

COSCAP- SEA & EU-ASEAN SCOPE APP (EASA)
Certification and Oversight of Approved Training Organizations
18 – 20 February 2025, Bangkok, Thailand.

SYLLABUS

Title	Certification and Oversight of Approved Training Organizations
Aim	<i>To equip CAA inspectors with the knowledge and skills required to evaluate an Approved Training Organization (ATO) through the certification process. With the use of case studies and real-life scenarios, participants will learn to evaluate ATO proposed organization structure, Training and Operations manuals with an eye to ensure comprehensive understanding and application of the ATO certification process best practices.</i>
	✓ Overview of applicable requirements ➤ Overview of Regulatory structure and best practices ➤ Overview of initial certification procedure and of organization's compliance ✓ ATO approved courses – case studies ➤ Initial audit – what to look for: ✓ Postholders structure – complex vs. non-complex ATO ✓ Personnel qualifications ✓ Safety risk management and compliance monitoring ✓ Facilities and Equipment ✓ Training and Operation manuals ➤ CAA Procedures in case of non-compliance: ✓ Certification refusal and right of appeal (applicable law) ➤ Management of changes ➤ CAA' processes, procedures, and checklists – inspector' tools ➤ CAA staff qualification Oversight and continuing oversight principles ➤ Objectives and content of the surveillance programme ➤ Overview of risk-based oversight ➤ Conduct and recording of oversight activities The workshop will make use of case studies and practical examples to maximize the interaction among delegates. Real life situations will be presented to foster exchanges and allow the delegates to compare existing work practices and international standards.