



Advisory Circular

TCAA-AC-AWS015C

February 2020

CERTIFICATION OF APPROVED TRAINING ORGANIZATION TO CONDUCT AIRCRAFT MAINTENANCE ENGINEERS COURSES

1.0 PURPOSE

This Advisory Circular provides information on the certification process of approved Training Organization intending to conduct aircraft maintenance engineers training.

2.0 REFERENCES

- 2.1 The Civil Aviation (Approved Training Organization) Regulations.
- 2.2 Advisory Circular No: TCAA-AC-GEN003C

3.0 GUIDANCE INFORMATION

- 3.1 The ATO approval procedure shall be in accordance with the Five Phase process.
- 3.2 **Pre Application Phase** – The applicant shall contact the Authority on his intention to apply for an ATO approval. The applicant will then be advised of the necessary advisory material to gain meaningful insight into personnel, facility, equipment, training programme and documentation requirements.
- 3.3 **Personnel** – The ATO shall satisfy the Authority that an adequate number of competent and qualified staff are employed as follows:
 - a) an accountable manager
 - b) a quality control manager
 - c) a head of training
 - d) a chief instructor
 - e) an adequate number of qualified instructors relevant to the courses to be provided.
- 3.4 **Facilities and Equipment** – An applicant for, or a holder of an ATO certificate shall have appropriate facilities and equipment as required by the Civil Aviation Regulations, with the following minimum requirements:
 - 3.4.1 Adequately equipped classrooms for the maximum number of students expected to be taught;
 - 3.4.2 a well equipped library;
 - 3.4.2.1 workshops, equipment, tools, adequate supply of materials, special tools and similar articles for the rating sought;
 - 3.4.3 adequate office facilities; and

3.4.4 examination facilities and training records.

3.5 Training Programme – An applicant for or a holder of an approved training organisation certificate shall apply to the Authority for an approval of a training programme. Each training programme submitted shall meet the applicable requirements and shall include but not limited to the following:

3.5.1 Pre-requisite entry qualification;

3.5.2 Proposed training schedules;

3.5.3 Type of facility to be used for training (ATO);

3.5.4 Special training requirement i.e. simulator, internship etc; and

Note: Each trainee shall hold an engineer's record of experience log book which are available at the Authority.

3.6 Documentation and Manuals – The applicant will be advised of the manuals and relevant documents to be submitted to the Authority for approval in compliance to the regulations and requirements for the applicable operations. These will include but not limited to the following documents:

3.6.1 Procedures manual;

3.6.2 Training manual;

3.6.3 Quality manual;

3.6.4 Training programmes;

3.6.5 Reference manuals etc.

Notes:

(i) *The formal application shall be submitted to the Authority at least 90 days before the intended date of commencement..*

(ii) *The applicant will also be advised of the fees and facilitation required for the approval.*



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3.7 Formal application – The applicant shall submit the application letter together with the formal application package in relation to the pre application phase. The package will be subjected to a cursory review for acceptance. The applicant will be notified in writing the acceptance or rejection of the application.

3.8 Documentation Compliance – The applicant’s application package will be carefully and thoroughly evaluated to ensure that they conform to the applicable regulations and approved standard for aviation training practices. If rejected the package will be returned with a written note stating the shortcomings observed.

3.9 Demonstration and Verification – The Authority shall conduct an audit of the applicant’s premises to ascertain that proposed procedures are in place and that the facilities and equipment meet the regulatory requirements.

3.10 Certification – Once the applicant meets the Regulatory requirements of the Civil Aviation Regulations, the Authority will issue a certificate of approval with the applicable specifications, ratings and limitations.

3.11 Validity – The period of validity of the certificate of approval shall be 12 months unless, otherwise specified by the Authority.

3.12 Approval renewal – An approved Training Organization may apply for renewal of its certificate at least 30 days before the expiry date in order to ensure continuity of the training. On receipt of the application the Authority shall carry out an audit. Provided that the ATO still meets the regulatory requirements and is in conformity with the approval specifications and ratings, the Authority shall issue a renewal certificate.

3.13 Amendments to the Approval – A holder of an ATO certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program unless that change is approved by the Authority in advance.

3.14 Successful trainees of the three years basic aircraft maintenance course and two years on the job training (OJT) experience in the approved maintenance organization will qualify the trainee for the LWTR examination.

A handwritten signature in black ink, appearing to read 'P. [unclear]', is written over a horizontal line.

Director Safety Regulation