GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 7 - FLIGHT CREW STANDARDS
TRAINING & LICENSING
SERIES D PART IV
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SUBJECT: APPROVED TRAINING ORGANIZATIONS (ATOs) FOR TYPE RATING OF FLIGHT CREW

1. INTRODUCTION

1.1. An ATO is an organization that is approved by DGCA to deliver specific approved training programmes to aviation personnel for licensing purposes. As a prerequisite to the approval process this organization will have demonstrated that it is staffed, equipped, financially resourced, and operated in a manner conducive to achieving the required standards.

1.2. This CAR is issued under Rules 29C, 133A and 133B of the Aircraft Rules, 1937 and specifies the requirements to be met by organizations seeking approval as ATOs for aircraft type rating for flight crew.

1.3. ATOs are distinguished from non-approved training organizations by the approval process and the ongoing oversight provided by DGCA. The approval and oversight process shall be in accordance with CAP 7100 Approved Training Organizations (ATO) Manual.

2. GENERAL REQUIREMENTS

2.1. The approval of a training organization by DGCA shall be dependent upon the applicant demonstrating compliance with the requirements of this CAR.

Note. — Guidance on approval of a training organization can be found in the Manual on the Approval of Training Organizations (ICAO Doc 9841) and CAP 7100 ATO Manual.

2.2. Approved training for flight crew and shall be conducted within an approved training organization.

Note. — The approved training considered in 2.2 relates primarily to approved training for the issuance of an Annex 1 license or rating. It is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of a license or rating, as may be required for flight crew, such as the approved training under Annex 6 — Operation of Aircraft, *Part I* — International Commercial Air Transport — Aeroplanes, *9.3, or Part III* — International Operations — Helicopters*, Section II.*

2.2.1. While it is accepted that ATO will impart training to cater to Annex 1 license or rating requirements, however due to paucity of training organizations, ATO's are permitted to conduct type rating recurrent training and any other training as approved by DGCA.

2.2.2. ATO's desiring to conduct training as mentioned in 2.2.1 above will incorporate the same in their Training Procedure Manual.

3. Definitions:

3.1. Aeroplane. 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.

3.2. Approved Training Organization (ATO): An organization approved by and operating under the supervision of DGCA in accordance with the requirements of CAR Section 7 Series D Part IV to perform approved training.

3.3. Approved training: Training conducted under special curricula and supervision approved DGCA.

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

3.5. Competency-based training and assessment: Training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

3.6. Competency Standard: A level of performance that is defined as acceptable when assessing whether or not competency has been achieved.

3.7. Credit: Recognition of alternative means or prior qualifications.

3.8. Error: An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

3.9. Error management: The process of detecting errors and responding to them with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

3.10. Flight simulation training device (FSTD): Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, which provides an accurate representation of the flight deck 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;

A flight procedures trainer, which provides a realistic flight deck 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;

A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

3.11. Instrument flight time. Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

3.12. Pilot flying (PF). The pilot whose primary task is to control and manage the flight path. The secondary tasks of the PF are to perform non-flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

3.13. Pilot-in-command. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

3.14. Pilot-in-command under supervision: Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.

3.15. Pilot monitoring (PM): The pilot whose primary task is to monitor the flight path and its management by the PF. The secondary tasks of the PM are to perform non–flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

3.16. Quality system. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

3.17. Rating. An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

3.18. Threat. Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

3.19. Threat management. The process of detecting threats and responding to them with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

4. **Eligibility.** ATO Certificate can be granted only to:

4.1. a citizen of India or a group of Indian nationals; or

4.2. a trust/society registered under the Societies Registration Act 1860; or

4.3. a Non-Resident Indian or Overseas Corporate Bodies; or

4.4. Central or State Government or their undertaking; or

4.5. a company registered under the Companies Act 1956, having its principal place of business in India and with or without foreign equity participation (Excluding NRI equity) as approved by Government from time to time.

5. ISSUE OF APPROVAL

5.1. 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 CAR.

5.2. Unless withdrawn, The ATO approval shall be valid for a period of five years from the date of issue of approval so long as the ATO continue meet the applicable requirements of this CAR.

5.3. The approval document shall contain at least the following:

(a) organization’s name and location.
(b) date of issue and period of validity.
(c) terms of approval.

6. Purpose of ATO Certificate

6.1. The purpose of an ATO Certificate is to certify that specified aviation training activities are authorized by DGCA and are to be conducted in compliance with applicable regulations and rules.

6.2. The DGCA is authorized to suspend or cancel an Approval issued by him, if one or more of the conditions stipulated therein is breached or not maintained to the same level as demonstrated at the initial certification.

6.3. Prior to issuing an ATO Certificate, the DGCA needs to be satisfied that the ATO conforms to all the requirements of relevant rules, requirements and associated guidance published by the DGCA and in that:

6.4. The ATO shall meet the appropriate training standards and is equipped with all essential infrastructure in accordance with the applicable Civil Aviation Requirements published by the DGCA, for safe, secure, efficient and effective conduct of aviation training;

6.5. The organizational structure, staffing and administrative facilities in the areas such as operations, maintenance and/or all other associated areas of the ATO is appropriate and the nominees for the Designated Post Holders have adequate experience and required qualifications and are acceptable to and approved by the DGCA.

6.6. Detailed procedures, techniques and guidance are included in Operator's Manuals giving specific instructions / information as to how the ATO's personnel are required to carry out their duties and functions and such manuals shall receive approval from the DGCA.

6.7. All required training, checking programmes, Personnel's, training infrastructure including training/ checking facilities (local, in-house outsource and abroad) simulators and any other synthetic devices have the approval of DGCA, where applicable;

6.8. Facilities and ancillary services required for the proposed training activities have been organized to ensure safe, secure, efficient and regular operation;

6.9. An effective safety management system is in place (applicable only to those ATO engaged in aircraft training);

6.10. Installations, equipment and staff facilities associated with flying, ground and simulator training are adequate for the proposed training.

6.11. Maintenance arrangements for the aircraft and flight simulation devices are adequate.

6.12. Any other element identified as a requirement during the certification process is in place and is sufficient to ensure the conduct of proposed aviation training.

6.13. The ATO Certificate shall be prominently displayed at the ATO facility for the public to view the ATO certificate.

6.14. An ATO Certificate once issued is not transferable. An application must be made for a new certificate to be issued if there is going to be a change in circumstances, for example, where an ATO changes its name or ownership or enters into an arrangement to move a certificate to another ATO

7. TRAINING AND PROCEDURES MANUAL

7.1. The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

(a) a general description of the scope of training authorized under the organization's terms of approval;

(b) the content of the training programmes offered including the courseware and equipment to be used;

(c) a description of the organization's quality assurance system in accordance with Para 10;

(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 duties and qualification of the personnel designated as responsible for planning, performing and supervising the training;

(g) a description of the procedures used to establish and maintain the competence of instructional personnel as required;

(h) a description of the method used for the completion and retention of the training records required;

(i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and

(j) when DGCA has authorized an approved training organization to conduct the testing required for the issuance of a license or rating in accordance with Para 8 and 17, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the DGCA.

7.2. The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

7.3. Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

7.4. The ATO has to ensure that all Initial Training Courses and recurrent training courses shall have a class duration of not more than 6 hours in one day however the refresher trainings may extend to maximum 8 hours of training per day.

8. TRAINING PROGRAMME

8.1 A training program shall be developed for each type of course offered. DGCA shall approve the training programme prior to the implementation of such training. This program shall include a breakdown of theoretical knowledge instruction and flying training (in either a week-by-week or phase presentation), a list of standard exercises and a syllabus summary.

Note1. — Guidance on the approval of training programmes can be found in the Manual on the Approval of Training Organizations *(ICAO Doc 9841)*.

Note2. - All course material including any documentation or records required shall be in English.

Theoretical Knowledge Course

8.2 Approved ATOs may provide some or all courses by distance learning, in accordance with the approved TPM. An element of classroom instruction shall be included in all subjects of modular distance learning courses.

8.3 The CGI shall set out the details of the distance learning components of the course in training manual and will ensure arrangements are made for direct contact between the students and instructors at regular intervals so that progress can be monitored and discussed.

8.4 Classroom accommodation shall be available at the principal place of registration of the training organization. The classrooms and all associated teaching facilities shall conform to the requirements for organization approval.

8.5 On satisfactory completion of a course, a student is to be issued a certificate of satisfactory course completion signed by the HoT. The form of the certificate is to be included in the Training Manual

MCC Training

8.6 ATOs seeking certification for an ATPL course must include a Multi Crew Cooperation component within the course. Details of the theoretical knowledge syllabus for the MCC shall be included in the Training Manual. On completion of the MCC course component of an ATPL course, the student shall be given a Certificate of Course Completion, signed by the HoT.

8.7 Practical training sessions are to be of suitable length to meet the objectives of the course but no more than a 4-hour session in the flight simulator used for the training, comprising 2 hours pilot flying (PF) and 2 hours pilot monitoring (PM), should be completed during a single working day. Appropriate provision for pre session briefing and post session de-briefing is to be included in the training program.

Examinations:

8.8. When DGCA has authorized an approved training organization to conduct the examination required for the issuance of a license or rating, the examination shall be conducted by personnel authorized by the DGCA or designated by the training organization in accordance with criteria approved by the DGCA. Use of electronic examinations is permitted, subject to the inclusion of such procedures in the TPM.

The specific Training Manual is to include the arrangements for conducting the examinations and maintaining the confidentiality of examination papers; the procedure for examination paper preparation including types of question to be asked and awarding a pass; the procedure for question analysis and review and the raising of replacement papers and re-examination procedures.

The following shall be addressed in the training and procedures manual of the ATO.

8.8.1 Qualification and number of personnel authorized to set the questions for the exam being conducted by the ATO.

8.8.2 Qualification and number of personnel authorized to authenticate the questions post setting of the questions.

Note: The tasks as given in 8.1.1 and 8.1.2 above should not be assigned to the same person or persons.

8.8.3 Guidelines to personnel on setting and vetting of the questions.
8.8.4 Methodology for reviewing the answer sheets.
8.8.5 Policy and timeline on review and changes to be made to the question bank.
8.8.6 Policy to ensure the control and secrecy of the question bank.

8.8 DGCA on being satisfied with the infrastructure and quality assurance programme, may at its discretion give ATOs, so desiring, the additional responsibility of conducting examinations on behalf of itself. Such examinations can only be conducted with prior intimation of 30 days to DGCA. DGCA reserves the right to oversee any or all such examinations.

8.8.1 The HOT shall ensure that 2 sets of Question papers are prepared before every exam and are stored in a sealed envelope in a fire proof compartment in the HOT`s office.

- On the day of the exam the invigilator shall pick up one sealed envelope to be distributed to the students for the exam.
- If an online exam is being conducted then the system should be capable to generate random questions with equal distribution to every aircraft system.
- A separate set of question papers shall be prepared for Technical and Performance exam.
- A minimum of 50 questions for Technical and 15 for Performance shall be prepared. Pass percentage shall be 70 for each exam.
- The examination paper may be computer generated also.

9. SAFETY MANAGEMENT

9.8. DGCA shall require, as part of the State safety programme, that an approved training organization that is exposed to safety risks during the provision of its services implement a safety management system acceptable to the DGCA that, as a minimum:

(a) identifies safety hazards;
(b) ensures the implementation of remedial action necessary to maintain agreed safety performance;
(c) provides for continuous monitoring and regular assessment of the safety performance; and
(d) aims at a continuous improvement of the overall performance of the safety management system.
Note. — Guidance on defining safety performance is contained in the Safety Management Manual (SMM) *(ICAO Doc 9859) and DOC 9841.*

9.9. A safety management system shall clearly define lines of safety accountability throughout the approved training organization, including a direct accountability for safety on the part of senior management.

Note — The framework for the implementation and maintenance of a safety *management system is contained in Appendix A to this CAR. Guidance on safety management systems is contained in the* Safety Management Manual (SMM) *(ICAO Doc 9859 and DOC 9841).*

10. QUALITY ASSURANCE SYSTEM

The training organization shall establish a Quality Assurance System, acceptable to the DGCA which ensures that training and instructional practices comply with all relevant requirements. The Quality Assurance Programme shall include a defined audit schedule and a periodic review cycle.

An ATO shall establish a schedule of audits to be completed during a specific calendar period. All aspects of the training shall be reviewed within a period of 12 months. Accurate, complete, and readily accessible records documenting the results of the Quality Assurance Program shall be maintained by the ATO. The following records shall be retained for a period of 5 years:

- Audit Schedules;
- Quality inspection and Audit reports;
- Responses to findings;
- Corrective action reports;
- Follow-up and closure reports;
- Management Evaluation reports.

10.8. The DGCA requires that an ATO seeking certification shall establish procedures acceptable to the DGCA to ensure compliance with all relevant regulatory requirements and that these procedures shall include a quality system within the ATO to readily detect any deficiencies for self-remedial action. Details of this system are outlined below

10.9. The ATO shall submit for acceptance of a Quality Manual describing the Quality System and the processes to be adopted. The ATO is required to submit to the Flight Standards Directorate, DGCA HQ, at least annually, and prior to the annual inspection, a copy of all audit reports and remedial action taken during the past 12 months.

10.10. In determining size and complexity in this context the following guidelines apply:

a. Training organisations with 5 or less instructors employed are considered very small.
b. Training organisations employing between 6 and 20 instructors are considered small.

10.4 Quality Policy and Strategy:

It is of vital importance that the ATO describes how the organisation formulates, deploys, reviews its policy and strategy and turns it into plans and actions. A formal written Quality Policy Statement should be established that is a commitment by the Head of Training as to what the Quality System is intended to achieve. The Quality Policy should reflect the achievement and continued compliance with relevant parts of the DGCA regulations together with any additional standards specified by the ATO. The Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.

10.5 Purpose of a Quality System.

The implementation and employment of a Quality System will enable the ATO to monitor compliance with relevant parts of the DGCA Regulations, the Operations Manual, the Training Manual, and any other standards as established by that ATO, or the DGCA, to ensure safe and efficient training.

10.6 Quality Manager

a. The primary role of the Quality Manager is to verify, by monitoring activities in the field of training, that the standards required by the DGCA, and any additional requirements as established by the ATO, are being carried out properly under the supervision of the Head of Training, the Chief Flying Instructor , the chief synthetic flight instructor and the Chief Ground Instructor. The Quality Manager shall be approved by DGCA. The Quality Manager should be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved. The Quality Manager should:

i. Have direct access to the Head of Training.

ii. Have direct access to the Accountable Manager.

iii. Have access to all parts of the ATOs organization.

b. In the case of small or very small ATOs, the posts of the Head of Training and the Quality Manager may be combined. However, in this event, quality audits shall be conducted by independent personnel. In the case of a training organization offering training on multiple types of aircraft, the Quality Manager shall not hold the position of Head of Training, Chief Flying.

10.7 Quality System. The Quality System of the ATO should ensure compliance with and adequacy of training activities requirements, standards and procedures. The ATO should specify the basic structure of the Quality System applicable to all training activities conducted. The Quality System should be structured according to the size of the ATO and the complexity of the training to be monitored.

10.8 Quality System Scope. A Quality System should address the following:

a. Leadership
b. Policy and Strategy
c. Processes
d. The provisions of the CARs
e. Additional standards and training procedures as stated by the ATO
f. The organizational structure of the ATO
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
l. Customer satisfaction

10.9 Quality assurance responsibility for satellite ATOs

a. An ATO may decide to sub-contract certain activities to external organizations subject to the approval of the DGCA.

b. The ultimate responsibility for the training provided by the satellite ATO always remains with the ATO. A written agreement should exist between the ATO and the satellite ATO clearly defining the safety-related services and quality to be provided. The satellite ATO's safety-related activities relevant to the agreement should be included in the ATO's quality assurance audit programme.

c. The ATO should ensure that the satellite ATO has the necessary authorization/approval when required, and commands the resources and competence to undertake the task. If the ATO requires the satellite ATO to conduct activity that exceeds the satellite ATO's authorization/approval, the ATO is responsible for ensuring that the satellite ATO's quality assurance takes account of such additional requirements.

10.10 Quality Assurance Responsibility for Sub-Contractors.

An ATO may decide to sub-contract out certain activities to external organizations subject to the approval of the DGCA. The ultimate responsibility for the training provided by the subcontractor always remains with the ATO. A written agreement shall exist between the ATO and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement shall be included in the ATOs Quality Assurance Program. The ATO shall ensure that the subcontractor has the necessary authorization/approval when required, and commands the resources and competence to undertake the task. If the ATO requires the sub-contractor to conduct activity which exceeds the sub- contractor's authorization/approval, the ATO is responsible for ensuring that the sub- contractor's quality assurance takes account of such additional requirements.

10.11 Quality Systems for Small/ Very Small Organizations

10.11.1 The requirement to establish and document a Quality System and to employ a Quality Manager applies to all ATOs. Complex quality systems could be inappropriate for small or very small ATOs and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such ATOs should tailor their quality systems to suit the size and complexity of their training and allocate resources accordingly.

10.11.2 For small and very small ATOs it may be appropriate to develop a Quality Assurance Programme that employs a checklist. The checklist should have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An annual independent overview of the checklist content and achievement of the Quality Assurance Program should be undertaken.

10.11.3 The small ATO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organizations to perform the quality audits on behalf of the Quality Manager on a quarterly basis, or as approved by the DGCA within the Quality Checklist. If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation. Whatever arrangements are made, the ATO retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

10.11.4 The Checklist for Quality Assurance System is placed at Annexure F of CAP 7100.

11. FACILITIES

11.8. The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the DGCA.

11.9. The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses forwhich it is approved. FSTDs may be owned or leased but in all cases shall be operated by the ATO.

11.10. Synthetic training devices shall be qualified according to requirements established by DGCA and their use shall be approved by the DGCA to ensure that they are appropriate to the task.

Note. — The Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625) provides guidance on the approval of flight simulation training devices. Qualification of Flight Simulations Training Devices shall be done in accordance with Aircraft Rules 1937 Rule 41C and CAR section 7 Series D Part VI and Operations Circular 15 of 2014 FTD and FFS Qualification

11.4 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 classroom should provide minimum 4 x 4 feet of space per trainee and the minimum classroom size should be 150 square feet. The room should be suitably equipped with white/ black boards, PA system and screens for projection systems etc. Each trainee should be provided with an individual desk and chair. Facility for video recording of class room activities should also be catered for. Maximum classroom capacity shall be restricted to 25 students. ATO shall ensure that devices should be adequately charged. A room suitable for the conduct of theoretical knowledge examinations must be provided, free from noise or other distractions. This may be the same room as used for instruction, wall mounted diagrams, photographs or other training aids relating to the course are mandatory in every classroom but must be removed or covered prior to commencement of the examination.

11.5 The ATO Facility shall have appropriate safety and security systems installed. The ATO building should have a certification from the local fire department for appropriate installation of fire safety system (if applicable). Every Fire exit door shall have an appropriate emergency light which automatically switches ON in case of Fire or emergency alarm. A first Aid Kit, fire extinguisher along with emergency contact list shall be installed near all emergency exits and classrooms.

11.6 The ATO shall have clear building evacuation plan displayed in every room along with floor path markings or emergency lights.

11.7 ATO Quality Assurance Policy shall be displayed clearly on every floor.

11.8 The Training Documents shall be stored in a fire proof compartment with restricted access.

11.9 Library: All ATOs shall have a designated area for library which shall have high speed internet capabilities. Library may have physical copies or may be in electronic form. It is the responsibility of HOT to ensure that library/e-library has all current manuals wrt Scope of Approval of the ATO. ATO shall provide latest versions of Aerodrome and en-route charts to students along with current versions of aircraft manuals.

12. PERSONNEL

12.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

12.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

12.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the DGCA.

12.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

Note. — Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual *(ICAO Doc 9683).*

12.5 The Training Organization shall have the below mentioned post holders who will be approved/accepted by DGCA. Where posts are combined, the post holder shall meet the qualification requirements for each of the posts held. At least one of the nominated post holders shall be employed full time.

12.6 Accountable Manager

The Accountable Manager will be a person acceptable to the DGCA who has authority for ensuring that all training activities can be financed and carried out to the standards required by the DGCA, and additional requirements defined by the ATO. This person should have extensive experience in running successful businesses, preferably in the aviation industry. The post holder shall be accepted by DGCA. The Accountable Manager shall nominate suitable persons serving full time in the organization for post holder positions.

12.7 Head of Training (VP Training/ Director Training)

The Head of Training (HoT) is responsible to the DGCA for discharging the responsibilities ascribed to the post holder as outlined below. The post holder shall be approved by DGCA. The person nominated for this post shall have extensive experience in training as a DE/SFI/TRI for professional pilot licenses as well as possessing a sound managerial capability. The HOT shall hold or have held in the five years prior to first appointment as a HOT, a professional license and rating(s) issued in accordance with Schedule II of the Rules of the Air, 1937, related to the flying training courses conducted or should have been a DE/TRI/SFI prior to appointment as HOT with sound managerial capability related to the flying training courses to be conducted in the ATO.

- The Head of Training or other nominated person acceptable to the DGCA shall be responsible for flight, theoretical knowledge and synthetic flight instruction records of students.

- He shall also investigate and publish the Impact On-Training (IOT) when a defect is reported in the simulator. Based on the published IOT, all simulator users shall restrict the use of FSTD for training.

- HOT shall ensure that the ATO and all Simulator Users have the DGCA issued User Approval for the device before the simulator is released to the Simulator User.

- Head of Training shall always maintain an oversight over all training activities in the ATO and FSTDs irrespective the FSTD is on dry lease.

12.8 CHIEF INSTRUCTOR

The responsibilities of the Chief Instructor/ GM (Training)/ Chief Flying Instructor (CFI),Chief Ground Instructor (CGI) and Chief Synthetic Flight Instructor (CSFI) will include supervision and standardization of all instructors reporting to them and the provision of instructor briefing materials.

Standardization of flight and synthetic flight instructional staff is an important aspect of the operations of an ATO and the DGCA must be satisfied that adequate arrangements are put in place.

In discharging his responsibility for the supervision and standardization of all flight and synthetic flight instructors, it will be acceptable for the CFI to be supported by instructors nominated as Standards Instructors or a Deputy CFI and accepted for this purpose by the DGCA.

12.9 Chief Flight Instructor

The CFI shall also be responsible for all student flight and synthetic flight instruction records. . The post holder shall be approved by DGCA. The CFI shall be responsible for ensuring that suitable arrangements are in place for the signing of all course completion certificates for any courses offered by the specific ATO. Arrangements acceptable to the DGCA are to be made for periodic standardization training and such training is to be detailed within the ATO’s Operations Manual in Section D or Training Procedure Manual.

The CFI shall meet the following requirements:

a) Hold/Have held the highest professional pilot license related to the flying training courses conducted.

b) Hold/Have held the rating(s) related to the flying training courses conducted.

c) Hold/Have held a DE/TRI/SFI rating for at least one of the types of the aircraft used on the course; and

d) Have completed 1000 hours pilot-in-command on type which a minimum of 500 hours shall be on flying duties related to the flying courses conducted of which 200 hours may be instrument ground time.

12.10 Chief Ground Instructor

The Chief Ground Instructor (CGI) shall be responsible for the supervision of all ground instructors and for the standardization of all theoretical knowledge instruction. The post holder shall be approved by DGCA. The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques. He should have had extensive previous experience in giving theoretical knowledge instruction applicable to the courses for which certification is sought. For operators/ organizations employing less than 5 ground instructors, the positions of HOT/CFI, HOT/CGI or CFI/CGI may be combined.

12.11 Chief Synthetic Flight Instructor

Where the scope of training offered warrants it, an ATO may appoint a CSFI who must be acceptable to the DGCA. The duties and responsibilities of the post holder will be equivalent to those of the CFI but in relation to synthetic flight training only. Where a CSFI is appointed the duties and responsibilities of the CFI shall be adjusted accordingly. The CSFI shall report to the CFI (where one exists) who remains responsible to the HoT. In the event there is no CFI, CSFI will report to the HoT. This shall be clearly established and reflected in the ATO’s Operations and Quality Manuals as well as in the initial application to the DGCA for certification.

12.12 Quality Manager

This point is covered in 10.6.

12.13 Director / Head of Maintenance

- The Director/ Head of Maintenance is responsible for the overall maintenance activities and works related to the training aircraft used by the flight training organization.
- The post holder shall be accepted by DGCA.
- He is responsible for the co-ordination of the selection of aircraft and aircraft equipment, spare parts and technical standards related to new aircraft.
- He is also responsible for communicating with the contracted maintenance and repair agencies with regard to any matters related to the maintenance and repair of aircraft on behalf of the training organization.
- He shall ensure the establishment of a Quality System that promotes the highest standards of airworthiness and effectiveness of the overall maintenance program.
- He shall have thorough familiarity with the Organization's Maintenance Management Exposition.
- He shall have knowledge of the relevant type(s) of aircraft/ simulator(s).
- He shall have knowledge of maintenance methods.

Qualification Requirements: The Director / Head of Maintenance shall meet the following qualifications;

a) Hold an Aircraft Maintenance Engineers' License (AME) with Airframe and Power plant ratings for the type of aircraft to be used by the flight training organization with a minimum of five years of experience and for ATOs with only simulators he shall be an engineering graduate suitably trained in maintenance of the simulator.
b) Have at least two years of experience in a position responsible for returning aircraft to service.
c) Have at least two years of experience in a supervisory capacity maintaining the same category and class of aircraft to be used by the flight training organization.

12.14 INSTRUCTORS

Sufficient instructors must be employed at all times in order to ensure the proper continuity of training for all students attending the courses. Instructional staff shall not act in any capacity at more than one Training Organization approved by the DGCA except with the express permission of the DGCA.

12.14.1 Flight Instructors

All flight instructors (DE/SFE/TRI/SFI) shall hold:

1. A professional pilot license and rating related to the flying training courses that they are appointed to conduct (CAR Sec 7 Series I Part I, II, IV and IX)

2. An instructor rating relevant to the part of the course being conducted, e.g. instrument rating instructor, flight instructor, type / class rating instructor, as appropriate; or

3. An authorization from the DGCA to conduct specific training in an ATO.

4. Instrument flying instruction in multi-engine aircraft shall only be given by instructors qualified to give both instrument flying instruction and instruction on the multi-engine aircraft used on the course. Instructors who train students on aircraft shall be qualified to instruct on the aircraft type and where applicable be qualified to give instruction for the Instrument Rating.

NOTE: Standalone ATO will be considered as an operator for SFI approvals and the same will be as per CAR Section 7 Series I Part II. Additional DE approval as per CAR Section 7 Series I Part I will be authorized when ATOs do not have aircraft.

12.14.2 Instructors for Synthetic Flight Training

Sufficient Synthetic Flight Training Instructors must be employed to ensure the proper continuity of synthetic flight training for all students attending the courses. Standardization of SFIs is responsibility of the HOT, which may be delegated to, if appointed, the CSFI/ Chief Instructor /GM (Training). The DGCA will need to be satisfied that instructors have received instruction on and achieved an appropriate standard in the types of devices to be used on courses, covering their operation and the instruction to be given to students in accordance with the approved syllabus. Instructors may not instruct for more than 900 machine hours in any 12-month period. When FIs are used to instruct on aircrafts and STDs, the total instruction shall not exceed 900 hours in any 12-month period. Flying training and synthetic flight training should be so arranged that students do not receive instruction from more than 3 instructors in either specialization during each phase of the course

12.14.3. Ground Instructors

Sufficient Theoretical Knowledge Instructors must be employed to ensure the proper continuity of theoretical knowledge instruction for all students attending the courses. The maximum class numbers in subjects involving a high degree of supervision or practical work should not exceed 25 students. Theoretical knowledge instructors shall not exceed 30 teaching hours in any one-week, inclusive of CBT (when the instructor is assigned CBT duty). These figures shall be taken to include all classroom contact time, whether on DGCA approved courses or other courses in which the theoretical knowledge instructor takes part. Theoretical knowledge instruction may be carried out by Flight Instructors or by other instructors having appropriate experience in aviation and knowledge of the aircraft concerned.

Personnel nominated as Ground Instructors must be approved vide CAR Section 7 series I Part VII.

NOTE: DGCA has permitted CBT as a format for initial and recurrent training. CBT does not have to be supervised but a rated/approved instructor for the nature of training being conducted should be available on premise to clarify any doubt/query raised by the trainee.

Ground Instructors shall have appropriate experience in aviation and shall, before appointment, give proof of their competence by giving a test lecture based on material they have developed for the subjects that they are to teach. This test lecture should be for each subject that the Instructor is planned to teach and approval for any one subject should not be construed as a common approval as a Ground Instructor. The post Holder Training is responsible to evaluate each instructor as per training procedure manual guidelines prior to approving ground instructors for their organization. DGCA however reserves the right to conduct a viva/ test lecture for ground instructors on random basis.

13 RECORDS

13.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by the DGCA.

13.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

13.3 All training records, regardless of type, are to be retained for a minimum of 3 years from the date of course completion.

13.4 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.

13.5 If computer-based records are used they must be backed up daily. The arrangements for safeguarding such records against loss, corruption and unauthorized change are to be noted in the Training Records section of the Training Manual. A backup server in another location should be maintained. Paper copies of records may be requested.

14 FLIGHT OPERATIONS AND CLASSROOM ACCOMMODATION

14.1 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 general public. All rooms are to be suitably equipped and furnished with provision for heating, light 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. Offices separate from the accommodation provided for instructional staff and students shall be provided for the Head of Training, CFI and CGI. Enclosed briefing rooms/cubicles and lecture rooms of adequate size relative to the maximum student capacity, each including a black or white board shall also be available. Temporary partitions and cubicles with walls that do not extend from the floor to ceiling are not acceptable.

14.2 Model aeroplanes or model helicopters (3D display) as appropriate, may also be available for use in briefing rooms/cubicles. 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 DGCA. A separate room or rooms shall be provided where synthetic training devices are used. Subject to local regulations emergency exits and evacuation routes, particularly in simulator bays, should be clearly marked and kept free from obstruction whenever training is taking place. Lavatory and washroom facilities are to be provided as well as facilities for rest and refreshment. Facilities for theoretical knowledge instruction shall ideally be co-located with the flying and synthetic flight training facilities. The DGCA requires that 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, mock ups and can include computer generated graphics.

15 <u>ATO RENEWAL.</u>

15.1 An ATO Certificate remains valid for a period of five years, or as stated on the certificate and will only be renewed provided there is a demonstrated compliancewith the applicable DGCA regulations.

15.2 The DGCA will monitor an approved ATO to determine the proportion of trainees who may be subsequently observed to lack requisite skills or meet proficiency standards. Repeated such observations will be deemed to be unsatisfactory; and ATOs will be required to instigate remedial action. This action shall be detailed in the Training Manual under the heading Training Effectiveness and approved by the DGCA. This does not however preclude the DGCA from taking immediate action if they deem the standards of training to have fallen to such a point as to be detrimental to the cadets or contravene safety. It will be a condition of the certification that the DGCA may re-inspect the organization at any time during the period of certification.

15.3 Continuation of a certification is not automatic but depends upon the outcome of inspections. Reports will be provided to the ATO following inspection visits by DGCAstaff.

15.4 It will be a condition of the certification that should the Head of Training, the ChiefFlying Instructor, and the Chief Ground Instructor or if appointed the Chief Synthetic Flight Instructor leave their position the certification will automatically lapse. The DGCA must be informed of the departure or intended departure of these members of staff. However, if anamed deputy has been in post and has been active for at least 90 days before the departure of the relevant post holder, permission may be givenfor the certification to continue pending the appointment of replacement.

15.5 It will be a condition of the certification that the DGCA may sample ground and/ or flight/ synthetic flight training at any time during the period of the certification. Sampling will include observation of the briefing and debriefing and training records must be made available. Sampling of flight instructors and synthetic flight instructors may be conducted by DGCA Inspectors or appropriately approved Flight Examiners.

15.6 Applications for re-certification must be submitted 30 working days before the expiry of the existing certification. This is to allow adequate time for the DGCA to complete the pre-inspection work, including a review of the ATO funding, make arrangements for and conduct the inspection and complete the post- inspection tasks. The DGCA cannot guarantee to reach a decision in relation to an application for re- certification by the date the validity of the existing certification expires, unless the DGCA receives the application at least 30 working days prior to the expiry of the existing certification. If no application for re-certification is received the certification will lapse on completion of 5 years from initial approval and no further training will be permitted until such time as all of the requirements for a renewal of certification have been met.

15.7 Renewal Application.

- Application for renewal along with following documents shall be submitted at least 30 working days before expiry of approval along with a copy of the internal audit report and action taken report and a statement that discrepancies which have been rectified and fees as defined in Para 19 of this CAR.
- All ATOs shall be given a renewal of 5 years.

16 Suspension/Cancellation or Revocation of ATO Certificate

16.1. Failure on the part of the ATO to comply with the applicable requirements may result in either the imposing of administrative penalties or suspension/ cancellation or revocation of the ATO Certificate.

16.2. The ATO should note that in the event of a suspension/ cancellation or revocation of an Approval, it needs to be recertified, with a process as determined by the DGCA.

16.3. The ATO should note that even if an enforcement action was not taken by the DGCA, and training is conducted in breach of a condition or conditions of the ATO Certificate, such training is construed to be unauthorized and the ATO is liable for enforcement action by the DGCA, on detection of such occurrences even belatedly.

17 OVERSIGHT

17.1 DGCA shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

17.2 DGCA shall publish an Annual Surveillance Plan for all ATO which will be published on the DGCA website.

17.1 DGCA shall publish an Annual surveillance plan for Simulators which will be published on the DGCA website.

18 EVALUATION AND CHECKING

When DGCA has authorized an approved training organization to conduct the examination required for the issuance of a license or rating, the examination shall be conducted by personnel authorized by the DGCA or designated by the training organization in accordance with criteria approved by the DGCA.

19. Transfer of Student

Training Courses should be completed as a continuous course of training at a single ATO. However, where there are sound reasons for a student to transfer from one approved training provider to another during a course, credit will be given for training completed. It should be noted that where courses are interrupted in this manner, the student might not necessarily complete the approved course within the minimum hours. 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. To allow the HoT of the new ATO to review the training completed and therefore assess the further training required, copies (not originals) of a student's training records are to be made available to the new ATO. Any copies must be certified as correct by the originating ATO and should be forwarded directly to the HoT of the new ATO with notification of the transfer sent to the DGCA Licensing Directorate.

19 Fee

Fee for approval for ATO is as per Rule 133C of the Aircraft Rules, 1937.

Vir Vikram Yadav
Director General
DGCA

APPENDIX A

FRAMEWORK FOR SAFETY MANAGEMENT SYSTEMS (SMS)

This appendix specifies the framework for the implementation and maintenance of a safety management system (SMS) by an approved training organization. An SMS is a management system for the management of safety by an organization. The framework includes four components and twelve elements representing the minimum requirements for SMS implementation.

The implementation of the framework shall be commensurate with the size of the organization and the complexity of the services provided. This appendix also includes a brief description of each element of the framework.

1. Safety Policy And Objectives

1.1 Management commitment and responsibility
1.2 Safety accountabilities
1.3 Appointment of key safety personnel
1.4 Coordination of emergency response planning
1.5 SMS documentation

2. Safety Risk Management

2.1 Hazard identification
2.2 Safety risk assessment and mitigation

3. Safety Assurance

3.1 Safety performance monitoring and measurement
3.2 The management of change
3.3 Continuous improvement of the SMS

4. Safety Promotion

4.1 Training and education
4.2 Safety communication

1. SAFETY POLICY AND OBJECTIVES

1.1 Management commitment and responsibility

The approved training organization shall define the organization's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organization. The safety policy shall reflect organizational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organization. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply. The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organization.

1.2 Safety accountabilities

The approved training organization shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the approved training organization, for the implementation and maintenance of the SMS. The approved training organizationshall also identify the accountabilities of all members of management, irrespectiveof other functions, as well as of employees, with respect to the safety performanceof the SMS. Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization, and shall include a definition of the levels of management with authority to make decisions regardingsafety risk tolerability.

1.3 Appointment of key safety personnel

The approved training organization shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance ofan effective SMS.

1.4 Coordination of emergency response planning

The approved training organization shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergencyoperations and the return to normal operations is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

1.5 SMS documentation

The approved training organization shall develop an SMS implementation plan, endorsed by senior management of the organization, that defines the organization's approach to the management of safety in a manner that meets theorganization's safety objectives. The approved training organization shall develop and maintain SMS documentation describing the safety policy and objectives, theSMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the SMS outputs. Also as part of the SMS documentation, the approved training organization shall develop and maintain a safety management systems manual (SMSM), to communicate its approach to the management of safety throughout the organization.

2. SAFETY RISK MANAGEMENT

2.1 Hazard identification

The approved training organization shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

2.2 Safety risk assessment and mitigation

The approved training organization shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.

3. SAFETY ASSURANCE

3.1 Safety performance monitoring and measurement

The approved training organization shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls. The safety performance of the organization shall be verifiedin reference to the safety performance indicators and safety performance targetsof the SMS.

3.2 The management of change

The approved training organization shall develop and maintain a formal process to identify changes within the organization which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

3.3 Continuous improvement of the SMS

The approved training organization shall develop and maintain a formal process to identify the causes of substandard performance of the SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes.

4. SAFETY PROMOTION

4.1 Training and education

The approved training organization shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS.

4.2 Safety communication

The approved training organization shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.