
CERTIFICATION OF PROSPECTIVE TRAINING ORGANISATION AND RENEWAL OF APPROVED TRAINING ORGANISATION

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) describes the application and certification process for obtaining an Approved Training Organisation Certificate to conduct aviation training under the Civil Aviation (Approved Training Organisation) Regulations (ATO Regulations). This AC provides basic information applicable to the certification process.
- 1.2 This Advisory Circular applies to applicants for prospective and approved training organisations.
- 1.3 Applicants will be briefed in as much detail as necessary regarding the preparation of the Training and Procedures Manual and other documents during meetings with the Authority personnel. The information in this AC and the material referenced therein will assist the applicant in completing the process with minimal delays and complications.
- 1.4 Cancellation: This Advisory Circular supersedes CAA-AC-ATO001C, August 2019.

2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 The Civil Aviation (Approved Training Organisations) Regulations.
- 2.3 The Civil Aviation (Personnel Licensing) Regulations.
- 2.4 The Civil Aviation (Airworthiness) Regulations.
- 2.5 The Civil Aviation (Safety Management Systems) Regulations.
- 2.6 The Civil Aviation (Operation of Aircraft for Commercial Air Transport) Regulations.
- 2.7 Kenyan Aircraft Maintenance Engineers' Licence (KAMEL) Manual – CAA-M-PEL050A
- 2.8 Kenya Aircraft Maintenance Training Organisation (KAMTO) Manual – CAA-M-PEL076

3.0 BACKGROUND

- 3.1 The certification process is designed to ensure that a prospective raining Organisation understands the requirements. When satisfactorily completed, the certification process will ensure that the applicant is able to comply with the applicable requirements of ATO Regulations and the international standards applicable to the operation of an Approved Training Organisation (ATO).
- 3.2 The certification comprises 5 phases. A phase separates the process into related sequential activities supporting a specific function. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) phases are:
- (i) Pre-application.
 - (ii) Formal Application.
 - (iii) Document Evaluation.
 - (iv) Demonstration and Inspection; and
 - (v) Certification
- 3.3 It is important to note that regardless of the type or complexity of the courses and training specifications applied for, the certification process will always follow the 5-phase processes.

4.0 PRE-APPLICATION PHASE

4.1 Pre- Application Statement of Intent (PASI)

- 4.1.1 A prospective applicant for an Approved Training Organisation (ATO) certificate should, as early as practicable prior to the anticipated commencement of aviation training, contact the Authority and formally notify it of the intention to apply for an ATO certificate. Upon receipt of such notification, the prospective applicant will be invited to an orientation meeting with Authority personnel for a briefing on basic information and the general requirements for ATO certification
- 4.1.2 The Pre-Application Statement of Intent (PASI) will be provided to the prospective applicant. A sample PASI form is contained in Appendix II. The PASI shall be completed and signed by the prospective ATO certificate applicant and returned to the Authority's offices. The form shall be signed by the Accountable Manager.
- 4.1.3 The Authority personnel shall review the Pre-Application Statement of Intent (PASI). Where the information provided is incomplete or contains errors, the PASI shall be returned to the prospective ATO certificate applicant with the reasons for its return. Where the information is complete and acceptable, the Authority shall determine the certification team to be assigned to the project and schedule a pre-application meeting with the applicant and the designated Authority certification team members.

- 4.1.4 The purpose of the pre-application meeting is to confirm the information on the PASI and to provide critical certification information to the applicant. It is recommended that the applicant's proposed key management staff attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Besides verifying the PASI information at the meeting, the Authority team would -
 - 4.1.4.1 Ensure that the applicant is aware of what is expected during the certification and all Civil Aviation Regulations that are applicable to the proposed training;
 - 4.1.4.2 Provide an overview of the certification process
 - 4.1.4.3 Answer any questions raised by the applicant.
 - 4.1.4.4 Provide the applicant with an ATO application information package
 - 4.1.4.5 The Authority certification team will guide the applicant on the application requirements. The applicant will be informed that all correspondence to the Authority must be signed by the Accountable Manager, unless written delegation of authority has been provided to and accepted by the Authority
- 4.1.5 To help promote a clear understanding throughout the certification process, the application information package includes the following:
 - 4.1.5.1 The applicable certification checklist which will be used by the Authority inspectors during the certification project.
 - 4.1.5.2 A schedule of events (SOE) template which must be completed by the applicant and submitted with the formal application.
 - 4.1.5.3 Other publications, documents and references the Authority thinks would be useful.
- 4.1.6 If at any time during the certification phase the applicant formally terminates all efforts toward certification, or if a period of 90 days elapses without any discernible activity by the applicant, or if the Authority determines that the applicant will not proceed with the certification process, the Authority shall notify the applicant in writing that the Certification process is terminated. The applicant must then submit a new Pre-Application Statement of Intent (PASI) in order to re-initiate the certification process.

5.0 FORMAL APPLICATION PHASE

- 5.1 An applicant for an ATO certificate shall submit an application to the Authority using the prescribed form, as specified in the ATO Regulations. It is essential that the applicant familiarizes themselves with the ATO Regulations and this Advisory Circular to understand the minimum documentation required for the application to be considered acceptable.
- 5.2 The formal application must be submitted at least 90 days before training is planned to begin or as far in advance of the proposed start-up date as possible. The formal application for certification should be a letter with attachments containing the information comprising of a formal application package. The formal application letter must comprise the following information:

- 5.2.1 The full and official name of the applicant.
- 5.2.2 The physical location address
- 5.2.3 The applicant's intended primary operating location
- 5.2.4 Mailing address shall be included in the formal application letter if different from that shown on its letterhead
- 5.2.5 The identity of key management personnel such as
 - 5.2.5.1 Accountable Manager
 - 5.2.5.2 Head of Quality
 - 5.2.5.3 Head of Training
 - 5.2.5.4 Safety Manager as applicable
 - 5.2.5.5 Chief Ground Instructor and Chief Flight Instructor
 - 5.2.5.6 Chief FOO Instructor
 - 5.2.5.7 Chief AMEL instructor
 - 5.2.5.8 Chief ATC Instructor

5.3 The documents required include, but are not limited to, the following:

5.3.1 Flight Crew Training Organisation

- 5.3.1.1 Formal application letter as per the sample in Appendix IV
- 5.3.1.2 The schedule of events in the certification process with appropriate events addressed and target dates.
- 5.3.1.3 An initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of applicable regulations.
- 5.3.1.4 Duly filled biographical data forms for all management personnel with relevant CVs and certificates.
- 5.3.1.5 Duly filled biographical data forms for all the instructors for the organisation with relevant CVs and certificates.
- 5.3.1.6 A list of aircraft to be used for training (attach all copies of each aircraft's documents); these include.
 1. Copy of the aircraft's Certificate of Registration
 2. Copy of the aircraft's Certificate of Airworthiness
 3. Air Service Licence
 4. Certification of Release to Service
 5. Copy of Maintenance agreements
 6. KCAA Maintenance Agreement approval
 7. Copy of Aircraft Lease Agreements (if applicable)
 8. Lease agreement KCAA approval
 9. POH/AFM acceptance from the Authority
 10. Certificate of Insurance
 11. Aircraft Radio Licence
 12. Instructors' Licences
 13. Weight and Balance

- 14. Aircraft Maintenance Organisation Certificate
- 15. AMO Standard Operating Procedures.

- 5.3.1.7 Training manual for each course being taught.
- 5.3.1.8 Procedures manual.
- 5.3.1.9 Safety Management Systems Manual.
- 5.3.1.10 Quality Manual.
- 5.3.1.11 Any other Manuals specific to the training organisation.

5.3.2 Maintenance Training Organisations

- 5.3.2.1 Formal application letter as per the sample in Appendix IV.
- 5.3.2.2 The schedule of events in the certification process with appropriate events addressed and target dates.
- 5.3.2.3 An initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of applicable regulations.
- 5.3.2.4 Duly filled biographical data forms for all management personnel with relevant CVs and certificates.
- 5.3.2.5 Duly filled biographical data forms for all the instructors for the organisation with relevant CVs and certificates.
- 5.3.2.6 A Training and Procedures Manual (which will include the organisation's Quality Management System's Procedures); Refer to KAMTO Manual
- 5.3.2.7 Safety Management System Manual.
- 5.3.2.8 Documents of purchase, leases, contracts or letters of intent.
- 5.3.2.9 Contracts and/or agreements with other approved AMO/AOC as applicable
- 5.3.2.10 Copies of AMO/AOC certificates and SOPs as applicable.
- 5.3.2.11 Any other Manuals or documents specific to the training organisation.

5.3.3 Flight Operations Officer Training Organisation

- 5.3.3.1 Formal application letter as per the sample in Appendix IV.
- 5.3.3.2 The schedule of events in the certification process with appropriate events addressed and target dates.
- 5.3.3.3 An initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of applicable regulations.
- 5.3.3.4 Duly filled biographical data forms for all management personnel with relevant CVs and certificates.
- 5.3.3.5 Duly filled biographical data forms for all the instructors of the organisation with relevant CVs and certificates.
- 5.3.3.6 FOO Training manual.
- 5.3.3.7 Procedures manual.
- 5.3.3.8 Quality Manual.
- 5.3.3.9 Any other Manuals specific to the training organisation.
- 5.3.3.10 Memorandum of Understanding with relevant AOC holders to facilitate student On-the-Job Training (OJT).

5.3.4 Air Traffic Control Training Organisation

- 5.3.4.1 Formal application letter as per the sample in Appendix IV.
- 5.3.4.2 The schedule of events in the certification process with appropriate events addressed and target dates.
- 5.3.4.3 An initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of applicable regulations.
- 5.3.4.4 Duly filled biographical data forms for all management personnel with relevant CVs and certificates.
- 5.3.4.5 Duly filled biographical data forms for all the instructors of the organisation with relevant CVs and certificates.
- 5.3.4.6 Training manual for each rating being taught.
- 5.3.4.7 Procedures manual.
- 5.3.4.8 Quality Manual.
- 5.3.4.9 Any other Manuals or documents specific to the training organisation.

5.4 Explanation of Attachments Submitted with the Formal Application

5.4.1 Schedule of events (SOE).

- 5.4.1.1 The schedule of events is a key document that lists items, activities, programmes, aircraft and facility acquisitions that will be made ready for inspection by the ATO before certification.
- 5.4.1.2 An SOE template is provided as part of the application package, and the applicant shall complete it with proposed dates and timelines in coordination with its management team and the Authority, ensuring all items are logical and sequential and allow sufficient time for Authority review, inspection, and approval where required. Failure to complete any item or event satisfactorily or in accordance with the SOE may delay the certification process. Should revisions to the SOE become necessary at any stage, the applicant must promptly notify the Authority, and any changes to certification timelines will be subject to mutual agreement between the Authority and the applicant.
- 5.4.1.3 The schedule should include:
 - 1. When the facilities will be ready for inspection.
 - 2. When each of the required manuals will be ready for evaluation.
 - 3. When aircraft will be ready for inspection.
 - 4. When the management personnel can be interviewed;
 - 5. If, and when training can be observed.

5.4.2 Initial statement of compliance.

- 5.4.2.1 The initial Statement of Compliance shall provide a complete list of all applicable CAA regulations relevant to the proposed training operations, including pertinent regulations, sub-regulations, and applicable schedules. Each item shall be accompanied by a brief description or, preferably, a specific reference to the applicant's manuals, programmes, or other documents that identifies the method of compliance.
- 5.4.2.2 Where the method of compliance has not been fully developed at the time of formal application, the applicant shall indicate a reasonable and Authority-acceptable date by which it will be finalised, which must occur no later than the closure of Phase III.
- 5.4.2.3 The Statement of Compliance demonstrates that all regulatory requirements have been addressed and assists the CAA certification team in assessing compliance across the applicant's documentation. Appendix V provides an example of an acceptable format for presenting the Statement of Compliance.

5.4.3 Management personnel and instructors.

- 5.4.3.1 Civil Aviation regulations establish required management and instructor positions, along with qualification criteria that may vary depending on the complexity of the proposed operation.
- 5.4.3.2 The applicant shall provide a list of management positions, identifying the individuals nominated for each position and detailing their qualifications, relevant management and aviation experience, and, where applicable, licences and ratings.
- 5.4.3.3 Appendix VI provides a sample biographical data form to be submitted with the résumés of key management personnel and instructors. These forms must include personal and employment details and be accompanied by current curricula vitae, valid licences, and all relevant supporting documentation applicable to the position to be held.

5.4.4 Safety Management Systems.

- 5.4.4.1 The details of the applicant's SMS include the safety policy, safety organisation, safety assessments, occurrence reporting, hazard identification, risk assessment and risk management, event investigation and analysis, performance monitoring, safety promotion and safety assurance.

5.4.5 Aircraft to be used for training.

5.4.5.1 A list of the aircraft to be operated should be provided indicating the make, model, series and the nationality and registration marks for each aircraft.

5.4.5.2 This list shall include, but not limited to, the following:

1. Copy of the aircraft's Certificate of Registration
2. Copy of the aircraft's Certificate of Airworthiness
3. Air Service Licence
4. Certification of Release to Service
5. Copy of Maintenance agreements
6. KCAA Maintenance Agreement approval
7. Copy of Aircraft Lease Agreements (if applicable)
8. Lease agreement KCAA approval
9. POH KCAA acceptance
10. Certificate of Insurance
11. Aircraft Radio Licence
12. Instructors' Licences and Authorization
13. Weight and Balance
14. Aircraft Maintenance Organisation Certificate
15. AMO Standard Operating Procedures
16. Any other documents that may be required by the Authority

5.4.6 Documents of purchase, leases, contracts, or Memorandum of understanding.

5.4.6.1 Documents of purchase, leases, contracts or letters of intent should provide evidence that the applicant is actively procuring aircraft, facilities and services appropriate to the operation proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent should be provided. These documents should relate to aircraft, location facilities and services, weather reporting, maintenance, aeronautical charts and publications.

5.4.6.2 A memorandum of Understanding shall also be provided between the training organisation and the AOC/AMO where the training organisation intends to train Flight Operations Officers and maintenance courses as applicable. The AOC to be utilized must be having operations that require dispatch services according to the training organisations training programme.

5.4.7 **Training manual.**

- 5.4.7.1 The training manual, which may be provided in separate parts, should set out the applicant's training policies, the duties and responsibilities of personnel, training information for a particular course, instructors approved to train, course content, lesson plans, course handouts, examination procedures for that particular course, and the instructions and information necessary to train a particular course.
- 5.4.7.2 The size, as well as the number of volumes, of the training manual will depend upon the size and complexity of the proposed training operations.

5.4.8 **Procedures manual.**

- 5.4.8.1 The procedures manual, should set out the applicant's general procedures and policies, the duties and responsibilities of personnel, training policy and procedures, the capability lists, quality system for training, list of all instructors and all sample documents that the ATO intends to use in the organisations such as sample certificates, progress reports, etc.

Note:

For the purposes of the Maintenance ATO, the Training and Procedures Manual (TPM) is submitted as a single, consolidated document. Accordingly, the TPM must comprehensively address all training procedures and quality procedures within the same document

- 5.4.8.2 The content of a training and procedures manual is outlined in the civil aviation (Approved Training Organisation) Regulations as amended. The ATO must have a system in place to ensure that the TPM is amended as necessary to keep the information contained therein up to date. The system must ensure that copies of all amendments to the TPM are furnished promptly to all organisations or persons to whom the manual has been distributed.
- 5.4.8.3 For ATO's providing more than one course shall develop a training manual for each course being sought.
- 5.4.8.4 The ATO's Master copy must always be readily available at their premises. The Accountable Manager's copy shall be the Master Copy since it bears the Authority's approval stamp and signature.

5.4.9 Aircraft Maintenance programme.

5.4.9.1 The maintenance programme, including a maintenance schedule, will detail the maintenance requirements for individual aircraft.

5.4.10 Quality Manual.

5.4.10.1 Quality manual is a document that states the relevant information pertaining to an approved training organisation's quality system and quality assurance programme;

5.4.11 Assessment of financial, economic and legal matters.

5.4.11.1 The status of the assessment of financial, economic and legal matters should be clearly identified in the formal application package (ASL).

5.5 Formal application package review

5.5.1 The Authority will conduct a cursory review of the application package to determine whether it contains the required information and attachments. If major omissions or errors are identified, the formal application and all attachments will be returned to the applicant with a letter outlining the reasons for the return. When the Authority finds the documents acceptable, the PM will arrange a formal application meeting to discuss the application package and the subsequent actions in the certification process.

5.5.2 The formal application meeting is intended to reinforce open communication and establish effective working relationships between the Authority and the applicant. The applicant's key management personnel are expected to attend this meeting. The purpose of the meeting is to review the formal application, resolve any omissions, deficiencies, and open questions, and address any date conflicts identified in the SOE. Subsequent phases of the certification process will also be discussed in detail.

5.5.3 The applicant should seek clarification on any item or process that is not clearly understood. The Authority will respond to the applicant's questions and further explain the certification process. Based on the outcomes of the meeting, the Authority's certification team will determine the acceptability of the application package. The PM will then formally accept the application and notify the applicant in writing as soon as practicable.

5.5.4 The Authority acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process.

5.6 List of Training Functions to be Performed by the ATO

- 5.6.1 The list of training functions shall be included in the TPM and shall identify, as applicable, the type of training course and the equipment used for each course.

6.0 DOCUMENT EVALUATION PHASE

- 6.1 After the formal application has been accepted, the Authority shall conduct a comprehensive review of each submitted document to verify regulatory compliance, relevance, and scope. Each document shall clearly define and illustrate the organisation's structure, functions, activities, and programmes, and shall demonstrate how the organisation intends to comply with applicable regulations. Furthermore, the documents shall describe the processes by which the organisation will maintain continued compliance and uphold the terms of approval following certification, including the implementation of internal audits, the identification of findings, and the execution of corrective actions.
- 6.2 The Authority will endeavour to complete these evaluations in accordance with the timelines determined by the Authority. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or document is satisfactory, the Authority will grant an approval or acceptance.
- 6.3 The Authority will inform the applicant of the upcoming phase (Demonstration and Inspection Phase).

7.0 DEMONSTRATION AND INSPECTION PHASE

- 7.1 The Authority shall conduct an inspection of the organisation's facilities, stations, programs, systems, and processes to verify that the declarations and commitments stated in the submitted documents are implemented, functional, and meet the required standards. The inspection will also ensure that qualified personnel are available in the appropriate numbers to perform training activities in the organisation. Prior to commencing operations, the applicant must demonstrate full compliance with applicable regulations, including the actual performance of activities and/or operations under observation by Authority Inspectors. The on-site evaluations will include at least the following:
1. Aircraft proposed for conduct of training as applicable.
 2. Flight simulator and training devices as applicable.
 3. Training facilities and training equipment.
 4. Demonstrate procedures as per approved manuals.
 5. Training in progress.
 6. Testing and examinations.

7. Record keeping system.
8. Quality Control system.
9. Safety Management Systems
10. Management Personnel Interviews

7.2 During inspections and demonstrations, the Authority assesses the effectiveness of the organisation's systems, procedures, manuals, and instructions, with particular focus on management, quality control, and training effectiveness. Any identified discrepancies must be corrected before the closure of this phase.

7.3 The applicant shall provide a final Statement of Compliance by the end of this phase, demonstrating that all applicable regulatory requirements have been fully addressed in the relevant manuals, programmes, and procedures.

8.0 CERTIFICATION PHASE

8.1 When all regulatory requirements for approval of a Training Organisation have been satisfactorily met, the Authority shall prepare and issue to the applicant the Approval Certificate that shall be valid for a period of twelve calendar months (12 months) and the Training Specifications which indicate the approval scope and limitations. The Training Specifications contain the courses, authorizations, limitations, and provisions specific to the certificate holder's operation.

8.2 Training specifications will contain the following details:

1. The type of training authorized, including approved courses;
2. The ATO Name, Number and Expiry date
3. The category, class, and type of aircraft that may be used for training, testing, and checking where applicable;
4. For each flight simulator and flight training device subject to qualification evaluation by the Authority, the identification number assigned to that equipment after successfully completing the five-phase approval process;
5. The name and address(location) of each satellite ATO and the approved courses offered at each location;
6. Names and titles of the approved management personnel.

9.0 VALIDITY OF AN ATO CERTIFICATE

9.1 An ATO Certificate and its associated Training Specifications is valid for a period twelve (12) months from the date of issue, or as stated on the ATO certificate.

9.2 The ATO shall cease to be valid if:

1. The Authority amends, suspends, revokes or otherwise terminates the ATO.
2. The ATO holder surrenders the certificate to the Authority.
3. The Authority establishes that an Approved Training Organisation has suspended provision of the approved courses for more than 90 continuous days.
4. The Authority establishes that the ATO has not conducted the approved courses for more than 180 continuous days and they have not notified the Authority of the same.
5. The ATO holder notifies the Authority of the suspension of approved courses.

10.0 RENEWAL OF AN APPROVED TRAINING ORGANISATION CERTIFICATE

10.1 Unless the ATO is suspended or revoked, the ATO will be renewed provided the ATO holder demonstrates continuous compliance with the applicable regulations and procedures described by the Authority. The Authority is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the Regulations and safe operating practices.

10.2 The application for the renewal of an ATO must be submitted to the Authority at least 60 days, or as otherwise agreed, before the end of the existing period of validity. This application for renewal of ATO should contain the following:

1. A letter of request for renewal of the ATO
2. Duly filled Renewal Appendix III
3. Applicable attachments as listed in the renewal form

11.0 AMENDMENTS TO THE ATO CERTIFICATE AND TRAINING SPECIFICATIONS

11.1 An ATO certificate and its Training Specifications may be amended either at the request of the ATO or if the Authority determines that such an amendment is necessary to ensure safety or protect the public interest.

11.2 Amendment involving addition of courses, aircraft and satellite bases will require the applicant to undergo a 5-phase inclusion process

11.3 The application for the amendment must be submitted at least 90 days before the date of intended operation.

11.4 The ATO should submit a letter highlighting the proposed amendment to the ATO Training Specification with a duly filled out Prospective ATO Pre- Application Statement of Intent (PASI) form and all supporting information including applicable attachments that are called by the PASI Form such as copy of ASL and any other applicable documents.

- 11.5 The Authority may initiate an amendment to the training specifications if it determines the amendment is necessary for safety in aviation and in the interest of the public or when the ATO suspends provisions of the approved courses for more than 90 continuous days. The Authority shall notify the ATO certificate holder in writing, and the amendment shall become effective the date the ATO certificate holder receives notice of the amendment.

12.0 SURVEILLANCE

- 12.1 After an ATO is certified, the Authority shall conduct periodic inspections of its operations to verify continued compliance with the Regulations, the terms of the ATO certificate and Training Specifications, and safe operating practices as per the Authority's approved surveillance plan.
- 12.2 The Authority may also perform spot checks to ensure ongoing adherence to regulatory requirements.

13.0 SATELLITE ATO

- 13.1 A satellite facility of a Training Organisation (ATO) must be approved by the Authority before commencing operations. The certification of the satellite facility will follow the Authority's five-phase certification process. The applicant shall demonstrate that the satellite facility meets all applicable regulatory requirements, including personnel qualifications, training equipment, facilities, and documentation, and that it operates under the control and oversight of the parent ATO.
- 13.2 The Authority will conduct inspections and evaluations of the satellite facility to ensure compliance with the Regulations, the ATO certificate, and associated Training Specifications.
- 13.3 The Satellite ATO should have current copies of all ATO's approved manuals readily available for reference purposes.
- 13.4 A written, signed agreement should exist between the main base and the satellite base defining the safety and quality services to be provided.

14.0 OFF SITE TRAINING

- 14.1 An ATO certificate holder intending to conduct training at a facility other than its main base or approved satellite station shall notify the Authority in writing at least 90 days prior to the proposed commencement of training. Training at any off-site location shall not begin until formal approval has been granted by the Authority, and such locations must be approved in advance as part of the off-site training approval process. The applicant shall demonstrate that the off-site location meets all applicable regulatory requirements, including;
- 14.1.1 Adequate training facilities, equipment, and resources;
 - 14.1.2 Qualified personnel to conduct and supervise the training;

- 14.1.3 Compliance with applicable manuals, procedures, and quality systems; and
 - 14.1.4 Oversight and control by the parent ATO.
- 14.2 The Authority will review the off-site training proposal, including relevant documentation, and may conduct inspections or audits to ensure compliance. Approved off-site training locations shall operate under the terms of the ATO certificate and associated Training Specifications. Continued compliance will be monitored through periodic inspections and spot checks by the Authority

15.0 MANAGEMENT PERSONNEL OF A TRAINING ORGANISATION

- 15.1 The Authority requires that an adequate number of qualified, competent staff are to be employed and that the management structure ensures supervision of all staff by persons having the necessary experience and qualities.
- 15.2 All management personnel and training staff must be acceptable to and approved by the Authority. The Qualification of the management personnel are outlined in the Civil Aviation (Approved Training Organisation) regulations as amended; however, where the regulations call out for relevant experience for a particular position this will be taken to mean that the applicant must have 3 years' experience in the training to be conducted.
- 15.3 A person shall not hold two or more of the management personnel positions simultaneously unless specifically approved by the Authority.
- 15.4 In the interest of safety, the Authority discourages the combination of the Quality Manager's post with any other position. The Quality Manager should be as independent as possible.
- 15.5 Where posts are combined, the post holder shall meet the qualification requirements for each of the posts held. At least one of the nominated postholders shall be employed full-time.
- 15.6 ATOs whose training activities involve aircraft operations, the organisation shall appoint a Safety Manager and a Head of Maintenance, both of whom must be acceptable to the Authority.

15.6.1 Safety Manager

- 15.6.1.1 The Safety Manager shall have the primary role to verify, by monitoring activities in the field of safety, that the standards required by the Authority, and any additional requirements as established by an approved training organisation are being carried out properly; be responsible for ensuring that the Safety Assurance programme is properly implemented, maintained and continuously reviewed and improved;

15.6.1.2 The Safety Manager should also be technically qualified in one of the fields of training to be conducted, have at least 3 years' experience in the field of aviation operations and must have successfully completed a course in safety management systems.

15.6.2 Head of Maintenance

15.6.2.1 The Head of Maintenance reports directly to the Accountable Manager and is responsible for the overall management and control of maintenance activities related to the training aircraft operated by the ATO. This includes coordination of maintenance functions covering aircraft, aircraft equipment, spare parts, and applicable technical standards.

15.6.2.2 The Head of Maintenance shall also liaise with contracted maintenance organisations to ensure that all maintenance is performed in accordance with the approved maintenance schedule or programme and shall ensure continued compliance with airworthiness standards and the effectiveness of the overall maintenance programme.

15.6.2.3 The minimum qualification for the Head of Maintenance shall be as follows;

1. Degree or Diploma in aeronautical engineering or its equivalent acceptable to the Authority
2. A licensed maintenance engineer
3. At least five years' experience in maintaining the aircraft, TWO years of which as a certifying staff for the most complex or largest aircraft applied for in the ATO.
4. Have appropriate type training on aircraft operated by the ATO; and
5. Have attended a management or supervisory course

16.0 ATO INSTRUCTORS

16.1 Instructors shall meet the qualifications laid down in Third Schedule of the Civil Aviation (Approved Training Organisation) Regulations as amended.

16.2 Upon employment, instructors should be properly indoctrinated into the organisation and have relevant records maintained as per the minimum list indicated in the approved Manuals and secured.

16.3 They should have Flight or Ground Instructor Authorizations from the Authority prior to them beginning their duties.

16.4 They shall undergo initial, recurrent and standardization training as stipulated in the approved Training and Procedures Manuals.

- 16.5 A current list of instructors should be maintained in the Training and procedures manuals. Whenever there is a change in the ATO's list of instructors, the Authority should be notified in writing before permanent amendments are made to the manuals.
- 16.6 Annual Proficiency checks will be conducted annually to ensure that instructors remain competent in their fields of instruction.
- 16.7 The Flight Instructor Proficiency Checks should correspond with the aircraft technical logbook and personal flying logbooks.
- 16.8 The Ground Instructor Proficiency Checks should correspond with the lesson plans and attendance sheet for the lesson taught.
- 16.9 The instructor records should include but not limited to;
- 16.9.1 The personal details of each instructor, including name, address, telephone contact number(s), next of kin details,
 - 16.9.2 Copies of passport/Identification
 - 16.9.3 Copy of medical certificate (as applicable);
 - 16.9.4 Copy of relevant licence (s) (as applicable);
 - 16.9.5 Authorization Letters
 - 16.9.6 Employment letter
 - 16.9.7 Records of initial, recurrent, upgrade, standardization training and any other relevant training as applicable.
 - 16.9.8 Any other relevant information may be deemed necessary by the ATO.
- 16.10 The ATO shall have a system for tracking the flight instructor's flight instructional hours to ensure they do not exceed the stipulated maximums as referenced below;
- 16.10.1 8 hours in any 24 consecutive hours,
 - 16.10.2 105 hours (flight time) in 28 days,
 - 16.10.3 160 hours (duty time) in 28 days.
- 16.11 The ATO shall establish and maintain a system for recording instructor qualifications and authorisations, including examining and checking privileges, and for tracking the proficiency and currency of instructional staff.
- 16.12 Flight instructors conducting instrument rating training shall have a valid instrument rating endorsement.
- 16.13 The ATO may have the relevant administrative personnel for their smooth running.
- 16.14 An instructor shall not be authorized to instruct in more than one ATO at any given time.

17.0 RECORD KEEPING

- 17.1 The record-keeping system used by an ATO shall meet the requirements specified in the Civil Aviation (Approved Training Organisation) Regulations as amended.
- 17.2 The records kept by the ATO shall be sufficient to provide documentary evidence of each training action and allow the reconstruction of the training history of each student or instructor in the ATO. It is important to maintain the integrity of records, ensuring that they are not removed or altered.
- 17.3 A backup of the records is also necessary to ensure continuity in case of a major disaster and Records of both instructional personnel and trainees should be readily accessible when required. The ATO TPM Procedures should include;
- 17.3.1 Attendance records.
 - 17.3.2 Student training records.
 - 17.3.3 Staff training and qualification records.
 - 17.3.4 Persons responsible for checking records and student personal logs.
 - 17.3.5 Nature and frequency of record checks.
 - 17.3.6 Standardization of recording entries.
 - 17.3.7 Personal log entries; and
 - 17.3.8 Security of records and documents.
- 17.4 The format and content of student training records shall be defined in the TPM and shall be acceptable to the Authority, commensurate with the courses conducted.
- 17.5 The ATO must maintain the following records:
- 17.5.1 A cumulative record of theoretical knowledge lessons attended by subject; attendance sheets, lesson plans and all progress reports.
 - 17.5.2 Regular reports by subject with the instructor's name and written comments by the instructor on the student's performance and progress and other factors such as attitude and manner during individual lessons and during the course where students should be invited to sign each report acknowledging its contents.
 - 17.5.3 Cumulative flying training achieved; and if applicable synthetic flight training achieved.

- 17.5.4 For each training flight detail, the date, the aircraft registration, the flight time, the instructor's name in full, the hours flown previously; the hours flown for the day; the hours to be carried forward, the syllabus exercise number and written comments by the instructor on the students' performance, progress and other factors such as attitude and manner during the detail and during the course as a whole. The record must indicate the standard achieved and any deviations from the syllabus including incomplete items. Students should sign each report acknowledging the debrief; for navigation exercises a copy of the Navigation Log form and flight plan should be attached to the daily flight progress report; and for any solo flights the form should be filled as above, and comments should be filled by the student on his own assessment of the flight.
- 17.5.5 For each synthetic flight training detail, the date, or FSTD identification, the flight time, the instructor's name in full, the syllabus exercise number and written comments by the instructor on the students' performance, progress and other factors such as attitude and manner during the detail and during the course. The record must indicate the standard achieved and any deviations from the syllabus including incomplete items. Students sign each report acknowledging the debrief.
- 17.5.6 Records of the student's progress, summary reports and the result of progress/ phase tests, skill tests and theoretical knowledge examinations including arrangements for remedial training after failed tests/ examinations.
- 17.5.7 All records shall indicate the date training commenced and the date of completion. Where students do not complete the course, the record shall indicate the circumstances under which training ceased. The student's overall performance and attitude to training on the course shall be summarized on completion or termination of the course.
- 17.6 The student records must contain the following:
- 17.6.1 The personal details of each student, including name, address, telephone contact number(s), next of kin details,
- 17.6.2 Previous experience and evidence of all pre-entry requirements and qualifications including a summary of any credit to which the student may be entitled and an assessment of his suitability to undertake the course,
- 17.6.3 Copies of passport/IDs,
- 17.6.4 Copy of medical certificate (if applicable);
- 17.6.5 Copy of relevant licence (if applicable); and
- 17.6.6 A copy of the student report from previous ATO when the student does a transfer from another approved ATO.

- 17.7 Flight authorization is required for all flights made during the course. ATO shall ensure that at least following information is recorded in the appropriate records:
- 17.7.1 The date of the flight.
 - 17.7.2 Type of aircraft.
 - 17.7.3 The aircraft registration mark.
 - 17.7.4 The names of the instructor and student.
 - 17.7.5 The details of exercise.
 - 17.7.6 The route to be flown and the aerodrome(s) to be visited(evidence to proof the navigation exercise took place);
 - 17.7.7 The authorizing instructor's initials or signature.
 - 17.7.8 The initials/name or signature of the student/instructor both before and after flight.
 - 17.7.9 Out time, in time and total flight time.
 - 17.7.10 Number of landings.
 - 17.7.11 Remarks.
 - 17.7.12 Printed serial numbers on each page (sequence from 1-1000)
- 17.8 If computer-based records are used, the ATO is required to provide a system of daily backed up; however, the format of records shall be maintained as mentioned above. The records should be kept in a secure environment safeguarding the records against loss, corruption and unauthorized change. A backup server in another location should be maintained.
- 17.9 All training records, regardless of type, are to be retained for unlimited time from the date of course completion. A minimum list of the records to be retained for all personnel and students should be included in the record keeping procedures.

18.0 TRANSFER OF STUDENT RECORDS

- 18.1 Training courses should normally be completed as a continuous programme at a single ATO; however, where justified, a student may transfer between approved training providers and receive credit for completed training or modules in accordance with approved procedures. The receiving ATO shall obtain training records and any other relevant documentation from the previous organisation to accurately determine the student's training status and appropriate entry point
- 18.2 The HOT of the new ATO must therefore make an assessment of the further training required to ensure that the full approved course is completed to a satisfactory standard in accordance with their approved training and procedures manual.
- 18.3 Whenever a student completes training, terminates training, or transfers to another ATO, the student's record shall be certified to that effect by the Chief instructor/ Chief Flight Instructor, and a detailed report shall be provided on all the training completed by the student.

- 18.4 Students' pilot logbooks must be kept in accordance with the provisions of the Civil Aviation (Operation of Aircraft for Commercial Air Transport) Regulations as amended. All flying and synthetic flight training is to be clearly identified as such and include details of the exercises carried out. In addition to the legal requirement, student logbooks include details of the exercise number using the Authority-approved course exercise designator as outlined in Appendix VII.
- 18.5 Students' logbooks shall be certified as accurate at the completion of each course by the Head of Training or the Chief Flight Instructor. Instructors conducting flight training on approved courses shall maintain logbooks that clearly distinguish instructional flight time from other flying and include periodic summaries. All instructional flight time conducted at an ATO shall be certified as true and correct at defined intervals by the Head of Training or the Chief Flight Instructor.
- 18.6 All training records, regardless of type, shall be retained for an indefinite period from the date of completion of the course.
- 18.7 The following operational publications shall be available to students and staff and, where applicable, kept current by amendments.
- 18.7.1 A full set of KCAA regulations
 - 18.7.2 Aeronautical Information Publication (AIP);
 - 18.7.3 Aeronautical Information Circulars
 - 18.7.4 Flight Manuals for the aircraft used on the course(s) on offer.
 - 18.7.5 ATC Flight Plan and explanatory material/guide
 - 18.7.6 Standard meteorology reports and forecasts
 - 18.7.7 Flight planning documents
 - 18.7.8 NOTAM's
 - 18.7.9 All training and Procedures manuals
 - 18.7.10 OEM Airworthiness data
 - 18.7.11 All maintenance documents relevant to the aircraft type.
- 18.8 For documents maintained in an electronic format the distribution procedures and policies of such documents should be well explained in the procedures manual

19.0 AERODROMES AND SITES

- 19.1 The base aerodrome, and any satellite base, at which flying training is being conducted shall meet the requirements as specified in the Civil Aviation (Approved Training Organisation) regulations as amended. In the case of helicopters, sites shall be available for:
- 19.1.1 Confined area operation training
 - 19.1.2 Simulated engine off autorotation
 - 19.1.3 Sloping ground operation

19.2 Approved training courses may not commence and end at Satellite aerodromes without the approval of the Authority. This may involve additional inspections and certification costs. Where it is necessary to use Satellite aerodromes regularly for operational reasons, full details should be included in the training and procedures manual.

20.0 FACILITIES AND EQUIPMENT

20.1 The operational accommodation for training courses conducted shall be of a scale appropriate to the population of instructors and of pilots under training. All accommodation must be sited within permanent structures, not shared with the public. All rooms are to be suitably equipped and furnished with provisions for heating, lighting and ventilation and are not to be combined with any accommodation used continuously for the purpose of administering the ATO, or for non-approved courses of training.

20.2 The facilities of the ATO should have the following but not limited to:

20.2.1 Offices for the Accountable Manager, Head of Training, CFI and CGI or CI separate from the accommodation provided for instructional staff and students.

20.2.2 Enclosed briefing rooms/cubicles and lecture rooms of adequate size relative to the maximum student capacity, with appropriate training aids as described in their Procedures manuals.

20.2.3 Model aeroplanes or model helicopters, as appropriate, shall also be available for use in briefing rooms/cubicles.

20.2.4 A quiet room for self-study purposes is to be available for students. Where a dedicated room is not available, specific times must be allocated to other rooms where self-study can occur at specific times, and this must be acceptable to the Authority.

20.2.5 A separate room(s) shall be provided where synthetic training devices are used.

20.2.6 Well-equipped Library.

20.2.7 Lavatory and washroom facilities - separate for gents and ladies - are to be provided as well as facilities for rest and refreshment.

20.2.8 Facilities for theoretical knowledge instruction shall ideally be co-located with the flying and synthetic flight training facilities.

20.2.9 Suitable demonstration equipment be available to support the theoretical knowledge instruction. This should include, where appropriate, sectioned components and instruments, appropriate wall diagrams, transparencies, slides, models, systems demonstration equipment, mockups, etc.

- 20.2.10 Facility for AMEL training including theory and examination and practical and assessment including but not limited to an aircraft, tools and equipment and applicable workshops.
- 20.2.11 All classrooms are to be suitably equipped and furnished with provision for heating, light and ventilation and must be protected from external noise and distractions and sufficiently spacious to allow individual students room within which to work without disturbing others. The room should be suitably equipped with white/ blackboards, PA system (if applicable) and screens for projection systems etc. Each trainee should be provided with an individual desk and chair.

21.0 ATO'S TRAINING AND PROCEDURES MANUAL

- 21.1 The structure of the manual should be easy to understand, appropriate for the information and clearly identified through headings and other formatting devices. An explanation of the organisational elements such as the headings, numbering scheme, main parts of the document and other sources of coding or groupings should be provided at the beginning of the manual.
- 21.2 Precise language should be used wherever possible. Terms for common items and actions should be consistent throughout the manual and must be clear and easily understood.
- 21.3 The writing style, terminology, formatting and use of graphics and symbols should be consistent throughout the document, including the location of specific types of information and use of units of measurement and codes.
- 21.4 The ATO should also develop an information review, distribution, and revision control system to process information resulting from changes that originate within the ATO. This includes changes to:
- 21.4.1 The ATO's policies, processes, procedures and practices;
 - 21.4.2 Respond to operating experience;
 - 21.4.3 The scope of training provided;
 - 21.4.4 The content of training programmes;
 - 21.4.5 Results stemming from the installation of new equipment;
 - 21.4.6 An approval document or certificate requested by the ATO and issued by KCAA;
 - 21.4.7 Maintain standardization of training delivery and performance criteria.
- 21.5 The content of the training and procedures manual are spelled out in the second schedule of the Civil aviation (Approved training Organisation) Regulations as amended, provides a detailed list which expands on the structure expected for the manual and acceptable to the Authority. The format for the Training and Procedures Manual for Maintenance Training has been prescribed in the KAMTO Manual Ref. CAA-M-PEL076.

22.0 EXAMINATION MANAGEMENT AND CONTROL

- 22.1 The ATO should develop and implement procedures for developing examination questions.
- 22.2 The examination questions should be moderated before they are administered to the students.
- 22.3 The ATO should have set procedures for conducting, marking and recording the results.
- 22.4 Appropriate forms and checklists should be developed and used for the implementation of these procedures.
- 22.5 Procedures for remedial training for students who attain unsatisfactory performance should be clearly laid down in the Training and Procedures Manuals.
- 22.6 Development of procedures to prevent, investigate and report examination misconduct should also be contained in the ATO's manuals.
- 22.7 Examinations should be securely stored in a manner that will comply with the approved manuals.

23.0 QUALITY MANAGEMENT SYSTEM OF AN ATO

- 23.1 This guideline provides information and guidance to an ATO applicant on how to establish a Quality System that satisfies the quality control standards required to ensure that training and instructional practices comply with all relevant requirements.
- 23.2 The acceptable quality system is spelled out in the first schedule of the Civil Aviation (Approved Training Organisation) Regulations as amended.
- 23.3 This system should be detailed in the Quality Manual submitted at the Formal Application Phase. Once approved, it should be distributed to all relevant personnel in the organisation. The Master copy should be readily available at the organisation's premises. For Maintenance Tra O the system shall be part of the TPM as prescribed in the KAMTOM.

24.0 SAFETY MANAGEMENT SYSTEM

- 24.1 The Authority requires an ATO, that are exposed to safety risks related to aircraft operations during the provision of their services implement a safety management system (SMS) acceptable to the Authority.
- 24.2 The Civil Aviation (Safety Management Systems) Regulations, as amended, also outline the framework for the implementation and maintenance of an SMS and provides for the SMS to be commensurate with the size of the ATO and the complexity of its operations. The framework for the implementation and maintenance of an SMS must be established and made acceptable by the Authority.

24.3 This system should be detailed in the Safety Manual submitted at the Formal Application Phase. Once approved, it should be distributed to all relevant personnel in the organisation. The Master copy should be readily available at the organisation's premises.

25.0 TRAINING & TESTING AIRCRAFT

25.1 All training aircraft will meet the requirements set forth in the applicable civil aviation regulations as well as any additional requirements outlined by the aircraft manufacturer.

25.2 An adequate fleet of training aircraft appropriate to the courses shall be provided.

25.3 The fleet shall include, as appropriate to the courses of training, aeroplane(s)/ helicopter(s) suitably equipped to simulate instrument meteorological conditions and suitably equipped for the instrument flight and testing where required.

26.0 APPENDICES

26.1 The following Appendices accompany this document:

26.1.1 Appendix I is a list of definitions of some key terms used in ATO certification

26.1.2 Appendix II is sample PASI Form;

26.1.3 Appendix III is a sample Renewal Application Form

26.1.4 Appendix IV is a sample Formal Application Letter

26.1.5 Appendix V is an example of a Compliance Statement;

26.1.6 Appendix VI is a sample Biographical Data Form

26.1.7 Appendix VII a is an approved flight exercise course designator



Civil Aviation Authority

Appendix I - List of definitions of some key terms used in ATO certification

DEFINITIONS

“Accountable Manager”. The individual who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the civil aviation authority, and any additional requirements defined by the approved training organisation (ATO).

“Approved maintenance organisation”. An organisation approved by a Contracting State, in accordance with the requirements of Annex 8, Part II, and Chapter 6 – Maintenance Organisation Approval, to perform maintenance of aircraft, engine, propeller or parts thereof and operating under supervision approved by that State.

“Approved training”. Training conducted under special curricula and supervision approved by a Contracting State.

“Approved training organisation (ATO)”. An organisation approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

“Checking”. See definition of testing.

“Competency”. A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

“Compliance”. The state of meeting those requirements mandated through regulation.

“Conditions”. Anything that may qualify a specific environment in which performance will be demonstrated.

“Evaluator”. A generic term used in the context of an Approved Training Organisation (ATO) to describe a person who is qualified, authorized and assigned to carry out specific assessment, checking, testing and/or auditing duties to determine that all required standards of performance have been satisfactorily achieved.

“Finding”. A finding is a conclusion by the operator’s or by the civil aviation authorities audit personnel that demonstrates either non-compliance with a regulation or non-conformity with a specific standard.

“Flight Simulation Training Device” means any one of the following three types of apparatus in which flight conditions are simulated on the ground—

- (i) 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;

- (ii) 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;
- (iii) 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 controls in an open flight deck area or an enclosed aircraft cockpit. It includes the hardware and software necessary to represent a category and class of aircraft (or set of aircraft) operations in ground and flight conditions having the appropriate range of capabilities and systems installed in the device as described within this AC for the specific basic or advanced qualification level.

“Foreign ATO”. An approved training organisation (ATO) located outside the territory of the State.

“Head of training”. The individual responsible for the organisation’s activities, policies, practices and procedures while ensuring the continued maintenance of the training organisation’s approval status.

“Licensing Authority”. The Authority designated by a Contracting State as responsible for the licensing of personnel.

“Maintenance Liaison Officer”. The manager responsible for the day-to-day provision of aircraft maintenance activities and the continuing airworthiness of all aircraft released for flight operations.

“Policy”. A document containing the organisation’s position or stance regarding a specific issue.

“Process”. A set of interrelated or interactive activities which transform inputs into outputs.

“Quality”. The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

“Quality assurance (QA)”. All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organisation in relevant manuals.

“Quality audit.” 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 inspection.” That part of quality management involving quality control. In other words, inspections accomplished to review a document or observe events/actions, etc., in order to verify whether

established operational procedures and requirements are being fulfilled during the accomplishment of the event or action, and whether the required standard is being achieved.

“Quality management.” A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

“Quality manager”. The manager responsible for the quality monitoring function and for requesting remedial action.

“Quality manual”. The document contains the relevant information pertaining to the Approved Training Organisation’s quality system.

“Quality of training”. The outcome of the training meets stated or implied needs within the framework of defined standards.

“Quality system (QS)”. The aggregate of all the organisation’s activities, plans, policies, processes, procedures, resources, incentives and infrastructure working in unison towards a total quality management approach. It requires an organisational construct complete with documented policies, processes, procedures and resources that underpins a commitment by all employees to achieve excellence in product and service delivery through the implementation of best practices in quality management.

“Qualification and Approval Guide (QAG)”. The QAG is a detailed description of the simulated aircraft systems, design criteria, and functionality for a flight procedures trainer.

“Safety management system (SMS)”. A systematic approach to managing safety, including the necessary organisational structures, accountabilities, responsibilities, policies and procedures.

“Safety Manager”. The manager responsible for providing guidance and direction for the planning, implementation and operation of the organisation’s safety management system.

“Testing”. The comparison of the knowledge about a task or the skill to perform a task against an established set of criteria to determine that the knowledge or skill observed meets or exceeds, or does not meet, those criteria.

Appendix II - Sample PASI form



FORM

Form: AC-PEL070-1B

February 2026



PRE-APPLICATION STATEMENT OF INTENT (PASI)

(To be completed by an applicant for Issue/Amendment of an ATO Certificate)

Please mark as applicable:

- Application for the Issue of an ATO Certificate / Training Specifications
- Application for amendment of an ATO Certificate / Training Specifications

SECTION 1: ORGANISATION DETAILS

1. Name of the Organisation (Attach company certificate of incorporation and the CR 12)	2. Postal address of the Organisation:
3. Address of the principal (main) base where training will be conducted.	4. Address of Satellite Location if any
5. Approved training requested at each Satellite Location:	6. Proposed Start-up Date:
7. Email address:	8. Telephone Numbers:

SECTION 2: MANAGEMENT PERSONNEL

Name		Proposed position in the ATO	Telephone & address (if different from company include country code)
Surname	Other Names		

SECTION 3: PROPOSED COURSES OF INSTRUCTION

1. Flight Crew Training. (Ref: ATO Reg 17)

Pilot Training – PPL Ground Flight

Pilot Training – CPL Ground Flight

Pilot Training – ATPL Ground Flight

Multi Engine/IR Pilot Training

Flight Instructor Course

Instrument Rating Course

2. Aircraft Maintenance Engineers Training (Ref: ATO Reg 24)

Aircraft Basic Training	Specific Aircraft Type Training
<input type="checkbox"/> B1 (Theoretical Elements)	<input type="checkbox"/> B1 (Theoretical Elements)
<input type="checkbox"/> B2 (Theoretical Elements)	<input type="checkbox"/> B2 (Theoretical Elements)
<input type="checkbox"/> Practical Elements	<input type="checkbox"/> Practical Elements

3. Air Traffic Control Training (Ref: ATO Reg 24)

Ratings

Aerodrome Control Rating Area Procedural Control Rating

Approach Procedural Control Rating Area Radar Control Rating

Approach Radar Control Rating

4. Flight Operations Officers Training (Ref: ATO Reg 24)

5. Recognized Courses

Safety Management System

Quality Management System

Core Instructional Techniques

Dangerous Goods

Other. Specify:

Other. Specify:

Other. Specify:

Appendix III - Sample Renewal Application Form



FORM
Form AC-PEL070-2B
February 2026

APPLICATION FORM FOR RENEWAL OF THE APPROVED TRAINING ORGANISATION CERTIFICATE

SECTION 1: APPROVED TRAINING ORGANISATION DETAILS			
1. Name of the ATO and approval Number		2. Postal address of the ATO:	
3. Address of the principal (main) base		4. Address of Satellite Location if any	
5. Approved <u>trainings</u> conducted at each Satellite Location:		6. Expiry date:	
7. Email address:		8. Telephone Numbers:	
SECTION 2: MANAGEMENT PERSONNEL			
Name		Proposed position in the ATO	Telephone & address (if different from company include country code)
Surname	Other Names		

SECTION 5: SIMULATOR INFORMATION		
Authority Assigned identification number:		
Make, model and series of aircraft being simulated		
Letter of Approval Expiry:		
SECTION 6: ADDITIONAL INFORMATION		
1. List of proposed AMO to be used (Please attach copies of AMO agreements, AMO Certificates and AMO SOPs)		
i.		
2. Attach current List of Instructors (Flight Crew Training/ATC/FOO/AMEL)		
SECTION 7: DECLARATION		
I declare that the information provided herein is true for the renewal of the ATO.		
Name of the Accountable Manager	Accountable Manager's Signature	Date of application
SECTION 7: INSPECTOR'S REMARKS		
Remarks:		
Name:	Signature	Date
SECTION 8: APPROVAL BY HEAD OF DEPARTMENT		
Remarks:		
Name:	Signature	Date

Appendix IV - Sample Formal Application Letter

(Name of Applicant)
(Appropriate Address)

[Date]

Kenya Civil Aviation Authority
(Appropriate Address)

Attn: Deputy Director Personnel Licensing

Dear (Name):

RE: FORMAL APPLICATION LETTER

This letter serves as a formal application for the Authority Approved Training Organisation Certificate. (Name of Applicant). Our company will have its principal base of training and corporate offices located at (appropriate address). Our management personnel are as follows:

Accountable Manager –
Quality Manager –
Safety Manager (if applicable) –
Head of Training –
Chief Flight Instructor –
Chief Ground Instructor –
Chief (ATC/AMEL/FOO) Instructor –

Enclosed, herein is the formal application package which includes the following:

The following documents are to be submitted during this phase;

1. The schedule of events in the certification process with appropriate events addressed and target dates.
2. An initial statement of compliance or detailed description of how the applicant intends to show compliance with each provision of applicable regulations.
3. Management biographical data forms with relevant CV's and certificates.
4. Dully filled biographical data forms for all the instructors, assessors and examiners for the organisation.
5. Training Manual for each course being taught.
6. Procedures Manual
7. Quality Manual.
8. Documents of purchase, leases, contracts or letters of intent.
9. Any other Manuals specific to the training organisation.

(Additional documents for prospective Pilot Training Schools)

1. The status of the assessment of financial, economic and legal matters by the appropriate KCAA department (ASL).
2. A list of aircraft to be operated (attach all copies of those aircraft documents);
3. AFM/Pilot Operating Handbook (POH) per aircraft type;
4. Maintenance Control Manual.
5. Maintenance agreements with copies of their AMO certificates and SOP's.
6. Aircraft Maintenance Program per aircraft type.
7. Safety Management Systems Manual (If applicable)
8. Any other Manuals specific to the training organisation.

Sincerely,

Accountable Manager

Appendix V - Example of a Compliance Statement;

STATEMENT OF COMPLIANCE				
Regulation.	TITLE	APPLY	TPM REF.	REMARKS
1	Citation	N	N/A	N/A
2	Interpretation	Y	TPM, Ch 1, Pg 2 Section 1.1.2	
3	requirement for an ATO certificate	Y	TPM Ch 2, Pg 1 Section 1.1.5	
3	Evaluation and checking			
17(1)(a)	Nomination of an Accountable Manager	Y	TPM Ch 2, Pg 1 Section 2.5	
17(1)	Staffing Requirements	Y	TM Ch 2, Pg 2 Section 1.11	
22(2)	Maintain facilities, equipment and material	Y	PM Ch 2, Pg 3 Section 3.0	
22(3)	Changes to facilities equipment or material	Y	TPM Ch 2, Pg 3 Section 5.0 Quality Manual Chp 5 Pg 5 Sec 4.0	
				It is acknowledged that the DGCA may prescribe the conditions under which the ATO may operate while it is changing location

Appendix VI – Sample Management Personnel Biographical Data



FORM

Form: AC-PEL072A

February 2026

MANAGEMENT PERSONNEL BIOGRAPHICAL DATA

To be completed by the Nominee			
1. Company Name:		2. Company Address:	
3. Name of Nominee:		4. Position:	
5. Address of Nominee:			
6. Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Contracted - Full Time <input type="checkbox"/> Contracted - Part Time			
7. Qualifications relevant to item (4) position (Tick here <input type="checkbox"/> if information is continued on page 3 of this form)		Start Date	End Date
i)			Present
ii)			
8. Work experience relevant to item (4) position:		Start Date	End Date
i)			Present
ii)			
<i>Please attach copies of certificates/proof of experience to this form in support of information supplied.</i>			
9. I, hereby confirm that (Names in full)			
(a) I have not:			
i) held a certificate or aviation document issued by a civil aviation authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on my part; nor			
ii) contributed materially to the revocation or suspension of an aviation document issued by a civil aviation authority			
(b) The information provided on this form is true and correct to the best of my knowledge.			
Signature:.....		Date:.....	
10. For the Authority's Official Use Only			
Received by:			
Name:		Position:	
Signature:.....		Date:.....	

Appendix VII - An Approved Flight Exercise Course Designator

For Purposes of ATO's within Kenya, all practical training exercises shall be numbered as follows:

Exercise 1 - Aircraft Familiarization

Exercise 2 – Preparation for Pre Flight and Post Flight

Exercise 3 – Air Experience

Exercise 4 – Effects of Control

Exercise 5 - Taxying

Exercise 6 – Straight and Level

Exercise 7 – Climbing Exercise 8 - Descending

Exercise 9 – Medium Level Turns

Exercise 10 - Stalling

Exercise 11 – Spinning

Exercise 12 – Take Off

Exercise 13 – Landing

Exercise 14 – First Solo

Exercise 15 - Advanced Turning

Exercise 16 – Operation at Minimum Level

Exercise 17 – Forced Landing

Exercise 18 - Navigation

Exercise 19 – Instrument Flying

Exercise 20 – Night Flying