	Yes/No	
Are the available documents updated regularly?	Yes/No	
What best practices are being applied and / or followed in training and course designing?	Yes/No	

FINANCIAL

Aspects to be audited or questions to be answered	Status	Comments
Does the training organization have its regular employees?	Yes/No	
Are payments being made regularly to fuel vendors and others including CAA?	Yes/No	
Are the employees & aircraft, insured as per Civil Aviation Regulations?	Yes/No	
Can the training organization provide evidence that its financial audit has been carried out?	Yes/No	
Is the copy of the audited balance sheet of the training organization available? What are the financial assets of the organization?	Yes/No	
Are internal audit conducted? If yes, frequency of audit	Yes/No	
Have prescribed insurance requirements been met.	Yes/No	

ADVERTISEMENT

Aspects to be audited or questions to be answered	Status	Comments
Has the training organization given any advertisement, which states that the training organization has been approved? If yes, whether these advertisements are in accordance with the scope of approval?	Yes/No	
Has the training organization clearly differentiated in their advertisement between the courses, which are approved and those courses which are not approved or not covered under the scope of approval granted to the training organization?	Yes/No	
If the training organization is not holding a current approval, whether the institute has removed all indications and signboards etc. showing its approval?	Yes/No	

GROUND TRAINING – APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Check if competence requirements of each employee have been defined in terms of: <ul style="list-style-type: none"> • CFI • CGI • Instructors • Other persons 	Yes/No	
Have the organization approval been displayed prominently in the concerned office?	Yes/No	
Are the approvals of approved person valid?	Yes/No	
Does the Organization have an appropriate physical infrastructure commensurate with its authorization, scope of work and load of work in terms of: <ul style="list-style-type: none"> ▪ An operations room with facilities to control the operations ▪ A flight planning room with the following facilities: <ul style="list-style-type: none"> ▪ Appropriate current maps and charts ▪ Current AIS information ▪ Current meteorological information ▪ Communications to ATC and the operations room ▪ Maps showing standard cross-country routes ▪ Maps showing current prohibited danger and restricted areas ▪ Any other flight safety related material ▪ Adequate briefing rooms/cubicles of sufficient size and number ▪ Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc ▪ Furnished crew-room(s) for instructors and students ▪ Room (s) for Administration ▪ Toilet(s) ▪ Stores (s) 	Yes/No	
Are copying / printing facilities available?	Yes/No	
Are alarm bell and siren facilities at a suitable location available with the training institute?	Yes/No	
Are sufficient numbers of fire extinguishers available?	Yes/No	
Is a first-aid room with proper kits and validity available?	Yes/No	
Is trained manpower available to handle safety services?	Yes/No	
Does proper coordination with local fire station exist?	Yes/No	
Are 'No-Smoking' signs displayed at appropriate places?	Yes/No	
Check the conduct of Courses by the following: <ul style="list-style-type: none"> • Check ground training course contents. • Check ground assessment reports and results. • Check flying training course contents. • Check flying training assessment reports. 	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
<ul style="list-style-type: none"> • Check attendance sheet. • Check lecture program. 		
Check the followings in the Operations/Technical library: <ul style="list-style-type: none"> • Stock of books commensurate with the number of students • Satisfactory procedure of loaning books to the students • Procurement of new books • Revision status of the books available • Check that official notices, technical circulars, literatures and other requirements are circulated by the institute to the instructional staffs as soon after receipt as practicable and all superseded publications are withdrawn promptly 	Yes/No	
Whether adequate training aids are available?	Yes/No	
Whether the space used for instructional purpose is properly lighted and ventilated?	Yes/No	
Whether proper audio-visual training aids are available?	Yes/No	
Whether similar arrangements are available at the satellite bases approved or carrying out flying training for the institute?	Yes/No	
Is ground-training study material available to the students?	Yes/No	
Is a simulator being used for conducting the training?	Yes/No	
If yes, is the simulator approved? And to what standard?	Yes/No	

FLYING TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Number of serviceable aircraft available (with types)	Yes/No	
Does the number & names of instructors imparting training including their qualification and experience tally with details submitted to CAA?	Yes/No	
Check the availability and status of following documents: <ul style="list-style-type: none"> ▪ Check pilots logbook CAAD-603 ▪ Check Flight Authorization CAAD-604 ▪ Check Authorization CAAD-609 ▪ Check Student Flying Trg. record CAAD-604 	Yes/No	
Are procedures laid down for the instructors Standardization / Recency / Ratings in the manual?	Yes/No	
Are proper briefing/debriefing procedures established?	Yes/No	
Are records being maintained to show that proper briefing/de-briefing of the trainee pilots is being conducted by CFI/FIs?	Yes/No	
Is record being maintained to show that each student has gone through proper ground training prior to starting flying?	Yes/No	
Is the dossier of each trainee pilot maintained and updated including the supporting documentation?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Is proper Meteorological information available for the airports and the en-route before undertaking the training flights?	Yes/No	
Have procedures been established to obtain preflight information?	Yes/No	
Is there a satisfactory system of dissemination of current NOTAMS to pilots/students available?	Yes/No	
Does the institute issue a flying program in advance and disseminate it to the students?	Yes/No	
Are procedures established to ensure that the aircraft Centre of Gravity is within limits?	Yes/No	
Are standardized checklists available for normal, abnormal and emergency procedures?	Yes/No	
Are appropriate maps and charts for the flights available?	Yes/No	
Is a checklist available to show the documents required to be carried on board?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo and subsequent solos?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo cross-country flight?	Yes/No	
Are procedures established under which the trainee pilot could be sent for night flying?	Yes/No	
Are flight & duty time records being maintained? (instructors)	Yes/No	
Are records being maintained to show that the flying training is being conducted in accordance with the approved syllabus prescribed in the approved training manual?	Yes/No	
Is there a system to check that the flight timings certified by the institute tally with the aerodrome records? (Log books VS Authorization book)	Yes/No	
Are smooth runways with clear runway markings available?	Yes/No	
Whether windsock or wind direction indicator is visible from each end of the runway at ground level?	Yes/No	
Whether night training flights are carried out at the airport?	Yes/No	
If yes, then whether proper night flying facilities are available at the airport?	Yes/No	
Whether proper traffic pattern has been established for carrying out the flying training?	Yes/No	
Whether proper drills have been established in case of aircraft emergency during flying at the airport?	Yes/No	
Whether airport perimeter fencing is available with adequate watch and ward for preventing runaway incursion during aircraft operation?	Yes/No	
Whether procedures have established for the Chief Flight Instructor to carry out flying checks of Flight Instructors and the trainee pilots to ensure standardized flying training?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Whether reports on various flying checks carried out are available?	Yes/No	
Is pilots' folder available and maintained as per CAA instructions?	Yes/No	
Is the organization approved as a maintenance organization?	Yes/No	
Is the approval certificate displayed?	Yes/No	
Is the QCM/CE and Exposition Manual approved?	Yes/No	
Is the approved QCM/Chief Engineer a full time regular employee of the organization?	Yes/No	

AME-LWTR TRAINING

Category	Required	Available	Name	Qualification & Experience
Airframe				
Engine				
Instrument				
Electrical				
Radio/Nav.				

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
Is there a change in organization since approval of exposition manual in term of aircraft type/level of inspection/manpower etc?	Yes/No	
Is the operation of organization spread at more than one aerodrome? If yes, whether every set-up is equipped with maintenance facility to the level of maintenance for which it is certified?	Yes/No	
Does the organization follow a standard maintenance program approved by CAA?	Yes/No	
Was there at any time any deviation to the maintenance program?	Yes/No	
Are they amended as per latest version of maintenance manual?	Yes/No	
Are the SBs and ADs received in the institute? Check for latest arrival date and its implementation.	Yes/No	
Is there any procedures for dissemination of technical information to working engineers?	Yes/No	
Are the technicians employed adequately trained?	Yes/No	
Are the training records of AMEs and technicians kept with QCM?	Yes/No	
Does the institute have hanger space to carry out inspection?	Yes/No	
If yes, whether the hanger space is available throughout the year?	Yes/No	
Whether the hangar is properly lighted and ventilated?	Yes/No	

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
Is there adequate ground equipment such as trestles, workbenches to carry out the work?	Yes/No	
Does a proper procedure exist for tagging of all removed articles in the hanger?	Yes/No	
Whether a defect register is maintained?	YES/No	
Whether a standard procedure for keeping fuel in barrels followed?	Yes/No	
If yes, whether proper procedures are followed for barrel fuelling?	Yes/No	
Whether a chapter in QC/Exposition manual exists for barrel fuelling?	Yes/No	
Whether the organization carries out battery charging?	Yes/No	
If yes, whether an approval has been obtained in respect of shop and individual?	Yes/No	
Is the battery charging equipment serviceable and calibrated?	Yes/No	
Is there any first-aid station in the battery shop?	Yes/No	
Are the inspections of aircraft carried out as per standard checklist for serviceability of equipment, instruments, availability of on-board documents, updating of flight manuals etc.?	Yes/No	
Are the precision tools/ instruments calibrated periodically?	Yes/No	
Check that the instructors who are assigned to teach are qualified?	Yes/No	
Check that the following documents and records are available and/ or updated: <ul style="list-style-type: none"> ▪ Attendance Register ▪ The name and address of all students attending courses 	Yes/No	
Reports on intakes and results of semester examinations;	Yes/No	
Records of candidates appearing in AME-LWTR licence examination.	Yes/No	
Records of candidate's results of CAA licence examination.	Yes/No	
Records of performance of candidates during their practical training attachments with various aircraft maintenance organizations	Yes/No	
Records regarding security clearance of foreign students	Yes/No	
Log books of students (random check)	Yes/No	

CABIN ATTENDANT TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Whether an approved training syllabus for cabin attendants training is available in the training organization?	Yes/No	
Are records being maintained for each student to show the classroom training accomplished?	Yes/No	
Whether the evacuation drills being conducted in a proper mockup and does the mockup bear close resemblance to the specific aircraft type?	Yes/No	
Whether actual fire is extinguished in a fire drill?	Yes/No	
Where is the wet drill carried out?	Yes/No	
Whether a high degree of similarity is maintained in the slide training with regard to specific aircraft type?	Yes/No	
Are the trainees given exposure to actual aircraft during the training?	Yes/No	
Whether the first aid training being conducted?	Yes/No	
Are results of various checks of the trainees at different stages readily available?	Yes/No	
Is adequate space available for different drills?	Yes/No	
Whether adequate safety equipment is available for briefing purposes?	Yes/No	
Whether adequate equipment is available for demonstration, briefing and practicing different drills?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Whether the classrooms, briefing rooms or mockups have temperature control facilities?	Yes/No	

AIR TRAFFIC CONTROLLER TRAINING
(Basic & Radar Course)

Aspects to be audited or questions to be answered	Status	Comments
Is there a procedure to ensure incorporation of latest amendments into the approved course material?	Yes/No	
Does the organization have a technical library?	Yes/No	
Does the organization have a recent master copy of related ICAO Annexes and Documents?	Yes/No	
Are the trainees briefed on the latest amendments on the related subjects?	Yes/No	
Do the trainees have access to the technical library?	Yes/No	
Are the trainees provided with complete sets of the course material?	Yes/No	
Do the trainees meet the required criteria for the subject training?	Yes/No	
Do the instructors meet the required criteria for approval as instructor?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Is there a process to ensure the up keep of the professional knowledge of the instructors through refreshers?	Yes/No	
Do the instructors keep abreast with the latest developments in Air Traffic Control? Specially CNS-ATM	Yes/No	
Are the practical exercises for the trainees realistic?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Is the radio equipment of the ATC simulators working properly?	Yes/No	
Are the clocks in the ATC simulators properly synchronized; and in good working condition?	Yes/No	
Is the strip marking the same as being done actually in the ATS Units?	Yes/No	
Is there enough number of simulators?	Yes/No	
Are the lighting facilities in the classrooms and simulators satisfactory?	Yes/No	
Are the classrooms and simulators equipped with temperature control devices?	Yes/No	

ON JOB TRAINING – ATCO

Aspects to be audited or questions to be answered	Status	Comments
Is the airport appropriate for Basic rating / OJT?	Yes/No	
Does Instructor holds an OJTI rating?	Yes/No	
Is appropriate record being maintained of the OJT?	Yes/No	
Is student allowed on the controls during peak traffic time?	Yes/No	
Is there an appropriate room for Briefing & De-Briefing?	Yes/No	
Are the students allowed rest time as per ICAO instructions?	Yes/No	
Is there a technical library where all related documents can be consulted by the students?	Yes/No	
Are the instructors current on the ATC licensing regulations?	Yes/No	
Are the students current on the ATC licensing regulations?	Yes/No	
Are the students kept updated on new developments in the field?	Yes/No	

