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THE CIVIL AVIATION ACT

(No. 21 of 2013)

CIVIL AVIATION (APPROVED TRAINING ORGANIZATIONS) REGULATIONS,  
2018

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## THE CIVIL AVIATION ACT

(No. 21 of 2013)

IN EXERCISE of the powers conferred by section 82 of the Civil Aviation Act, 2013, the Cabinet Secretary for Transport, Infrastructure, Housing and Urban Development makes the following Regulations—

CIVIL AVIATION (APPROVED TRAINING ORGANIZATIONS)  
REGULATIONS, 2018

## PART I—PRELIMINARY

1. These Regulations may be cited as the Civil Aviation (Approved Training Organizations) Regulations, 2018.

Citation.

2. In these Regulations, unless the context otherwise requires—

Interpretation.

“accountable manager” means the manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority and any additional requirements defined by the approved training organization;

“aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

“aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;

“approved training” means training conducted under special curricula and supervision approved by the Authority;

“approved training organization” means an organization approved by the Authority to perform approved training as specified in these Regulations and operating under the supervision of the Authority;

“air operator certificate” means a certificate authorizing an operator to carry out specified commercial air transport operations;

“Authority” means the Kenya Civil Aviation Authority;

“procedures manual” means a manual containing procedures, instructions and guidance for use by personnel of the approved training organization in the execution of their duties in meeting the requirements of the certificate;

“quality manager” means the manager, acceptable to the Authority, responsible for the management of the quality system, monitoring function and requesting corrective actions;

“quality system” means the documented organizational procedures and policies; the internal audit of those policies and procedures; and the management review and recommendation for quality improvement;

“satellite approved training organisation” means an approved training organisation at a location other than primary location of the approved training organisation;

“flight simulation training device” means any one of the following three types of apparatus in which flight conditions are simulated on the ground—

- (a) a flight simulator, which provides an accurate representation of the cockpit of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members and the performance and flight characteristics of that type of aircraft are realistically simulated;
- (b) a flight procedures trainer, which provides a realistic cockpit environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class; or
- (c) a basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the cockpit environment of an aircraft in flight in instrument flight conditions;

“training manual” means a manual containing the training goals, objective, standards syllabi, and curriculum for each phase of the approved training course; and

“training specifications” means a document issued to an approved training organization certificate holder by the Authority that specifies training program requirements and authorizes the conduct of training, checking, and testing with any of the attendant limitations.

## PART II—CERTIFICATION AND LOCATION REQUIREMENTS

3. (1) A person, other than—

- (a) an air operator certificate or an approved maintenance organisation certificate holder conducting training of its own personnel under the Civil Aviation (Air Operator Certification and Administration) Regulations, and the Civil Aviation (Approved Maintenance Organisation) Regulations, respectively; and
- (b) an operator with an approved training programme in its operations manual under Civil Aviation (Operation of Aircraft) Regulations,

shall not hold out as or operate an approved training organization without, or in violation of, an approved training organization certificate and training specifications issued under these Regulations.

(2) A person shall not conduct training, testing or checking in

Requirements for an  
ATO Certificate.

synthetic flight trainers without, or in violation of, an approved training organization certificate and training specifications required under these Regulations.

(3) The Authority will issue to an approved training organization that meets the requirements of these Regulations, an ATO certificate and training specifications for providing courses for flight crew licences and ratings and for courses for personnel, other than flight crew members, as approved by the Authority.

(4) A holder of an approved training organization certificate shall, at all times, display that certificate in a place in the school that is normally accessible to the public and that is not obscured.

4. Where the Authority has authorized an approved training organization to conduct the testing required for the issue of a licence or rating, the testing shall be conducted by personnel authorized by the Authority or designated by the training organization in accordance with criteria approved by the Authority.

Evaluation and checking.

5. (1) An applicant for an approved training organization certificate and training specifications, or for an amendment to an approved training organization certificate and training specifications shall apply at least ninety days before the beginning of any proposed training which was not approved before.

Application for issuance or amendment of an ATO certificate.

(2) An applicant for an approved training organisation certificate shall submit an application on a form and manner prescribed by the Authority; and

(3) An application shall contain the following information—

- (a) a statement showing that the minimum qualification requirement for each management position are met;
- (b) a description of the minimum qualifications and ratings for each instructor;
- (c) a statement acknowledging that the applicant may notify the Authority within ten working days of any change made in the assignment of persons in the required management or instructors positions;
- (d) the proposed training specifications requested by the applicant;
- (e) a description of the training equipment that the applicant proposes to use including the aircraft, the synthetic flight trainers including any special equipment used for each phase of training;
- (f) a listing of the aerodromes or sites at which training flights originate, if applicable, and a description of the applicant's training facilities, equipment and qualifications of personnel to be used;
- (g) a training program, including manuals, curricula, outlines, course ware, procedures and documentation to support

the items required in Regulations 23, 27 and 28;

- (h) a description of a recordkeeping system that will identify and document the details of training, qualification, and licencing of students, instructors, and evaluators;
- (i) a description of quality control measures proposed;
- (j) a method of demonstrating the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations, if the applicant proposes to do so; and
- (k) a statement of compliance showing how the applicant has met all applicable requirements in these Regulations.

(4) An approved training organisation shall submit manual establishing procedures acceptable to the Authority to ensure compliance with all relevant requirements of these Regulations and the procedures shall include a quality system which meets the requirements specified in these Regulations.

(5) An applicant for an approved training organisation certificate shall ensure that the facilities and equipment described in the application are—

- (a) available for inspection and evaluation prior to approval; and
- (b) in place and operational at the location of the approved training organisation prior to the issue of a certificate under these Regulations.

(6) The Authority shall after inspection, issue to an applicant who meets the requirements of these Regulations and is approved by the Authority—

- (a) an approved training organisation certificate containing—
  - (i) the name and location of an approved training organisation;
  - (ii) the date of issue and period of validity of the certificate;
  - (iii) the authorized locations of operations; and
  - (iv) training courses for the following categories, as applicable, flight crew training, training for personnel other than flight crew and other training as approved by the Authority—
- (b) training specifications containing—
  - (i) authorization for an approved training organisation;
  - (ii) the type of training authorized, including approved

training courses;

- (iii) the rating, category, class and type of aircraft, or parts of the aircraft, that may be used for training, testing and checking;
- (iv) for each synthetic flight trainer that may be used for training, testing and checking, the make, model and series of aircraft being simulated, the qualification level and the identification number assigned by the Authority;
- (v) any aircraft, or part of the aircraft, approved for training, as appropriate;
- (vi) the staff required to perform and meet the requirements of these Regulations; and
- (vii) any other items the Authority may require or allow.

(7) The Authority shall not issue an approved training organisation certificate if it finds that the applicant does not comply with the approval requirements of these Regulations.

(8) The Authority may amend an approved training organisation certificate or the training specifications—

- (a) on the Authority's own initiative, under the applicable legislation; or;
- (b) upon application by the certificate holder.

(9) A training organisation located outside Kenya may apply for a Kenyan approved training organisation certificate, to provide training leading to a license issued by Authority provided the requirements of these Regulations are met.

(10) If changes are made by an approved training organisation to the items listed in sub regulations above, without notification to the Authority and amendment of an approved training organisation certificate by the Authority, the approved training organisation certificate may be suspended or revoked by the Authority.

6. A certificate issued or renewed to an approved training organization shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority and unless—

- (a) the Authority amends, suspends, revokes or otherwise terminates the certificate; or
- (b) an approved training organisation surrenders it to the Authority;
- (c) the Authority establishes that an approved training organisation has suspended provision of the approved courses for more than 90 continuous days;
- (d) an approved training organisation holder notifies the

Validity of the certificate.

Authority of the suspension of approved courses.

7. (1) The Authority may, at any time, inspect an approved training organization approved training organisation certificate holder's facilities, records, personnel and equipment to determine the approved training organisation's ongoing compliance with these Regulations. Inspection.

(2) The Authority shall conduct inspections at least once annually.

(3) After the inspection specified in sub-regulation (1), an approved training organisation certificate holder shall be notified, in writing, of any deficiencies found during the inspection.

(4) An inspection shall also be conducted on the applicant for, or on the holder of an approved training organisation certificate based outside Kenya.

(5) An inspection carried out pursuant to this regulation shall focus on—

- (a) adequacy of, and qualifications of staff;
- (b) validity of instructors' licences, ratings and logbooks;
- (c) training aircraft, associated documents and maintenance records;
- (d) synthetic flight trainers qualification and approval;
- (e) facilities: library, class rooms, training equipment adequacy to the courses being conducted and the number of students;
- (f) documentation: documents related to the courses; updating system;
- (g) training and operations manuals;
- (h) training records and assessment forms;
- (i) flight instruction including pre-flight briefing, actual flight debriefing for approved training organisations s for flight crew training;
- (j) examination: management and control;
- (k) instruction program for personnel other than flight crew; and
- (l) quality assurance system.

(6) The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this regulation.

8. (1) An approved training organization may apply for renewal of its approved training organisation certificate at least sixty days before the expiry date in order to ensure continuity of the training, provided the approved training organisation meets the requirements prescribed in

Renewal of the certificate.

these Regulations.

(2) The Authority shall inspect an approved training organisation that applies for a renewal to ensure that the approved training organisation meets the requirements prescribed in these Regulations.

9. (1) The Authority shall suspend or revoke an approved training Organization certificate, if it is established that a certificate holder has not met, or no longer meets the requirements of these Regulations.

Suspension or revocation.

(2) The Authority may suspend, or revoke an approved training organisation certificate if it finds that the applicant does not comply with the approval requirements of these Regulations.

10. A holder of an approved training organization certificate shall—

Certificate holder responsibilities.

- (a) ensure that the facilities and working environment of an ATO are appropriate for the tasks to be performed;
- (b) ensure that it has the necessary technical data, equipment, training devices and material to conduct the courses for which it is approved;
- (c) not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance;
- (d) maintain the records required by these Regulations in facilities adequate for that purpose; and
- (e) provide the method used for the completion and retention of the training records.

11. (1) An approved training organisation shall establish a quality system acceptable to the Authority which includes but not limited to—

Quality system for ATO

- (a) an independent audit procedure to monitor training standards;
- (b) the integrity of knowledge examinations and practical assessments; and
- (c) compliance with and adequacy of procedures.

(2) The management of the quality system must include feedback of the independent audit findings to an approved training organisation senior management personnel and ultimately to the accountable manager to ensure, as necessary, corrective action.

(3) The quality system shall meet the requirements prescribed in the First Schedule to these Regulations.

12. An applicant for, or holder of an approved training organisation certificate shall establish and maintain a principal business office that is physically located at the address shown on the certificate.

Location of principal business office.

13. (1) A holder of an approved training organisation approved training organization certificate may conduct training in accordance with a training program approved by the Authority at a satellite approved training organisation if—

Satellite approved training organisations.

- (a) the facilities, equipment, personnel and course content of the satellite approved training organisation meet the applicable requirements;
- (b) the instructors at the satellite approved training organisation are under the direct supervision of management personnel of the principal approved training organisation; and
- (c) an approved training organisation certificate holder's training specifications reflect the name and address of the satellite approved training organisation and the approved training courses offered at the satellite approved training organisation.

(2) The Authority shall issue training specifications which prescribe the operations required and authorized at each satellite approved training organisation.

(3) An approved training organisation may sub-contract certain activities to any other organizations subject to the approval of the Authority.

(4) The ultimate responsibility for the training provided by the satellite approved training organisation remains with the principal approved training organisation.

(5) An approved training organisation and its satellite approved training organisation will execute a written agreement defining the safety and quality-related services to be provided, the satellite approved training organisation's safety related activities relevant to the agreement should be included in the approved training organisation's quality assurance programme.

14. (1) An approved training organization shall notify the Authority within thirty days of any of the following changes—

Changes requiring notice to the Authority.

- (a) the Accountable Manager;
- (b) the Head of Quality;
- (c) the instructors;
- (d) the housing, training facilities and equipment, procedures, training programs and work scope that could affect the approval;
- (e) a description of the method used for the completion and retention of the training records; and
- (f) any changes to an approved manual.

(2) The Authority may prescribe the conditions under which an approved training organisation may operate during the period such

changes as specified in sub-regulation (1) occurs unless the Authority determines that the approval be suspended.

15. (1) An applicant or a holder of an approved training organization certificate shall prepare and maintain a training manual and procedures manual, approved by the Authority containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements, as listed in the training manual and procedures manual set out in the Second Schedule to these Regulations.

Training Manual and  
Procedures Manual

(2) An approved training organisation may combine the training manual and the procedures manual.

(3) An approved training organisation shall ensure that the training manual and procedures manual is amended and approved by the Authority as necessary to keep the information contained therein up to date.

(4) Proposed amendments to the training manual and procedures manual shall be furnished promptly to the Authority for approval.

(5) An approved training organisation shall provide the approved amendments to all organizations or persons to whom the manual has been issued.

(6) An approved training organization shall provide training and procedures manual for the use and guidance of personnel concerned.

16. (1) The Authority shall establish a safety programme in order to achieve an acceptable level of safety in an approved training organisation under these Regulations.

Safety Programme  
and management  
System.

(2) An approved training organisation holder shall establish and maintain a safety management system acceptable to the Authority as outlined in the Civil Aviation (Safety Management) Regulations.

### PART III—TRAINING FOR FLIGHT CREW LICENCES AND RATINGS

17. The Authority may approve, as provided in the training specifications, the following courses of instruction to an applicant for, or a holder of an approved training organisation certificate, provided the applicant meets the requirements of the Civil Aviation (Personnel Licensing) Regulations, and these Regulations—

Flight crew training  
courses.

- (a) private pilot licence course;
- (b) commercial pilot licence course;
- (c) instrument rating course;
- (d) commercial pilot licence or instrument rating-multi-engine or crew resource management integrated course;
- (e) airline transport pilot licence course;
- (f) multi-crew pilot licence;

- (g) flight engineer licence course;
- (h) flight navigator licence course;
- (i) class rating course;
- (j) type rating course;
- (k) flight instructor course;
- (l) instructor course for additional type or class ratings;
- (m) instructor course for synthetic flight training;
- (n) refresher courses;
- (o) category II and III Ops;
- (p) EDTO;
- (q) human factors;
- (r) safety management systems; and
- (s) any such other course as the Authority may approve.

18. (1) An approved training organisation must have the following required management personnel, approved by the Authority— Personnel.

- (a) an accountable manager;
- (b) a head of quality;
- (c) a head of training;
- (d) a chief flight instructor, as applicable;
- (e) a chief ground instructor as applicable; and
- (f) an adequate number, as approved by the Authority, of ground and flight instructors relevant to the courses provided.

(2) A person serving in a required management position of an approved training organisation shall not serve simultaneously in a management position in another approved training organisation.

(3) An instructor to be used for flight training must hold an instructor rating or authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations relevant to the instructions given.

(4) An approved training organisation shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities; the training program for instructional personnel established by the approved training organisation shall include training in knowledge and skills related to human performance.

(5) The responsibilities and qualifications of the management personnel employed in an approved training organisation shall be as specified in the Third Schedule to these Regulations.

(6) The Authority may approve positions, other than those listed, if an approved training organisation is able to show that it can conduct the training with the high training standard under the direction of fewer or different categories of management personnel due to the—

- (a) kind of training conducted;
- (b) number of students; and
- (c) locations of training.

(7) An approved training organisation shall prescribe the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training of the personnel referred to in sub regulation (1).

(8) The competence of training personnel shall be in accordance with procedures prescribed and accepted by the Authority.

19. (1) An applicant for, or a holder of an approved training organisation certificate, shall apply to the Authority for training program approval.

Training program  
and approval.

(2) An applicant for, or holder of an approved training organisation certificate shall develop training program for each type of course offered which shall include—

- (a) a breakdown of flying and theoretical knowledge instruction in either a week-by-week or phase presentation, a list of standard exercises and a curriculum summary, in particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground;
- (b) minimum aircraft and flight training equipment requirements for each proposed program;
- (c) minimum instructor qualifications for each proposed program; and
- (d) a program for initial training and continuing training of each instructor employed to instruct in a proposed program.

(3) The content and sequence of the training program shall be acceptable to the Authority.

(4) An approved training organisation shall provide the training and procedure manual for the use and guidance of personnel concerned and the manual may be issued in separate parts and shall contain at least the following information.

- (a) a general description of the scope of training authorized under the organization's terms of approval;
- (b) the content of the training programmes offered including the course ware and equipment to be used;
- (c) a description of the organization's quality assurance

system;

- (d) a description of the organization's facilities;
- (e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval;
- (f) a description of the procedures used to establish and maintain the competence of instructional personnel; and
- (g) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements.

(5) Approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

(6) The qualifications required for the issue of personnel licenses can be more readily and speedily acquired by applicants who undergo closely supervised, systematic and continuous courses of training, conforming to a planned syllabus or curriculum. Provision has accordingly been made for some reduction in the experience requirements for the issue of certain licenses and ratings prescribed in the Civil Aviation (Personnel Licensing) Regulations, in respect of an applicant who has satisfactorily completed a course of approved training.

(7) Approved training for flight crew shall be conducted within an approved training organisation.

20. (1) A holder of an approved training organization certificate shall provide an adequate fleet of training aircraft, as approved by the Authority, appropriate to the courses of training for flight crew licences and ratings.

Training aircraft.

(2) A training aircraft provided under sub-regulation (1) shall be fitted with duplicated primary flight controls for use by the instructor and the student and shall not have swing-over flight controls.

(3) The fleet provided under sub-regulation (1) shall include—

- (a) as appropriate to the courses of training, aeroplanes suitable for demonstrating stalling and spin avoidance;
- (b) helicopters shall include, as appropriate to the courses of training, a helicopter suitable for auto-rotation demonstration; and
- (c) aircraft suitably equipped to simulate instrument meteorological conditions and suitably equipped for instrument flight training and testing.

21. (1) An applicant for, or a holder of an approved training organisation certificate providing synthetic flight training shall—

Synthetic flight trainers.

- (a) satisfy the Authority that suitably equipped synthetic flight

trainers are provided having regard to the number of students and organization of courses; and

- (b) show that each flight simulation training device used for training, testing and checking will be or is specifically qualified and approved by the Authority for—
  - (i) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
  - (ii) each training program or training course in which the synthetic flight trainer is used, if that program or course is used to satisfy any requirement of these Regulations.

(2) Synthetic training devices shall be qualified according to the requirements established by Kenya and their use shall be approved by the Licensing Authority to ensure that they are appropriate to the task

22. (1) An applicant for, or a holder of, an approved training organisaiton certificate that intends to conduct or conducts flight training shall show that it has continuous use of each airport and sites for helicopter training at which training flights originate and that the airport has an adequate runway and other necessary equipment.

Aerodrome and sites.

(2) A base aerodrome and any alternative base aerodrome at which flying training is being conducted shall have at least the following facilities—

- (a) at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, and touch down autorotation as appropriate—
  - (i) under calm wind of not more than five knots conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
  - (ii) clearing all obstacles in the take-off flight path by at least fifty feet;
  - (iii) with the powerplant operation and the landing gear, if applicable recommended by the manufacturer;
  - (iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;
- (b) wind direction indicator that is visible at ground level from the ends of each runway;
- (c) have adequate runway electrical lighting if used for night training; and
- (d) have a traffic direction indicator when—
  - (i) the airport does not have an operating control

tower; and

(ii) traffic and wind advisories are not available;

(e) sites shall be available for—

- (i) confined area operation training;
- (ii) simulated engine off autorotation; and
- (iii) sloping ground operation.

23. (1) An applicant for, or a holder of an approved training organisation certificate shall, subject to the determination by the Authority, have facilities appropriate for the maximum number of students expected to be taught at any time.

Training facilities.

(2) The minimum facilities shall be—

(a) for flight operations—

- (i) an operation room;
- (ii) a flight planning room;
- (iii) adequate briefing rooms;
- (iv) an office for the instructors;

(b) for knowledge instructions—

- (i) classroom accommodation;
- (ii) suitable demonstration equipment;
- (iii) a radio telephony training and testing facility;
- (iv) a library; and
- (v) an office for instructors.

(3) A holder of an approved training organisation certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program unless that change is approved by the Authority in advance.

(4) A facility that is an approved training organisation's principal place of business—

(a) shall not be shared with or used by another approved training organisation; and

(b) shall be adequate, as approved by the Authority, to maintain the files and records required to operate the business of an approved training organisation.

#### PART IV — TRAINING FOR LICENCES AND RATINGS FOR AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS AND FLIGHT OPERATION OFFICERS

24. The Authority may approve the following courses of instruction to an applicant for, or holder of an approved training

Training courses  
for licenses and  
ratings for aircraft

organisation certificate, provided the applicant meets the requirements of the Civil Aviation (Personnel Licensing) Regulations—

maintenanceengineers, air traffic controllers and flight operation officers.

- (a) aircraft maintenance engineers basic course;
- (b) airframe rating, powerplant rating, avionics rating course;
- (c) air traffic controller licence course;
- (d) training for ratings for air traffic controller licences;
- (e) flight operation officer course;
- (f) flight radio telephony operator course;
- (g) cabin crewmember course;
- (h) any other such course as the Authority may approve.

25. (1) An approved training organisation must have the following required adequate number of qualified, competent management personnel—

Personnel.

- (a) an accountable manager;
- (b) a head of quality;
- (c) a head of training;
- (d) a chief instructor; and
- (e) an adequate number of instructors relevant to the courses provided, qualified in accordance with the requirements of the Civil Aviation(Personnel Licensing) Regulations.

(2) A person serving in a required management position in an approved training organisation shall not serve in a management position in another approved training organisation unless approved by the Authority.

(3) An approved training organisation shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities of the training programme established by the training organization and shall include training in knowledge and skills related to human performance.

(4) The personnel specified in this regulation shall submit their credentials to the Authority and shall show that they have relevant qualifications and satisfactory experience related to approved training as appropriate in accordance with the Third Schedule to these Regulations.

26. (1) An applicant for, or a holder of an approved training

Training

organisation certificate shall—

Program and approval.

- (a) apply to the Authority for an approval of a training program;
- (b) ensure that each training program submitted to the Authority for approval meets the applicable requirements;
- (c) indicate in the application—
  - (i) courses which are part of the program; and
  - (ii) requirements of the Civil Aviation (Personnel Licensing) Regulations which may be satisfied.

(2) Where the Authority finds that the approved training programme does not meet the applicable requirements, it shall require the holder to make revision in the training programme.

(3) Approved training for air traffic controllers shall be conducted within an approved training organization.

27. (1) An applicant for, or a holder of an approved training organization certificate that intends to conduct or conducts aircraft maintenance engineer courses shall have suitable facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows—

Training facilities, equipment and material for aircraft maintenance engineer courses

- (a) an enclosed adequately equipped classroom;
- (b) a well equipped library;
- (c) workshops, equipment, tools, adequate supply of materials, special tools and similar articles for the rating sought;
- (d) adequate office facilities; and
- (e) secure storage facilities for examination papers and training records.

(2) An applicant for, or holder of an approved training organisation certificate with approved licenced maintenance engineer courses shall have and maintain the adequate instructional equipment as is appropriate to the rating sought.

(3) A holder of an approved training organisation certificate shall not make any change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.

- (4) An applicant for, or holder of, an approved training

organisation certificate to conduct aircraft maintenance engineer courses shall ensure that the tools, equipment, materials, and instructional equipment required by paragraph (1) and (2) be in satisfactory working condition for instructional and practice purposes.

28. (1) An applicant for, or holder of, an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall have facilities as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows—

Training facilities, equipment and material for air traffic controllers or flight radio telephony operator.

- (a) an enclosed adequately equipped classroom;
- (b) well equipped library;
- (c) well designed simulators appropriate for the rating sought;
- (d) adequate office accommodation for instructors;
- (e) control desk or console where applicable;
- (f) international Civil Aviation Organisation approved syllabus for rating being sought; and
- (g) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of, an approved training organization certificate with air traffic control or flight radio telephony operator courses shall maintain instructional equipment as is appropriate to the rating sought.

(3) A holder of an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall not make any change in facilities, equipment, simulators or materials that have been approved for a particular training unless that change is approved by the Authority in advance.

(4) An applicant for, or holder of, an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall ensure that the equipment, materials, and simulators required by paragraph (1) and (2) be in satisfactory working condition for instructional and practice purposes.

29. (1) An applicant for, or holder of an approved training organization certificate to train flight operations officers or cabin crew members shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows—

Training facilities, equipment and material for flight operations officers or cabin crew members.

- (a) adequate enclosed classroom;
- (b) flight operations facilities, including 
  - (i) an operations room;
  - (ii) a flight planning room;
  - (iii) an office for the instructors;
- (c) suitable demonstration equipment and cabin mock-ups;
- (d) suitable radio telephony training and testing facility (for flight operations officer training only);
- (e) a library; and
- (f) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of an approved training organisation certificate for flight operations officers or cabin crew members courses shall have and maintain instructional equipment appropriate for the training sought.

(3) A holder of an approved training organisation certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.

(4) An applicant for, or holder of, an approved training organisation certificate to train flight operations officers or cabin crew members shall ensure that the equipment and materials, required by paragraph (1) and (2) be in satisfactory working condition for instructional and practice purposes.

30. (1) An approved training organization shall not—

- (a) conduct or advertise to conduct any training, testing, or checking that is not approved by the Authority if that training is designed to satisfy any requirement of these Regulations;
- (b) make any statement relating to its approved training organisation certification and training specifications that is false or designed to mislead any person contemplating enrolment in that approved training organisation; or
- (c) advertise that the approved training organisation is certified unless it clearly differentiates between courses that have been approved under these Regulations and those that

Advertising  
limitations.

have not been approved under these Regulations.

(2) An approved training organisation whose certificate has been surrendered, suspended, revoked, or terminated shall promptly—

- (a) remove all indications, including signs, wherever located, that the approved training organisation was certified by the Authority; and
- (b) notify all advertising agents, and advertising media employed by the approved training organisation to cease all advertising indicating that the ATO is certified by the Authority.

#### PART V—EXEMPTIONS

31. (1) A person may apply to the Authority for an exemption from any of the provisions of these Regulations.

Requirements for application.

(2) An application for an exemption shall be submitted to the Authority at least sixty days in advance of the proposed effective date, to obtain timely review.

(3) A request for an exemption must contain the applicant's—

- (a) name;
- (b) physical address and mailing address;
- (c) telephone number;
- (d) fax number if available; and
- (e) email address if available.

(4) The application shall be accompanied by a fee prescribed by the Authority.

32. (1) An application for an exemption shall contain the following—

Substance of the request for exemption.

- (a) a citation of the specific requirement from which the applicant seeks exemption;
- (b) an explanation of why the exemption is needed;
- (c) a description of the type of operations to be conducted under the proposed exemption;
- (d) the proposed duration of the exemption;
- (e) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (f) a detailed description of the alternative means by which the

applicant will ensure a level of safety equivalent to that established by the regulation in question;

- (g) a review and discussion of any known safety concerns with therequirement, including information about any relevant accidents or incidents of which the applicant is aware; and
- (h) if the applicant seeks to operate under the proposed exemption outside of Kenya's airspace, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization as well as the Regulations pertaining to the airspace in which the operation will occur.

(2) Where the applicant seeks expedient processing of the application, the application must contain supporting facts and reasons that the application was not filed in time, and the reasons why it should be processed expeditiously.

(3) The Authority may deny an application for exemption from theapplication of any of the provisions of these Regulations if the Authority finds that the applicant has not given sufficient reasons for the exemption within the period specified in regulation 31(2).

33. (1) The Authority shall review the application for accuracy<sup>review by the Authority.</sup> andcompliance with the requirements of regulations 31 and 32.

(2) If the application appears on its face to satisfy the provisions of thisregulation and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary of the application in the Government Gazette for comment and specify the date by which comments must be received by the Authority for consideration.

(3) Where the filing requirements of Regulations 31 and 32 have notbeen met, the Authority will notify the applicant and take no further action until and unless the applicant corrects the application and re-files it in accordance with these Regulations.

(4) If the request is for emergency relief, the Authority shall publish the application or the Authority's decision as soon as possible after processing the application.

34. (1) Upon the initial review and if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to determine whether—

- (a) an exemption would be in the public interest;

Evaluation of the request

- (b) the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) a grant of the exemption would contravene the applicable International Civil Aviation Organisation Standards and Recommended Practices; and
- (d) the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.

(3) The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) If the exemption affects a significant population of the aviation community of Kenya the Authority shall publish the summary in the aeronautical information circular.

#### PART VI—GENERAL PROVISIONS

35. (1) A holder of a licence, certificate or authorisation issued by the Authority shall have that licence, certificate or authorisation in his physical possession or at the work site when exercising the privileges of the licence, certificate or authorisation.

Possession of the licence.

(2) A flight crew of a foreign registered aircraft shall hold a valid licence, certificate or authorisation and have that licence, certificate or authorisation in his physical possession or at the work site when exercising the privileges of the licence, certificate or authorisation.

36. (1) A person who performs any function requiring the Authority's approval may be tested for drug or alcohol usage.

Drug and alcohol testing and reporting.

(2) Where the Authority or any person authorised by the Authority wishes to test a person referred to in sub-regulation (1) for the percentage by weight of alcohol in the blood, or for the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body and that person—

- (a) refuses to submit to the test; or

- (b) having submitted to the test, refuses to authorise the release of the test results, the Authority may suspend or revoke the certificate of the approved training organisation that employs that person.

(3) In determining whether to suspend or revoke the certificate of an approved training organisation, the Authority shall consider all relevant factors, including—

- (a) whether the approved training organisation had knowledge of the drug or alcohol use;
- (b) whether the approved training organisation encouraged the person to refuse the drug or alcohol test;
- (c) whether the approved training organisation dismissed the person who failed or refused the drug tests; or
- (d) the position that person held in the approved training organisation.

(4) The Authority shall require an approved training organisation to show cause why that person should not be dismissed from the employment of the approved training organisation.

(5) A person who is convicted, whether in or outside Kenya, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall be dismissed from the employment of an approved training organisation.

(6) The Authority may suspend or revoke the certificate of an approved training organisation that refuses to dismiss from its employment a person convicted under sub regulation (4).

37. A person who holds a certificate, approval, or authorisation required by these Regulations shall present it for inspection upon a request from the Authority or any other person authorised by the Authority

Inspection of certificate and authorisations.

38. (1) A holder of a certificate or authorisation issued under these Regulations may apply to change the name on a certificate or authorisation.

Change of name.

(2) The holder of a certificate shall include with any such request—

- (a) the current certificate or authorisation; and
- (b) a court order, or other legal document verifying the

namechange.

(3) The Authority may change the certificate or authorisation and issue areplacement thereof.

(4) The Authority reserves the right to refuse the change of name.

(5) The Authority shall return to the holder the original documents specified in sub-regulation 2(b) and retain copies thereof and return the replaced certificate or authorisation with the appropriate endorsement.

39. (1) A holder of a certificate or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of—

(a) physical address, at least fourteen days in advance;

(b) mailing address upon the change.

(2) A person who fails to notify the Authority of the change of physical address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate or authorisation.

40. A person may apply to the Authority in the prescribed form and after paying a prescribed fee for replacement of documents issued under these Regulations if such documents are lost or destroyed.

41. (1) The Authority may, where it considers it to be in the publicinterest, suspend provisionally, pending further investigation, any certificate, licence, approval, exemption, authorisation or such other document issued, granted or having effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend, or vary any certificate, licence, approval, exemption or such other document issued or granted under these Regulations.

(3) The Authority may, where it considers it to be in the public interest,prevent any person or aircraft from flying.

(4) A holder or any person having the possession or custody of any certificate, approval, exemption or such other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.

(5) The breach of any condition subject to which any certificate, approval,exemption or any other document, has been granted or issued

Change of address.

Replacement of documents.

Certificate suspension and revocation.

under these Regulations shall render the document invalid during the continuance of the breach.

42. (1) A person shall not—

- (a) use any certificate, licence, approval, exemption or such other document issued or required by or under these Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled; or
- (b) forge or alter any certificate, licence, approval, exemption or such other document issued or required by or under these Regulations; or
- (c) lend any certificate, licence, approval, exemption or such other document issued or required by or under these Regulations to such other person; or
- (d) make any false representation for the purpose of procuring for himself or any other person the grant issue renewal or variation of any such certificate, approval, or exemption or such other document.

Use and retention  
of certificates and  
records.

(2) During the period for which it is required under these Regulations to be preserved, a person shall not mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under these Regulations to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record.

(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(4) A person shall not purport to issue any certificate, licence, approval, exemption or authorisation for the purpose of these Regulations unless he is competent, qualified and authorised to do so under these Regulations.

(5) A person shall not issue any certificate of the kind referred to in sub-regulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

43. (1) A holder of an approved training organization certificate shall have a system to maintain and retain the following records for a minimum period of ten years from the date of completion of training—

- (a) details of training given to individual students;

Record keeping

- (b) detailed and regular progress reports from instructors including assessments, and regular progress tests and examinations;
- (c) trainee information, including, names, course, certificates held, expiry dates of medical certificates and if applicable, ratings.

(2) An approved training organisation shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

(3) Records of qualifications and training of instructors and examiners shall be retained for a minimum period of ten years after the instructor or examiner ceases to perform a function for the training organization.

(4) An approved training organisation shall submit training records and report as required by the Authority.

(5) The format of the student training records shall be specified in the training manual.

44. (1) Any person who knows of a violation of the Act, or any rule regulation, or order issued there under, shall report it to the Authority.

Reports of violation.

(2) The Authority will determine the nature and type of any additional investigation or enforcement action that need be taken.

45. A person who fails to comply with any direction given to him by the Authority or by any authorised person under any provision of these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision.

Enforcement of directions.

46. (1) The Authority may notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence or other document, including the issue of a copy thereof, or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by, or for the purpose of these Regulations any orders, notices or proclamations made thereunder.

Aeronautical user fees

(2) Upon an application being made in connection with which any fees chargeable in accordance with the sub-regulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.

(3) If, after payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the

Authority shall not refund the payment made.

47. Except where the context otherwise requires, the provisions of these Regulations—

Extra-territorial application of Regulations.

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in Kenya, shall apply to such aircraft wherever they may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, shall apply to such aircraft when they are within Kenya;
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in, or by any of the crew of, any aircraft registered in Kenya, shall apply to such persons and crew, wherever they may be; and
- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to any aircraft registered in Kenya by other persons shall, where such persons are citizens of Kenya, apply to them wherever they may be.

#### PART VII—OFFENCES AND PENALTIES

48. A person who contravenes any provision of these Regulations may have his certificate, licence, approval, authorisation, exemption or such other document revoked or suspended.

Contravention of Regulations.

49. (1) A person who contravenes any provision of these Regulations, orders, notices or proclamations made thereunder in relation to an aircraft, the operator of that aircraft and the pilot-in-command, if the operator or the pilot in command is not the person who contravened that provision he shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this Regulation to have contravened that provision unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent the contravention.

Penalties.

(2) If it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not

to be a contravention by that person of that provision.

(3) Where a person is charged with contravening a provision of these Regulations orders, notices or proclamations made there under by reason of his having been a member of the flight crew of an aircraft on a flight for the purpose of commercial air transport operations, the flight shall be treated, without prejudice to the liability of any other person under these Regulations, as not having been for that purpose if he proves that he neither knew nor had reason to know that the flight was for that purpose.

(4) A person who contravenes any provision of these Regulations orders, notices or proclamations made thereunder not being a provision referred to in sub-regulation (11) shall, upon conviction, be liable to a fine provided for under this regulation, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(5) A person who contravenes any provision of these Regulations orders, notices or proclamations made thereunder not being a provision referred to in sub-regulation (11) shall, upon conviction, be liable to a fine provided for under this regulation, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(6) Any aircraft subject to alien for the purpose of sub-regulation.(7) may be seized by and placed in the custody of the Authority.

(7) The aircraft shall be released from custody of the Authority upon—

(a) payment of the penalty or the amount agreed upon in compromise;

(b) deposit of a bond in such amount as the Authority may prescribe, conditioned upon payment of the penalty or the amount agreed upon in compromise; and

(c) receiving an order of the court to that effect.

(8) A person who contravenes any provision specified as an “A” provision in the Fourth Schedule to these Regulations commits an offence and is liable on conviction to a fine not exceeding one million shillings for each offence and or to imprisonment for a term not exceeding one year or to both.

(9) The Authority or any person specifically authorised by name, by the Authority or any police officer not below the rank of

inspector specifically authorised by name by the Cabinet Secretary, may compound offences under Part A of the Schedule to these Regulations by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority a sum not exceeding one (1) million for provisions referred to in sub-part (i) and sub-part (ii) respectively in Part A of the Fourth Schedule to these Regulations.

(10) A person who contravenes any provision specified as a “B” provision in the Fourth Schedule to these Regulations commits an offence and is liable on conviction to a fine not exceeding two million shillings for each offence and or to imprisonment for a term not exceeding three years or to both.

(12) A person who contravenes any provision of these Regulations not being a provision referred to in the Fourth Schedule to these Regulations commits an offence and is liable on conviction to a fine not exceeding two million shillings, and in the case of a second or subsequent conviction for the like offence to a fine not exceeding four million shillings.

#### PART VIII—REVOCATION

50. The Civil Aviation (Approved Training Organisations) Regulations, 2013 are revoked.

Revocation. L.N.  
77/2013

51. (1) A license, certificate, approval or any other document issued to a person or operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires, varied or cancelled by the Authority.

Transition.

(2) Notwithstanding any other provision of these Regulations, a person who at the commencement of these Regulations, is carrying out any acts, duties or operations affected by these Regulations shall, within one (1) year from the date of commencement, or within such longer time that the Cabinet Secretary may, by notice in the Gazette prescribe, comply with the requirements of these Regulations or cease to carry out such acts, duties or operations.

#### FIRST SCHEDULE QUALITY SYSTEM

(Regulation 11 (3))

##### 1. Interpretation

In this Schedule—

“quality” means the totality of feature and characteristics of a product or service that bear on its ability to satisfy stated or implied

needs.

“quality assurance” means all those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given requirements, including the ones specified by an approved training organisation in relevant manuals;

“quality audit” means a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

“quality manual” means the document containing the relevant information pertaining to an approved training organisation’s quality system and quality assurance programme;

“small approved training organisation” means an approved training organisation with capacity to train a maximum of 50 students;

The quality system of an approved training organisation for training for licences and ratings shall address the following five elements—

(a) determination of the organization’s training policy and training and flight safety standards;

(b) determination and establishment of assignment of responsibility, resources, organization and operational processes, which will make allowance for policy and training and flight safety standards;

(c) follow up system to ensure that policy, training and flight safety standards are complied with;

(d) registration and documentation of deviations from policy, training and flight safety standards together with necessary analysis, evaluations and correction of such deviations; and

(e) evaluation of experiences and trends concerning policy, training and flight safety standards.

## 2. Requirements For A Quality System—

### (1) Purpose of a Quality System—

The implementation and employment of a Quality System will enable an approved training organisation to monitor compliance with the relevant parts of the Procedures Manual and the Training Manual, and any other standards as established by an approved training organization or the Authority, to ensure safe and efficient training.

(2) Quality Policy and Strategy—

(a) an approved training organisation shall describe how it formulates, deploys, and reviews its policies and strategies and turns them into plans and actions. A formal written Quality Policy Statement shall be established as a commitment by the Accountable Manager as to what the Quality System is intended to achieve. The Quality Policy shall reflect the achievement and continued compliance with relevant parts of the Procedures Manual and the Training Manual together with any additional standards specified by an approved training organisation or the Authority.

(b) the Accountable Manager will have overall

responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.

(3) Quality system—

(a) the Quality System of an approved training organisation shall ensure compliance with and the adequacy of training activities conducted;

(b) an approved training organisation will specify the basic structure of the Quality System applicable to all training activities conducted;

(c) the Quality System will be structured according to the size of an approved training organisation and the complexity of the training to be monitored.

(4) Scope—

A quality System will address the following—

(a) leadership;

(b) policy and strategy;

(c) process;

(d) the relevant provisions of Civil Aviation (Personnel Licensing) Regulations and these Regulations;

(e) additional standards and training procedures as stated by an approved training organisation;

(f) the organizational structure of an approved training organisation;

(g) responsibility for the development, establishment and management of the Quality System;

- (h)documentation, including manuals, reports and records;
  - (i)Quality Assurance Programme;
  - (j) the required financial, material and human resources;
  - (k)training requirements; and
  - (l)customer satisfaction.
- (5) Feedback System—

The quality system will include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system also specifies who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate time scale.

(6) Documentation—

(a)relevant documentation includes the relevant part(s) of the TPM, which may be included in a separate Quality Manual.

(b)in addition, the relevant document also includes the following—

- (i) quality Policy;
- (ii) terminology;
- (iii) specified training standards;
- (iv) a description of the organization;
- (v) the allocation of duties and responsibilities;
- (vi) training procedures to ensure regulatory compliance; and
- (vii) quality Assurance Programme.

(7) Quality Assurance Programme—

(a)the Quality Assurance Programme includes all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures;

(b)the Quality Assurance Programme describes—

- (i)schedule of the monitoring process;
- (ii) audit procedures;
- (iii) reporting procedures;

(iv) follow-up and corrective action procedures;

(v) recording system;

(vi) the training syllabus;

(vii) Document control;

(c) the Quality Assurance Programme of an approved training organisation shall identify the persons within that approved training organisation who have the experience, responsibility and authority to—

(i) perform quality inspections and audits as part of ongoing Quality Assurance;

(ii) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;

(iii) initiate or recommend solutions to concerns or findings through designated reporting channels;

(iv) verify the implementation of solutions within specific Timescales; and

(v) report directly to the Quality Manager.

(8) Quality Inspections —

(a) the primary purpose of a quality inspection is to observe a particular event, action or document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

(b) typical subject are as for quality inspections are—

(i) all Training courses covered under these Regulations;

(ii) maintenance;

(iii) technical standards; and

(iv) training standards.

(9) Audits—

(a) an audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.

(b) audits include at least the following quality procedures and processes—

- (i) an explanation of the scope of the audit;
  - (ii) planning and preparation;
  - (iii) gathering and recording evidence; and
  - (iv) analysis of the evidence.
- (c) the various techniques that make up an effective audit are—

- (i) interviews or discussions with personnel;
  - (ii) are view of published documents;
  - (iii) the examination of an adequate sample of records;
  - (iv) the witnessing of the activities which make up the training;
- and
- (v) the preservation of documents and the recording of observations.

(10) Auditors —

(a) an approved training organisation must decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor and in any event, the auditor or audit team shall have relevant training or operational experience;

(b) the responsibilities of the auditors will be clearly defined in the relevant documentation.

(11) Auditor's independence—

(a) auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited and an approved training organization may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors;

(b) an approved training organisation whose structure and size does not justify the establishment of full-time auditors may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the Authority.

(c) in all cases, an approved training organisation will develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team and where external auditors are used, it is essential that any external

specialist is familiar with the type of training conducted by an approved training organisation.

(12) Audit scope—

Approved training organisations are required to monitor compliance with the Training and Procedures Manuals they have designed to ensure safe and efficient training and in doing so they should as a minimum, and where appropriate, monitor—

3. (1) Organization—

- (a) plans and objectives;
- (b) training procedures;
- (c) flight safety;
- (d) Manuals, Logs and Records;
- (e) Flight and Duty Time limitations;
- (f) rest requirements and scheduling;
- (g) Aircraft Maintenance and operations interface; maintenance programmes and continued airworthiness;
- (h) Maintenance accomplishment.

(2) Audit Scheduling—

(a) a Quality Assurance Programme will include a defined audit schedule and a periodic review cycle and the schedule may be flexible, and allow unscheduled audits when trends are identified. Follow-up audits will be scheduled when necessary to verify that corrective action was carried out and that it was effective;

(b) an approved training organisation will establish a schedule of audits to be completed during a specific calendar period. All aspects of the training are to be reviewed within a period of 12 months in accordance with the programme unless an extension to the audit period is accepted as explained below;

(c) an approved training organisation may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of the Authority. It is considered unlikely that a period of greater than 24 months would be acceptable for any audit topic;

(d) when an approved training organization defines the audit schedule, significant changes to the management, organization, training, or technologies must be considered, as well as changes to the

regulatory requirements.

(3) Monitoring and corrective action—

(a) the primary aim of monitoring within the Quality System is to investigate and judge its effectiveness, there by ensuring that defined policies and training standards are complied with continuously. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. An approved training organisation shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. The objective of this monitoring activity is eliminating the causes of unsatisfactory performance;

(b) any non-compliance identified shall be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such non-compliance shall be documented to support further investigation, to determine the cause, and to enable the development of recommendations of appropriate corrective actions;

(c) the Quality Assurance Programme shall include procedures to ensure that corrective actions are developed in response to findings. These quality procedures will allow for the monitoring of corrective actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The Accountable Manager will have the ultimate responsibility for ensuring, through the Quality Manager(s), that corrective action has re-established compliance with the standard required by the Authority and any additional requirements established by an approved training organisation.

(4) Corrective action—

Subsequent to the quality inspection or audit, an approved training organisation will determine—

(i) the seriousness of any findings and any need for immediate corrective action;

(ii) the origin of the finding;

(iii) what corrective actions are required to ensure that then on-compliance does not recur;

(iv) a schedule for corrective action;

(v) the identification of individuals or departments

responsible for implementing corrective action; and

(vi) allocation of resources by the Accountable Manager, where appropriate.

(6) The Quality Manager will—

(i) verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;

(ii) verify that corrective action includes the elements outlined in paragraph (14) above;

(iii) monitor the implementation and completion of corrective action;

(iv) provide management with an independent assessment of corrective action, implementation and completion;

(v) evaluate the effectiveness of corrective action through the follow-up process.

(7) Management Evaluation—

(a) a management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures;

(b) a management evaluation considers the results of quality inspections, audits and any other relevant indicators, as well as the over all effectiveness of the management organization in achieving stated objectives. A management evaluation also identifies and corrects trends, and prevents, where possible, future non-conformities. Conclusion sand recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action;

(c) the responsible manager is an individual who has the authority to resolve issues and take action. The Accountable Manager will decide upon the frequency, format, and structure of internal management evaluation activities.

(8) Recording—

(a) accurate, complete and readily accessible records documenting the result of the Quality Assurance Programme are to be maintained by an approved training organisation. Records are essential to enabling an approved training organization to analyze and determine the root causes of non-conformity, sothat areas of non-compliance can be identified and subsequently addressed.

(b) The following records are to be retained for a period of 5 years—

- (i) Audit schedules;
- (ii) Quality inspection and audit reports;
- (iii) Responses to findings;
- (iv) Corrective action reports;
- (v) Follow-up and closure reports; and
- (vi) Management evaluation reports.

(9) Quality Assurance Responsibility for Satellite approved training Organisations.

An approved training organisation will ensure that its satellite approved training organisation has the necessary authorisations or approvals, and commands the necessary resources and competence to undertake the tasks. If an approved training organisation requires its satellite approved training organisation to conduct activity which exceeds the satellite approved training organisation's authorisation or approval, the approved training organisation is responsible for ensuring that the satellite approved training organisation's quality assurance takes account of such additional requirements.

(10) Quality System Training—

(a) correct and thorough training is essential to optimise quality in every organization. In order to achieve significant outcomes of such training an approved training organisation will ensure that its staff understands the objectives as laid down in the Quality Manual.

Those responsible for managing the Quality System are to receive training covering—

- (i) an introduction to the concept of Quality System;
- (ii) quality management;
- (iii) concept of Quality Assurance;
- (iv) quality manuals;
- (v) audit techniques; and
- (vi) reporting and recording.

The way in which the Quality System will function in an approved training organisation.

(b) time must be provided to train every individual

involved in quality management and for briefing the remainder of the employees. The allocation of time and resources is to be governed by the size and complexity of the operation concerned.

(c) Sources of Training—

quality management courses are available from the various national or international institutions, and an approved training organisation may consider whether to rely on such institutions in training those personnel likely to be involved in the management of Quality Systems. Organizations with sufficient, appropriately-qualified staff may consider whether to carry out in-house training.

(11) Quality Systems for small approved training organisation.

- (a) the requirement to establish and document a Quality System, and to employ a Quality Manager applies to all approved training organisations;
- (b) complex quality systems may be inappropriate for small approved training organisations and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. An approved training organisation will tailor its quality system to suit the size and complexity of its training and allocate resources accordingly;
- (c) small approved training organisations may develop a Quality Assurance Programme that employs a checklist. The checklist must have a supporting schedule that requires completion of all checklist items within a specified time scale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist contents and achievement of the Quality Assurance should be undertaken;
- (d) a small approved training organisation may decide to use internal or external auditors or a combination of the two. In these circumstances, external specialists and or qualified organizations may perform the quality audits on behalf of the Quality Manager;
- (e) if the independent quality audit function is conducted by external auditors, the audit schedule will be described in the relevant documentation;

- (f) whatever arrangements are made, the main approved training organisation retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

## SECOND SCHEDULE

### *r.15(1)*

#### APPROVED TRAINING ORGANISATION TRAINING MANUAL AND PROCEDURES MANUAL CONTENTS

##### 1. General

The Training Manual for approved training courses shall include the following—

- (a) a list and description of all volumes in the training manual;
- (b) a list of effective pages and revision pages;
- (c) corporate commitment statement;
- (d) a list of Management Staff;
- (e) responsibilities and qualifications of Management staff;
- (f) Organisation Chart;
- (g) description of facilities, equipment and data;
- (h) type of approved training courses and the capability lists;
- (i) Amendment of Training Manual;
- (j) Number of instructors; and
- (k) Notification Procedure to Authority.

##### 2. Pilot Training—

the Training Manual for use at an approved training organisation conducting approved training courses for pilots shall include the following—

- (a) the training plan—
  - (i) aim of the course—

A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed;

- (ii) Pre-entry requirements—

Minimum age, educational requirements including language, and medical requirements;

(iii) Credits for previous experience—

To be obtained from the Authority before training begins;

(iv) Training Curricula—

The single engine flying curriculum, the multi-engine flying curriculum, the synthetic flight training curriculum and the theoretical knowledge training curriculum;

(v) the time scale and scale in weeks—

For each curriculum: arrangements of the course and the integration of curricula time;

(vi) training program—

the general arrangements of daily and weekly programs for flying, ground and synthetic flight training; bad weather constraints; program constraints in terms of maximum student training times (flying, theoretical knowledge, synthetic) e.g. per day or week or month; restrictions in respect of duty periods for students; duration of dual and solo flights at various stages; maximum flying hours in any day or night; maximum number of training flights in any day or night and minimum rest period between duty period for students;

(vii) training records—

rules for security of records and documents; attendance records; the form of training records to be kept; persons responsible for checking records and students' log books; the nature and frequency of records checks; standardisation of entries in training records and rules concerning logbook entries;

(viii) safety training—

individual responsibilities; essential exercises; frequency of emergency drills; frequency of dual checks at various stages and requirement before first solo day or night or navigation;

(ix) checks and tests—

Flying: Progress checks and skill tests. Knowledge: Progress tests and knowledge tests. Authorization for test. Rules concerning refresher training before retest. Test reports and records. Procedures for test paper preparation, type of question and assessment, standard required for 'Pass'. Procedure for question analysis and review and for raising replacement papers. Test resit procedures.

(x) training effectiveness—

individual responsibilities; General Assessment; liaison between departments; identification of unsatisfactory progress individual students; actions to correct unsatisfactory progress; procedure for changing instructors; maximum number of instructor changes per student; internal feedback system for detecting training deficiencies; procedure for suspending a student from training; discipline and

reporting and documentation;

(xi) standards and level of performance at various stages:

Individual responsibilities. Standardization. Standardization requirements and procedures. Application of test criteria.

(b) briefing and air exercises—

(i) Air exercise—

a detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles;

(ii) air exercise reference list—

an abbreviated list of the exercises referred to paragraph (i) giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors;

(iii) course structure—Phase of training—

A statement of how the course will be divided into phases, indication of how the air exercises referred to in paragraph(ii) will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential emergency exercises are repeated at the correct frequency. Also, the curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.

(iv) course structure integration of curricula—

the manner in which the theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.

(v) student progress—

the requirement for student progress including a brief but specific statement of what a student is expected to be able to do and the standard of proficiency the student must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, as necessary before significant exercises, such as night flying;

(vi) instructional methods—

the requirements, particularly in respect of pre and post-flying briefing, adherence to curricula and training specifications and authorisation of solo flights;

(vii) progress tests—

the instructions given to examining staff in respect of the conduct and document of all progress tests;

(viii) Glossary of terms—

Definition of significant terms as necessary; and

(ix) Appendices—

Samples of: Progress report forms, progress test report forms, skill test report forms, certificates of experience, competence, etc. as required, issued by an approved training organisation.

(c) Synthetic flight training: Structure generally as in (b);

(d) Knowledge instruction: Structure generally as in (b) with a training specification and objectives for each subject. Individual lesson plans to include mention of the specific training aids available for use.

3. Training other than for pilots—

The Training Manual for use by an approved training organisation conducting approved training courses other than pilots training shall include the following—

(a) the Course Plan—

(i) the objectives and learning outcomes;

(ii) pre-entry requirements: Minimum age, educational Requirements including language, and medical requirements as applicable for trainings ought;

(iii) a list showing each subject and the topics covered in the subject;

(iv) a description of the examination or assessment methods and the examination or assessment criteria;

(v) a description of—

(aa) methods in which training is conducted (for example: lecture, computer-based training, simulators or practical training); and

(bb) available equipment and data necessary for training;

(vi) a description of the facilities including classroom, laboratory and workshop necessary to deliver the training;

(vii) a list showing the prerequisites, if any, for each subject;

(viii) credits for previous experience: to be obtained from the Authority before training begins;

(ix) a statement showing the number of hours of training that are necessary for each topic and for the whole course;

(x) the minimum and maximum student attendance requirements for each subject and description of the way in which

students' attendance is checked and recorded.

(xi) for each subject, a copy of—

(aa) the course notes that are to be given to student;

(bb) any examination paper or examinations question bank that is to be used;

(xii) a list showing the units of competency that must be completed for each course;

(b) Training—

(i) organisation of courses and course schedules;

(ii) preparation of courses material;

(iii) preparation of class room equipment;

(iv) preparation of work shops, simulation media and equipment;

(v) method of conducting knowledge and practical training;

(vi) retention of records of training conducted;

(vii) rules for security of records and documents attendance records; the form of training records to be kept; persons responsible for checking records and students' log books; the nature and frequency of records checks; and standardisation of entries in training records;

(viii) use of locations other than location for which the approved training organisation is approved.

(ix) conduct of basic practical training;

(c) examinations—

(i) organisation and conduct of examinations;

(ii) security of examination materials;

(iii) preparation of examination room;

(iv) marking and record of examinations;

(v) storage and retention of examination records;

(vi) examination or assessment at satellite locations;

(vii) preparation, control and issue of training course records;

(viii) to rage of course material and equipment; and

(ix) prevention, Investigation and reporting of examination or assessment misconduct.

(d) certification—

- (i) course transcript; and
- (ii) certificates.

#### PROCEDURES MANUAL

The Procedures Manual for approved training courses shall include the following—

##### 1. General

- (a) a list and description of all volumes in the procedure Manual;
- (b) a list of effective pages and revision pages;
- (c) corporate commitment statement;
- (d) a list of management staff;
- (e) responsibilities and qualifications of management staff;
- (f) organisation chart;
- (g) description of facilities, equipment and data;
- (h) type of approved training courses and the capability lists;
- (i) amendment of Procedures Manual and Training Manual;
- (j) number of instructors; and
- (k) notification Procedure to Authority.

##### 2. (1) Pilot Training—

- (a) a list and description of all volumes in the Procedures Manual;
- (b) administration (function and management);
- (c) schedules of responsibilities for all management and administrative staff;
- (d) student discipline and disciplinary action;
- (e) approval or authorization off lights;
- (f) preparation of flying programme (restriction of numbers of aircraft in poor weather);
- (g) control of training aircraft;
- (h) responsibilities of pilot-in-command;
- (i) carriage of passengers;
- (j) aircraft documentation;

- (k) retention of documents;
  - (l) flight crew qualification records,;
  - (m) renewal of licences and medical certificates;
  - (n) flying duty period and flight time limitations for flying instructors;
  - (o) flying duty period and flight time limitations for students;
  - (p) rest periods for flying instructors;
  - (q) rest periods for students;
  - (r) pilots' logbooks;
  - (s) flight planning; and
  - (t) safety covering general: equipment, radio listening watch, hazards, accidents and incidents (including reports) and safety pilots.
- (2) Technical—
- (a) aircraft descriptive notes;
  - (b) aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.);
  - (c) emergency procedures;
  - (d) radio and radio navigation aids;
  - (e) minimum equipment list; and
  - (f) configuration deviation list.
- (3) Route—
- (a) performance (legislation, take-off, route, landing, etc.);
  - (b) flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc.);
  - (c) loading (load sheets, mass, balance, limitations);
  - (d) weather minima (flying instructors);
  - (e) weather minima (students: at various stages of training); and training routes or areas.
- (4) Staff training—
- (a) appointments of persons responsible for standards or competence of flying staff;
  - (b) initial training;

- (c) refresher training;
  - (d) standardization training;
  - (e) proficiency checks;
  - (f) upgrading training; and
  - (g) staff standards evaluation.
- (5) Quality Management System—
- (a) the procedure for quality control of training;
  - (b) the procedures used to audit examination and competency assessment system;
  - (c) the procedures used to analyse the results of any examination or assessment;
  - (d) the procedures used to rectify deficiencies identified by analysis in paragraph (c);
  - (e) the procedure used for conducting periodic reviews including information on review timetable;
  - (f) the procedure for maintenance of instructors' skill and qualifications;
  - (g) the procedure used for recording instructors' qualification; and
  - (h) the procedures to assess compliance and
  - (i) adequacy of the procedures.

3. Training other than Pilots.

(1) Training and Examination Procedures—

- (a) courses organization procedures;
- (b) the procedures used to develop or acquire documents for training and examinations;
- (c) the procedures used to prepare and use of equipment for theory and basic practical training;
- (d) the procedures for conducting knowledge and practical training;
- (e) training record storage and retention procedures;
- (f) procedures for conducting examinations and practical skill assessments;
- (g) procedures for marking of examinations and recording the results;
- (h) procedures for storage of examination records;

- (i) the procedures for storage of course material and equipment used for instruction;
  - (j) procedures to prevent, investigate and report to Authority any examination or assessment misconduct.
- (2) Quality Management System—
- (a) the procedure for quality control of training;
  - (b) the procedures used to audit examination and competency assessment system;
  - (c) the procedures used to analyse the results of any examination or assessment;
  - (d) the procedures used to rectify deficiencies identified by analysis in (c);
  - (e) the procedure used for conducting periodic reviews including information on review timetable;
  - (f) the procedure for maintenance of instructors' skills and qualifications;
  - (g) the procedure used for recording instructors' qualification;
  - (h) the procedures to assess compliance and adequacy of the procedures.
- (3) Appendices—
- (a) samples of documents and forms used;
  - (b) syllabus of each training course;
- (4) Staff training—
- (a) appointments of persons responsible for standards or competence of training staff;
  - (b) initial training;
  - (c) refresher training;
  - (d) standardization training;
  - (e) proficiency checks;
  - (f) upgrading training; and
  - (g) staff standards evaluation.

THIRD SCHEDULE (r 18(4) and 25(3))

APPROVED TRAINING ORGANISATION MANAGEMENT PERSONNEL  
RESPONSIBILITIES AND QUALIFICATIONS

PART A: GENERAL—FOR ALL APPROVED TRAINING ORGANISATIONS

1. Accountable Manager—

(1) The Accountable Manager—

- (a) is the Chief Executive and corporate authority for ensuring that all training commitments are financed and carried out to the standard required by the Authority and any additional requirements defined by the aviation training organisation; and
- (b) may delegate in writing to another person within the organization the overall approval management responsibility.

(2) The Accountable Manager shall possess the following qualifications—

- (a) a background in the management of training organizations;
- (b) knowledge of the Civil Aviation (Approved Training Organization) Regulations and the regulations and other materials published by the Authority that are applicable to the courses taught by an approved training organisation; and
- (c) a thorough understanding of the organization and training program of an approved training organisation.

2. Quality Manager—

(1) the Quality Manager shall—

- (a) have the primary role to verify, by monitoring activities in the field of training, that the standards required by the Authority, and any additional requirements as established by an approved training organisation are being carried out properly;
- (b) be responsible for ensuring that the Quality Assurance;
- (c) programme is properly implemented, maintained and continuously reviewed and improved;
- (d) have direct access to all parts of an approved training organisation's organization; and
- (e) in the case of small approved training organisation's, the posts of the Head of Training and the Quality manager may be combined.

(2) in the case that the posts of the Head of Training and the

Quality manager are combined the quality audits shall be conducted by an independent personnel.

(3) The minimum qualifications for Quality Manager are as follows—

- (a) a technically qualified person in one field of training to be conducted;
- (b) a t least three years experience in the training to be conducted;
- (c) must have successfully completed a training in quality management recognized by the Authority;

#### PART B—FLIGHTCREWTRAINING

##### 1. Head of Training—

The Head of Training shall have—

- (a) overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction and for supervising the progress of individual students; and
- (b) had extensive experience in training as a flight instructor for professional pilot licences and possess a sound managerial capability.
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people.

##### 2. Chief Flight Instructor—

The Chief Flight Instructor shall—

- (a) be responsible for the supervision of flight and synthetic flight instructor sand for the standardisation of all flight instruction and synthetic flight instruction;
- (b) hold the highest professional pilot licence related to the flying training courses conducted;
- (c) hold the rating(s) related to the flying training courses conducted;
- (d) hold a flight instructor rating for at least one of the types of aircraft used on the course; and
- (e) must have good interpersonal and communication;
- (f) skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people.

3. Flight and Synthetic Flight Instructors—

- (a) a Flight instructor shall hold—
  - (i) a professional pilot licence and ratings related to the flying training courses conducted;
  - (ii) a flight instructor rating on the types of aircraft used on the course; and
  - (iii) an instrument rating instructor endorsement if he is to conduct instrument rating training.
- (b) a Synthetic flight instructor shall—
  - (i) be a holder or have held a professional pilot licence; and
  - (ii) possess an authorization from the Authority.

4. Chief Ground Instructor—

The Chief Ground Instructor shall—

- (a) be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;
- (b) hold a Ground Instructor's licence in the field he is to give instructions;
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people; and
- (d) have received training in the teaching and instructional;
- (e) techniques.

5. Ground instructors—

A Ground Instructor shall—

- (a) hold a Ground Instructor's licence in the field he is to give instructions;
- (b) have good interpersonal and communication skills;
- (c) be technically competent and a person of integrity; and
- (d) have received training in the teaching and instructional;
- (e) techniques.

6. Flight engineer Instructors—

A Flight Engineer Instructor shall—

- (a) hold a flight engineer licence and ratings related to the

training courses to be conducted;

- (b) hold an authorisation from the Authority on the course to be conducted; and
- (c) hold an authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations if he is to conduct training in synthetic flight trainer.

#### PART C—AIRCRAFT MAINTENANCE ENGINEERING TRAINING

##### 1. Head of Training—

The Head of Training shall have—

- (a) overall responsibility for ensuring satisfactory integration of engineering training, that includes practical and theoretical knowledge instruction and for supervising the progress of individual students;
- (b) or had a Aircraft Maintenance Engineering licence and extensive experience in training aircraft maintenance engineers and possess a sound managerial capability; and
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people.

##### 2. Chief Aircraft Maintenance Engineering Instructor—

The Chief Aircraft Maintenance Engineering Instructor shall—

- (a) be responsible for the supervision of instructions and for the standardisation of all engineering instructions and shall;
- (b) hold an Aircraft Engineering licence with ratings related to the courses to be conducted;
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and posses the ability to get along with other people; and
- (d) have received training in the teaching and instructional techniques.

##### 3. Aircraft Maintenance Engineering Instructor—

An Aircraft Maintenance Engineering Instructor shall—

- (a) hold an AME licence with ratings related to the courses to be conducted; and

- (b) have received training in the teaching and instructional techniques.

#### PART D—AIR TRAFFIC CONTROL TRAINING

##### 1. Head of Training—

The Head of Training shall have—

- (a) overall responsibility for ensuring satisfactory integration of ATS training in both, theoretical and simulator training, and for supervising the progress of individual students;
- (b) had extensive experience in training techniques and managerial capability; and
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

##### 2. Air Traffic Control Chief Instructor—

The Air Traffic Control Chief Instructor shall—

- (a) have had extensive experience in training techniques in the field of air traffic control;
- (b) be responsible for the supervision of the instructor staff for the standardization of all theoretical and simulator instructions;
- (c) hold all the air traffic control ratings related to the air traffic control courses conducted;
- (d) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people; and
- (e) have received training in the teaching and instructional techniques.

##### 3. Air Traffic Control Instructor—

An Air Traffic Control Instructor shall—

- (a) hold an air traffic control licence with ratings related to the air traffic control courses to be conducted; and
- (b) have received training in the teaching and instructional techniques.

#### PART E—FLIGHT OPERATIONS OFFICER TRAINING

##### 1. Head of Training

The Head of Training shall have—

- (a) overall responsibility for ensuring satisfactory integration of Flight Operations training in both, theoretical and practical training, and for supervising the progress of individual students;
- (b) had extensive experience in training techniques and managerial capability; and
- (c) must have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people.

2. Flight Operations Chief Instructor—

The Chief Instructor shall—

- (a) hold or held a Flight Operations Officer's Licence; or
- (b) possess experience and training requirements for Flight Operations Officer licence as prescribed in the Civil Aviation (Personnel Licensing) Regulations;
- (c) be responsible for the supervision of all instructors and for the standardisation of all the instruction;
- (d) have good interpersonal and communication skills, be technically competent and a person of integrity, be impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability to get along with other people; and
- (e) have received training in the teaching and instructional techniques.

3. Flight Operations Instructor—

The Flight operations Instructor shall—

- (a) hold a Flight Operations Officer's Licence;
- (b) possess experience and training requirements for Flight Operations Officer licence as prescribed in the Civil Aviation (Personnel Licensing) Regulations; and
- (c) have received training in the teaching and instructional techniques.

## FOURTH SCHEDULE

*rr.50(8),(9)and51(3),(4)*

## OFFENCES AND PENALTIES

<i>Regulation Number</i>	<i>Regulation Title</i>	<i>Penalties</i>
7(1),(2)	Requirements for an approved training organisation Certificate	A(ii)
10	Certificate holder responsibilities	A(ii)
11	Quality systems for an approved training organisation	A(ii)
23(3)	Training facilities	B
27(3)	Training facilities equipment and material for aircraft maintenance engineer course	B
28(3)	Training facilities, equipment and material for air traffic controllers or flight radiotelephony operator.	B
29(3)	Training facilities, equipment and material for flight operations officers or cabin crewmembers.	B
30	Advertising limitations.	B
37	Inspection of licences and certificates.	A(ii)
42(1),(2),(4),(5)	Use and retention of certificates and records.	B
45	Enforcement of directions	A

Made on the 26th March, 2017.

JAMES MACHARIA,  
Cabinet Secretary for Transport,