

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR: **KP 462 TAHUN 2013**

TENTANG

PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-2.10 (*STAFF INSTRUCTION PART 8900-2.10*) TENTANG PROSEDUR SERTIFIKASI PERSYARATAN OPERASI DAN PENGAWASAN PUSAT PENDIDIKAN DAN PELATIHAN (*CERTIFICATION, OPERATING REQUIREMENT AND CONTINUING SURVEILLANCE FOR TRAINING CENTER*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa dalam Peraturan Menteri Perhubungan Nomor: PM 58 Tahun 2010 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 142 (*Civil Aviation Safety Regulation Part 142*) tentang Persyaratan Sertifikasi dan Operasi Pusat Pendidikan dan Pelatihan (*Certification and Operating Requirements for Training Centers*), telah diatur mengenai persyaratan sertifikasi dan operasi pusat pendidikan dan pelatihan;
 - b. bahwa untuk melaksanakan proses sertifikasi dan pengawasan pusat pendidikan dan pelatihan sebagaimana dimaksud pada huruf a, diperlukan suatu prosedur proses sertifikasi dan pengawasan pusat pendidikan dan pelatihan bagi Inspektur Kelaikan Udara dan Pengoperasian Pesawat Udara;
 - c. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a dan huruf b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-2.10 (*Staff Instruction*) Tentang Prosedur Sertifikasi, Persyaratan Operasi, dan Pengawasan Pusat Pendidikan dan Pelatihan (*Certification, Operating Requirement And Continuing Surveillance For Training Center*);

- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Republik Indonesia Tahun 2001 Nomor 9, Tambahan Lembaran Republik Indonesia Nomor 4075);
 3. Peraturan Presiden Nomor 47 Tahun 2009 tentang Pembentukan dan Organisasi Kementerian Negara sebagaimana diubah terakhir dengan Peraturan Presiden Nomor 91 Tahun 2011;
 4. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas, dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas, dan Fungsi Eselon I Kementerian Negara sebagaimana diubah terakhir dengan Peraturan Presiden Nomor 38 Tahun 2013;
 5. Peraturan Menteri Perhubungan Nomor KM 58 Tahun 2010 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 142 (*Civil Aviation Safety Regulations Part 142*) tentang Persyaratan Sertifikasi dan Operasi Pusat Pendidikan dan Pelatihan (*Certification and Operating Requirements for Training Centers*);
 6. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan;

MEMUTUSKAN:

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-2.10 (*STAFF INSTRUCTION*) TENTANG PROSEDUR SERTIFIKASI PERSYARATAN OPERASI, DAN PENGAWASAN PUSAT PENDIDIKAN DAN PELATIHAN (*CERTIFICATION, OPERATING REQUIREMENT AND CONTINUING SURVEILLANCE FOR TRAINING CENTER*).

Pasal 1

Memberlakukan Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-2.10 (*Staff Instruction*) Tentang Prosedur Sertifikasi, Persyaratan Operasi, dan Pengawasan Pusat Pendidikan dan Pelatihan (*Certification, Operating Requirement And Continuing Surveillance For Training Center*), sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Direktur Kelaikan Udara dan Pengoperasian Pesawat Udara mengawasi pelaksanaan Peraturan ini.

Pasal 3

Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta
pada tanggal : 17 Oktober 2013

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd.

HERRY BAKTI

SALINAN Peraturan ini disampaikan kepada:

1. Sekretaris Jenderal Kementerian Perhubungan;
2. Inspektur Jenderal Kementerian Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di lingkungan Direktorat Jenderal Perhubungan Udara;
5. Para Kepala Kantor Otoritas Bandar Udara;
6. Para Kepala Bandar Udara UPT di lingkungan Direktorat Jenderal Perhubungan Udara;
7. Direktur Utama PT. Angkasa Pura I (Persero);
8. Direktur Utama PT. Angkasa Pura II (Persero).

Salinan sesuai dengan aslinya,

KEPALA BAGIAN HUKUM DAN HUMAS
SETDIJEN PERHUBUNGAN UDARA



ISRA'FULHAYAT

Staff Instruction

SI 8900 - 2.10

**Certification, Operating Requirements and
Continuing Surveillance for Training Center**

Amendment : 0
Date : Juli 2013

FOREWORD

- 1. PURPOSE** : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate of Airworthiness And Aircraft Operation (DAAO) for the certification, technical administration, and surveillance of Training centers facilities, organizations and individuals in accordance with CASR part 142. This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DAAO.
- 2. REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
- 3. AMENDMENT** : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation

DIRECTOR GENERAL OF CIVIL AVIATION

ttd.

HERRY BAKTI

Salinan sesuai dengan aslinya,

KEPALA BAGIAN HUKUM DAN HUMAS
SETDIJEN PERHUBUNGAN UDARA



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CHAPTER 1. CONDUCT INITIAL CERTIFICATION OR RENEWAL OF A CASR PART 142 TRAINING CENTER

1.1 General

This section provides guidance on the certification process of CASR part 142 training centres. During the certification process, the DAAO and the assigned Certification Project Manager (CPM) will follow the guidance provided in this section. The DAAO must be confident that the applicant is capable of fulfilling the required regulatory responsibilities. The certification of a training centre follows a five-phase process and is similar to the air carrier certification process.

The DGCA inspector assigned to the project (normally the CPM) should briefly explain the application process and the DGCA requirements that the applicant is required to meet throughout the certification process. The inspector should advise the applicant to schedule a Pre-application meeting, when the applicant has had sufficient time to thoroughly review and understand the certification requirements. During preliminary discussions with the applicant, the assigned inspector will:

- 1) Provide the applicant with a brief overview of the certification process and the information that they must submit as part of their pre application letter of intent (LOI).
- 2) They shall familiar with the training centre requirements in part 142, the airman certification requirements of CASR parts 61 and 63, as applicable, and other regulatory guidance appropriate to the curricula and evaluations the applicant proposes to offer. This Web site provides links to the following:
 - AC 120-92, Introduction to Safety Management Systems for Air Operators;
 - Certification Process Document;
 - Pre application LOI;
 - Sample Formal Application Letter;
 - Sample Letter of Compliance;
 - Sample Training Specifications;
 - Additional publications or documents that the CPM considers appropriate,
 - Sample Training Program Manuals; and
- 3) Advise that all certification submissions must be provided in hard copy.
- 4) Advise the applicant that after they have completed their review of the part 142 training centre applicable regulatory guidance, completed their Pre-application LOI, prepared in accordance with the applicable guidance and submitted their Pre-application LOI, they should schedule their Pre-application meeting.
- 5) The Pre-application LOI and attachments should be forwarded to the DAAO at least 2 weeks before the Pre-application meeting. The applicant must be advised that key management personnel be expected to attend the Pre-application meeting.

1.2 Phase One: Preapplication

Before beginning any certification process, inspectors should review the applicable CASRs.

Submit the Pre-application LOI and all subsequent written material in hardcopy. The LOI should contain the following information:

- Corporate and business name, mailing address, telephone number, e-mail;
- Proposed schedule of events (including proposed initial start of operations);
- Proposed management personnel and position;
- Proposed training courses; and
- Flight training equipment including advanced flight training device (AFTD) simulators.

NOTE: Certification of a training centre under part 142 requires the use of simulators and/or AFTDs. An application that proposes to conduct training, testing, and checking using aircraft only will not be accepted.

- Proposed location of the training centre and any proposed satellite centres;
 - Training records; and
 - Any additional information that may be required to provide a better understanding of the proposed training centre and activities.
- 1) The applicant will be advised to become familiar with training centre requirements in part 142, airman certification requirements of CASR part 61/63 and other requirements appropriate for the proposed airman training and evaluation to be offered.
 - 2) Pre-application Meeting, Phase ONE Requirements:
 - a) The DAAO and the applicant's management personnel will complete a Pre-application meeting. This meeting will be a preliminary discussion in which the applicant will generally describe the proposed training centre activities and submit the Pre-application letter including plans for personnel, facilities, flight training equipment. The applicant should also be able to demonstrate a basic knowledge of the appropriate regulations and requirements of airman training and evaluation. The DAAO personnel will use this opportunity to discuss in detail the entire certification process and provide the applicant with information and documentation concerning the certification and continued approval of a training centre, qualification of personnel, approval of flight training equipment, and approval of training centre curriculum and associated courseware.
 - b) It is essential that the applicant understand which regulations are applicable to the proposed operation. The applicant and the applicant's personnel must be made aware of their responsibilities during the certification process. It is to their benefit to submit required items as soon as they become available in order to meet Phase One requirements and to notify the DAAO immediately of any problems or changes in the proposed operation.

- c) Based on preliminary meetings, discussions, and the content of the Pre-application LOI, the DAAO will make an initial determination as to whether the potential applicant is qualified and intends to pursue certification. The applicant must also declare his/her intention to proceed with the certification process.
- d) The DAAO will ascertain that the proposed operation is consistent with the regulatory requirements of part 142 and accept or reject the Pre-application LOI. If acceptable, the applicant will be advised the Phase One requirements have been completed and to proceed with the Phase Two: Formal Application.

1.3 Phase Two: Formal Application

- 1) Applicants must submit a formal letter of application to the DAAO. The LOI and attachments must contain the following information:
 - Corporate or Business name (including “doing business as”), mailing address, and telephone number of the applicant;
 - Formal schedule of events; including updated proposed start date;
 - Proposed instructor and evaluator training program including curriculum, courseware, procedures, and any other supporting documentation;
 - A copy of a purchase contract or adequate lease of flight training equipment, to substantiate that it has exclusive use of all simulation media for periods of time adequate to conduct all training checking and testing proposed in the training plan. If the applicant is the sponsor and/or operator of the proposed flight training equipment, the letter should so indicate that the equipment is either currently DGCA qualified or that arrangements have been made for qualification;
 - Proposed evaluation authorization(s);
 - Proposed simulator evaluation date;
 - A description of the applicant’s training facilities, equipment, and qualifications of personnel to be used;
 - The proposed core and specialty training curricula and associated syllabus including courseware, procedures, checklists, and any other supporting documentation for the training of students, instructors, and evaluators;
 - Training Procedures Manual;
 - Management qualifications must be stated in specific terms. This document must also include acknowledgment that the applicant must notify the DGCA within 10 working days of any change made in the management positions;
 - A description of a recordkeeping system that will identify and document the details of training and the qualifications and certification of students, instructors, and evaluators;
 - A description of the quality control program that will identify and document the details of the quality control measures to be used;
 - Training Agreements;
 - Deviation and Waivers requests if applicable; and
 - A compliance statement.

Preparation of the compliance statement benefits the applicant by systematically ensuring that all applicable regulatory aspects are appropriately addressed during the certification process. The compliance statement must be in the form of a complete listing of all appropriate CASR part 142 pertinent to the training curricula the applicant is proposing. The compliance document must address each section within part 142. This list should reference any applicable subpart and each relevant section of the subpart. Next to each subparagraph, the applicant must provide a specific reference to a manual or other document, and may provide a brief narrative description that describes how the applicant will comply with each regulation. This is a procedures document (i.e., what system the applicant will use to ensure compliance), not a policy document. The compliance statement will be used throughout the applicant's certification process and become an ongoing source of information throughout the certificate holders continued operations. After the certification process is completed, the compliance statement should be kept current as changes are incorporated in the applicant's system. This statement also serves as a master index to the applicant's manual system to expedite DGCA's review and approval of the operation and manual systems.

- 2) The formal application must be received by the DAAO a minimum of 60 days before the start of proposed operations. The proposed schedule of events included in the applicant's LOI should be used by the DGCA as a preliminary planning tool for the certification process.
- 3) The signature is required on a completed formal application letter and must be signed by accountable manager
- 4) If it becomes apparent that the applicant will not be able to prepare an acceptable formal application, the DAAO will advise the applicant that the DGCA is ceasing any further efforts to certificate the applicant.

1.4 Phase Three: Document Compliance

- 1) The DAAO will review the documents that the applicant has submitted to ensure compliance with regulatory requirements, policy, and other guidance material. The review will include the following areas:
 - a) Management Personnel.
 - The training centre applicant must employ sufficient qualified and competent management personnel to perform the duties to which they are assigned.

NOTE: One method of determining if the proposed management team is qualified to provide required supervision is to evaluate the job requirements stated in the formal application and measure them against the resumes provided for each of the proposed managers and ask the following question. Is it apparent that the proposed managers have the knowledge and skills required to accomplish the stated job functions? Minimally, a tabletop exercise should be run to evaluate the manager's knowledge of the requirements of the Training Center certificated under part 142.

- The applicant must provide résumés for proposed management personnel. This must include the individual's name and address, as well as the individual's qualifications and airman certificate number, certificates and ratings, work history, and compliance history. Medical certificate information must also be provided if it is appropriate to the position assigned.

NOTE: One method of determining if the proposed management team is qualified to provide required supervision is to evaluate the job requirements stated in the formal application and measure them against the resumes provided for each of the proposed managers and ask the following question. Is it apparent that the proposed managers have the knowledge and skills required to accomplish the stated job functions? Minimally, a tabletop exercise should be run to evaluate the manager's knowledge of the requirements of the Training Centre certificated under part 142.

- A person whose employment contributed materially to the revocation, suspension, or termination of that certificate within the previous five years should not manage, be in control of, or have substantial ownership of a training centre.
- b) Evaluators - means a person employed by a training centre certificate holder who performs tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specification, and who is authorized by the Director General to administer such checks and tests. To be eligible for consideration as an evaluators, candidates must first:
- Hold an unrestricted DGCA pilot or flight engineer license as appropriate, to act as PIC or flight engineer for the specific aircraft, on training center providing course for pilot or flight engineer, or;
 - Hold an unrestricted DGCA FOO or flight attendant license as appropriate, to the training provided by training centre ;
 - Have met the instructor qualification and training requirements of CASR part 142 subpart C;
 - Be currently assigned as an instructor at the employing training center; and;
 - Be qualified in each specific curriculum and the associated flight training equipment for which evaluators privileges are requested.
 - Be able to read, write, understand, and fluently speak the English language.

The training center must submit an application letter to evaluate the candidate of evaluators for issuance the approval. To have an approval as evaluator, he/she will be observed and evaluated conducting each portion of a practical test (or proficiency check, if authorization is limited to CASR 61.58 proficiency checks only) by a qualified DGCA inspector.

- c) Instructors.
- Must meet the eligibility requirements of CASR 142.47.
 - Must complete the training prescribed by CASR 142.53.
 - Persons who conduct training or an evaluation of a student must be able to read, write, understand, and fluently speak the English language.
- d) Required Documents. Each applicant must present the following documents for review and approval:
- Copies of the leases, agreements, and contracts, if any, to show compliance with the exclusive use of equipment requirements of CASR 142.15.
 - If a training agreement exists with a CASR part 141, certification and operating requirements for pilot training centres to provide training, testing, or checking for a training centre, a copy of that training agreement must be provided. Each training agreement should meet the requirements of CASR 141.26 and 142.33.
 - Deviations and Waivers. Deviations and waivers are issued under CASR 142.9 must be submitted to DGCA to ensure standardization and consistent application of policy, for review prior to issuing final approval to the applicant. Submissions to DGCA should be made no less than 30 days in advance of the requested implementation date.
- e) Approved Program for Maintenance and Inspection of Aircraft, (if required). Each certificate holder must ensure that aircraft used to provide training under part 142 are maintained and inspected in accordance with (IAW) CASR part 91, subpart E, and/or an approved program for maintenance and inspection. The DGCA may assign an aviation safety inspector (ASI) (Airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection. The ASI will also review the centre's minimum equipment list (MEL) if the applicant seeks relief under a MEL for aircraft that the training centre owns or leases. MELs are not a certification requirement of part 142.
- f) A simulator component inoperative guide (SCIG) if one is to be used. SCIGs are not a certification requirement of part 142.
- g) Flight Simulators and Flight Training devices (FTD). Documentation to show qualification by DAAO or a request for such evaluation and qualification must be provided.
- h) Training Program. The DAAO will evaluate submitted curricula, and associated courseware in this phase. Curricula leading to the issuance of pilot certificates, ratings and/or meeting currency requirements of CASR parts 61 and 63 must be based on advanced simulation devices (see

Chapter 2, approved curriculums (curriculums) for a CASR part 142 training center).

- Core and Specialty Curricula. The CPM will review the curriculum for format and content. To indicate initial approval, the CPM will stamp each page of the list of effective pages indicating that the curriculum has been granted initial approval.
 - Courseware. The DGCA must approve checklists not prepared by the manufacturer. Pictorial means of pre-flight inspection courseware must be approved.
- i) Training Records (Recordkeeping). Training records must document training, qualification, and currency. Each certificate holder must keep records at the applicable training centre or satellite training centre, or other place approved by the DGCA, and must provide those records to the DGCA upon request or at a reasonable time. The DGCA may use the following information to determine training record system adequacy.
- See CASR 142.73(a) for a checklist of trainee record requirements.
 - See CASR 142.73(b) for a checklist of instructor record requirements.
- 2) Quality Control Measures. CASR 142.11(b)(9) requires that training centres present quality control measures. As a required part of a training centre certification process, applicants must formulate an operational strategy and provide specific process instructions as to how they plan to conduct the training centre's operations. Many of a centre's day to day operations are influenced by these measures such as:
- Customer registration,
 - Training program application,
 - Simulator discrepancies,
 - Recordkeeping, and
 - Personnel qualification assurance.
- a) Quality control measures provide guidance for operations, a benchmark as to their effectiveness, and usability of the training centre's processes. Management personnel who are responsible for the implementation of the quality control measures must be identified. Quality control measures are established by means of a quality assurance program and can be broken down into two categories:
- Static Quality Control Measures: define an overall management plan that guarantees the integrity of operations. Static quality control measures must define the policies and procedures of the training centre, provide guidance, and identify those personnel responsible for tasks. Static quality control measures guarantee that the training centre will conduct operations in accordance with regulatory requirements and the philosophy of the company.

- Active Quality Control Measures: Gauge the effectiveness of static quality control, provide a means to resolve nonconformities, and identify areas in need of improvement. Active quality control measures must consist of:
 - i. An audit program to determine the compliance and effectiveness of established procedures; and
 - ii. A process reengineering program that will identify and document nonconformities and areas in need of improvement. This program must include a follow up process to ensure that nonconformities and areas in need of improvement are identified, solutions are proposed, and the responsibility for implementation of corrective action is assigned.

- b) As part of the quality assurance program, static and active quality control measures must be developed for at least the following:
 - Conduct and effectiveness of all training programs.
 - Curricula.
 - i. Control of courseware,
 - ii. Adequacy of program content, and
 - iii. Compliance with rule requirements.

 - Recordkeeping system.
 - i. Student and instructor/evaluator,
 - ii. Content of records,
 - iii. Security,
 - iv. Prescribed method of recordkeeping followed, and
 - v. Documentation of completion of required events.

 - Adequacy of facilities and equipment.
 - Revision processes for curricula, courseware, and general policy guidelines.

- c) Instructor and Evaluator Qualifications and Ability.
 - Effectiveness of associated training program.
 - Determination of eligibility and authorizations.

- d) Effectiveness of Management.
 - Delegation of authority and responsibility,
 - Approachability, and
 - Delineation of information.

- e) Simulator and FTD functionality and training suitability.

- Daily checks,
- System to identify and address discrepancies,
- Availability of simulator readiness status to end users, and
- Review documents detailing the measures to be implemented as part of the quality control measures. Ensure all elements contain static and active control measures.

1.5 Phase Four: System Assessment and Validation

- 1) The DGCA will conduct inspections to determine a training centre's compliance with the regulations. Each certificate applicant must allow the Director General to inspect training centre facilities, equipment, and records at any reasonable time and place. The DAAO should inspect those proposed training centres or satellite training centres within their area of geographic responsibility.
- 2) The DGCA will include the following specific requirements during the inspections.
 - a) Facilities and Equipment Described in an Applicant's Formal Application Letter. The purpose of these inspections is to ensure that the applicant represents the facilities and equipment and that they meet the certification requirements of the regulations.
 - b) Automated Recordkeeping Systems Proposed by the Applicant. Operators that can adequately demonstrate their ability to use automated/electronic recordkeeping systems will receive authorization in the training specifications.
 - c) Qualification and Approval of FTDs and Flight Simulators. Inspect each flight simulator or FTD used for training, checking, testing, or recency of experience under CASR part 142 for qualification and approval.
 - DAAO will qualify all FTDs and flight simulators.
 - DAAO qualification of the respective devices is required prior to CPM approval for use within the centres approved curricula. The DAAO will be responsible for the initial evaluation of FTDs,
 - The CPM approves FTDs and flight simulators for intended use in the centre training programs. Each training centre must identify each FTD by the manufacturer's serial number, unless the DGCA has issued an identification number for that purpose.
 - Only flight simulators and FTDs that have been properly qualified by the DAAO may be approved for use in a centres curricula and listed in a centre's training specifications.
 - A training centre may use a flight simulator or FTD for instruction if it is listed in the training centre's approved training specifications and meets the flight training equipment requirements of the lesson for which it is to be used, as stated in the training centre's approved curriculum.

- A training centre may offer 100 percent training, checking, and testing through approved curricula in a Level C or D simulator only when that course has approved pictorial courseware for 100 percent training, checking, and testing curricula. The DGCA must approve pictorial courseware for each curriculum in which it is to be used.
- 3) Quality Control Measures.
 - a) Inspect the effectiveness of the quality control measures and their applicability to actual operations.
 - b) Determine if the operations can be conducted in accordance with the proposed measures.
 - c) Determine if personnel understand and comply with the quality control systems.
 - 4) Validation. Phase four requirements must be completed prior to observing an actual class for initial approval of a training curriculum and certification of a training centre.
 - a) Training curricula and courseware approved;
 - b) Sufficient instructors and evaluators trained and designated; and
 - c) Facilities evaluated and found satisfactory.

1.6 Phase Five: Administration

Issuance of Certificate and Training Specifications. The DAAO will issue DAAO Form 142-01, Training Centre Certificate, and DAAO Form 142-02, training specifications after satisfactory completion of the previous phases.

- 1) Training specifications are defined in CASR 142.3. Training specifications are documents issued to a training centre certificate holder by the Director General.
- 2) Training specifications are readily available to inspectors and potential users. Consequently, in the interest of brevity, those training specifications will not be repeated in this Chapter.
- 3) The DGCA may deny certification to an applicant if deficiencies exist. If so, the DGCA will state the reasons for certificate denial. The DGCA will make such denial in writing and will describe corrective actions that may lead to certification.
 - a) An applicant that has been denied certification and desires to continue to seek certification should notify the DGCA in writing when corrective action has been taken. The DGCA may require a second or subsequent inspection of training centre or satellite training centre facilities.

- b) After evaluation of the applicant's corrective actions, the DGCA will either approve or deny certification. If denied, state which requested changes have not been properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.
- 4) The CPM or their designee will assemble a certification file. The DAAO file shall include:
- A copy of the pre-application statement of intent or LOI, as appropriate;
 - A copy of the application;
 - A copy of the training centre's certificate;
 - A copy of any manuals or approved curricula;
 - A copy of the completed certification job aid, if applicable;
 - A copy of the training specification ;
 - A summary of any difficulties encountered during any phase of the certification or recommendations for future surveillance (Certification Report);
 - Copies of leases, agreements, and contracts, if applicable;
 - Compliance statement, if applicable; and
 - Any correspondence between the applicant and the DGCA.
- 5) After the training centre is certificated, the CPM establishes a post certification plan as a basis for inspection and surveillance.
- 6) The CPM is responsible for assembling a Certification Report, including the names and titles of each team member. The report shall be signed by the CPM and have a summary of difficulties, if any, encountered during the certification process and any recommendations made by the team. This report may assist in preparing surveillance plans.

1.7 Renewal, Amendment, Cancellation

1) Renewal

A training centre certificate, and any associated ratings or examining authority on that certificate, expires at the end of the twenty fourth month after the month in which it was issued.

- a) Application for renewal of a Training Centre Certificate of Approval must be made at least 30 days before the certificate expires.
- Application is made by submitting a request letter to DAAO.
 - A training centre may apply for the renewal of any or all ratings it holds, or it may also apply for the addition of a new rating.
 - Examining authority should be renewed at the same time the training centre certificate is renewed.

- b) A training centre must meet the same requirements for renewal as for original certification. Therefore, upon the receipt of an application for the renewal of a training centre certificate, the DGCA should conduct the same evaluation of qualifications and inspection of facilities as required for original certification. However, if the DGCA is very familiar with the training centre's operation or has recently inspected it, there may be no need for an extensive re-inspection nor for re-examination of instructors. The DGCA always has the option of a full inspection.
- c) When all requirements are met, a new Training Center Certificate, DAAO Form 142-3, is issued and is valid for an additional 24 calendar months. The original certificate number is reissued.
- d) In the event any requirement for a specific rating or approved course of training is not met, the ratings for which all requirements are met may be renewed and a new certificate issued bearing only these ratings.
- If renewal of a rating is denied or a course of training does not meet the appropriate requirements, the applicant shall be notified, in writing, the reasons for the denial of the rating.
 - In addition, the training center must be advised, in writing, to discontinue training under any course of training in question until appropriate changes have been made and the courses again meet the requirements of CASR Part 142.
- e) If there are no changes to the Scope of Approval courses at the time of renewal, there is no need to reissue the list. However, if courses are added or deleted at the time of renewal, a new scope of approval courses must be issued.
- 2) Amendment

Application for amendment of a Training Center Certificate of Approval is made to the DGCA.

- a) Application for the approval of a course of training that results in the addition of a rating to a Training Center Certificate of Approval is made by submitting a request letter to DAAO.
- After review of the course, an inspection of the training center 's facilities and personnel should be made, as necessary, to ensure that training can be conducted in accordance with the proposed course, before it is approved.
 - If the training center inspection is satisfactory, a new Training Center Certificate of Approval bearing the new ratings will be issued, along with an amended Scope of Approval. The amended certificate should bear the original number, the original expiration date, and the reissue date.

- b) An application for the deletion of a rating from a Training Center Certificate of Approval may be accepted in the form of a letter from the certificate holder.
- Such a letter must be signed by a person authorized to sign for the training center, i.e., the person who signed the original application or a person in a similar position in the training center.
 - No inspection is required for deletion of a rating.
 - The DGCA issues a new certificate bearing the original number, the original expiration date, and a reissue date. The deleted rating is omitted from the certificate. The old certificate should be retained in the DGCA training center file for two years.
- c) A change in the ownership of a training center does not terminate that certificate if the new owner applies for an appropriate amendment to the certificate by submitting a request letter to DAAO within 30 days after the date the change in ownership occurs. The new ownership may not involve a change in the facilities, instructor personnel, or training course.
- d) A change of ownership involving a change in the training center facilities, instructor personnel, or training courses terminates the training center certificate. The training center may be issued another certificate when it demonstrates that it meets all the requirements for original certification.
- e) When a certificated training center changes its name only, and the name change involves no change in ownership, facilities, instructor personnel, or training courses, a new certificate should be issued in the new name, bearing the same certificate number, ratings, and original expiration date. An inspection is not required under such circumstances.
- f) An application for an amendment to a previously approved special curriculum or curriculum is made by submitting two copies of the curriculum or outline pages to be amended to the DGCA.
- Each proposed amendment should be accompanied by a cover letter explaining the basic changes, the intent, and requesting DGCA approval.
 - Approval or disapproval should be accomplished in the same manner as the original approval or disapproval.
- 3) Cancellation

A Training Center Certificate of Approval can be canceled by the training center or by the DGCA.

- a) The certificate may be suspended or revoked by the DGCA on any grounds that would be a cause for denying an application for the original

certificate. In such a case the certificate must be surrendered to the DGCA in a manner prescribed by the DGCA.

- b) The holder of a Training Center Certificate of Approval may request cancellation of the certificate or any rating at any time. The request should be submitted in writing to the DGCA, accompanied by the Training Center Certificate of Approval to be canceled. The request must be signed by the person or persons authorized to sign for the certificate holder.
- If there is no violation action pending or contemplated against the Training Center Certificate, the DGCA may accept the certificate for cancellation.
 - If enforcement action is pending or contemplated, the applicant should be advised that acceptance for cancellation must await the decision of the DGCA and that the training center will be notified of the action taken. The training center's request should then be forwarded to the DGCA with a summary of the circumstances under which it was submitted. Cancellation should be effective only after clearance is received from that office.
- c) In the event a request for the surrender of a rating or ratings on a Training Center Certificate of Approval is accepted, a new certificate should be issued bearing the ratings which remain valid and the original expiration date.

CHAPTER 2. APPROVED CURRICULUM FOR A CASR PART 142 TRAINING CENTER

2.1 General

Curriculum approval may be granted for initial certification of the training center, for amendment of a course, or for addition of a course to an existing training center certificate. Each course of training requires a separate curriculum. Approval of a curriculum would result in placing the course on the Training Center Certificate of Approval and Scope of Approval for the training center. This entitles the training center to train and certify pilots for that particular rating. Addition of, or amendment to, a curriculum for an already certified training center constitutes an amendment of the Training Center Certificate of Approval held by the training center. Definitions of the terms used in this Chapter are located in Chapter 1 of this Staff Instructions.

1) Authority

CASR Part 142, Subpart B describes the requirements for curriculums in detail.

2) Background

An applicant for, or the holder of, a training center certificate must obtain DGCA approval for each course of training to be given by the training center.

- a) A careful review of each curriculum or special curriculum submitted for approval must be made to ensure compliance with the provisions of CASR Part 142, Subpart B, and to ensure that the curriculum reflects appropriate completion standards.
- b) Each curriculum must support, in full, the syllabus on which it is based. The training center must be able to show that it has appropriate facilities, aircraft, and personnel and is able to conduct training as described in the curriculum.

2.2 Evaluation Of Curriculum

1) Initiation

The initial request for DGCA approval of a curriculum would come from an existing training center or an applicant seeking certification as a CASR 142 training center. Approval of an amendment or addition is accomplished in the same manner as the original approval.

2) Maximum Course Time Parameters

CASR Part 142 does not require that a training center specify maximum course times. All time parameters listed in a curriculum or syllabus are minimum times.

3) Curriculum Content

Under CASR part 142, Subpart B, each curriculum must have sufficient content to meet the appropriate curriculum requirements and must contain the following information:

- a) The curriculum must describe the following:
 - The room used for ground training, including size and maximum number of students that may be instructed in the room at one time;
 - The type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and other special training aids used for ground training;
 - Teach pilot ground trainer used for instruction (if applicable); and
 - The type of aircraft, including any special equipment, used for each phase of instruction (if applicable).
- a) The curriculum must list the airports at which training flights originate, and must include a description of the facilities, including pilot briefing areas that are available for use by the students and operations personnel at each of those airports (if applicable).
- b) The curriculum must include the minimum qualifications and ratings for each instructor who gives ground or flight training (if applicable).
- c) The curriculum must include a training syllabus for each course of training.

4) Training Course Syllabus Content

Each curriculum must contain a training syllabus that is a "building block" progression of learning with provisions for regular review and evaluation at prescribed stages.

- a) The training syllabus must contain any prerequisites necessary for enrollment in the course, such as minimum pilot certificates and ratings, if any, and the required class of medical certificate or statement of no medical efficiency (required for glider or balloon courses only).
- b) In addition, it must contain any training, pilot experience, or special knowledge required for enrollment in the course (if applicable).
- c) The training syllabus must contain a description of each lesson, including its objectives and standards, and the measurable unit of student accomplishment or learning to be derived from the lesson or course. The syllabus must include stages of training and the completion standards for each stage. Course, stage, and lesson objectives should be stated in relation to the performance expected of the student.

- d) Each course, stage, lesson objective, and completion standard should meet the following general criteria:
- Overall objectives should describe what students are expected to know or are able to do at the end of a particular course, stage, or lesson. Objectives should be stated in terms of desired student learning outcomes.
 - Course objectives should state in broad terms the knowledge and skill goals to be reached by the student at the end of the course.
 - More limited stage objectives should state desired student goals in specific areas of knowledge and skill.
 - Consistent with the objective of the stage and course, lesson objectives should clearly specify the desired student outcomes for each lesson.

5) Assessing Course Content

The content must identify the specific subject matter that will be taught to develop of the student's knowledge and skills necessary to meet the course, stage, and lesson objectives and completion standards.

- a) The content must support the objectives, be arranged in a logical sequence, and be attainable within the estimated stage and course times.
- b) To accommodate for individual learning differences and other situations that may arise, reasonable variances in the time frame should be considered when determining the adequacy of the estimated time frames of lessons, stages, or courses.

6) Analysis and Review of Objectives, Content, and Completion Standards

Each training syllabus must be reviewed to ensure that it conforms to the various operational training areas and other requirements of the curriculum.

- a) The course, stage, and lesson content must provide adequate instruction to obtain the necessary knowledge and skill.
- b) The scope of the knowledge, procedures, and maneuvers to be included in each lesson are left to the discretion of the training center. In no case, however, may the completion standards be less than that outlined in the appropriate practical test standards.
- c) The training syllabus should be reviewed for appropriate course content by an inspector experienced in the subject area.
- d) The completion standards should state the observable, measurable level of knowledge and skill required at the end of the course, stage or lesson. These standards should be consistent with the objectives.

7) Contract Training

If a training contractor is used, verify that the contractor can provide the training specified in the curriculum. The applicant may adapt a syllabus already in use by the contractor. If this syllabus is not already DGCA approved, it must be approved following standard procedures.

8) Testing

The training syllabus must contain a description of the tests and checks used to measure a student's accomplishment for each stage of training. Copies of each written stage and final test should be submitted along with the curriculum.

- a) During the development of a training syllabus, an appropriate number of stage tests must be included in ground training and flight courses (if applicable).
- b) Test results must be retained in the student training records to show the student's accomplishments in the enrolled course.

2.3 Special Considerations: Ground Trainers

The full extent to which a ground trainer is to be used in an approved training course should be clearly stated in the training syllabus. When a ground trainer is used in an approved training course, the full extent of that use should be clearly stated in the training syllabus, and the learning outcomes should be well defined. This is necessary to provide the instructor with proper guidance and give the DGCA a baseline from which to judge the adequacy of the trainer to be used.

- 1) Discretion must be used when approving a training syllabus that substitutes ground trainer instruction for the flight time required in a complex airplane. Any use of a ground trainer in lieu of flight time in a complex airplane must be justified with clearly stated objectives applied against the skills expected to be achieved.
- 2) Approval of the curriculum must be based on the ability of the ground trainer to provide effective training for the particular airplane.

2.4 Assessment Results

1) Approval for an Initial Certification

When an application for original certification is evaluated, the training course outline detailing the specifics of each course is approved during the Document Compliance Phase. The certification team must be satisfied that the syllabus adequately measures the students' accomplishments at each stage of training. When all certification requirements are met, approval is indicated on

the application. The curriculum is approved by the certification team for an initial certification and by the DGCA inspector for a renewal or amendment.

2) Additions to Current Training Center Certificate of Approval

In order to add a course of training the applicant must develop a curriculum for that course. The applicant will have to meet the same requirements as those for initial certification. However, a certification team would not be designated. The curriculum would be approved by an inspector assigned to review the application for amendment and the accompanying curriculum.

3) Disapproval of curriculums

When a curriculum is disapproved, the training center may not train for that particular rating. The training center is eligible to reapply when the discrepancies are corrected.

2.5 Procedures

1) Application Review

- a) If the application is not complete or accurate, advise the applicant how to correct. If necessary, confirm in writing, including a reasonable suspense date for submission of a new application.
- b) If the application is acceptable, proceed with the curriculum review.

2) Curriculum Review

- a) Ensure that each curriculum contains at least the following:
 - A statement indicating which curriculum in CASR Part 142 or the name of the special curriculum upon which the curriculum is based.
 - A description of each room used for ground training, including its size, location, and maximum number of students that may be instructed in the room at one time.
 - A description of each type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and any other special training aid to be used for ground training.
 - A description of each pilot ground trainer used for instruction, in sufficient detail that the inspector can readily determine if the trainer may be used for the pilot training credit requested (if applicable).
 - A list of the airports where training flights originate (if applicable).
 - A description of training center facilities, including pilot briefing areas available for use by the students and operating personnel at each of those originating airports (if applicable).
 - A description of the type (make and model) of each aircraft, including any special equipment used for each phase of instruction (if applicable).

- The name of instructors who will instruct in the course.
 - The minimum qualification and ratings for each instructor who will instruct in ground or flight training.
- a) Check the qualifications of the instructors, proposed for each curriculum.
 - b) If an airworthiness inspector is not available, inspect the aircraft to be used in the practical test (if applicable).
- 3) Approve Curriculum
- a) Mark each page of the original curriculum and of the office copy "DGCA Approved." Sign and date each page. If no change has been made to the curriculum of a commercially developed syllabus, stamp the first page "DGCA Approved."
 - b) Return the original copy of the curriculum to the training center.
 - c) Place the office copy in the DGCA file on the training center.
 - d) In the section marked "For DGCA Use Only," on the application, indicate approval, pilot training center, effective date and expiration date of the certificate and whether the application is an amendment. On the reverse side, make any necessary comments and sign. Request that the DGCA sign the application.
 - e) If this is an amendment, prepare and issue the amended Pilot training center Certificate of Approval new Scope of Approval. Give the originals to the training center, and place the copies in the training center file.
- 4) Disapprove Curriculum
- a) If the content of the curriculum is incorrect, indicate how the curriculum can be corrected. Set a suspense date for submission of a corrected curriculum.
 - b) If the curriculum is disapproved because the chief instructor candidate failed the practical test, follow the procedures in Chapter 4 of this S.I..
- 5) File
- Close out file for this task.

2.6 Task Outcomes

Completion of the task results in one of the following:

- 1) An approved curriculum, a Training Center Certificate, and a Scope of Approval with the new course indicated if the application is for a renewal or an amendment to an existing curriculum; or
- 2) A record on file consisting of a letter notifying the applicant of denial of the new rating and an indication of the return of all original documents to the applicant; or
- 3) A letter indicating termination of the approval process at the applicant's request.

2.7 Future Activities

Review of the curriculum during any future surveillance of the training center.

CHAPTER 3. CONDUCT A TRAINING, TESTING, AND CHECKING FOR CASR PART 142 TRAINING CENTER

3.1 General

1) Authority

DGCA inspectors are authorized to conduct training center stage tests under CASR part 142.

2) Initiation

a) Generally, the training center would contact the DGCA and request an inspector to examine candidates in the absence of the chief flight instructor or evaluator. However, a student who is dissatisfied with the stage or final test results may request a retest by an DGCA inspector.

b) The task may also be initiated by the DGCA for spot checking the quality of instruction and training given by the training center.

3) Inspector Qualifications

The inspector must be appropriately rated, knowledgeable, and current in the type of aircraft to be used.

4) Aircraft Preparation

The training center provides the aircraft for the stage test. The student brings the aircraft and engine logbooks so that the airworthiness of the aircraft can be determined.

3.2 Training, Testing, And Checking.

1) Under part 142, training, testing, and checking can be accomplished in four Categories:

a) Initial Training. This category includes initial training for an air transportation pilot certificate, a type rating, or initial training as second in command (SIC).

b) Upgrade Training. This category of training applies to an airman who is currently serving as an SIC who wishes to become PIC qualified on the same aircraft. This category of training may include foreign pilots with a foreign type rating applying for a U.S. certificate with an appropriate type rating.

Designated examiners, including TCEs may only examine U.S. citizens or applicants trained under a training center's approved program, or

individuals employed as flightcrew members of a part 121 or part 135 air carrier and trained under that operator's approved training program.

- c) **Requalification Training.** This category of training is for those airmen that are PIC or SIC-qualified, but who are not currently operating the aircraft, or whose PIC proficiency check has expired.
 - d) **Recurrent Training.** This category of training is for PICs (or SICs) who are currently operating the aircraft or have a valid PIC proficiency check.
- 2) Ground training time for airman certification may not include training in ground training subject areas that occur after the ground training course or segment has been completed and completion/qualification standards have been accomplished. Specifically, using briefing time preceding or following a simulator training session as programmed ground instruction time is not acceptable.
 - 3) For any curriculum involving airman certification, the appropriate ground training modules or segment must be satisfactorily completed before start of the associated flight training lesson(s).
 - 4) A legal interpretation of CASR 142.49(c)(1), dated August 27, 1999, ruled in part that restricting instructors to "no more than 8 hours of instruction in any 24-consecutive hour period" applies only to flight instructors, flight simulator instructors, and FTD instructors while they are providing instruction in an aircraft, a flight simulator, an FTD, or any combination thereof. Consequently, instruction time has an impact on the maximum duty time per day for an instructor, except for time spent conducting briefing and debriefing associated with flight training.
 - 5) Time spent completing or attempting to complete a practical test does not count toward the minimum programmed time.
 - 6) Training completed after the qualification segment of a curriculum has been completed may not be credited toward the curriculum programmed hours.
 - 7) The time spent by the airman actually manipulating the controls from the PIC seat during LOFT may be a part of the minimum programmed hours.

3.3 Permissible Crew Pairing During Training, Testing, Or Checking.

- 1) Crew pairing for part 142 flight training/checking/testing; training centers are required to comply with CASR142.65(b). This specifies that when flight testing, flight checking, or line operational simulation is conducted, each required crewmember position must be occupied by either a crewmember qualified in the aircraft category, class, and type, or a student enrolled in the same specific course.
- 2) During testing, checking, or LOS conducted under a part 142-approved curriculums; each crewmember seat will be occupied by:

- a) An airman who is DGCA-qualified in the same aircraft category, class, and type. This could be a training center instructor who is not providing instruction, or another airman who is qualified in the particular curriculum/course requirements and procedures.
 - b) A student enrolled in the same specific course (PIC initial training and SIC initial training for the same aircraft may not be the same specific course).
- 3) The intent of this requirement is to ensure that the pilot being tested or checked is assisted by a pilot who is competent and proficient at performing the duties of the pilot-monitoring (PM). When students are enrolled in courses with different identifiers or names, they may therefore still be paired together in a simulator for testing, checking or LOS activities provided the courses are essentially similar.
 - 4) The same crewmember pairing requirements should be used during training in view of the requirement that all training in the simulator or aircraft will be accomplished using the curriculum's approved checklist/QRH. For standardization and effective training, all crewmembers should be using the same maneuvers/procedures, and operating procedures (including CRM) during a training session.

Training programs may be viewed as essentially similar when they include the same curriculum, the same checklists, and the same callouts and include cockpit configurations, operational procedures, and flight manuals which are compatible in the judgment of the CPM and/or the appropriate POI.

In crew pairings involving pilots operating under different operating rules (e.g., part 142 and Joint Aviation Authority (JAA)) TCPMs must be especially vigilant. The part 142 approved training program must not be distorted or diminished in order to accommodate dissimilar training needs. If the integrity of the part 142 training program cannot be maintained the crew pairing must not be permitted.

- 5) Training centers must develop a written crew pairing policy for part 142 training and adhere to this policy. Besides defining how the training center will comply with the intent of CASR 142.65(b), this policy should include a requirement for English language proficiency and a mechanism for a trainee to elevate a concern regarding an unsatisfactory pilot pairing to center management.

CHAPTER 4. ISSUE EXAMINING AUTHORITY

4.1 General

Examining Authority

A training center may request flight test examining authority, written test examining authority, or both for a course of training.

- 1) A holder of examining authority may recommend graduates of that training center's approved certification and/or rating courses for pilot certification and ratings without the graduates having to take the CASR flight and/or written tests.
- 2) If a training center does not hold flight test examining authority, final pilot certification is conducted by an DGCA inspector or a designated pilot examiner (DPE).
- 3) If a training center does not hold written test examining authority, written tests for certificates or ratings must be given by DGCA, a designated written test examiner, or an DGCA approved testing center.

4.2 Eligibility

Only the holder of an Training Center Certificate of Approval is eligible for an examining authority.

1) CASR Requirements

Within the preceding 24 calendar months, an applicant for examining authority must:

- a) Conduct training activities as a certificated pilot training center in the course for which examining authority is requested;
- b) Have graduated at least 10 students from the course for which examining authority is requested; and
- c) Have had 9 of the 10 most recent graduates of the course for which examining authority is requested pass any combination of interim or final tests on the first attempt. These tests must have been given by either an DGCA inspector or a DPE.

2) Types of Examining Authority

Examining authority may be authorized for flight tests, written tests, or both. Issuance of Written Test Examining Authority and Flight Test Examining Authority run along parallel lines.

3) Expiration of Authority

Examining authority expires concurrently with the Training Center Certificate of Approval on which it is issued, that is, examining authority expires at the end of the 24th month after the month it was issued. Reapplication must be made at least 30 days before the expiration date. Examining authority is routinely renewed at the same time the training center's Certificate of Approval is renewed.

4.3 Initiation

1) Application

Application for examining authority is made by a letter and sent to the DGCA. The inspector accepts or denies an application on the basis of eligibility, completeness, or accuracy.

2) Role of the DGCA

- a) When a training center notifies the DGCA that it intends to apply for an examining authority for one or more of its approved courses, the DGCA should closely monitor those courses.
- b) After receipt of the application, the DGCA should conduct at least 50 percent of any upcoming stage tests. These tests should be accomplished in as timely a manner as practical to expedite the issuance of examining authority.

4.4 Inspection

When a correctly completed application for examining authority has been received, the inspector shall conduct an inspection of the training center to determine that the training center continues to meet the requirements for the privileges it already holds. In addition, inspections for specific examining authorities are noted later in this task.

4.5 Written Test Examining Authority

1) General

If a training center that has written test authority is designated as a computer testing center, that training center must surrender their authority. An DGCA inspector must examine the training center's testing materials.

- a) The training center must use current written test books for each course. However, they must develop their own question selection sheets. Using the test books, the training center may choose to test for more knowledge beyond DGCA requirements, but not less. Training centers must ensure that their final written tests for DGCA licenses and ratings reflect comparable written tests given by the DGCA in scope, depth, and

difficulty. No compromise with prescribed standards can be tolerated.

- b) For written test reports, the training center should use the approved standard written test form, which is embossed with the training center's seal in the lower right corner. Unique to each CASR Part 142 training center, the seal must include the training center's name and Training Center certificate of Approval number. The use of a standard written test report format by approved training centers will enable DGCA to readily identify an invalid document when transmitted with an applicant's file to that office, and should also limit the use of altered or falsified documents by pilot applicants. DPEs will check the validity of the records of CASR Part 142 training center graduates prior to beginning a practical test.
- c) All testing programs shall be maintained in good order, their condition is verified through periodic surveillance by the DGCA. Immediate corrective action shall be initiated when a deviation from prescribed standards is evident.

2) Acceptable Written Testing Methods

Training centers with written test examining authority must use written test books. Training centers may use these materials to test either by the standard hand-marked method or by computer. When the training center applies for written test examining authority, it must specify the method it plans to use in addition to specifying which tests it plans to administer. Regardless of the method used, the percentage of questions in each knowledge area of the training center's question selection sheets must be the same as the percentage of those questions in the equivalent DGCA tests currently in use.

3) Written Test Book Testing Method

When a training center is approved to administer final certification or rating written tests by this method, the inspector shall ensure that only current written test books are used.

- a) The inspector shall ensure that the training center has at least five different question selection sheets available for use, and that all five question selection sheets are replaced once a year. The inspector shall coordinate with the appropriate DGCA licensing functions for the specific number of question selection sheets required for each testing area other than the private and commercial pilot airplane.
- b) The inspector shall ensure that the number of questions on question selection sheets, and the percentage of questions in each knowledge area, conform with DGCA guidelines. The DGCA relays this information to the training centers that hold written test examining authority. This information will also be relayed to training centers making initial application for that authority.

- c) A training center seeking examining authority for final written tests or a training center that has been granted examining authority and is replacing a test shall submit three copies of an appropriate set of at least five question selection sheets, answer sheets, and scoring sheets to the DGCA for review. The inspector who reviews the test materials submitted by the training center shall determine whether the number of questions and the percentage of questions in the appropriate knowledge areas meet DGCA guidelines.
 - d) Test materials may be determined unsatisfactory on initial review because of gross errors such as illegibility, incorrect percentages, and insufficient questions.
- 4) Computer Testing Method

A pilot training center that holds or seeks written test examining authority and wishes to administer those tests via computer must establish a bank of questions for each certification or rating area for which they are requesting authorization.

- a) All of the questions contained in the appropriate DGCA written test book for a particular certificate or rating must be entered in the computer question bank.
- b) At least three different question selection sheets, or a randomizing plan for at least three tests, must be developed for each authorized certification or rating area. The three question selection sheets or tests shall be replaced in accordance with paragraph 5C of this Section, as it applies. The guidance that is provided in paragraph 5C(2) of this chapter also applies to computer testing methods.
- c) Regardless of the method used, the total number of questions for each test must be at least equal to that of the equivalent DGCA test. The guidance in paragraph 5C of this Section should be followed as it applies to a computer testing program.
- d) A training center that wishes to test using computers must apply by letter to the DGCA.
- e) Before the issuance of the authorization letter, an inspector from the DGCA will observe the simulated administration of a test by computer and determine whether the integrity of the test administration process is compromised. If, in the inspector's judgment, the training center's equipment and procedures are satisfactory, the inspector will forward a copy of the training center's application letter, including information on the proposed tests and testing procedures to DGCA for review. After DGCA has completed its review, a letter containing comments and suggestions will be sent to the DGCA. If DGCA concurs, the DGCA issues a letter authorizing the administration of specific tests via computer. The letter will list the

authorized tests by title.

- f) The training center is responsible for ensuring that the computer equipment functions properly during a test.
 - g) The training center is responsible for ensuring that the complete set or bank of questions for each test authorized is accurately entered in the computer's memory and displayed in an easily readable format on the monitor screen.
 - h) Training center personnel, who are involved with computer testing, must be knowledgeable in all computer uses associated with the testing program and be competent in answering questions concerning the computer terminal and its uses.
 - i) A training center with authority to test by computer must own or have exclusive use of the computer equipment used and must have operational control during test periods.
 - j) A designated member of the training center's staff must monitor applicants during computer testing periods.
 - k) The computer terminal will be available only to the applicant and the test monitor while the test is being administered. The computer terminal will not be used by the applicant for mathematical computations or for providing any unauthorized information that may assist in taking the test.
 - l) In addition to general security information found in paragraph 5E of this chapter, written testing with computers requires strict security procedures to avoid test compromise.
 - Access to computer equipment when loaded with test information must be controlled by the pilot training center staff.
 - Access by unauthorized persons must be prohibited.
 - Test information and related software must be deleted from the computer at the completion of the testing period if the equipment is to be used for other purposes.
 - Any disk or similar magnetic storage device containing test questions, selection sheets, or other test information must be secured in accordance with the security provisions.
 - A computer terminal must not have a two-way communications feature operating during the test which could provide unauthorized assistance to the applicant or which could contribute to test compromise.
- 5) It is essential that training center personnel follow strict security procedures to prevent test compromise. Adequate security also ensures that the students enrolled in courses conducted by training centers will be tested on CASR Part 61

knowledge requirements pertinent to the certificates or ratings sought without compromise. Before issuing written test examining authority, the inspector must determine if the storage, transportation, and administration of written tests are carefully controlled.

- a) The inspector shall ensure that training centers with examining authority meet their responsibilities in establishing and implementing written test security procedures conforming with those required by this SI.
- b) Instructors, students, and the general public shall not be allowed to use question selection sheets for study or discussion purposes nor copy any portion of the question selection sheets or supplementary material.
- c) Both before approval of examining authority and periodically thereafter, the inspector shall inspect the training center to determine if personnel of the training center involved in the administration of tests are fully informed about written test security requirements. The inspector should determine if the training center has adequate storage facilities for tests (such as lock safe files), and whether the training center has sufficient space and personnel to separate and monitor students adequately during written test administration. After examining authority has been granted, the inspector shall conduct a periodic inspection of the training center to ensure compliance in the following areas:
 - The training center must use padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials. When test materials are transported from one location to another, they must be hand-carried by a training center official or sent by certified mail. The training center must maintain a record of the contents of each test materials package. This form shall be signed by the sender and by the receiver. The receiver shall return the signed form to the sender to indicate receipt of the test materials. This procedure shall be followed in shipping test materials between the main operations base and a satellite base.
 - Tests and supplementary materials must be stored in locked cabinets or spaces (preferably three tumbler lock safes, combination-type). If three tumbler combination lock safe files are not available for storage of test materials, the inspector shall ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key-locks.
 - The training center must designate, in writing, one or more individuals who are responsible for opening and closing security cabinets or spaces and for monitoring cabinets or areas when open. Those individuals will be responsible for maintaining inventory records of all tests by title and number. The training center must maintain log out/log in sheets for use when test materials are removed or replaced in security cabinets or security spaces. This log out/log in sheet must include the test title and number.

- The inspector shall ensure that the training center promptly submits any obsolete test material to the DGCA.
 - The training center shall conduct an inventory of its test materials and maintain an inventory record at least once a week. This ensures early detection of missing test materials. The inspector shall require the training center to make a complete inventory of its test materials in the event of forced entry, theft, unsecured cabinets left during the absence of responsible personnel, or the misplacement of any test materials. If any test materials are discovered to be missing, the training center official discovering the loss shall perform the following:
 - i. determine, if possible, the identity of the person or persons responsible for the missing test materials and promptly attempt to recover the materials;
 - ii. immediately notify the DGCA by telephone; and
 - iii. promptly submit a complete written report to the DGCA, relating the circumstances and findings, what effort has been made to recover the test materials, what disciplinary action (if any) has been taken or is contemplated, and what action is being taken to prevent a recurrence of the problem.
 - If test materials are lost or compromise is suspected, the materials shall be immediately withdrawn from use and replaced.
 - If necessary, the DGCA may initiate an investigation in accordance with Compliance and Enforcement.
- d) The training center must adhere to the following guidelines when administering final written tests for DGCA licenses and ratings:
- The training center must permit only the students enrolled in the course for which the test is being given to take the written test.
 - The training center must ensure that the students do not mark or deface written test books or supplementary materials. Plastic overlays should be provided by the training center for protection of performance charts during plotting.
 - The training center test monitor shall separate students as much as possible during the administration of written tests. Different question selection sheets should be issued to students seated adjacent to each other. Whenever possible, students taking tests on the same subject should be seated in different parts of the room.
 - The training center shall ensure that students use only those reference materials provided with the written test. DGCA policy concerning the use of aids during a written test, including calculators and hand-held flight computers.
 - The training center shall ensure that the students taking a written test are furnished with only the following:
 - i. the proper written test book and the supplementary material that is

- referenced on its front cover;
 - ii. an appropriate question selection sheet;
 - iii. an answer sheet;
 - iv. a specific number of sheets of scratch paper, and
 - v. a specific number of number 2 soft lead pencils.
- Students taking a written test must be monitored to prevent cheating. The following guidelines should be followed:
 - i. The test monitor must be present and able to view the students at all times, be aware of all activities in the testing room, and be alert for any signs of cheating. The monitor should not perform any tasks during the test that would divert his or her attention for an extended period or require the monitor to be absent from the testing room or monitoring position. The monitor should not answer questions that will give a student an indication of a correct answer.
 - ii. If a student appears to be cheating, the test monitor shall immediately discontinue the test, save the test, collect all supplementary test materials that were issued, and also collect any evidence of cheating. If other students are present in the testing room, the test monitor should move the suspected student to another more private area to avoid disturbing the other students who are taking tests. The test monitor should advise the student suspected of cheating that further attempts to take any DGCA pilot written or computer knowledge tests will not be permitted until suspicion of cheating has been investigated and resolved. The monitor will immediately notify the appropriate training center authority. The training center shall keep the file on the student suspected of cheating in a locked security area until it is transmitted to the DGCA either in person or by certified mail. The training center authority will notify the DGCA by telephone and present all facts relating to the case. The telephone call will be followed by a letter that includes all evidence related to the matter. The DGCA conducts the initial investigation and notifies other appropriate offices. If the charge of cheating is upheld, applicable regulations related to the training course applies. If the charge of cheating is resolved in favor of the student, the DGCA notifies the training center and the student. If the test was not completed, arrangements will be made for the student to retake the test.
 - iii. At the close of the test, the monitor collects the test materials and each sheet of scratch paper. The monitor should check each sheet of scratch paper to determine if there are missing papers on which portions of the test may have been written. In the presence of the student, the monitor should leaf through the written test book and any supplementary materials to determine that no marks have been made nor pages removed.

- e) The training center must ensure that a student who fails a written test for an DGCA licence or rating is not administered a retest until at least 30 days after failure of the previous test. However, in the case of a first failure, the training center may retest the student before the 30 days have expired, if the student presents a written statement from an authorized instructor of the training center certifying that the student has received ground instruction and is competent to pass the test. Under no circumstances should a student be permitted to take the same test twice. The training center should develop a sufficient number of tests from the written test books to accommodate retests.
- f) The training center must implement a means to record the areas in which the student experienced difficulty on a written test. This information should be available to the instructor for guidance in remedial study with the student before the practical test. The pilot examiner giving the practical test should refer to this information and determine whether a student is competent in the areas in which he or she experienced difficulty on the written test.
- g) The graduation certificate (final written test results) given by a training center with examining authority shall have a duration of 24 calendar months. However, if the student enrolls and graduates from an approved flight training course with examining authority during this 24 month period, the duration of the written test results on the graduation certificate is 90 days from the date of final graduation.

4.6 Procedures

- 1) Initial Inquiry
 - a) Advise the training center to apply for examining authority.
 - b) Explain the requirements of written test examining authority, flight test examining authority, or both.
- 2) Open file
- 3) Review Application

Upon receipt of the completed application, examine it for completeness and accuracy.

- a) If the application is not accurate or complete, inform the applicant of the deficiencies.
 - Return one copy of the original application to the applicant, and place one copy in the DGCA file on the training center.
 - If necessary, provide additional blank applications for resubmission.

- b) If the application is acceptable, review the applicant's qualifications.
- 4) Inspection History
- Review the DGCA file for information from past inspections. Note any unsatisfactory items which might affect issuance of examining authority.
- 5) Accident/Incident History
- Check enforcement and accident file and note any problems which might affect issuance of flight test examining authority.
- 6) Qualifications
- Based on the information provided in the application, the DGCA file and the accident/incident history, determine if the applicant meets the requirements.
- a) If the applicant is not qualified, inform the applicant of the deficiencies.
- Return one copy of the original application to the applicant, and place one copy in the DGCA file on the training center.
 - If necessary, provide additional blank applications for resubmission.
- b) If the applicant is qualified, discuss the privileges and limitations of examining authority.
- 7) Schedule Inspection
- When the application is complete and accurate and the applicant meets the appropriate qualifications, schedule the inspection for written test examining authority, flight test examining authority, or both.

4.7 Written Test Examining Authority Procedures (Only)

- 1) Written Test Examining Authority
- The following procedures are for issuing written test examining authority.
- a) Ensure that the training center has submitted three copies of each set of question selection sheets, answer sheets, and supplementary material with the application.
- b) Determine whether the training center uses test question books for each course that the training center is applying for written test examining authority.

- c) Examine the question selection sheets developed by the pilot training center, and ensure each selection sheet adequately covers the required subject matter.
- Ensure that the training center has developed at least five different question selection sheets for each testing area.
 - Determine whether the training center uses DGCA recommended number of questions on selection sheets, and the recommended percentage of questions in each knowledge area, for each testing area for which written test examining authority application is made.
- d) If any of the training center's question selection sheets are deemed unsatisfactory, return all three copies of these test materials to the training center.
- e) If the question selection sheets, answer sheets, scoring sheets, and supplementary material are satisfactory, send one copy of the test materials to the DGCA.
- f) While awaiting approval of the test materials from DGCA, continue the inspection as follows:
- Determine if the training center uses padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials.
 - Determine if test materials are either carried in person by a training center official or are sent by certified mail when transported from one location to another.
 - Ensure that the training center maintains a record or shipping list of the contents of any test materials package. The shipping list must have provisions for the signatures of the sender and the receiver. Ensure that there is a procedure for the receiver to return the signed form to the sender to indicate receipt of the test materials.
 - In the case of shipment of test materials between the main operations base and a satellite base, determine if the training center follows the same procedures as those outlined in this paragraph.
 - Determine that tests and supplementary materials used by the training center at either the main base or a satellite base are stored in locked cabinets or spaces. If three tumbler combination lock safe files are not available for storage of a test material, ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key locks.
 - Determine that the training center has designated, in writing, one or more individuals who are responsible for opening and closing security cabinets or spaces and for monitoring cabinets or areas when open. Those individuals are also responsible for maintaining inventory records of all tests by title and number.
 - Determine that the training center conducts an inventory of its test

materials at least once a week to ensure early detection of missing test materials. Require the training center to make a complete inventory of its test materials in the event of forced entry, cabinets left unsecured during the absence of responsible personnel, theft, or misplacement of any test materials.

- Determine that the training center maintains a log out/log in sheet for use when test materials are removed from or replaced in security cabinets or security spaces. Ensure that the log out/log in sheet includes the test title and number.
 - Ensure that the training center has a procedure to promptly return any obsolete test material to the DGCA. Destruction of these materials shall be accomplished following the same procedure as prescribed in Chapter 1 of this S.I.
 - Determine that the training center has a procedure for reporting when written test books, test book pages, question selection sheets, or other test materials are missing because of loss, theft, or for any other reason.
- g) If DGCA disapproves the question selection sheets or other test materials, return all copies to the applicant with a written explanation of what needs to be corrected.
- If the applicant is also applying for flight test examining authority, follow the procedures in paragraph 8 of this chapter.
 - If the applicant does not submit corrected question selection sheets or other test materials within 60 days, close file. Inform the applicant that he or she may reapply.

2) Written Test Examining Authority - Computer Testing Method

Review the letter of application, requesting written test examining authority using computers. The letter of application must include the following information:

- a) The type, make, and model of all computer related equipment to be used.
- b) A statement that describes the availability of the equipment to the training center. A copy of an ownership record, use agreement, or lease shall be attached where applicable.
- c) The location of the equipment. If the equipment is portable, the locations at which use approval is requested.
- d) The training center's detailed plan for test administration, grading, and security.
- e) The training center's procedure for removing a programmed test, and test related software from the computer when it is not being used for testing.
- f) A description of the question bank.

- g) Where the correct response for each question can be found.
 - h) The total number of questions for each test.
 - i) A copy of each question selection sheet, if this method is used.
 - j) Evidence that the percentage of questions in each knowledge area included in each test is the same as the percentage of those questions in the equivalent DGCA test currently in use.
 - k) The method by which supplementary information related to the questions will be presented to the student.
 - l) A detailed description of the training center's plan for randomizing questions if such a plan is to be implemented.
- 3) Inspection Satisfactory

If the applicant is seeking written test examining ONLY and the inspection is satisfactory, prepare and issue the new Training Center Certificate of Approval (**DAAO Form 142-04**) and Scope of Approval. Refer to paragraph 4.9 of this Chapter.

4) Inspection Unsatisfactory

If, after a complete inspection, it is determined that the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of what corrective action should be taken.

4.8 Flight Test Examining Authority Procedures (Only)

1) Flight Test Examining Authority

Use the following procedures for the flight test examining authority inspection:

- a) Verify the qualifications of chief flight instructor.
 - b) Inspect training aids, simulators, aircraft, pilot briefing areas, and other facilities for compliance with the training center's curriculum.
 - c) Verify that the training center has current copies of appropriate Practical Test Standards.
 - d) Evaluate the student records to determine whether or not qualifications and standards have been satisfactory and that the syllabus has been followed.
- 2) Inspection Satisfactory

- a) If the applicant is seeking flight test examining authority ONLY and the inspection is satisfactory, prepare and issue the new Training center Certificate of Approval and Scope of Approval. Refer to Paragraph 4.9 of this Chapter.
 - b) If the applicant is seeking both flight and written test examining authority and the inspections are satisfactory, prepare and issue the new Training center Certificate of Approval (**DAAO Form 142-04**) and Scope of Approval.
- 3) Inspection Unsatisfactory

If the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of the corrective action that should be taken:

4.9 Issuing Examining Authority

1) Training Center Certificate of Approval

Issue the Training Center Certificate of Approval. Include the following as appropriate:

- a) For written test examining authority, place the words, "Examining Authority - Written Only," immediately after the course title.
- b) For flight examining authority, place the words, "Examining Authority - Flight Only," immediately after the course title.
- c) For both, place the words, "Examining Authority," immediately after the course title.

2) Scope of Approval

Prepare a new Scope of Approval showing all courses the training center is approved to conduct, including the courses with examining authority.

3) Application

File one copy of the application letter with the DGCA.

- a) For Written Test Examining Authority only, return to the training center one copy each of selection sheets, answer sheets, scoring sheets, and supplementary material with DGCA approved stamp, the date, and the signature of the inspector on the cover sheet only.
- b) File a copy of each of the documents included in the application package in the DGCA file.

4) Close file

4.10 Task Outcomes

Completion of this task results in one or more of the following actions:

- 1) Issuance of a new Training Center Certificate of Approval with Examining Authority and a new Scope of Approval.
- 2) Issuance of a new Training Center Certificate of Approval with Written Test Examining Authority and a new Scope of Approval.
- 3) Issuance of a new Training Center Certificate of Approval with Flight Test Examining Authority and a new Scope of Approval.
- 4) A letter denying examining authority.
- 5) A letter confirming voluntary termination of the authorization process.

4.11 Future Activities

- 1) Conduct surveillance or inspections at appropriate intervals.
- 2) Conduct phase checks and/or prepare pilot licences.

CHAPTER 5. FACILITIES AND RECORD KEEPING

5.1 General

The following must be available in Training Centre to provide support for training process :

- 1) Room, training booth, or other space used for instructional purposes,
- 2) Climate control, ventilated and lighted on each room
- 3) Training aids necessary to support the learning process (board, flipchart, projector, pictorial displays, etc)
- 4) Courseware necessary to support learning process (handout, instructors guide, stationery, etc)

5.2 Training Facility For Pilot

The following must be available in Training Centre providing pilot training :

- 1) Training device, and/or mockup, and/or system trainer, and/or procedures trainer, and/or simulator;
- 2) Appropriate aircraft related to training provided

5.3 Training For Flight Operation Officer

The following must be available in Training Centre providing Flight Operation Officer training : room to simulate dispatch center to conduct dispatching or flight following or flight watch practices (equipped with chart, flight plan, manual, simulated communication facilities, etc)

5.4 Training For Flight Attendant

The following must be available in Training Centre providing Flight Attendant training :

- 1) Mock up or training devices simulating aircraft cabin
- 2) Door drill or door trainer
- 3) Smoke room or smoke chamber
- 4) Escape slides to provide evacuation training
- 5) Pool for ditching exercises

- 6) Any emergency equipment related to flight attendant duties and responsibilities (smoke hood, portable oxygen bottle, portable fire extinguisher, lifevest, etc)

5.5 Recordkeeping

- 1) Each training center must provide necessary infrastructure and equipment to comply with the requirement of CASR 142.73.
- 2) Such infrastructure and equipment must be adequate enough to support the following data to be kept by the training center :
 - a) The name of the trainee;
 - b) A copy of the trainee's pilot license if any, and medical certificate;
 - c) The name of the course and the make and model of flight training equipment used;
 - d) The trainee's prerequisite experience and course time completed;
 - e) The trainee's performance on each lesson and the name of the instructor providing instruction;
 - f) The date and result of each end-of-course practical test and the name of the evaluator conducting the test; and
 - g) The number of hours of additional training that was accomplished after any unsatisfactory practical test.
 - h) Record for each instructor or evaluator designated to instruct a course.
- 3) Such infrastructure and equipment must be secure to prevent an unauthorized access to the record.
- 4) Training center must assigned dedicated person to manage and ensure the security of the record.
- 5) Such infrastructure and equipment must be adequate to provide protection of the record against damage (fire, flood, termite, etc)
- 6) Format of the record may be in hard copy or softcopy or in any other format approved by DGCA.

CHAPTER 6. CONTINUING SURVEILLANCE

6.1 Objective

The objective of this chapter is continue surveillance and evaluate the holder of certificate for 142 training centers that continues to comply with the terms set forth in the applicable regulations, Certificate, Operation Specification, Manual and facilities. Successful completion of this task results in the continuation of an operational existing certificate

6.2 Prepare Surveillance Program

- 1) Assigned DGCA inspectors should schedule surveillance for the first 60 days after initial or renewal issuance of the Training Center Certificate.
- 2) The subsequent surveillance program shall be performed at minimum of 1 (one) activity annually.
- 3) The DGCA inspectors may detect a need for changes in the methods of instruction during this early stage of operation and request changes to the observed areas of deficiency.

6.3 Surveillance Area

The surveillance index are listed as follows:

- 1) Operations Inspection job:
 - Management
 - Ratings and Authorizations or Operation Specification.
 - Examining Authority
 - Curriculum
 - Staff Qualifications
 - Records
 - Exemptions
 - Facilities
 - Airports
 - Ground Trainers and Training Aids
 - Quality of Instruction
 - Advertising
 - The airman training organization certification regulation" compliance Minimum Equipment List Procedures
- 2) Airworthiness Inspection job:
 - Management
 - Ratings and Authorizations

- Personnel
- Qualifications/Supervision
- Maintenance Program/Inspection Times
- Facilities
- Records
- Airworthiness Directives
- Fuelling/Serviceing
- Aircraft/Manuals/Pilot Operating Handbook
- Inoperative Equipment/Deferred Maintenance