

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
REGIONAL COMPREHENSIVE IMPLEMENTATION PLAN FOR AVIATION
SAFETY IN AFRICA (AFI PLAN)**



DOCUMENTATION FOR GROUP 4

CAPE TOWN, SOUTH AFRICA

27-29 JULY 2011

1: INTRODUCTION

The Special AFRI RAN Meeting formulated several recommendations for implementation under AFI Comprehensive Implementation Programme (AFI PLAN), in cooperation with the African States, Regional Organizations, AFI-based aviation training institutions, and all stakeholders. One of the Special AFRI RAN Meeting recommendations directed at AFI PLAN is Recommendation 5/8 – *Training Strategies for Safety in Africa*. The recommendation calls for a series of actions by States, Training institutions, Service Providers, Donors, AFI PLAN and AFCAC in order to strengthen the aviation training offer and harmonize the training requirements in Africa. With regard to AFI PLAN, the Recommendation 5/8 specifically calls for:

- ICAO Regional Comprehensive Implementation Plan for Aviation Safety in Africa (AFI Plan), in cooperation with AFCAC and other stakeholders, to organize Pan African Training Coordination Conferences that will serve as the framework for closer cooperation and harmonization of training requirements as well as standardization and quality assurance;
- The first Pan African Training Coordination Conference form a working group of training experts to define a master plan for harmonization of training in the AFI Region;
- Based on aggregated results of the gap analysis, AFI Plan included as part of its work programme, the conduct of a training needs analysis. The training needs analysis and States' human resource plans would establish a strategic plan to increase, as well as rationalize training resources within Africa;

Pursuant to Recommendation 5/8, the 1st Pan-African Aviation Training Coordination Conference was held in Niamey, Niger, 17-19 February 2009. A follow-up meeting was held in Johannesburg, South Africa, 04-05 May 2009. The follow-up meeting of the 1st Pan-African Aviation Training Centres Coordination Conference served as a platform for outlining training needs, evaluating the training capabilities available throughout the continent, identifying the key challenges related to the provision of aviation training in Africa, and formulating the way forward for a coordinated approach for aviation training in Africa including a closer co-operation between Aviation Training Organizations, harmonization and standardization of aviation training throughout the continent.

The meeting further decided to form a Training Experts Working Group (TEWG) in line with recommendation 5/8 of SP AFRI RAN meeting.

This Policy document is an output of the activities of the Training Experts Working Group (TEWG), which was set up pursuant to Recommendation 5/8 (Training Strategies for Aviation Safety in Africa) of the special Africa-Indian Ocean (AFI) Regional Air Navigation (SP – ARIRAN 08) Meeting.

The mandate of the TEWG includes:

- i) Developing a framework for harmonization of aviation training in Africa
- ii) Establishing a database for aviation training needs and capacities in Africa
- iii) Determine and distribute actions for States and Training Institutions

2: POLICY OBJECTIVES

The objectives of this policy is to harmonize aviation training in Africa by mitigating the barriers to harmonization with the primary strategy of meeting the training demand in Africa through an increase as well as, rationalization of training resources within the Continent.

The recommended actions will include:

1. Harmonization of the competency requirements for Instructors and Examiners including aviation Specialists
2. Cross-border accreditation of Instructors and Training Organizations based on a set of common standards, including quality assurance and a harmonized methodology for course syllabi design and implementation
3. Establishment/Accreditation of Centres of Excellence (COEs) to take the lead in the development and delivery of training courses in each category in Aviation (Airline Operations, Aircraft Maintenance, Airport Operations, Air Traffic Services and Regulatory Programmes)
4. Set-up of an African Training Advisory Board to promote Best Practices, play an oversight role in the compliance of set standards and monitor cross border implementation
5. Creation of an Association of African Training Organization (AATO).
6. Promotion, development and assurance of quality in African Civil Aviation Education and Training programs that will facilitate mobility of students and Instructors.

7. Increased involvement of Aviation Training Organizations in the continents' development efforts including the development of all levels of Civil Aviation Education.
8. The building of partnerships and networks among African Civil Aviation Training Institutions and Organizations while recognizing the need for harmonization
9. Promotion of research, knowledge creation and information sharing
10. Acquire the appropriate levels of funding for the Civil Aviation Training Sector

The above actions form a strategic framework for the implementation of Aviation Safety Training in Africa.

3: SCOPE OF THE POLICY

1. The Training Policy is applicable to training programs provided by all Accredited/Approved Training Organization (ATOs) within the African Continent. The guidelines for approval are included in Chapter 4 of this Policy and will take cognizance of ICAO's role in the facilitation, support and harmonization of efforts by states and industry.
2. The Association of African Training Organizations (AATOs) will play an important role in ensuring that the Civil Aviation Community, especially states, have access to the pool of qualified instructors who will deliver training programs in Africa.
3. The Centres of Excellence (COEs) will provide regional resources to cross-border States in particular and aviation Stakeholders in general
4. The Training Advisory Board (TAB) will play the critical role of providing oversight and monitoring implementation of harmonized programs. The TAB will also play "*Consultative Role*" on the accreditation of training centres by States.

4: KEY PRINCIPLES

- 1) The Training Policy will be in line with ICAO'S Strategic Objectives with respect to building professional capacity within States and it will comply with Assembly Resolutions dealing with training.
- 2) Aviation training will remain the primary responsibility of states with a view to enhancing aviation safety requirements.
- 3) The following elements will form a key part of the policy
 - i) Availability of training resources

- ii) An up-to-date database on Training Needs and Resources within the continent
 - iii) Harmonized standards and Quality Assurance on courses and training centres
 - iv) Regional accreditation and approval system
 - v) Cross-border recognition of certificates, diplomas and degrees
 - vi) Benchmarks with other Regional/Continental Training Institutions in Europe, Asia etc.
- 4) The Association of African Training Organizations (AATO's) and the Training Advisory Board (TAB) will issue appropriate communications and policy guidelines in the implementation of various aspects of the policy including transitional arrangements for existing training centres.

5: APPROVAL/PROCESS GUIDELINES

Africa will adopt a training strategy underpinned by an accreditation process for Training Organizations(ATOs), Centres of Excellence(COEs) and training courses. This policy addresses all areas of safety training for the continent and enables the implementation of a comprehensive framework to ensure that all training provided by ATOs are assessed and they meet vigorous standards in the design and development of training courses.

1. Approved Training Organization's Guidelines:

2. Centres of Excellence Guidelines:

3. Instructors'/ Examiner Guidelines:

4. Training Advisory Board Guidelines:

TEWG GROUP - 4 ASSIGNMENT

SUB-PART 1: HARMONIZATION OF TRAINING PROGRAMS

The following input is presented to assist in strengthening the proposal of the group in the area of harmonization of training programs. The input has been found in some of the research with carried out by regional training organisations in line with harmonization of their programs and modeled to suit the requirements of the Civil Aviation training needs. The following may be considered for addition in the frame work document.

1. Context of Harmonization

- Promotion, development and assurance of quality in African Civil Aviation Education in all of its dimensions, including the development and ratification of regional qualifications to facilitate mobility of trainees and Staff.
- Increased involvement of Aviation Training Organization in the continents' development efforts including the development of all levels of civil Aviation Education.
- The building of partnerships and networks among African Civil Aviation Training Institutions and organisations while recognizing the need to harmonize and rationalize the existence and work of such structures.
- Promotion of research and original knowledge production in Civil Aviation.
- Ensure appropriate levels of funding for Civil Aviation Training Sector.

2. RATIONALE FOR HARMONIZATION OF CIVIL AVIAITON PROGRAMMES

- To facilitate the capability of qualifications awarded across the continent and help drive quality assurance measures with an aim of enhancing quality of Civil Aviation Education in Africa.
- Creation of a mechanism for bench marking and comparison of qualifications with an aim of allowing for professional mobility for employment, further studies and expanded job markets.
- Development of widely accepted standards for quality to facilitate creation of centres of excellence.

- It will allow for greater inter-regional mobility, thereby fostering increased sharing of information, intellectual resources and research, as well as a growing ability to rely on African expertise rather than skills from elsewhere.
- Broadly, harmonization has the potential to create a common African Civil Aviation Training and Research space and make African Civil Aviation Training institutions become a dynamic force in the international arena.

GOALS OF HARMONIZATION

The harmonization process has the following goals:

1. Advocate and raise awareness of the potential and value of harmonization of Civil Aviation Programmes.
2. Bridge the gap between disparate training systems that exist as a result of historical legacies by coordinating efforts of national accreditation bodies.
3. Provide an integrating platform for dialogue and action to develop strong regional harmonization initiatives that cohere into a continental process of harmonization.
4. Facilitate and promote mobility of African aviation trainees, graduates, and academic staff across the continent;
5. Facilitate the development of effective quality assurance mechanisms; and
6. Ensure that African Civil Aviation institutions become an increasingly dynamic force in the International Civil Aviation Education.

PRINCIPLES OF HARMONIZATION

The following principles should underpin all harmonization efforts in Africa:

1. Harmonization should be an African-driven process.
2. Harmonization should be a true, mutual partnership of all the key players.
3. Harmonization should be enhanced with appropriate infrastructural support and funding.
4. Harmonization should involve the mobilization of all stakeholders in governments, institutions, civil society, and the private sector.

5. Harmonization should not disrupt, but enhance, national Civil Aviation systems and programmes and should involve improvement of quality through appropriate funding and in infrastructural provisions in each country.
6. Harmonization processes should seek to make a specific and measurable contribution to achieving gender equity in African Civil Aviation Education.

PROPOSED TARGET AREAS FOR THE FRAMEWORK

1. Establishment and maintenance of continental political commitment to the process of harmonization
2. Cooperation in information exchange.
3. Development and maintenance of a continental framework for Civil Aviation Training qualifications.
4. Creation of minimum standards in targeted qualifications.
5. Establishment of joint curriculum development and student mobility schemes.

030 AERONAUTICAL METEOROLOGICAL SERVICES Instructors' qualifications: Ab initio training

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching skills	Target population to be taught
031	Weather Forecast Instructor	Aeronautical Meteorological Officer / Meteorologist Class I	Weather forecast Rating	Five (5) years minimum as a weather forecaster	Knowledge of Instructional techniques: basic & advanced and course design / development	Aeronautical Meteorologist Class I, Aeronautical Meteorological Assistant Class IV and III
031	Aerodrome weather watch Instructor	Aeronautical Meteorological Assistant Class III	Aerodrome Weather Watch rating	Five (5) years minimum as weather watch rated	Knowledge of Instructional techniques: basic & advanced and course design / development t	Aeronautical Meteorologist Class I, Aeronautical Meteorological Assistant Class IV and III
031	Surface / Upper Air observations Instructor	Aeronautical Meteorological Assistant Class III	Surface and Upper Air observations and codes rating	Five (5) years minimum as an observer	Knowledge of Instructional techniques: basic & advanced and course design / development	Aeronautical Meteorologist Class I, Aeronautical Meteorological Assistant Class IV and III

031	Meteorological Instruments Instructor	Aeronautical Meteorological Assistant Class III	Meteorological instruments operation rating	Five (5) years minimum as a weather forecaster	Knowledge of Instructional techniques: basic & advanced and course design / development	Aeronautical Meteorologist Class I, Aeronautical Meteorological Assistant Class IV and III
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030 AERONAUTICAL METEOROLOGICAL SERVICES Instructors' qualifications: continuing education

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching Skills	Certificates to be awarded
031	Weather Forecast Instructor	Aeronautical Meteorological Officer / Meteorologist Class I	Weather forecast Rating	Five (5) years minimum as a weather forecaster	Knowledge of Instructional techniques: basic & advanced and course design / development	Rating or Improvement
031	Aerodrome weather watch Instructor	Aeronautical Meteorological Assistant Class III	Aerodrome Weather Watch rating	Five (5) years minimum as weather watch rated	Knowledge of Instructional techniques: basic & advanced and course design / development	Rating
031	Surface / Upper Air observations Instructor	Aeronautical Meteorological Assistant Class III	Surface and Upper Air observations and codes rating	Five (5) years minimum as an observer	Knowledge of Instructional techniques: basic & advanced and course design / development	Rating
031	Meteorological Instruments Instructor	Aeronautical Meteorological Assistant Class III	Meteorological instruments operation rating	Five (5) years minimum as a weather forecaster	Knowledge of Instructional techniques: basic & advanced and course design / development	Improvement

Air Transport Instructors' qualifications: Ab initio training

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching Skills	Target population to be taught
155	Flight Operations Instructor (theoretical)	Civil Aviation Engineer		- 5 years minimum in charge of flight operations in an airline or a handling company	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	Aeronautics Engineer
050	Air Navigation Instructor (theoretical)	Civil Aviation Engineer		- 5 years minimum in charge of Air Navigation Services in a Civil Aviation Directorate, an ANSP or in an Airline	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
101	Airport Design / Management Instructor	Civil Aviation Engineer		- 5 years minimum as an Airport designer / manager	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
130	Aviation Security Instructor	Civil Aviation Engineer		- 5 years minimum in charge of Aviation Security in a Civil Aviation Directorate or in an Airline	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	

062	Air transport Economics Instructor	Civil Aviation Engineer, Post graduate Diploma in Air transport Economics or an equivalent Diploma		- 5 years minimum in a Civil Aviation Directorate of or in an Airline as an Air transport Economist	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching
300	Aerodynamics and Flight Mechanics Instructor	- Aeronautics Engineer or an equivalent Diploma - Civil Aviation Engineer		- 5 years minimum in in an Airline as a flight operations officer / maintenance engineer	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching
154	Technical Air transport Regulation Instructor	Post graduate Diploma in Air law or an equivalent diploma		- 5 years in a Directorate of Civil Aviation or in an Airline as an air transport specialist	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching
230	Pilot Instructor	- (CPL) or ATPL	Single engine rating	- 500 hours of flying - 2years as flying club or general aviation instructor	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching

230	Flight Simulator Instructor	- (CPL) or ATPL	Single engine rating	-2 years as a flying club or general aviation instructor	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	Senior Aeronautics Technician
	Applications / Practicals Flight Operations Instructor	Civil Aviation Engineer		- 5 years in charge of handling in an Airline	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
050	Applications / Practicals Air Navigation Instructor	Civil Aviation Engineer		- 5 years in an Airline as a flight navigator	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
101	Applications / Practicals Airport design / Management Instructor	Civil Aviation Engineer		- 5 years as an Airport designer / manager	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
130	Applications / Practicals Aviation Security Instructor	Civil Aviation Engineer		-5 years minimum in charge of Aviation Security in a Civil Aviation Directorate or in an Airline	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	

076	Applications / Practicals Avionics Instructor	- Aeronautics Engineer or an equivalent Diploma - Civil Aviation Engineer		-5 years minimum in an Airline as a flight operations officer / maintenance engineer	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	Senior Aeronautics Technician
230	Pilot Instructor	- (CPL) or ATPL	Single engine rating	- 500 hours of flying -2 years as a flying club or general aviation instructor	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	
230	Flight Simulator Instructor	- (CPL) or ATPL	Single engine rating	-2 years as a flying club or general aviation instructor	- Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching	

070 – AIRCRAFT MAINTENANCE AND AIRWORTHINESS

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	- Professional experience	- Teaching Skills	Target Population
071	Aircraft Maintenance - Airframe systems Instructor	<ul style="list-style-type: none"> - Aeronautics Engineer or an equivalent Diploma - Civil Aviation Engineer 		<ul style="list-style-type: none"> - 5 years minimum in in an Airline as a flight operations officer / maintenance engineer 	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	
072	Aircraft Maintenance - Powerplant Systems Instructor	<ul style="list-style-type: none"> - Aeronautics Engineer or an equivalent Diploma - Civil Aviation Engineer 		<ul style="list-style-type: none"> - 5 years minimum in in an Airline as a flight operations officer / maintenance engineer 	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	
076	Aircraft Maintenance Avionics Instructor	<ul style="list-style-type: none"> - Aeronautics Engineer or an equivalent Diploma - Civil Aviation Engineer 		<ul style="list-style-type: none"> - 5 years minimum in in an Airline as a flight operations officer / maintenance engineer 	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	

Air Transport Instructors' qualifications: continuing education

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Work experience	Teaching Skills	Target population to be taught
230	Pilot Instructor (flying course)	- (CPL) or ATPL	rating in the appropriate aircraft category Licence and rating necessary to act as pilot-in-command of the aircraft in which the instruction is given Flight Instructor rating	200 hours of flying with at least 100h as Pilot- in- command if ATPL or CPL or 150h if PPL, for the aircraft category, as appropriate	-Knowledge of Instructional techniques: basic & advanced and course design / development -CRM	PPL, CPL, ATPL Pilot
230	Pilot Examiner	- (CPL) or ATPL	Certification by the competent Authority		-Knowledge of Instructional techniques: basic & advanced and course design / development	PPL, CPL, ATPL Pilot

Certificate in Safety and First Aid	<ul style="list-style-type: none"> - Purser Rating - Type rating 	<ul style="list-style-type: none"> - 2 years minimum as a purser 	<ul style="list-style-type: none"> -Knowledge of Instructional techniques: basic & advanced and course design / development -CRM -Dangerous goods 	Safety and First Aid Certificate
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270 AIRLINE CABIN AND SUPPORTSERVICES

- Senior Civil Aviation Technician - (CPL)	Training in Flight Operations	2 years minimum as a flight crew or meteorologist or ATCO	Knowledge of Instructional techniques: basic & advanced and course design / development	Flight operations officer /dispatcher
Aeronautics Engineer or Aircraft maintenance Engineer	Airworthiness Inspector	- 5 years minimum in charge of airworthiness inspection	Knowledge of Instructional techniques: basic & advanced and course design / development	Airworthiness Inspector
Civil Aviation Engineer, Aeronautics Engineer Pilot	Aircraft operations (OPS) Inspector	- 5 years in a directorate of Civil Aviation as inspector	Knowledge of Instructional techniques: basic & advanced and course design / development	Aircraft Operations Inspector
Senior Civil Aviation Technician, Aeronautics technician, Aircraft Maintenance Engineer	Ramp Inspector	- 3 years minimum as a ramp inspector	Knowledge of Instructional techniques: basic & advanced and course design / development	Ramp Inspector

Senior Civil Aviation Technician, Pilot or navigator	SAR Coordonnator Rating	3 years in a SAR institution as a coordonnator	Knowledge of Instructional techniques: basic & advanced and course design / development	Search and Rescue Coordinnator
Civil Aviation Engineer, Electronics Engineer or Civil engineer	Airport Inspector Rating	3 years in a Civil Aviation Administration as a manager	Knowledge of Instructional techniques: basic & advanced and course design / development	Airport Auditor / certifier

160 AERONAUTICAL COMMUNICATIONS AND NAVAIDS MAINTENANCE

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching skills	Target population to be taught
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169	CNS systems Instructor (Theory and practicals)	Civil Aviation Engineer or an equivalent diploma	CNS/ATM successful training	5 years minimum as a CNS engineer	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians Continuing training
169	Meteorological equipment maintenance instructor (Theory and practicals)	Electronics technician	Meteorological equipment maintenance technician	5 years minimum as an aeronautical meteorological systems and equipment maintenance technician	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Senior Technicians Continuing training
163	Telecommunications instructor (Theory and practicals)	Civil Aviation Engineer or Telecommunications Engineer or an equivalent diploma	Refresher course in telecommunications	5 years minimum as a Telecommunications supervisor	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and Senior technicians
163	Transmission equipment maintenance instructor (Theory and practicals)	Electronics technician	Transmission equipment (VHF, HF, VSAT, Earth Stations) maintenance technician	5 years minimum as transmission systems and equipment maintenance technician	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians Continuing training

164	navigation aids Instructor (Theory and practicals)	Electronics technician	VOR, ILS and DME Rating	5 years minimum as radio electric systems and equipment maintenance technician	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Senior technicians Continuing training
163	Networks maintenance instructor (Theory and practicals)	Electronics technician	AMSS, AMS, MOL2P, MAS6, MEGAPAC maintenance technician	5 years minimum as networks systems and equipment maintenance technician	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Senior technicians Continuing training
161	Basic electronics Instructor (Theory and practicals)	Electronics /Electricity Engineer or an equivalent diploma	Basic electronics successful training		Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians
162	Digital electronics Instructor (Theory and practicals)	Electronics Engineer or an equivalent diploma	Digital electronics and micropocessor successful training		Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians

161	Eléctrotechnics Instructor (Theory and practicals)	Electrotechnics Electricity Engineer	Electrotechnics successful training		Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians
161	Electronics and measurement Instructor (Theory and practicals)	Electronics technician	Electronics and measurement laboratory technician	5 years minimum as an Electronics and measurement laboratory supervisor	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians
169	Computer science Instructor (Theory and practicals)	Computer Science Engineer	Networks and operation systems engineer	5 years minimum as a computer maintenance engineer.	Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching	Engineers and senior technicians

100 AIRPORT ENGINEERING AND MAINTENANCE

<p>104</p>	<p>Airport Lighting, electrical systems & equipment and visual aids maintenance Instructor (Theory and practicals)</p>	<p>Electronics technician</p>	<p>Visual Aids, Regulators, PAPI, UPS, High Voltage Cell, Power supply Maintenance technician</p>	<p>5 years minimum as Airport electrical systems & equipment and visual aids maintenance technician</p>	<p>Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching</p>	<p>Engineers and senior technicians Continuing training</p>
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Maintenance Instructors' qualifications: continuing training

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Work experience	Teaching Aptitude	Certificate to be awarded
164	VOR maintenance rating Instructor	Senior Technician or Electronics Engineer	VOR rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	VOR Rating
164	ILS maintenance rating Instructor	Senior Technician or Electronics Engineer	ILS rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching for at least two years 	ILS Rating
164	DME maintenance rating Instructor	Senior Technician or Electronics Engineer	DME rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	DME Rating
165	MSSR-S RADAR maintenance rating instructor	Senior Technician or Electronics Engineer	MSSR-S RADAR Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	MSSR-S RADAR Rating

169	VSAT maintenance rating Instructor	Senior Technician or Electronics Engineer	VSAT- rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	VSAT Rating
169	VOICE AND DATA CHANGEOVER maintenance rating instructor	Senior Technician or Electronics Engineer	VOICE AND DATA CHANGEOVER Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching Have been trained in pedagogy or have taught for at least two years 	Voice and data changeover Rating
169	SIOMA maintenance rating instructor	Senior Technician or Electronics Engineer	SIOMA Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	SIOMA Rating
164	VISUAL AIDS maintenance rating instructor	Senior Technician or Electronics Engineer	VISUAL AIDS Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	VISUAL AIDS Rating

169	RADIOSOUNDING maintenance rating instructor	Senior Technician or Electronics Engineer	RADIOSOUNDING Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	RADIOSOUNDING Rating
169	MSG (Meteosat. Second Generation) maintenance rating instructor	Senior Technician or Electronics Engineer	MSG Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	MSG Rating
169	MDR 2000 RECORDER maintenance rating instructor	Senior Technician or Electronics Engineer	DATA RECORDER Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	MDR 2000 RECORDER Rating
163	VHF COMMUNICATIONS MEANS maintenance rating instructor	Senior Technician or Electronics Engineer	VHF COMMUNICATIONS MEANS Rating	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	VHF COMMUNICATIONS MEANS Rating
169	Local Networking instructor	Senior Technician or Computer Science Engineer	local networks Successful training completion	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement

169	UNIX SYSTEM Instructor	Senior Technician or Computer Science Engineer	UNIX Successful training	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
169	UNIX ADMINISTRATOR Instructor	Senior Technician or Computer Science Engineer	UNIX Successful training	5 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development 2 years of teaching 	Improvement
169	WINDOWS SYSTEM server 2008 ADMINISTRATOR Instructor	Senior Technician or Computer Science Engineer	CERTIFICATION in Microsoft MCITP	3 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	CERTIFICATE
169	WINDOWS Small Business Server2008 ADMINISTRATOR Instructor	Senior Technician or Computer Science Engineer	CERTIFICATION in Microsoft MCTS	2 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	CERTIFICATE
169	MICROSOFT SYSTEM ADMINISTRATOR Instructor	Senior Technician or Computer Science Engineer	CERTIFICATION in Microsoft MCSA	2 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	CERTIFICATE

169	DBM (Oracle) Instructor	Senior Technician or Computer Science Engineer	Advanced training in DBM	2 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
169	MICROCONTROLLER Instructor	Senior Technician or Computer Science Engineer	microcontrollers successful training	2years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
169	PC ARCHITECTURE and CONFIGURATION Instructor	Senior Technician or Computer Science Engineer	Successful PC architecture and configuration training	2 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
169	TRANSPORT / POWER DISTRIBUTION Instructor	Senior Technician or Computer Science or Electronics Engineer	Successful training in transport and power distribution	3 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
169	POWER SUPPLY Instructor	Senior Technician or Electrical or electromechanical Engineer	Successful training in power supply	3 years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement

169	SOLAR GENERATOR Instructor	Senior Technician or Electrical or electromechanical Engineer	successful training in solar generators	2years	<ul style="list-style-type: none"> - Knowledge of Instructional techniques: basic & advanced and course design / development - 2 years of teaching 	Improvement
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Instructors of English qualifications

	Name of the position	Academic qualifications	Professional Requirements	Work experience	Teaching Skills	Target population to be taught
291	General English instructor	-Master's degree, -Doctor's degree -Ph. D degree in English	Successful completion of a course in TESL, TEFL, TSOL and ESP	-5 years minimum as an English language teacher	- Knowledge of Instructional techniques: basic & advanced and course design / development	Engineers, Senior and Junior technicians
291	Technical English instructor	-Civil Aviation Engineer or an equivalent Diploma -ATCO or an equivalent Diploma Senior Maintenance technician or an equivalent Diploma Meteorological Assistant Class III or an equivalent Diploma	Bachelor or Master's degree in English Successful completion of a course in TESL, TEFL, TSOL and ESP	-5 years minimum as a part time teacher or as on job trainer	- Knowledge of Instructional techniques: basic & advanced and course design / development	Engineers, ATCO Senior and Junior technicians

Air Navigation Instructors' qualifications: Ab initio training

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching skills	Target population to be taught
020	Instructor of Aeronautical Information Service (theory)	Civil Aviation Engineer	Attend an approved in-service AIS training	five years minimum as a Chief of AIS	- Knowledge of Instructional techniques: basic & advanced and course design / development	Engineer Senior Technician ATCO Junior Technician
020	Instructor in AIS Applications / Practicals	Senior technician	Attend an approved in-service AIS training	five years minimum as an AIS Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	Senior Technician ATCO Junior Technician
		Air traffic Control Officer	Attend an approved in-service AIS training	five years minimum as an AIS Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	Senior Technician ATCO Junior Technician

050	Instructor Air Traffic Control Regulation (Rules of the air, Air traffic services, Airspace management , Airspace planning, Air traffic management, PANS-OPS)	Civil Aviation Engineer	Attend an approved in-service Air traffic control courses	five years minimum in an operational centre as a Chief of ATS facilities	- Knowledge of Instructional techniques: basic & advanced and course design / development	Engineer Senior Technician ATCO Junior Technician
		Air traffic control officer	Be a rated aerodrome controller Be an approach rated controller non radar Be a rated approach controller (radar) Be an en-route rated controller non radar Be an en-route rated controller (radar) attend an instructor course	five years minimum in an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	Senior Technician ATCO Junior Technician
050	Instructor ATC Applications and Practicals	Air traffic control officer	Be a rated aerodrome controller Be an approach rated controller non radar Be a rated approach	five years minimum in an ATS centre as an active controller	- Knowledge of Instructional	ATCO

			<p>controller (radar)</p> <p>Be an en-route rated controller non radar</p> <p>Be an en-route rated controller (radar)</p> <p>attend an instructor course</p>		<p>techniques: basic & advanced and course design / development</p>	<p>Senior Technician Junior Technician</p>
	Instructor in Aeronautical telecommunications Operation (theory)	Civil Aviation Engineer	Attend a course in Aeronautical Telecommunications operation	five years minimum as a Chief of Telecommunications services	- Knowledge of Instructional techniques: basic & advanced and course design / development	<p>Engineer Senior Technician ATCO Junior Technician</p>
	Instructor in Applications and practicals of Aeronautical Telecommunications	Air traffic Control Officer Senior Technician,	Attend a course in Aeronautical Telecommunications operation	five years minimum as a telecommunications Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	<p>ATCO Senior Technician Junior Technician</p>
110	Fire Fighting Instructor	Air traffic control officer Senior technician	<p>Be a Chief fire officer</p> <p>Comply with SIGYCOP(the NFPSR)</p>	Six years minimum in an operational centre as a fire Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	<p>Airport fire fighter Airport fire officer-junior Airport fire officer-senior Airport fire officer</p>

Air Navigation Instructors' qualifications: continuing training

ICAO CODE	Name of the position	Academic qualifications	Professional Requirements	Professional experience	Teaching skills	Certificates to be awarded
050	ATS Instructor / rater	Senior technician ATCO	Be an ATCO and attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	ATS work place instructor
050	ATS instructor / rater and tester	Senior technician Air traffic Control Officer	Be an ATCO and attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	ATS work place rater
	Aeronautical telecommunications Instructor / rater	Civil aviation Engineer Senior technician Air traffic Control Officer	attend an approved in-service training attend an approved in-service training	five years minimum as a Chief of Telecommunications five years minimum as a telecommunications Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	Aeronautical Telecommunications Operation Supervisor Aeronautical Telecommunications Operation officer

020	Instructor / rater (AIS basic , advanced , refresher and improvement)	Civil aviation Engineer Senior technician Air traffic Control Officer	attend an approved in-service training attend an approved in-service training	five years minimum as a Chief of AIS five years minimum as an AIS officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	
155	PANS/OPS Instructor rater - Non-precision arrival approach procedures - Precision departure approach procedures - RNAV approach procedures	Civil aviation Engineer Senior technician Air traffic Control Officer	attend an approved in-service training in IFR trajectories	five years minimum as a Chief ATS five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development!	
052	Instructor refresher course (Aerodrome control)	Senior technician Air traffic Control Officer	Rated ATCO attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	
053	Instructor refresher course (Approach control non-radar)	Senior technician Air traffic Control Officer	Rated ATCO attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	

055	Instructor refresher course (Area control non-radar)	Senior technician Air traffic Control Officer	Rated ATCO attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	
053	Instructor refresher course (Approach control Surveillance)	Senior technician Air traffic Control Officer	Rated ATCO attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	
055	Instructor refresher course (Area control Surveillance)	Senior technician Air traffic Control Officer	Rated ATCO attend an approved in-service training	five years minimum an ATS centre as an active controller	- Knowledge of Instructional techniques: basic & advanced and course design / development	
110	Fire Fighting Instructor	Air traffic control officer Senior technician	Be a Chief fire officer Comply the NFPSR	Six years minimum in an operational centre as a fire Officer	- Knowledge of Instructional techniques: basic & advanced and course design / development	Airport fire fighter Airport fire officer-junior Airport fire officer-senior Airport fire officer

ICAO AFRICAN IMPLEMENTATION PLAN
Civil Aviation Regulations
Approved Training Organisations
Version 1.2
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Introduction

Part 4 of the AFRIPLAN Training standardization and Harmonisation Plan addresses the certification and administration of approved training organisations (ATO). ICAO Annex 1 contains standards for approval of aviation training organisations. This Part uses these standards and has also adapted them to cover other areas of civil aviation training. This part relies heavily upon regulations presented in MCARS Part03 (ATO) and SACARS Part 109. The use of an ATO for the training and qualification of aviation personnel is common in modern aviation, most particularly as the industry develops plans to improve and enhance the safety and security levels of aviation in Africa.

Even if a state does not have an ATO located in the country, the requirements for ATO operation do apply to the standards required for adequate training for qualification for a state certification. Thus, state citizens who receive training from a foreign ATO should be trained by an ATO meeting state standards. This situation will be encountered when a [state] holder of an air operator certificate (AOC), such as a national airline, is part of a regional consortium with AOC holders from other contracting states in the region, and the consortium has established an ATO in only one of the regional contracting states. The regulations set forth in this Part allow for this situation.

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1. GENERAL

1.1. Applicability

1.1.1. This Part applies to the approval and operation of organizations conducting both ab initio and refresher for the following areas –

- a) Meteorology training;
- b) Air Transport training;
- c) Maintenance training;
- d) Air Navigation training;
- e) Flight Operations & Pilot Training;
- f) Aviation Safety & Security training;
- g) Fire Fighting training.

NB: It is to be noted that there could and would be further detailed requirements to be followed for specific training organisations.

1.2. Designation of body or institution

1.2.1. The Training Advisory Board, may, subject to relevant provisions of the relevant ICAO standards, designate a body or institution to –

- a) exercise control over the related Civil Aviation Training specified in the Regulations, and over the persons conducting such training;
- b) determine standards for the Civil Aviation Training and for the training of such persons as prescribed in Civil Aviation Training Standard;
- c) issue or confirm, certificates for the successful completion of the Civil Aviation Training, and keep all books or documents regarding such training;
- d) suspend or confirm certificates for lack of successful completion of the Civil Aviation Training, and keep all books or documents regarding such training.
- e) Assess on any matter connected with the Civil Aviation Training or persons.
- f) Ensure that the powers and duties referred to in sub-regulation (1) shall be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in the relevant Civil Aviation Training Standard.

2. APPROVAL OF ORGANISATION (CIVIL AVIATION TRAINING)

2.1. Requirement for approval

No organisation shall conduct Civil Aviation Training except under the authority of, and in accordance with the provisions of, a Civil Aviation Training organisation approval issued under this Subpart.

It is the responsibility of the appropriate Civil Aviation Authority to administer the approvals in line with the determined framework and guidelines.

2.2. Scope of approval

A Civil Aviation Authority approval shall specify the Civil Aviation Training which the holder of the approval is entitled to conduct as prescribed in the relevant Civil Aviation Training Standard.

2.3. Transferability

A Civil Aviation Training organisation approval is not transferable.

3. CERTIFICATION OF A TRAINING ORGANISATION AND CONTINUED VALIDITY

3.1. Applicability

The section prescribes the requirements for the certification of a training organisation and continued validity of the certificate.

3.2. General

- a) No person may operate as a certificated ATO without, or in violation of, an approved training organisation certificate, ratings or training specifications issued under this part.
- b) The ATO shall display the ATO certificate in a place accessible to the public in the principal place of business of the training centre.
- c) The certificate and training specifications issued to an approved training organisation shall be available on the premises for inspection by the public and the Authority.

3.3. Approved Training Organisation Certificate

The ATO certificate will consist of two documents—

- a) A one page certificate signed by the Authority;
 - a. The holder of a Civil Aviation Training organisation approval shall display the approval in a prominent place, generally accessible to the public at such holder's principal place of business and, if a copy of the approval is displayed, shall produce the original approval to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person.
 - b. An ATO shall perform training, checking and testing, or part thereof, only for which it is rated and within the terms, conditions, and authorisations placed in its training specifications.
 - c. The ATO certificate will contain the following items and be in the required format :
 - i. The certificate number specifically assigned to the ATO;

- ii. The name and location (principle place of business) of the ATO;
 - iii. The date of issue and period of validity;
 - iv. Terms of approval relating to the courses to be taught.
- b) A multi-page training specifications signed by the accountable manager and the Authority which will contain the terms, conditions, and authorizations
 - a. The training specifications will contain the following:
 - i. The certificate number specifically assigned to the ATO;
 - ii. The type of training authorized, including approved courses;
 - iii. Authorisations for the ATO; including special approvals and limitations;
 - iv. The name and address of any satellite training centers, and the approved training offered at each location;
 - v. The facilities and equipment required to conduct the training authorised;
 - vi. The staff required to perform the applicable duties under this part;
 - vii. Accountable manager and Authority signatures;
 - viii. The date issued or revised; and
 - ix. Other items the Authority may require or allow.

3.4. Advertising

- a) No training organisation may advertise as a certificated approved training organisation until an approved training organisation certificate has been issued to that facility.
- b) No certificated approved training organisation may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- c) Any advertisement by an organisation indicating that it is an approved training organisation, shall:
 - a. reflect the number of the Civil Aviation Training organisation approval issued; and
 - b. Contain a reference to the Civil Aviation Training for which such approval was issued.

3.5. Application for approval or amendment thereof

An application for the issuing of a Civil Aviation Training organisation approval, or an amendment thereof, shall be

- a) made to the appropriate Civil Aviation Authority in the appropriate form as prescribed; and
- b) accompanied by
 - a. A statement showing that the minimum qualification requirements for each management position are met or exceeded;

- b. A statement acknowledging that the applicant shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions;
- c. The proposed training authorisations and training specifications requested by the applicant;
- d. The proposed location of each training facility and any satellite facility location and the courses to be taught at each location;
- e. Two copies of its proposed training and procedures manual;
- f. Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;
- g. Documentation of the training organisation's quality system;
- h. A statement of the maximum number of students it expects to teach at any one time;
- i. Any additional information the Authority requires the applicant to submit;
- j. the appropriate fee/charges as prescribed (where applicable)

3.6. Issuance Of An ATO Certificate

- a) An applicant may be issued an ATO certificate if, after investigation, the Authority finds that the applicant:
 - a. Meets the applicable regulations and standards for an ATO certificate, and
 - b. Is properly and adequately equipped for the performance of the training for which it seeks approval;
 - c. the applicant's senior personnel required by regulation 2.4 have never held a senior position in a Civil Aviation Training Organisation whose approval to conduct such training was cancelled.
- b) The appropriate Civil Aviation Authority shall issue the approval on the appropriate form as prescribed in the relevant Civil Aviation Training Standard.

3.7. Duration and Renewal of ATO Certificate

A certificate issued to an ATO, located either inside or outside a state shall, be effective from the date of issue until :

- a) One (1) year after initial issue, subject to satisfactory compliance with the requirements of this part; or
- b) Two (2) years after the renewal of the certificate, subject to satisfactory compliance with the requirements of this part or
 - (i) The ATO surrenders the certificate, or
 - (ii) The Authority suspends or revokes the certificate
- c) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and training specifications to the Authority.

- d) A certificated ATO that applies for a renewal of its approved ATO certificate must submit its request for renewal no later than 90 days before the ATO's current certificate expires. If a request for renewal is not made within this period, the ATO must follow the application procedures prescribed by the Authority.

3.8. Continued Validity Of Approval

- a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon :
 - a. The ATO remaining in compliance with this part;
 - b. The Authority being granted access to the organisation's facilities to determine continued compliance with this regulation; and
 - c. The payment of any charges prescribed by the Authority.

3.9. Inspections and audits

- a) An applicant for the issuing of a Civil Aviation Training organisation approval shall permit an authorised officer, inspector or authorised person to carry out such inspections and audits which may be necessary to verify the validity of any application made in terms of regulation.
- b) The holder of a Civil Aviation Training organisation approval shall permit an authorised officer, inspector or authorised person to carry out such security inspections and audits which may be necessary to determine compliance with the appropriate prescribed requirements.
- c) Inspections will be conducted at least annually;
- d) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection;
- e) Inspection will also be performed on the applicant for, or the holder of an ATO certificate held outside the authorizing [state]. This inspection may be delegated to the [Authority] of the state where the ATO is located, provided an arrangement exists.

3.10. Suspension, cancellation and appeal

- a) An authorized officer, inspector or authorised person may suspend an approval issued under this Part if -
 - a. immediate suspension is necessary in the interests of aviation safety and security;
 - b. an authorised officer, inspector or authorised person is prevented by the holder of the approval from carrying out any inspection and audit or from performing any of the functions that the authorised officer, inspector or authorised person is permitted to perform in terms of the Regulations; or
 - c. it is evident that the holder of the approval does not comply with the relevant prescribed requirements, after such holder has been given at least 14 days within

which to comply therewith and has been notified of the proposed suspension and the purpose thereof.

- b) The notice of suspension must be given in a written form, stating the reasons for the suspension.
- c) An authorised officer, inspector or authorised person who has suspended an approval must, within 7 days, submit a written report to the appropriate Civil Aviation Authority with a proof that a copy thereof has been submitted to the person concerned; stating the reasons why, in his or her opinion, the suspended approval should be withdrawn or restored.
- d) A person whose approval has been suspended in terms of sub-regulation (a) may appeal, to the appropriate Civil Aviation Authority, against such suspension within 14 days from the date of such suspension.
- e) The appeal referred to in sub-regulation (d), must be in a written form, and stating the reasons why, in the appellant's opinion, the suspension should be varied or set aside.
- f) The appellant must furnish proof to the appropriate Civil Aviation Authority a copy of the appeal and any documents supporting such appeal have been served on the authorised officer, inspector or authorised person concerned.
- g) The appropriate Civil Aviation Authority must consider the appeal referred to in sub-regulation (d) within 14 days of receipt thereof.
- h) The appropriate Civil Aviation Authority may at any time extend, confirm, vary or set aside the suspension.
- i) The appropriate Civil Aviation Authority may cancel the approval if –
 - a. he or she confirms the suspension in terms of sub-regulation (h); or
 - b. the holder of the approval does not appeal against the suspension referred to in sub-regulation (a).
- j) The holder of the approval, who feels aggrieved by the cancellation referred to in sub-regulation (i), may appeal against such cancellation to AFCAC, within 30 days from the date the holder is notified about the cancellation.
- k) The appellant must submit a copy of the appeal and any documents or records supporting such appeal, to the appropriate Civil Aviation Authority, and must furnish proof of such submission to the AFCAC.
- l) AFCAC must, within 30 days of receipt of the copy of the appeal referred to in sub-regulation (j), deliver its written reply to such appeal together with the report that has been submitted, in terms of sub-regulation (c).
- m) AFCAC may –
 - a. Adjudicate or authorise the adjudication of the appeal on the basis of the submitted documents;
 - b. Confirm, vary or set aside the cancellation referred to in sub-regulation (i).
- n) The appropriate Civil Aviation Authority may, on good cause shown, condone any non-compliance with the time period referred to in sub-regulations (c) and (d).
- o) AFCAC may, on good cause shown, condone any non-compliance with the time period referred to in sub-regulations (j) and (l).
- p) In adjudicating the appeals in terms of this regulation, the appropriate Civil Aviation Authority and AFCAC or the authorised adjudicator referred to in sub-regulation (m) may afford the appellant –

- a. a reasonable opportunity to make representation;
 - b. an opportunity to appear in person; and
 - c. an opportunity to present and dispute evidence and arguments.
- q) The appropriate Civil Aviation Authority and AFCAC must within 14 days of their decision, furnish written reasons to the parties cited in the appeal, for any decision taken pursuant to the appeal.

3.11. Changes to the ATO and Certificate Amendments

To enable the Authority to determine continued compliance with this part, the ATO shall provide written notification to the Authority for approval at least 90 days prior to any of the following changes:

- a. The name of the organisation;
 - b. The location of the organisation;
 - c. The facilities, equipment or staff that could affect the ATO certification or ratings;
- b) Any ratings held by the ATO, whether granted by the Authority or held through an ATO certification issued by another contracting state;
- c) Additional locations of the organisation;
- d) Items in the training and procedures manual, including the syllabus and curricula;
- e) The accountable manager; or the list of management personnel identified as described in the training and procedures manual.
- f) The Authority will amend the ATO certificate if the ATO notifies the Authority of a change in:
- a. Location or facilities or equipment;
 - b. Additional locations of the organisation;
 - c. Rating, including deletions;
 - d. Items in the training and procedures manual, including the syllabus and curricula;
 - e. Name of the organisation with same ownership; or
 - f. Ownership.
- g) The Authority may amend the ATO certificate if the ATO notifies the Authority of a change in :
- a. The accountable manager;
 - b. The list of management personnel identified as described in the training and procedures manual; or
 - c. Items in the training and procedures manual, including the syllabus and curricula.
- h) When the Authority issues an amendment to an ATO certificate because of new ownership of the ATO, the Authority will assign a new certificate number to the amended ATO certificate.
- i) The Authority may—
- a. Prescribe, in writing, the conditions under which the ATO may continue to operate during any period of implementation of the changes noted in subparagraph (a)

- b. Hold the ATO certificate in abeyance if the Authority determines that approval of the ATO certificate should be delayed; the Authority will notify the ATO certificate holder, in writing, of the reasons for any such delay.
- j) If changes are made by the ATO to the items listed in subparagraph (a) without notification to the Authority and amendment of the ATO certificate by the Authority, the ATO certificate may be suspended, or revoked, by the Authority.

3.12. Location Of The ATO

- a) Principal place of business –
 - a. An applicant for, or holder of, a certificated ATO under this part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.
- b) Satellite ATOs –
 - a. The holder of an ATO certificate may conduct training in accordance with a training program approved by the Authority at a satellite ATO if:
 - i. The facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements; and
 - ii. The instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO, and
 - iii. The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.
- c) Foreign locations of ATOs –

An ATO or a satellite of an ATO approved by [state] may be located in a country outside [state] and is subject to all the applicable requirements of this part.

3.13. Facilities, Equipment And Material—General Requirements

- a) The facilities and working environment of the ATO shall be appropriate for the task to be performed and acceptable to the Authority.
- b) The ATO shall have the necessary information, technical data, equipment, training devices and material to conduct the courses for which it is approved.
- c) Any synthetic training devices used by the ATO shall be qualified according to requirements established by the Authority and their use shall be approved by the Authority to ensure they are appropriate to the task.
- d) A certificate holder 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 in advance by the Authority.
- e) The facility that is the ATO principal place of business –
 - a. Shall not be shared with, or used by, another ATO, and
 - b. Shall be adequate to maintain the files and records required to operate the business of the ATO.

3.14. Personnel requirements

- a) The applicant for an ATO certificate shall engage, employ or contract the staff the following –
 - a. An accountable manager;
 - b. A quality manager;
 - c. A head of training;
 - d. Chief training officer, as applicable;
 - e. An adequate number of instructors relevant to the courses provided
- b) The ATO shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training program established by the ATO shall include training in knowledge and skills related to human performance
- c) Additional personnel requirements will be in line with specialized training requirements

3.15. Documents and records

- a) The holder of a Civil Aviation Training organisation approval shall :
 - a. keep copies of all relevant documents which may be necessary
 - i. for the specified Civil Aviation Training conducted by such holder; and
 - ii. to determine compliance with the appropriate requirements prescribed in this Subpart; and
 - b. establish procedures to control the documents referred to in paragraph (a) to ensure that –
 - i. all documents are reviewed and authorised by the appropriate personnel before the issuing thereof;
 - ii. current issues of all relevant documents are available to those personnel involved in planning, conducting or supervising the specified Civil Aviation Training undertaken by the holder of the approval;
 - iii. all obsolete documents are promptly removed from all points of issue or use; and
 - iv. changes to documents are reviewed and authorised by the appropriate personnel.
- b) The holder of the approval shall establish procedures to identify, collect, index, store and maintain all records which may be necessary for the specified Civil Aviation Training conducted by such holder and to determine compliance with the appropriate requirements prescribed in this Subpart, and to ensure that –
 - a. a record is kept of each quality control review of the holder of the approval;
 - b. a record is kept of each person who conducts the specified Civil Aviation Training, including particulars of the competence assessments and experience of each such person, the qualifications and training of instructional and examining staff, where appropriate.;
 - c. a record is kept of each student being trained or assessed by the holder of the approval, including particulars of enrolment, attendance, modules, instructor comments and practical sessions and assessments of each such student;

- d. all records are legible.
- c) These records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the ATO.

3.16. Quality control system - General Requirements

- a) The applicant shall establish a quality control system, to ensure that training and instructional practices comply with all relevant requirements.
- b) The minimum standards for a quality control system are as prescribed in relevant Civil Aviation Training Standard.

The quality system shall be approved by the Authority.

3.16.1. Changes in quality control system

- a) If the holder of a Civil Aviation Training organisation approval desires to make a material change in the quality control system referred to in regulation 3.16, such holder shall apply to the appropriate civil aviation authority for the approval of such change.
- b) The provisions of regulation 3.16 shall apply *mutatis mutandis* to an application for the approval of a change in the quality control system.
- c) An application for the approval of a change in the quality control system shall be granted if the appropriate civil aviation authority is satisfied, upon submission of appropriate proposed changes to its training & procedures manual that the applicant will continue to comply with the provisions of regulation 3.11 after the implementation of such approved change.

3.17. Training & procedures manual

An applicant for the issuing of a Civil Aviation Training organisation approval shall provide the appropriate Civil Aviation Authority with its training & procedures manual which shall –

- a) comply with the requirements prescribed in this document ; and
- b) contain the information as prescribed in the relevant Civil Aviation Training Standard. This manual may be issued in separate parts and shall contain at least the following information:
 - a. A general description of the scope of training authorized under the ATO's terms of approval;
 - b. The content of the training programs offered including the courseware and equipment to be used;
 - c. A description of the organisations quality system;
 - d. The name, duties and qualification of the person designated as the accountable manager;
 - e. A description of the duties and qualification of the personnel responsible for planning, performing and supervising the training;

- f. A description of the procedures used to establish and maintain the competence of instructional personnel;
 - g. A description of the method used for the completion and retention of the training records’
 - h. A description, when applicable, of additional training needed to comply with an operator’s procedures and requirements; and
 - i. A description of the selection, role and duties of authorized persons approved to conduct testing for a licence or rating, when an ATO has been approved by the Authority to conduct such testing.
- c) The ATO shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
 - d) The ATO shall promptly furnish copies of all amendments to the training and procedures manual to the Authority and other personnel and organisations to whom the manual has been issued. e information contained therein up to date.

3.18. Register of approvals

- a) The appropriate Civil Aviation Authority shall maintain a register of all Civil Aviation Training organisation approvals issued in terms of the regulations in this document.
- b) The register shall contain the following particulars:
 - a. full names of the holder of the approval;
 - b. the postal address of the holder of the approval;
 - c. the date on which the approval was issued or renewed;
 - d. particulars of the scope of the approval issued to the holder thereof;
 - e. the nationality of the holder of the approval; and
 - f. the principal place of business of the holder of approval.
- c) The particulars referred to in the above sub-regulation shall be recorded in the register within seven days from the date on which the approval is issued by the appropriate Civil Aviation Authority.
- d) The register shall be kept in a safe place at the office of the appropriate Civil Aviation Authority and/or AFCAC.

3.19. Duties of holder of approval

The holder of a Civil Aviation Training organisation approval shall –

- a) hold at least one complete and current copy of its training & procedures manual referred to in regulation 2.2, at each training facility specified in the training & procedures manual;
- b) comply with all procedures detailed in the training & procedures manual;
- c) make each applicable part of the training & procedures manual available to the personnel who require those parts to carry out their duties; and
- d) continue to comply with the appropriate requirements prescribed in the relevant Civil Aviation Training Standard.