

Overview of Applicable Requirements

Overview of initial certification procedure and of organization's compliance



European Union Aviation Safety Agency

EU-ASEAN Sustainable Connectivity Package Aviation Partnership Project
(EU-ASEAN SCOPE APP)

This project is funded by the European Union and implemented by
the European Union Aviation Safety Agency (EASA)

Your safety is our mission.

An Agency of the European Union 

Overview of initial certification procedure and of organization's compliance

- Civil Aviation Authority requirements
- Procedure for initial certification
- Evaluation period
- Review of possible finding
- On sight preliminary audit
- Final review
- Certification

Initial Certification

- Civil Aviation Authority requirements
- Procedure for initial certification
- Evaluation period
- Review of possible finding
- On sight preliminary audit
- Final review
- Certification



Civil Aviation Authority requirements

- Oversight documentation: The competent authority shall provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.



Civil Aviation Authority requirements

- Documented policies and procedures to describe its organization
- A sufficient number of personnel to perform its tasks and discharge its responsibilities.
- A function to monitor compliance of the management system with the relevant requirements and adequacy



Civil Aviation Authority Requirements

- A person or group of persons, ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- A copy of the procedures related to the management system and their amendments shall be made available to inspectors for the purpose of standardization.



Civil Aviation Authority Requirements

- Record-keeping: The competent authority shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of :
1. the management system's documented policies and procedures;
 2. training, qualification and authorization of its personnel;
 3. the allocation of tasks;
 4. certification and declaration processes;
 5. processes for issuing personnel licenses, ratings, certificates, certificates and attestations;

Procedure for initial certification

- Upon receiving an application for the initial issue of a certificate for an organization, the competent authority shall verify the organization's compliance with the applicable requirements.



Procedure for initial certification

- CAA shall issue the certificate(s), as established in their national regulations.
- CAA shall specified in the certificate the privileges and scope of the activities that the organization is approved to conduct.

UNIONE EUROPEA (European Union)	
	
Ente Nazionale per l'Aviazione Civile Autorità Competente della Repubblica Italiana (Competent Authority of the Italian Republic)	
Certificato dell'Organizzazione di Addestramento Approvata (Approved Training Organisation Certificate)	
Numero (Number): IT-ATO.0093	
Ai sensi del regolamento (UE) n. 1176/2011 della Commissione e alle condizioni specificate di seguito, l'ENAC certifica che: (Pursuant to Commission Regulation (EU) No 1176/2011 and subject to the conditions specified below, ENAC hereby certifies):	
ANSETT AVIATION ITALY S.p.A. Aeroporto Milano Malpensa, 21019 Somma Lombardo (VA) ANSETT AVIATION ITALIA S.p.A., Base Tecnica, Aeroporto Milano Malpensa, 21019 Somma Lombardo VA, Italia	
è un'organizzazione di addestramento certificata ai sensi della Parte ORA, con il privilegio di fornire corsi di addestramento secondo la Parte FCL, incluso l'uso di PSTD, come indicato nell'approvazione dei corsi di addestramento allegata.	
(is a Part-ORA certified training organisation with the privilege to provide Part-FCL training courses, including the use of PSTDs, as listed in the attached training course approval.)	
CONDIZIONI (CONDITIONS): Il presente certificato è limitato ai privilegi e al campo di applicazione relativi alla fornitura di corsi di addestramento, incluso l'uso di PSTD, come indicato nell'approvazione dei corsi di addestramento allegata. (This certificate is limited to the privileges and the scope of providing the training courses, including the use of PSTDs, as listed in the attached training course approval.) Il presente certificato è valido finché l'organizzazione autorizzata rispetta le Parti ORA e FCL, nonché gli altri regolamenti applicabili. (This certificate is valid as long as the approved organisation remains in compliance with Part-ORA, Part-FCL and other applicable regulations.) Permette l'esercizio dell'attività, alle seguenti condizioni: il presente certificato diventerà valido a meno che venga revocato, sospeso, limitato, sospeso o revocato. (Allows the exercise of the activity, under the following conditions: this certificate shall remain valid unless the certificate has been surrendered, suspended, limited, suspended or revoked.)	
Data del primo rilascio: Data di primo corso: Data di rilascio: Chiusura: (Preliminary): Firma: (Signed):	25/03/2019 25/03/2019 25/03/2019 0 Il Direttore della Direzione Operazioni Nord Ovest Ing. Salvatore MAUTONE (illegible text below signature)
ESAT/0093-141-Essence1 pag. 10	

Certificato dell'Organizzazione di Addestramento Approvata (Approved Training Organisation Certificate)	
Allegato al Certificato ATO numero IT-ATO.0093 (allegato al Certificato ATO number)	
ANSETT AVIATION ITALY S.p.A. ANSETT AVIATION ITALIA S.p.A., Base Tecnica, Aeroporto Milano Malpensa, 21019 Somma Lombardo VA, Italia	
ha ottenuto il privilegio di fornire e condurre i seguenti corsi di addestramento di cui alla Parte FCL e di utilizzare i seguenti PSTD: (has obtained the privilege to provide and conduct the following Part-FCL training course and to use the following PSTDs):	
Corsi di addestramento (Training Courses)	PSTD utilizzati incluso il codice a lettere del certificato (Used PSTDs including letter code of the certificate)
AUROL/1414 TYPE RATING - NUMERICAL - DIFFERENCES	PFS 1000 IT-0001 PFS 1000 IT-0002
La presente approvazione dei corsi di addestramento è valida purché: (This course approval is valid provided that): (a) il certificato ATO non sia cessato, sospeso, limitato, sospeso o revocato; e (the ATO certificate has not been surrendered, suspended, limited, suspended or revoked); and (b) tutte le operazioni vengano condotte in conformità alle Parti ORA e FCL, nonché agli altri regolamenti applicabili e, se del caso alle procedure previste nella documentazione dell'organizzazione come richiesto dalla Parte ORA. (all operations are conducted in compliance with Part-ORA, Part-FCL, other applicable regulations, and other relevant, with the procedures in the organisation documentation as required by Part-ORA.)	
Data di rilascio: (Date of issue): Firma: (Signed):	25/03/2019 Il Direttore della Direzione Operazioni Nord Ovest Ing. Salvatore MAUTONE (illegible text below signature)
ESAT/0093-141-Essence1 pag. 20	

- Certificate example.. AMC1 ORA.ATO.105 Application
- Certificate
- Specific Approval

[illegible]

หนังสือมอบใบรับรองการขึ้นทะเบียนผู้ประกอบการให้บริการฝึกอบรม (ใบรับรอง) ให้แก่ผู้ประกอบการที่เข้ารับการฝึกอบรม
 หนังสือมอบใบรับรองการขึ้นทะเบียนผู้ประกอบการให้บริการฝึกอบรม (ใบรับรอง) ให้แก่ผู้ประกอบการที่เข้ารับการฝึกอบรม


สำนักงานการบินพลเรือนแห่งประเทศไทย
THE CIVIL AVIATION AUTHORITY OF THAILAND
ใบรับรองสถาบันฝึกอบรมด้านการบิน
CERTIFICATE OF TRAINING ORGANIZATION APPROVAL

เลขที่ใบรับรอง : FTO-2013-.....
 ทำขึ้นที่ :
 For :
 บริษัท ไทย แอร์เวย์ส จำกัด
 Thai Aviation Company Limited

ด้วยกรมการขนส่งทางอากาศพลเรือนแห่งประเทศไทย (กรม) กระทรวงคมนาคมได้มีมติอนุมัติและ
 อนุญาตให้สถาบันฝึกอบรมด้านการบินขึ้นทะเบียนเป็นผู้ให้บริการฝึกอบรม (ใบรับรอง) ให้แก่ผู้ประกอบการที่เข้ารับการฝึกอบรม
 ดังต่อไปนี้
 This Civil Aviation Authority of Thailand (CAAT) hereby certifies that the above organization has been in
 compliance with the existing requirements and capable of providing the bundle of training listed in the
 attached schedule(s).
 อนุญาตให้สถาบันฝึกอบรมด้านการบิน ดังต่อไปนี้ ขึ้นทะเบียนเป็นผู้ให้บริการด้านการบินพลเรือนแห่งประเทศไทย
 ดังต่อไปนี้
 This certificate, unless suspended, expiring or rechecked by CAAT, shall continue in effect from 11
 December 2013 to 11 December 2016

1. SIGNATURES ISSUED : 
 11 December 2013
 2. SIGNATURES FOR USE :
 11 December 2016


 ผู้รับมอบอำนาจให้ดำเนินการฝึกอบรม :

KINGDOM OF CAMBODIA Nation Religion King  State Secretariat of Civil Aviation CAMBODIA	
វិញ្ញាបនបត្របង្កើតស្ថាប័នហ្វឹកហ្វឺនកាតាសបាលី APPROVED TRAINING ORGANIZATION CERTIFICATE PERSONNEL LICENSING DEPARTMENT	
លេខ Certificate Number: ATO-009PEL	ក្រុមហ៊ុន Name of Training Organization: BAA Training Vietnam Co.,Ltd Approved Training Organization (ATO)
ព្រឹត្តិបទ Effective Date: 31 OCT 2023	អាសយដ្ឋាន 99 La Van Viet Street, Tang Xuan Phi Ward, The Dae, Hoi Chi Minh City, Vietnam
ត្រូវបានដាក់ Expiry Date: 30 OCT 2025	ទីស្នាក់ការ Training Organization Location: 99 La Van Viet Street, Tang Xuan Phi Ward, The Dae, Hoi Chi Minh City, Vietnam ទូរស័ព្ទ Tel: +84 28 398 7330 អ៊ីម៉ែល Email: info@training.vn
Particant to national regulation for the time being in force, the State Secretariat of Civil Aviation of Cambodia hereby certify that BAA Training Vietnam Co.,Ltd, Appproved Training Organization (ATO) address: 99 La Van Viet Street, Tang Xuan Phi Ward, The Dae, Hoi Chi Minh City, Vietnam has completed with all of requests under CCAR Part 7 Part 1, 2 and 3, and is competent to operate as an Approved Training Organization for the following courses: (Attachment of Training Specification)	
This approval shall remain valid only specified date of expiry unless it has previously been renewed, suspended or revoked by SCA. This Certificate is not transferable. 4-72	
អនុញ្ញាត Date of initial issue: 31 OCT 2023 Date of renewal issue: 30 OCT 2025	នាយក លោកជំទាវ Name and Position លេខ No ត្រូវបាន Date  DR MAO HAYVANNALL

Procedure for initial certification

- Notice of application.
- a) The documents for the release of a certified ATO, must be submitted to the CAA , written in English or in the intend language approved by the national law, by application using the forms set out in the CAA website.
- b) The CAA Department will inform the organization of the receiving of the application for granting certification ATO and in case of omission or errors that lead unacceptability.

Procedure for initial certification

- The initial documentation must include :
- The approved CAA form
- Document proving the name of the organization legally recognized, including the declaration of an auditor in which it appears that the financial resources are sufficient to make the courses scheduled for an initial period of “*two years*” from the date estimated release.

Procedure for initial certification

- Document proving that organization is a "no complex" or "complex" organization signed by AM
- Post-holders information and copy of CV (declaration of man power plan for each post holder and assessment by CM and SM in case of post holders performing more than one role, or more than one role in different company)
- Proven capability of the A.M. to perform his/her duty

Procedure for initial certification

- Draft of the Operations Manual (OM)
- Draft of the Training Manual (TM) and Training Program (TP)
- Draft of the courses that follow the national legislation, if required.
- Draft of the Management System Manual (MSM)
- Flight Instructor (FI) / Theoretical Knowledge Instructor (TKI) employees and related documentation (CV, copies of flight licenses)

Procedure for initial certification

- Copy of training fleet, insurance documentation and aircraft maintenance records
- Copy on the maintenance contract
- Copy of insurance for accommodations and leases and rentals
- Copies related to the payment of the CAA fees.
- It is the responsibility of the certification team to request additional documentation to further deepen the above issues.

Procedure for prior approval or acceptance

- The organization must have a procedure for prior approval and acceptance
- More detail of the procedure will be explain in the in the Safety risk management and compliance monitoring.



Evaluation period

- The CAA department will release a document with the description of the inspectors involved in the team and surveillance.
- The team will be composed of a flight inspector, Team Leader of the certification process, and from other adequate inspector/s, based on the size of the ATO.
- As needed, the team has the support of the professional staff of the proper department related to:
 - the "Management System" of the organization to be certified
 - Use of aircraft according to current CAA regulations
 - Evaluation of the requirements for financial resources ATO.

Role of the team

- The Team Leader is the reference point within the entity and towards the applicant for all aspects of the certification process of the ATO. He/she has the role of coordinating related activities ensuring the execution and completion of all the required tasks.
- The Team Leader will plan the various stages of the process and report to the Licensing Director of the progress of the certification.



Initial Assessment

- The team, once notified of the composition to the organization, starts evaluating the documentation.
- Special attention by the inspector must be the Management System.
- While are viewed all the information, the team will requires an initial meeting with the post holders of the organization at the CAA, so as to highlight the initial impressions and possible finding already found on the presented documentation if identified.

Initial Assessment

- During the meeting the team will control the proposed ATO's detailed management structure, including names and qualifications of personnel and the adequacy of the organization and management structure.
- Interviews with post-holders and key management personnel (including Head of Training and Compliance Monitoring Manager), verbalizing in a proper document the outcome of the interview.

Review of possible finding

- Finding will be review in the legal term and specified with the current reference to the regulation then transmitted to the ATO
- In case of non-compliance, the ATO should be informed in writing of the corrections that are required.
- The certification process will restart after the ATO properly answer to the finding and the team review and accept the change.

On sight preliminary audit

- For the first inspection, the Team Leader is required to make a meeting with the organization at their headquarters.
- A suitable private room should be allocated for the team to conduct the audit, and the required documentation should be prepared in advance and made available to the team in this location on commencement of the inspection

On sight preliminary audit

At the opening of the meeting it will be exposing the following:

- Evidence of the processes, the purpose of audit, inspection methods and standards used to evaluate the ATO relative to the conduct of the audit and management of the finding
- A tour of the proposed ATO facilities, including any aircraft and FSTDs
- meeting with the AM during the visit
- at the end of the visit, if any finding has been found, the Team Leader will show them to the organization.

On sight preliminary audit

- The audits at the organization of training are planned in order to focus the inspection on business sectors affected by the certification requirements.
- Particular attention has to be provide to identify the areas that may be more critical or that are deemed as "hazard" from the management system.

The areas subjects to auditing are the following:

- Safety management system and compliance monitoring
- financial resources
- infrastructure of the organization (the main base and any secondary bases if it is request)
- educational facilities
- employees
- airport/airports for training operations
- aircraft maintenance program and lease agreement
- Training Devices
- the proposed ATO's documentation
- examination of the proposed ATO's staff qualifications, licenses, certificates and ratings

On sight preliminary audit

- Compliance monitoring system.
- During the verification Team Members may ask to interview the staff responsible for the various sectors, view local departments, documents and recordings, attend the performance, also simulated, processes and procedures, ask for information, explanations and clarifications about the manner of execution staff.

Finding

- The finding identified during the visit will be managed by the team and submitted formally to the organization within 15 days.
- The certification process will restart when the organization will close satisfactorily all the finding.
- Depending on the nature and the scope of the findings, the surveillance team can consider to make further visits to the organization.
- After evaluate the proposal assessment for finding closure, the team will communicate the acceptance of the management of the findings.

Management Issues and Interpretation of Findings

- The problems and potential difficulties related to interpretation of the rule, during the certification, are discussed between the team and the CAA.
- Findings which emerged during the oversight are classified according to the criteria set currently in use.
- The ATO certification approval can only occur after the conclusion of the corrective actions on all the finding are properly close.

Final review

- At the end of the certification process, the Team Leader will complete the Certification Report and delivery to the pertinent department for the quality review.
- After a positive quality review, the CAA Department will issue the ATO certificate and specification approval to the organization





Thank you very much for your attention and patience



European Union Aviation Safety Agency

easa.europa.eu/connect



Your safety is our mission.

An Agency of the European Union

