



No. 20

CASAS ADVISORY PAMPHLET

Subject: CERTIFICATION OF AN APPROVED TRAINING ORGANISATION (ATO)

Date: 7/03/2008

1. PURPOSE.

- a. This Advisory Pamphlet (CAP) describes the process of applying for and obtaining an Approved Training Organisation (ATO) certificate to conduct training under Civil Aviation Regulations Suriname (CARS) Part 3. The certification process may appear to be a complex undertaking, particularly to a “first-time” applicant. This CAP provides basic information applicable to the ATO certification process.
- b. Because there are a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion of all the acceptable methods for preparing these documents is not contained in this CAP. Training organisations will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with CASAS personnel. The information in this CAP and the reading material referenced will assist training organisations in completing the process with minimal delays and complications.

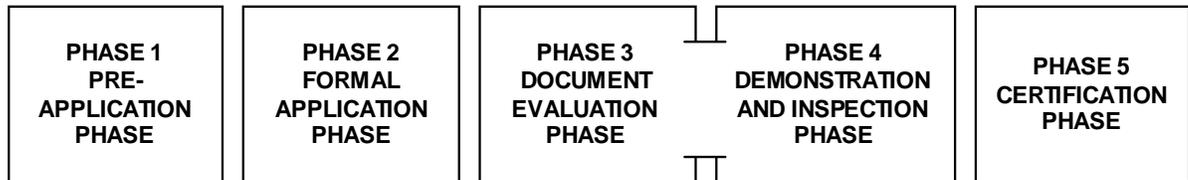
2. RELATED REGULATIONS.

Civil Aviation Safety and Security Act and CARS Parts 1, 2 and 3.

3. BACKGROUND.

- a. The ATO certification process is designed to ensure that prospective certificate holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the training organisation is able to comply with Aviation Law, regulations, and the international standards pertaining to training as published in ANNEX 1 to the Convention on International Civil Aviation.

- b. There are five phases in the ATO certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five phases are:
- (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification
- c. In some cases, the guidance and suggested sequence of events in this CAP may not be entirely appropriate. In such situations, the CASAS and the training organisation should proceed in a manner that considers existing conditions and circumstances. The training organisation, however, should not expect to be certificated until the CASAS is assured that the aviation law and the Civil Aviation Regulations will be complied with in an appropriate and continuing manner.



4. PRE-APPLICATION PHASE.

- a. Initial actions. As far in advance as possible of an anticipated start of training, a prospective ATO should contact the CASAS Office and inform the CASAS of its intent to apply for an ATO Certificate. CARS 3.1.2.2. (a) indicates that an application for an ATO certificate and training specifications shall apply at least 120 calendar days before the beginning of any proposed training. The prospective ATO will be invited to meet briefly with CASAS personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective ATO intends to proceed with certification, CASAS Form ATO 001 Prospective Organisation Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it can be obtained at the CASAS. The POPS should be completed, signed by the prospective training organisation and returned to the CASAS Office.
- b. CASAS personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective training organisation with the reasons for its return noted in Section 2. If the information is complete and acceptable, the CASAS will determine who will be assigned to the certification project and schedule a pre-application meeting with the prospective training organisation.
- c. The CASAS will designate one certification team member as the Project Manager (PM). The PM is the official CASAS spokesperson throughout the certification project.
- d. Pre-application meeting. The objective of the pre-application meeting is to verify the information on the POPS and to provide the applicant with an overview of the ATO certification process. In addition, the CASAS project manager will ensure the candidate is aware of all applicable CARS and answer all questions about ATO

certification. The CASAS project manager will provide the candidate with an Application Information Package of helpful information. It is recommended that the training organisation's key management and staff attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed training. Many problems may be avoided by discussing all aspects of the proposed training and the specific requirements that must be met to be certificated as an ATO. The final meeting objective is for the CASAS project manager to evaluate the results of the meeting and take appropriate action, which may be to recommend that the applicant coordinate the required documents as they are developed if the meeting is successful, or to recommend scheduling another pre-application meeting if the meeting is unsuccessful

- e. Establishing a working relationship. It is important that the CASAS and the training organisation's representatives establish good working relationships and clear understandings. The CASAS recognises that a wide range of capabilities and expertise exists among training organisations. This background experience will be considered by the CASAS and adjusted to during these initial meetings.
- f. The application information package. To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
 - (1) The certification job aid that will be used by CASAS inspectors during the certification project.
 - (2) A schedule of events, which must be completed and submitted with the formal application.
 - (3) An example set of Training Specifications.
 - (4) Other publications or documents the PM believes will be useful to the training organisation.
- g. CARS 3.1.2.2 (b) specifies that an application for an ATO shall be made in a form and manner acceptable to the Authority and containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on CASAS Form ATO 002 provided by the Authority. The accountable manager must sign the form. The form should contain the full and official name of the applicant and the physical address of the applicant's intended primary training location. The form shall include the identity of management and key personnel such as the Accountable Manager, Head of Training, Quality Manager, as applicable. Additionally the form shall confirm the courses to be provided by the ATO. Certain documents must be submitted with the formal application. During the pre-application phase and throughout the certification process, the training organisation will have to prepare documents and manuals for the CASAS evaluation, approval or acceptance. The training organisation is encouraged to informally co-ordinate drafts of these documents with the PM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the training organisation and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the training organisation. The documents (attachments) that must be submitted with the formal application are briefly described in paragraphs 4h. through 4o. and will be discussed in detail during the pre-application meeting.

- h. Draft Training Specifications Attachment. This describes the applicant's intended authorisations, limitations, provisions and privileges specific to the training organisation's training. IS: 3.1.2.2(d), Appendix A.
- i. ATO Certification Job Aid and Schedule of Events Attachment. CARS 3.1.2.2 (b). The schedule of events [see CASAS Form ATO 003] is a key document that lists items, activities, programs, and facility acquisitions that must be accomplished or made ready for the CASAS inspection before certification. It should include dates when each of the required manuals will be available for evaluation; when aircraft and synthetic flight trainers will be ready for inspection; when training organisation facilities will be ready for inspection and the date of the proposed assessment of Instructor's and other approved persons. These estimated dates must be logical in terms of sequence. Reasonable time for the CASAS to review, inspect and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the training organisation finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.
- j. Training, Procedures and Quality Manuals Attachment. IS: 3.1.2.2 (g), Appendix A. These manuals contain information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements. The Manuals may be combined as one Manual. CARS Part 3, including the Implementing Standards (IS) prescribes the content of these manuals. The entire manual system, as required by CARS 3.1.2.2 and 3.2.9 and the IS, shall be completely developed at the time of formal application.
- k. Management Structure and Qualification Attachment. IS: 3.1.2.2 (a), Appendix A. CARS establish basic personnel requirements for management and key staff positions. The implementing standards establish minimum personnel qualifications for organisations proposing to provide training under CARS Part 3. Individuals assigned to the required management and key staff positions are expected to have a thorough knowledge of the training organisation's manuals, the CARS and the planned training courses relevant to their position. The management structure and qualification attachment must contain resumes of the qualifications, licences (including licence numbers), ratings and aviation experience for at least the following positions:
 - (i) Accountable Manager (Chief Executive Officer or General Manager)
 - (ii) Head of Training
 - (iii) Quality Manager
- l. Instructors Qualifications Attachment. This attachment should consist of a list of instructors and their qualifications, relevant to the training provided. IS: 3.1.2.2 (b), Appendix A.
- m. Equipment Attachment. A description of the training equipment that the applicant proposes to use e.g. the aircraft, the system trainers including any special equipment used for each phase of training. IS: 3.1.2.2 (e), Appendix A.
- n. Aerodromes and Facilities Attachment. A listing of the aerodromes or sites at which training flights will originate and a description of the applicant's training facilities including aviation maintenance technician training facilities, equipment and the qualifications of personnel to be used. IS: 3.1.2.2 (f), Appendix A.

- o. Initial Statement of Compliance Attachment. CARS 3.1.2.2 (b). This attachment should be a complete listing of all CARS applicable to the proposed training organisation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each relevant regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date the information will be provided to the CASAS will suffice. If the date provided is reasonable it will be acceptable to the Authority. The following examples illustrate how relevant sections of CARS should be presented in a Statement of Compliance.

EXAMPLE 1.

Statement of Compliance - method of compliance ***not developed*** at time of formal application.

CARS: 3.1.2.2 (c) APPLICATION FOR ISSUANCE OR AMENDMENT OF AN ATO CERTIFICATE.

The (Name of training organisation) quality system, which meets the requirements of IS: 3.1.2.2, Appendix B and C is currently under development and will be submitted for approval on (date).

EXAMPLE 2.

Statement of Compliance - method of compliance ***fully developed - preferred presentation***

CARS: 3.2.5 (a) TRAINING AIRCRAFT

(Name of training organisation) proposes to provide a Lear 25 Type Rating Course. (Name of training organisation) has (1) Lear 25 aircraft fitted with duplicated primary flight controls for use by the instructor and the student.

5. FORMAL APPLICATION PHASE.

- a. As stipulated under CARS 3.1.2.2 (a), an application for an ATO Certificate must be submitted at least 120 calendar days before training is expected to begin. In fact, an applicant for an ATO Certificate should submit its Formal Application Package to the CASAS as far in advance of the proposed start-up date as possible.
- b. Upon receipt of the Formal Application Package, the CASAS will conduct a cursory review of the documents to make certain they address the required information. If there are omissions or errors, the Formal Application Package will be returned within 5 working days of receipt with a letter outlining the reasons for its return. If the training organisation has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency or open question to be resolved during the formal application meeting.
- c. The training organisation's key management personnel 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 involving 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.

- d. If the formal application meeting is successful, the training organisation is provided with a letter acknowledging receipt and acceptance of the applicant's Formal Application Package. The date this letter is signed is the first day of the 120-calendar day period referenced under CARS 3.1.2.2 (a). The CASAS'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. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

6. DOCUMENT EVALUATION PHASE.

- a. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the CASAS. The CASAS will endeavour to complete these evaluations in accordance with the training organisation'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 manuals and documents are satisfactory, they will be approved or accepted, as required by the CARS. Approvals may be indicated by letter as appropriate or by approval of Training Specifications. Acceptance of information that does not require formal approval will be indicated by letter or by the lack of the CASAS's objection to the information.
- b. The complexity of the information, which must be addressed in the training organisation's manuals and other documents, depends on the complexity of the planned training. The following list provides examples of information that must be provided by the training organisation and evaluated by the CASAS during this phase:
 - (1) Management personnel resumes outlining proposed management qualifications
 - (2) List of Instructor's Qualifications
 - (3) Procedures Manual
 - (4) Training Manual
 - (5) Quality Manual

7. DEMONSTRATION AND INSPECTION PHASE.

- a. During demonstrations and inspections, the CASAS evaluates the training organisation's facilities and equipment. Deficiencies will be brought to the attention of the training organisation and corrective action must be taken before a certificate is issued.
- b. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this CAP, these phases overlap or may be accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and procedures evaluated during the demonstration and inspection phase.
 - (1) Facilities (equipment, procedures, personnel, technical data).
 - (2) Recordkeeping procedures (documentation of training).
 - (3) Aircraft technical logs

- (4) Compliance with maintenance procedures, etc.
- (5) Training devices used for airframe and powerplant courses.
- (6) Aviation system component mock-ups for AMT Training.

8. CERTIFICATION PHASE.

- a. After the document evaluation and the demonstration and inspection phases have been completed satisfactorily, the CASAS will prepare an ATO Certificate and approve the Training Specifications. The Training Specifications contain authorisations, limitations and provisions specific to the ATO. The training organisation signs these documents acknowledging their receipt.
- b. The certificate holder is responsible for continued compliance with CARS and the authorisations, limitations and provisions of its certificate and Training Specifications. As a certificate holder's training changes, the Training Specifications will be amended accordingly. The process for amending Training Specifications is similar to the certification process. In some cases it may be a less complex procedure depending on the extent of the amendment. The CASAS is responsible for conducting periodic inspections of the certificate holder's training to ensure continued compliance with the CARS and safe operating practices.