

Initial audit – what to look for:

Personnel qualifications



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)

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Key post holder

Requirement

Post holders

→ The organization must at all times ensure that they have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements



Managent ORA.GEN.210

- The organization shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.



Changes – organisations

AMC1 ARA.GEN.330

- The competent authority should reserve the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.



Example

ORA.GEN.210

- A person or group of persons shall be nominated by the organization, with the responsibility of ensuring that the organization remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.
- The organization shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

Example

ORA.GEN.210

- The organization shall maintain appropriate experience, qualification and training records to show compliance with the previous paragraph
- The organization shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.



HEAD OF TRAINING (ORA.ATO.210)

- The nominated head of training (HT) shall have extensive experience in training as an instructor for professional pilot licenses and associated ratings or certificates
- should hold or have held in the 3 years prior to first appointment as HT, a professional pilot license and associated ratings or certificates issued in accordance with Part-FCL, related to the flight training courses provided
- He/she should have the overall responsibility to ensure that the training is in compliance with the appropriate requirements. In an ATO providing training courses for different aircraft categories, the HT shall be assisted by one or more nominated deputy HT(s) for certain flight training courses.

Chief flight instructor

- The ATO providing flight instruction shall nominate a CFI who shall be responsible for the supervision of flight and flight simulation training instructors and for the standardization of all flight instruction and flight simulation instruction
- The CFI shall hold the highest professional pilot license and associated ratings related to the flight training courses conducted and hold an instructor certificate with the privilege to instruct for at least one of the training courses provided.

Chief flight instructor

- The CFI may delegate standardization and supervision to the flight instructors. In all cases it is the CFI who is ultimately responsible for ensuring quality and standards.
- The CFI should have completed at least 1 000 hours of flight time as pilot-in-command (PIC).
- At least 500 of those hours should be on flying instructional duties related to the flying courses provided, of which 200 hours may be instrument ground time.

Chief theoretical knowledge instructor

- The ATO providing theoretical knowledge instruction shall nominate a CTKI who shall be responsible for the supervision of all theoretical knowledge instructors and for the standardization of all theoretical knowledge instruction.
- The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided by the ATO.

Personnel requirements

AMC1 ORA.ATO.210

- The management structure should ensure supervision of all grades of personnel by persons having the experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, should be included in the ATOs operations manual.
- The ATO should demonstrate to the competent authority that an adequate number of qualified, competent staff is employed.

Personnel requirements AMC1 ORA.ATO.210

- In the case of an ATO offering integrated courses, the head of training (HT), the chief flying instructor (CFI) and the chief theoretical-knowledge instructor (CTKI) should be employed full-time or part-time, depending upon the scope of training offered



Personnel requirements

AMC1 ORA.ATO.210

- In the case of an ATO offering only one of the following:
 - a) modular courses,
 - b) type rating courses, and
 - c) theoretical knowledge instruction,
- the positions of HT, CFI and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the training organization, full-time or part-time, depending upon the scope of training offered.

Personnel requirements

AMC1 ORA.ATO.210

- In the case of an ATO that provides flight training only, no CTKI function is required in the ATO.
- In the case of an ATO that provides theoretical-knowledge instruction only, no CFI function is required in the ATO.

Student FI ratio

- The ratio of all students to all flight instructors, excluding the HT, should not exceed 6:1
- Classes in ground subjects that require maximal supervision or intensive practical work should not include more than 28 students.

THEORETICAL KNOWLEDGE INSTRUCTORS

- The theoretical knowledge instruction for type or class ratings should be conducted by instructors holding the appropriate type or class rating, or having appropriate experience in aviation and knowledge of the aircraft concerned.
- For this purpose, a flight engineer, a maintenance engineer or a flight operations officer should be considered as having appropriate experience in aviation and knowledge of the aircraft concerned.

Change in PH

- It will be a condition of the approval that whenever an approved post holder (Accountable Manager, HT, CFI or CTKI) leaves an ATO the organization will contact the CAA to suspend their approval until the position has been filled or under an alternative arrangement approved by the competent authority.



Particular situation

- If a key post holder at an ATO providing modular, type rating or theoretical knowledge training leaves the organization, an alternative post holder may, on occasion, be able to assume both positions. However, this will only be approved if the existing post holder is qualified to hold the other position. The position of HT, CFI and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the ATO, full or part-time, depending on the scope of training offered.

Deputy

- It is not mandatory, but enable the organization to function in case of PH absence.
- He/she is not entitled to perform any change to in force procedure (prior approval or acceptance) or personnel structure.
- When the PH is absent, the deputy will ensure the day-by-day activities relevant to the above listed duties.





Thank you very much for your attention and patience



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