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1.0 PURPOSE

This advisory circular (AC) is issued to provide information and guidance regarding approval of a foreign Approved training organization to conduct aviation training under the civil aviation (Approved Training Organization) Regulations. This procedure provide basic information applicable to process of foreign ATOs intending to provide training for Flight crew, cabin crew, Aircraft maintenance engineers; and Flight operations officers

2.0 REFERENCES

- 2.1 The civil aviation (Approved Training Organisation) Regulations,
- 2.2 ICAO Doc 9841 Manual on the Approval of Training Organisations;
- 2.3 ICAO Doc 9379 Manual of Procedures for Establishment and Management of a State’s personnel Licensing System;

3.0 BACKGROUND

3.1 There is often a need for the Authority to approve an ATO that is located outside the national territory. This is sometimes driven because the national market is not sufficient to support locally certain types of specialized training.

3.2 In principle’ there is no difference between the approval of training organization based outside and those based in URT. In practice however, Tanzania Civil Aviation Authority leverages the approval and surveillance system of the baseline CAA to minimize the likelihood of duplication of approval activities which would impose an unnecessary burden on the authorities and industry.

4.0 Process for Alternative approval of foreign ATO


4.1 There are five phases, similar to the phases applied during the approval of training organizations based in the country. The phases include:

- 1.) Pre-application phase
- 2.) Formal application phase
- 3.) Document evaluation phase
- 4.) Demonstration and validation phase; and
- 5.) Certification phase

4.1.1 Pre-application

4.1.1.1 The pre-application phase starts when an ATO wishes to provide training for an individual or Operator under a foreign ATO approval. The training organization requests the alternative approval process and TCAA determines if the applicable Civil Aviation Regulations will support this process.

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4.1.1.2 The training organisation must first establish if the TCAA ATO approval can be achieved through the validation/acceptance process by leveraging an existing ATO approval, preferably that of the state where the training organization is located. However, an ATO approval by another state should be equally acceptable.

4.1.1.3 In either case, the CAA of state in which the ATO is located becomes **the baseline CAA**. The training organization should be capable of complying with all the procedures and guidelines associated with the alternative approval process and also satisfy the ATO requirements of the TCAA.

4.1.1.4 Once it has been determined that the training organization can use the alternative approval process, TCAA coordinates with the baseline CAA to explore collaboration.

4.1.1.5 Upon request from the training organization, TCAA **contacts** the baseline CAA to establish collaborate and support the ATO validation/acceptance. When collaboration is established between the baseline CAA and TCAA, the training organization will be required to provide a regulatory gap analysis between TCAA and CAA’s ATO requirements.

4.1.1.6 Ideally the areas to be reviewed should include all of the areas required for ATO approval and Comprise:

- a) Organization
- b) Training programmes and training delivery;
- c) Training and procedures manual
- d) Personnel;
- e) Facilities;
- f) Records;
- g) Quality system; and
- h) Safety management systems, if required

4.1.1.7 Criteria


- (i) TCAA contacts the baseline CAA to determine the level of support, if any, which may be extended by the baseline CAA and this may be through a memorandum of understanding or other suitable arrangements; and
- (ii) TCAA notifies the foreign ATO of the acceptance or denial with the alternative approval process.

4.1.2 Formal Application

4.1.2.1 This phase involves a gap analysis between CAA regulations and the national regulations, **conducted** by the training organization that identifies any significant differences, which must be addressed to ensure compliance with the national regulations.

4.1.2.2 In principle, the application using the alternative approval process mirrors that of a normal ATO application with the exception that TCAA accepts the baseline CAA approvals and limits its level of

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involvement to those areas that are identified in the applicant’s gap analysis and submitted as a special conditions supplement to the application.

4.1.2.3 The applicant should, to the extent possible, demonstrate through a compliance matrix how all of the Tanzania Civil Aviation Authority ATO requirements are met.


4.1.2.4 Criteria

- a) Unless the applicant holds a valid ATO approval issued by one of the East African Community partner states, he or she should complete the gap analysis and establish if there are gaps between the UCAA regulations and the baseline CAA regulations regarding the requirements for ATO approval.
- b) The applicant should submit an application which includes a full analysis of how compliance with TCAA’s ATO requirements are through the recognition of the baseline approval with a special condition supplement as applicable. The application should be complete, i.e. the baseline CAA approval documentation plus a supplement as applicable.

4.1.2.5 To ensure a successful application, training organisation should have followed in phase 2 a methodical and comprehensive process to complete the application, which should include submission of the following:

- (i) a compliance matrix showing how the training organization complies with the regulatory requirements of the CAA and the regulatory requirements of the baseline CAA (based on the gap analysis already carried out);
- (ii) a document containing any supplemental conditions and / or a rational explaining how the training organization meets the national requirements regarding the approval of a training organization which differ from the requirements of the baseline CAA;
- (iii) The training and procedures manual, or equivalent;
- (iv) The quality management system manual, or equivalent;
- (v) The SMS manual, or equivalent, if applicable;
- (vi) The training programmes course syllabus relating to the programmes required under the scope of the approval being applied for;
- (vii) The list of instructors and evaluators, together with supporting documentation; and
- (viii) The FSTD qualification certificates.

4.1.2.6 TCAA and the baseline CAA finalize the memorandum of understanding or other suitable arrangement as applicable, based on the outputs from the gap analysis.

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4.1.3 Document evaluation

4.1.3.1 This phase determines if the eligibility requirements are met; it is a complete review of the application. The phase differs from the normal ATO approval process in that the evaluation accomplished by TCAA by going on-site and through a desktop assessment of the application and acceptance the baseline CAA approval allows that a significant portion of the application evaluation is already met.

4.1.3.2 Gate 3: Key elements

- a) the TCAA receives the completed application and initiates the evaluation in accordance with the guidance provided in this module.
- b) if the evaluation is satisfactory, the TCAA should consider establishing a set of terms (memorandum of understanding or equivalent) with the baseline CAA with regard to providing a collaborative rule in support of the ATO approval.

4.1.4 Demonstration and validation

4.1.4.1 This phase requires the TCAA to complete the validation (or inspection) of the different components of the approval, and extends to the training programmes and flight simulation device (FSTD) equipment.

4.1.4.2 This phase is the demonstration and validation, and is a combination of a desktop validation and If applicable, an on-site inspection. This phase provides the opportunity for TCAA to determine the extent of required on-site inspection, if any.

4.1.4.3 Gate 4: Key elements


- (i) Desktop evaluation and validation of the ATO application that could be through a multi-media Demonstration or presentation of how requirements are met.
- (ii) Supplemental requirements should focus mainly on training programmes elements should include as applicable,
 - a) FSTD evaluation limited to user approval;
 - b) Instructor qualifications meet requirement;
 - c) Managerial personnel
 - d) Exemptions and deviation, if any;
 - e) On site audit or inspection limited to those areas that necessitate an on-site visit, If necessary.

4.1.5 Certification

4.1.5.1 TCAA issues the foreign training organization which meets requirements an ATO Certificate containing:

- i) The name and location of the ATO;
- ii) the postal address of the ATO;
- iii) the date of issue and period of validity of the certificate;
- iv) the authorised location of operations; and

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v) the training courses, as applicable

4.1.5.2 The ATO certificate is valid for twelve (12) months provided that the baseline CAA Approval is current.

4.1.5.3 Removal of the approval is subject to submission by the foreign ATO a formal application for renewal and the baseline CAA approval being valid.

4.1.5.4 Gate 5; Key elements

- a) TCAA completes its internal process for the approval of the ATO through the alternative approval process; and
- b) Issues the applicable ATO approval document(s) which identifies the scope of the approval and notifies the baseline CAA of the successful completion of the approval process.

4.1.6 Surveillance


4.1.6.1 TCAA establishes appropriate procedures to ensure continued validity of the ATO approval certificate obtained through alternative approval process. These procedures may include establishing;

- a) Obligation for the foreign ATO to report surveillance-relevant information, such as enforcement activities taken by baseline CAA which may affect the approval certificate; and
- b) A process for taking appropriate measures in relation to baseline CAA enforcement activities, such as limitation, suspension or revocation of the baseline CAA approval certificate and for taking appropriate follow-up action.

4.1.6.2 TCAA may also establish the process for the continuing approval of the training Programme, instructors, evaluators and FSTDs.

4.1.7 Recognition/Approval of the training programmes

4.1.7.1 TCAA may recognize the baseline CAA training curriculum and courseware with reasonable supplemental or additional requirements provided that the gaps identified between TCAA's requirements and the baseline CAA's approved training curriculum are appropriately addressed.

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