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## 1.0 PURPOSE

This Advisory Circular (AC) provides guidance to Approved Training Organizations (ATOs) and applicants for ATO certification on the development, content, format, and approval process of manuals as required by the Civil Aviation (Approved Training Organisation) Regulations. These include the Training Manual, Procedures Manual, Quality Manual, and Safety Management Manual. It aims to ensure consistency, regulatory compliance, and operational clarity across all ATO documentation.

## 2.0 REFERENCES

- 2.1 Civil Aviation (Approved Training Organisation) Regulations, 2017 (as amended in 2023);
- 2.2 Civil Aviation (Personnel Licensing) Regulations;
- 2.3 TCAA-AC-GEN002B — Development and Preparation of Manuals;
- 2.4 ICAO Doc 9841 — Manual on the Approval of Training Organizations;

## 3.0 GUIDANCE AND PROCEDURES

### 3.1 Manual requirements


Every ATO is required to develop and maintain manuals that describe its structure, policies, training programs, and procedures in a form acceptable to the Authority. These manuals serve as a foundational guide for instructors, trainees, and administrative staff.

### 3.2 Types of manuals

Each ATO shall develop and maintain the following manuals:

- i. Training Manual (TM)- Describes training programs, curricula, instructional methodology, and assessment systems.

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- ii. Procedures Manual (PM)- Details organizational procedures for day-to-day operations, including administrative, safety, and emergency processes.
- iii. Quality Manual (QM)- Outlines the quality system, internal audits, compliance monitoring, and continuous improvement processes.
- iv. Safety Management Manual (SMM)- Describes the ATO's SMS, including hazard identification, safety risk management, and reporting mechanisms.
- v. Approved Aircraft Maintenance Programme (AMP) - Specifies the scheduled maintenance tasks, intervals, and checks for each aircraft in the ATO's fleet.
- vi. Minimum Equipment List (MEL) - Listing equipment that may be inoperative for a flight to be conducted safely under specific conditions.
- vii. Aircraft Maintenance Manual (AMM) - Which provides detailed procedures for inspection, servicing, maintenance, and repair of the aircraft type

#### 4.0 FORMAT AND STRUCTURE

Manuals must conform to the following structural elements and includes all other chapters:

- i. Cover Page- Includes title, ATO name, manual type, issue/revision number, and date.
- ii. Preface/Introduction/Fore ware- Statement of the manual's purpose, scope, and endorsement by the Accountable Manager.
- iii. Revision Control: A revision log or list of effective pages.
- iv. Table of Contents: Organized by section and subsection.
- v. Glossary: Definitions of key terms and acronyms.
- vi. Compliance Statement: Cross-referencing applicable regulations with corresponding sections in the manual.
- vii. List of effective pages - Control tool to ensure that users can confirm whether they have the latest and complete version of the document.

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- viii. Amendment procedures- Section explains how revisions, updates, or changes to the manual are controlled, issued, and incorporated.

## 5.0 CONTENT GUIDELINES

Each manual should contain content specific to its function. The Second Schedule of the ATO Regulations provides minimum requirements, including:

- i. General
- ii. ATO organizational structure and responsibilities
- iii. Training program design and syllabi
- iv. Assessment standards and grading policy
- v. Instructor qualifications and recurrent training
- vi. Record-keeping systems
- vii. Safety and quality policies
- viii. Manual amendment and control procedures

## 6.0 SUBMISSION AND REVIEW PROCESS

### 6.1 Initial submission


Manuals must be submitted for preliminary review. Upon finding the manuals satisfactory, hard copies shall be submitted for detailed evaluation.

### 6.2 Review and approval

Manuals must be clear, logically organized, and compliant with applicable regulations. The Authority will review not only the content of amendments but also their impact on overall operations. Approved manuals shall bear the TCAA Approval stamp, effective date, and signature on the control pages.

## 7.0 AMENDMENTS AND UPDATES

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Approved manuals must be kept up to date. The ATO shall:

- i. Regularly review manuals in light of regulatory or operational changes;
- ii. Submit amendments to the Authority for review and approval;
- iii. Maintain a master manual and distribute updated copies to relevant personnel.

## **8.0 MANUAL AVAILABILITY**

Manuals must be accessible to relevant staff, either electronically or in printed format. All employees must use the current version when performing their duties.

## **9.0 STYLE AND CLARITY**

Manuals should use clear, concise, and standardized technical language. Procedures should be structured step-by-step and provide sufficient detail for users with varying experience levels.

## **10.0 APPROVAL RECORD**

Approved manuals will be accompanied by:

- i. An official notification letter from the Authority
- ii. One stamped copy retained by the Authority and one returned to the ATO



**Director Safety Regulation**