




**Civil Aviation Authority of
Sri Lanka**


**Approved Training Organization
Certification Manual**

Second Edition-2018

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page i

Approved Training Organization Certification Manual











Control Number 000

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page ii

CIVIL AVIATION AUTHORITY OF SRI LANKA

PERSONNEL LICENSING SECTION

**LIST OF GUIDANCE MATERIAL ISSUED BY THE PERSONNEL
LICENSING SECTION**

			
PERSONNEL LICENSING PROCEDURES MANUAL (SLCAP 3010)		MEDICAL PROCEDURES MANUAL (SLCAP 3020)	
			
OFFICE PROCEDURES MANUAL (SLCAP 3030)		ELPC PROCEDURES MANUAL (SLCAP 3040)	
			
FLIGHT TEST EXAMINERS MANUAL (SLCAP 3050)		ATC LICENCE PROCEDURES MANUAL (SLCAP 3060)	
			
AML PROCEDURES MANUAL (SLCAP 3070)		EXAMINATION PROCEDURES MANUAL (SLCAP 3080)	
			
APPROVED TRAINING ORGANIZATION CERTIFICATION MANUAL (SLCAP 3090)		PERPETUAL LICENCE ASSESSMENT PROCEDURE MANUAL (SLCAP 3100)	

List of Effective Pages

page no	Effective Date	Page No	Effective Date	Page No	Effective Date
i	01.02.2018	A-11	01.02.2018	G-3	01.02.2018
ii	01.02.2018	A-12	01.02.2018	H-1	01.02.2018
iii	01.02.2018	A-13	01.02.2018	H-2	01.02.2018
iv	01.02.2018	B-1	01.02.2018	I-1	01.02.2018
v	01.02.2018	B-2	01.02.2018	I-2	01.02.2018
vi	01.02.2018	B-3	01.02.2018	I-3	01.02.2018
vii	01.02.2018	B-4	01.02.2018	I-4	01.02.2018
viii	01.02.2018	C-1	01.02.2018	J-1	01.02.2018
ix	01.02.2018	C-2	01.02.2018	J-2	01.02.2018
x	01.02.2018	C-3	01.02.2018	J-3	01.02.2018
xi	01.02.2018	D-1	01.02.2018	J-4	01.02.2018
xii	01.02.2018	D-2	01.02.2018	J-5	01.02.2018
xiii	01.02.2018	D-3	01.02.2018	K-1	01.02.2018
1-1	01.02.2018	D-4	01.02.2018	K-2	01.02.2018
1-2	01.02.2018	D-5	01.02.2018	K-3	01.02.2018
1-3	01.02.2018	D-6	01.02.2018	K-4	01.02.2018
2-1	01.02.2018	D-7	01.02.2018	L-1	01.02.2018
2-2	01.02.2018	D-8	01.02.2018	L-2	01.02.2018
2-3	01.02.2018	D-9	01.02.2018	L-3	01.02.2018
2-4	01.02.2018	D-10	01.02.2018	L-4	01.02.2018
2-5	01.02.2018	D-11	01.02.2018	L-5	01.02.2018
3-1	01.02.2018	D-12	01.02.2018	L-6	01.02.2018
3-2	01.02.2018	D-13	01.02.2018	L-7	01.02.2018
3-3	01.02.2018	D-14	01.02.2018	L-8	01.02.2018
3-4	01.02.2018	D-15	01.02.2018	L-9	01.02.2018
3-5	01.02.2018	D-16	01.02.2018	L-10	01.02.2018
3-6	01.02.2018	D-17	01.02.2018	L-11	01.02.2018
3-7	01.02.2018	D-18	01.02.2018	L-12	01.02.2018
3-8	01.02.2018	D-19	01.02.2018	L-13	01.02.2018
3-9	01.02.2018	D-20	01.02.2018	L-14	01.02.2018
3-10	01.02.2018	D-21	01.02.2018	L-15	01.02.2018
3-11	01.02.2018	D-22	01.02.2018	L-16	01.02.2018
3-12	01.02.2018	D-23	01.02.2018	L-17	01.02.2018
3-13	01.02.2018	D-24	01.02.2018	L-18	01.02.2018
3-14	01.02.2018	D-25	01.02.2018	L-19	01.02.2018
3-15	01.02.2018	D-26	01.02.2018	L-20	01.02.2018
Appendixes		D-27	01.02.2018	L-21	01.02.2018
A-1	01.02.2018	D-28	01.02.2018	L-22	01.02.2018
A-2	01.02.2018	D-29	01.02.2018	M-1	01.02.2018
A-3	01.02.2018	D-30	01.02.2018	M-2	01.02.2018
A-4	01.02.2018	E-1	01.02.2018	M-3	01.02.2018
A-5	01.02.2018	F-1	01.02.2018	M-4	01.02.2018
A-6	01.02.2018	F-2	01.02.2018	M-5	01.02.2018
A-7	01.02.2018	F-3	01.02.2018		
A-8	01.02.2018	F-4	01.02.2018		
A-9	01.02.2018	G-1	01.02.2018		
A-10	01.02.2018	G-2	01.02.2018		

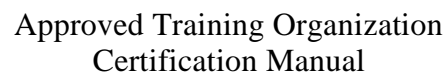


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Table of Content

LIST OF GUIDANCE MATERIAL ISSUED BY THE PERSONNEL LICENSING SECTION	ii
Record of Revision	iii
List of Effective Pages	iv
History of Revision	v
Record of Amendments	vi
Table of Content	vii
Foreword.....	ix
List of Abbreviation.....	x
Definitions.....	xiii
CHAPTER 1 - INTRODUCTION.....	1-1
1.1 General	1-1
1.2 Continued Compliance	1-2
1.3 Authorized evaluations and checks carried out by the Flying School / ATO	1-3
1.4 Approval of a foreign Flying School / ATO	1-3
CHAPTER 2 – BACKGROUND.....	2-1
2.1 Certification Process	2-1
2.1.1 Pre-application:.....	2-1
2.1.2 Formal Application:	2-1
2.1.3 Document Evaluation:	2-1
2.1.4 Inspection Prior to Certification:	2-2
2.1.5 Certification:	2-2
2.2 Responsibility of the Flying school / ATO	2-2
2.3 Equivalent Safety	2-3
2.4 Authorization for the Issue of a Flying school / ATO Licence	2-3
2.5 Responsibility of the Applicant with regard to the training of CAASL Inspectors	2-4
2.6 Schedule of Events	2-4
2.7 Statement of Compliance (Declaration of Conformance).....	2-4
2.8 Certification Team	2-5
CHAPTER 3 - INITIAL ISSUE OF FLYING SCHOOL / ATO LICENCE.....	3-1
3.1 General	3-1
3.2 The Pre-Application phase.....	3-1
3.2.1 Pre- Application - Statement of Intent	3-1
3.2.2 Pre-Application Meeting.....	3-2
3.2.3 The certification process	3-2
3.3 The Formal Application Phase	3-4
3.3.1 General.....	3-4
3.3.2 The Sequence of Events.....	3-4
3.3.3 Manuals to be produced with the formal application.....	3-4
3.3.4 Statement of Compliance.....	3-5
3.3.5 Qualifications of Nominated Post Holders	3-5
3.3.6 Third Party Providers (Outsourcing)	3-6

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page viii

3.3.7 Aircraft Facilities and Services	3-6
3.4 The Document Evaluation Phase	3-7
3.4.1 General.....	3-7
3.4.2 Lease Agreements.....	3-7
3.4.3 Manuals & Manual Standards.....	3-7
3.4.4 Use of language in Manuals / Documents	3-9
3.4.5 Training and Procedure Manual	3-10
3.4.6 Airplane Flight Manual /POH/ Simulator Operations Manual	3-10
3.4.7 Maintenance Manual (Maintenance Control Document).....	3-11
3.4.8 Training Programmes	3-11
3.4.9 Course Syllabus / Student Course Material / Training Curriculum	3-11
3.4.10 Accident Prevention Programme	3-12
3.4.11 Threat and Error Management	3-12
3.4.12 Upset Prevention and Recovery Training	3-12
3.4.13 Quality Assurance System	3-13
3.4.14 Safety Management System (SMS) of Flying School / ATO	3-13
3.4.15 Competency Based Training.....	3-13
3.4.16 Synthetic training devices.....	3-13
3.4.17 Statistical Returns	3-13
3.5 The Pre-Certification Inspection Phase	3-14
3.5.1 General.....	3-14
3.6 Certification phase	3-14
3.6.1 Final version of the Operation Specifications.....	3-14
3.6.2 Issue of flying school / ATO licence	3-14
3.7 Renewal of flying school / ATO licence.....	3-15
3.7.1 The Application for Renewal.....	3-15
3.7.2 Inspection for Renewal of flying school / ATO licence	3-15
Appendix A – Formal Application	A-1
Appendix B - Flying school / ATO Certification	B-1
Appendix C-Format of the Compliance Statement.....	C-1
Appendix D – Checklists	D-1
Appendix E – Work sheet.....	E-1
Appendix F - Certification Process.....	F-1
Appendix G - Leased Aircraft Operations	G-1
Appendix H - Special Requirements Introducing a New Aircraft Type	H-1
Appendix I - Qualifications and Level of Experience for Nominated Post Holders.....	I-1
Appendix J - Contents of the Training and Procedures Manual	J-1
Appendix K - Pre Certification Facility Inspections.....	K-1
Appendix L- Application and Check List for Renewal of Flying School / ATO Licence	L-1
Appendix M-FSTD Certification Checklist.....	M-1

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page ix

Forward

Being members of the International Civil Aviation Organization (ICAO), each Contracting State has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are being carried out in strict compliance with International Standards and Recommended Practises (SARP's) as specified in ICAO Annex 1 to Annex19.

Applicable standards for certification of Flying Training Organisations are stipulated in ICAO Annex 1

The Civil Aviation Act No 14 of 2010 and other specific operating regulations, requires a person or institution to establish Aviation Training Institutions/ Flying school / ATO to provide training courses in respect of activities prescribed in section 67 of the above act, where DGCA Sri Lanka is satisfied as to the adequacy of the course content, the suitability of the training equipment and facilities and the competency of the instructors.

Prior to issue such licence or permit which is hereinafter referred to as flying school / ATO license, the organization needs to demonstrate compliance to Civil Aviation Act No 14 of 2010 & other operating regulations and procedures stipulated in this Manual "ATOCM" cited as SLCAP3090.

Flying school / ATO licence and associated Operations Specifications (Ops Specs) defines the nature and scope of the operations authorized to conduct together with relevant conditions and limitations. Furthermore this authorization shall be revoked or cancelled, if one or more of the conditions stipulated therein is breached or not maintained to the same level as demonstrated at the initial certification.

Compilation of Flying school / ATO Certification Manual - SLCAP 3090 shall be considered as a dire need for the guidance of an applicant seeking a Flying school / ATO License. It is noteworthy to mention that the purpose of this manual is to explain the administrative procedure involved, for the issue and renewal of a Flying school / ATO License and to indicate the requirements to be met by an applicant for such a certificate. Every application is considered on its merits.

It is not the case, that failure to comply with every detail outlined in this manual will result in refusal to grant a Flying school / ATO License. It is possible that failure to comply with a particular requirement described in this booklet will be addressed and fulfilled in some way, thereby enabling the Authority to be satisfied with the overall competence of the applicant. It is expected that the applicant of a Flying school / ATO License will be benefited by this manual as it explains the administrative procedures involved so that the process would be independent and transparent.

This Authority may, without any prior notice, change the contents of this manual as appropriate, to suit the administrative requirements.




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List of Abbreviation

A	Aeroplane
ACAS	Airborne collision avoidance system
AD	Airworthiness directive
AFM	Airplane Flight Manual
AFTN	Aeronautical Fixed Telecommunication Network
AIH	Airworthiness Inspector Handbook
AIS	Aeronautical information service
AM	Accountable manager
AMC	Acceptable Means of Compliance
ANR	Air Navigation Regulations of Sri Lanka
AOC	Air Operator Certificate
ARA	Authority requirements for aircrew
ATA	Air Transport Association
ATC	Air traffic control
ATO	Approved training organisation
ATPL	Airline transport pilot licence
AVSEC	Aviation Security
BITD	Basic instrument training device
BPL	Balloon pilot licence
CAA	Civil Aviation Authority
CBT	Computer-based training
CFI	Chief flying instructor
CM	Compliance monitoring
CMP	Compliance monitoring programme
CMS	Compliance monitoring system
CSI	Cabin Safety Inspector
COP	Code of practice
C of A	Certificate of Airworthiness
C of R	Certificate of Registration
CRM	Crew resource management
CS-FSTD(A)	Certification Specifications for aeroplane flight simulation training devices
CS-FSTD(H)	Certification Specifications for helicopter flight simulation training devices
CTKI	Chief theoretical knowledge instructor
DCP	Designated Check Pilot
DG	Dangerous goods
DGCA	Director General of Civil Aviation
EC	European Community
ERP	Emergency response plan
EROPS	Extended Range of Operations
ETOPS	Extended range operations with twin-engined aeroplanes
FATO	Final approach and take-off area
FFS	Full flight simulator
FI	Flight Instructor
FMGS	Flight management and guidance computer

FMS	Flight management system
FNPT	Flight navigation and procedures trainer
FOI	Flight Operations Inspector
FOIH	Flight Operations Inspector Handbook
FOM	Flight Operations Manual
FSL	Flying School Licence
FSTD	Flight simulation training device
FTD	Flight training device
FTE	Full-time equivalent
FTI	Flight test instructor
GM	Guidance Material
GMP	General medical practitioner
H	Helicopter
HEMS	Helicopter emergency medical service
HHO	Helicopter hoist operation
HT	head of training
ICAO	International Civil Aviation Organization
IFR	Instrument flight rules
IMC	Instrument meteorological conditions
IOS	Instructor operation station
IR	Implementing Rule
LAPL	Light aircraft pilot licence
LIFUS	Line flying under supervision
LOFT	Line Oriented Flight Training
LVO	Low visibility operation
MCC	Multi-crew cooperation
MCM	Maintenance Control Manual
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
MPA	Multi-pilot aeroplane
MPL	Multi-crew pilot licence
NOTAM	Notice to Airman
NVIS	Night vision imaging system
OPC	Operator proficiency check
ORA	Organisation requirements for aircrew
OSD	Operational suitability data
OTD	Other training device
Ops Specs	Operations Specifications
PA	Public Administration
PBN	Performance-based navigation
PF	Pilot flying
PIC	Pilot-in-command
POH	Pilot Operating Handbook
PPL	Private pilot licence
QTG	Qualification test guide
QM	Quality Manager

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page xii

Rev	Revision
SARPs	Standards and Recommended Practises
SLCAP	Sri Lanka Civil Aviation Publication
SMM	Safety management manual
SOP	Standard Operating Procedure
SPL	Student pilot licence
TAWS	Terrain awareness warning system
TRE	Type rating examiner
TRI	Type rating instructor
TRTO	Type Rating Training Organization
USOAP	Universal Safety Oversight Audit Programme
VDR	Validation data roadmap
ZFTT	Zero flight-time training

	Approved Training Organization Certification Manual	SLCAP 3090	
		Introduction	Page xiii

Definitions

“Noted”	This is a term to be used when completing the Declaration of Conformance to indicate that the Operator has read and understood the provisions made in the Regulations but it does not require him to take any action to comply with the regulation.
“Noted & Complied”	This is a term to be used when completing the Declaration of Conformance to indicate that the Operator has read and understood the provisions in the Regulations and action has been taken to comply with it. When the operator states “Noted and Complied” it is necessary to make necessary cross-reference to the relevant documents of the operator which describes action/step that he has taken for such conformance. This may be done by quoting the applicable section and /or paragraph numbers and the title of the Operator’s Manuals.
“Noted but Compliance deferred”	This is a term to be used when completing the Declaration of Conformance to indicate the Regulations which the operator has failed to comply with at the time of application.



CHAPTER 1 - INTRODUCTION


1.1 General

The purpose of this manual is to provide guidance on procedure for certification of Approved Training Organization (ATO) / Flying school and procedure for issuance and renewal of Flying school / ATO licence.

Flying school / ATO licence and associated Operations Specifications (Ops Specs) specifies the nature and scope of the operations authorized to each Flying School / ATO. Furthermore DGCA is authorized to suspend /revoke the flying school / ATO licence issued, if one or more of the conditions stipulated therein is breached or not maintained to the same level as demonstrated at the initial certification.

Prior to issuing flying school / ATO licence, the applicant shall comply all the requirements of Civil Aviation Act No. 14 of 2010 and other specific operating regulations made thereunder and ICAO Doc 9841 guidance for safe, secure, efficient and regular operations of proposed services;

- The flying school / ATO has provided for adequate servicing and maintenance of the aircraft and established an effective system of maintenance control for this purpose;
- The flying school / ATO has provided for an effective means of operational control of the training aircraft that he intends to operate;
- The organizational structure of the flying school / ATO is appropriate and the nominees for the key post holders have adequate experience and required qualifications and are acceptable to and approved by the DGCA;
- Detailed procedures, techniques and guidance are included in flying school / ATO Training and Procedures Manual and other Manuals giving specific instructions / information as to how the Flying School / ATO personnel are required to carry out their duties and functions and such manuals shall receive approval/acceptance from the DGCA;
- Qualified and trained staff are available in sufficient number for initial and recurrent training programmes where such personnels have been organized and required approval of DGCA for training programmes is obtained where necessary.
- Type(s) of aircraft are approved for the proposed class(es) of operations of flying school / ATO and are suitable for the proposed operations and they are available in sufficient number;
- Facilities and ancillary services required for the proposed operations have been organized to ensure safe, secure, efficient and regular operation;
- All required training programmes, instructors and training infrastructure have been approved by DGCA, where applicable;

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 1	Page 1 - 2

- Potential and actual liabilities of the flying school / ATO in respect of aircraft, crew, students and third party are covered with an insurance policy through local agent;
- An effective accident prevention and a safety management system acceptable to the DGCA have been implemented;
- Any other element identified as a requirement during the certification process is in place and is sufficient to ensure the operation of the flying school / ATO and its training equipment to be operated.
- Adequate financial resources are available for the flying school / ATO to fulfill the actual and potential obligations arising from the proposed operation for the minimum period of three years.

The flying school / ATO licence and the associated operations specifications specify only the nature and scope of the authorizations in relation to the technical competency of the flying school / ATO for safe, secure, efficient flying training services. Therefore the flying training school / institute should be mindful of the other additional requirements essential for the operations and the continuation of a flying school / ATO such as financial, organization etc.

Flying school / ATO should follow the guidance provided by ICAO Doc 9841 AN/456

The application for the issue of a flying school / ATO licence must be prepared in accordance with the requirements prescribed in of this manual and the application form has to be obtained from the CAASL (*Refer Appendix A for a sample of the application*).

1.2 Continued Compliance

Once certified, the operator is responsible for the continued compliance with the initial conditions of certifications, applicable legislative requirements and DGCA's requirements promulgated from time to time. The CAASL will maintain regular surveillance on the flying school / ATO's activities to ensure continued compliance, additionally to the formal and detailed audits where the flying school / ATO's actual operations are checked against approved procedures as mentioned in the documents of flying school / ATO as per the ASN 28. Therefore the failure on the part of the flying school / ATO to comply with the applicable published requirements may result in either the imposing of administrative penalties or suspension / cancellation of the flying school / ATO licence.

A flying school / ATO shall note that even if an enforcement action was not taken by the CAASL, and operations are conducted in breach of a condition or conditions of the flying school / ATO licence, such operations are construed to be unauthorized and the operator is liable for enforcement action by the CAASL, on detection of such occurrences even belatedly as per SLCAP 5250, Aviation Enforcement Procedures Manual.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 1	Page 1 - 3

1.3 Authorized evaluations and checks carried out by the Flying School / ATO


When DGCA has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the T&PM, it should include the approval of instructors and examiners.

- i. List of approved instructors and examiners should be included in the manual
- ii. Surveillance should be carried out on authorized evaluations and checking to check the compliance.

Requirements and guidance can be found on ICAO Doc. 9841 chapter 11.

1.4 Approval of a foreign Flying School / ATO

When DGCA Sri Lanka approve a foreign Flying School / ATO same approval process should be followed. DGCA Sri Lanka may rely on the approval and surveillance system of the host state to supplement their effort as per the 12.2 ICAO Doc. 9841. Accreditation of the foreign Flying School / ATOs also may done accordingly.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 2	Page 2 - 1

CHAPTER 2 – BACKGROUND

2.1 Certification Process

The certification process requires the DGCA to ascertain through a systematic process whether or not, a prospective applicant has both the required aptitude and resources to comply with the applicable legislative requirements and to fulfill the applicant's actual and potential obligations for operation of safe, secure, efficient and regular flying training as proposed. The DGCA performs this task in fulfilling one of its primary obligations to the members of the public in regard to the entry certification of prospective applicants for flying training in order to ensure the provision of safe and dependable air services. This process involves *five distinct* phases as detailed below:

2.1.1 Pre-application:

During this phase, the applicant conducts initial studies, prepares plans, makes inquiries from the DGCA in regard to the opportunities available under the operations of flying training and seeks advice as to the validity of different proposals. The prospective applicant at this stage is required to submit a letter of intent to the DGCA outlining the proposals and the DGCA will then invite the applicant for a pre-application meeting. After that based on the initial information provided to the DGCA, by the applicant, an estimate of costs for the certification will be computed according to the schedule of fees.

2.1.2 Formal Application:

The formal applicant phase requires, the applicant to submit the complete application (Appendix – A) to the DGCA together with the cost of certification established as per the *phase 2.1.1* along with the relevant documents to support the intended operation. Then the DGCA will make a formal assessment of the completeness of the applicant's proposal and then invite the applicant for a Formal Application meeting where the details relating to the certification process would be formally discussed.

2.1.3 Document Evaluation:

Through this document evaluation phase the DGCA will undertake a detailed study of the applicant's manuals and other documents, which accompanied the formal application. The documentation must be complete, accurate and current to satisfy the DGCA's requirements before the inspection phase can commence. During this phase it will imply a series of discussions between the DGCA and the nominated post holders of the applicant in regard to establishing the validity/acceptability of the applicant's proposals. It should be understood that the documents shall reflect precisely the mode and manner in which the applicant intends conducting the proposed operations and once approved,

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 2	Page 2 - 2

furthermore they shall form a part of the understanding between the DGCA and the flying school / ATO in regard to future functioning of the flying school / ATO.

2.1.4 Inspection Prior to Certification:

The inspection prior to certification phase will require the applicant to demonstrate to the DGCA that the applicant is in a position to conduct the proposed operations in accordance with the procedures detailed in the documents/manuals reviewed as per *phase 2.1.3* utilizing the personnel/facilities/equipment identified in the formal application. The qualifications and experience of the nominees for Designated Post holders will be evaluated and interviewed. Also the aircraft, maintenance facilities and arrangements will be inspected. Furthermore the training facilities, programmes, training personnel, facilities for flying training and ground training arrangements will be evaluated. The Company's organizational structure, channels of communication, delegation of powers, financial strength and sources of funding will be subjected to detailed scrutiny to ensure that the company has sufficient resources, effective arrangement and control to satisfy its obligations. In order to proceed to the certification phase all these elements should be satisfactorily completed.

2.1.5 Certification:

Upon satisfactorily completion of all the above four phases the DGCA will take the necessary administrative action to approve formally the nominees for Designated Post holders, the aircraft, facilities and procedures specified in the Training and Procedure Manual, Maintenance Control Manual and other related documents. It should be borne in mind that although the CAASL inspectors may indicate to the applicant regarding acceptability of the applicant's arrangements in respect of personnel, equipment, facilities, services, procedures or process in relation to the proposed operations as and when evaluations on such matters are completed, the final decision of the DGCA in regard to each such arrangement would be conveyed to the flying school / ATO formally during the certification process only.

2.2 Responsibility of the Flying school / ATO

A major objective of the flying school / ATO certification is to ensure that an applicant for a flying school / ATO licence is fully aware and has clearly understood at the very outset about the actual & potential obligations arising out of the proposed operations (*especially the legal & social responsibilities*) and the financial commitments required to sustain the proposed operations in conformity with the published Civil Aviation requirements. Accordingly, a flying school / ATO licence **WILL NOT BE ISSUED UNTIL THE CAASL** is fully convinced and satisfied beyond any doubt that all requirements for issue of a flying school / ATO licence have been confirmed with prior to commencement of the proposed operations and that the flying school / ATO has both the required aptitude and resources to maintain proposed services without compromising any of the initial requirements/ conditions of certification.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 2	Page 2 - 3

Furthermore the “The Air Navigation Regulations” devolve on the DGCA the power to refuse an application if;

- the applicant fails to satisfy the DGCA in regard to;
- the need for flying training in the area concerned with especial reference to the potential demand for flying training industry
- economic strength required to fulfill actual and potential obligations for a period of at least three years;
- aircraft proposed to be flown;
- competence of technical personnel;
- Procedures and arrangements as a flying school / ATO;
- maintenance facilities and arrangements;
- arrangements in place for provision of safe, secure and efficient flying training in compliance with the published requirements;

In the event, an application is refused by the DGCA due to one or more reasons mentioned above, the applicant will have to forfeit the fees paid with the formal application as processing fees.

2.3 Equivalent Safety

The Equivalent safety relates to a situation where the applicant does not comply with the requirements as specified in the legislation but is in a position to demonstrate that the same or better level of safety intended by such legislative requirements can be satisfied by adoption of alternative method of compliance. A determination of equivalent level of safety may allow the certification process to be satisfied in that aspect. This process however, is not automatic requiring the operator the burden of proving to the satisfaction of the DGCA that the equivalent level of safety can be met, continued and maintained.

2.4 Authorization for the Issue of a Flying school / ATO Licence

The initial issue of a flying school / ATO licence together with the Operations Specification, which is required for the intended operations, will be issued once the certification team makes the required recommendations to the DGCA to that effect.

The recommendation for the issue of the flying school / ATO licence will be made by the Team Manager/Director who is in charge of the certification process after receiving required recommendations from the Team Leaders in charge of Airworthiness and Licensing.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 2	Page 2 - 4

2.5 Responsibility of the Applicant with regard to the training of CAASL Inspectors

The type of aircraft proposed, if not previously registered in Sri Lanka, may require the applicant to provide the CAASL staff with type specific training. The applicant will be responsible for the cost of training of at least two Flight Operations Inspectors/PEL Inspectors and two Airworthiness Inspectors who are attached to the CAASL. It should be noted that the type endorsement training for the FOI's/PEL Inspectors would involve at least eight (08) hours of flight time in the aircraft or simulator as may be determined by the DGCA. The inspector(s) must have completed their training either before any member of the operator commences their training or at the same time that the first crewmembers of the prospective operator receives their training.

In the event, the holder of a flying school / ATO licence inducts or replace any of their aircraft with a new type of aircraft or an aircraft that is not at that time in service in Sri Lanka, the flying school / ATO licence holder shall incur the same responsibilities and expenses as outlined in paragraph para one of 2.5.

2.6 Schedule of Events


This is a written statement to be provided by the applicant in a form as specified in *Appendix – B*, containing a list of items, documents, manuals, activities, aircraft, and/or facility acquisition or procurements of which the applicant must accomplish or make ready, including the dates on which they will be submitted to the CAASL for approval or will be ready for the CAASL inspection. The Schedule of Events shall be pre-coordinated with the Team Manager in charge of the certification process.

2.7 Statement of Compliance (Declaration of Conformance)

A Statement of compliance is a declaration by an applicant that the applicant is aware of and has a plan that is approved by CAASL to satisfy all pertinent regulatory matters and applicable safety standards promulgated by the DGCA. The statement is in the form of a detailed list Regulations that will be applicable to the operations proposed. The applicant is required to provide a brief narrative, describing the intended method of compliance, which shall be achieved against each item of the regulatory requirements. The format of the compliance statement to be completed by an applicant is found in *Appendix - C*.

Where the flying school / ATO does not or cannot comply with the normal requirements and seeks a concession in lieu, the Compliance Statement should reflect that a particular concession has been sought. Under these conditions, approval of the Compliance Statement is contingent on approval of each requested concession.

It is imperative that an applicant after receiving the formal authorization for flying training through a flying school / ATO licence and associated Operations Specification, inform the DGCA of arrangements in place in order to conform to the regulatory requirements that would be published

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 2	Page 2 - 5

by the CAASL through subsequent ASNs and amend or supplement the Statement of Compliance accordingly.

2.8 Certification Team

A certification team is a group of CAASL Inspectors appointed to carry out the inspections and assessments required prior to the certifying an applicant is suitable to hold a flying school / ATO licence. The size of the team will vary according to the size and complexity of the task(s) involved.

NOTE: The CAASL Inspectors will be using the relevant checklists to evaluate the applicant's arrangements for the proposed operations during the Documentation Evaluation Phase and Inspection prior to Certification Phase. These checklists are in Appendix - D.

The applicant is expected to meet the inspectors of the CAASL with prior appointment and a "Work Sheet", *as shown in Appendix - E* will be filled by the applicant and the inspector pertaining to the meeting.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 1

CHAPTER 3 - INITIAL ISSUE OF FLYING SCHOOL / ATO LICENCE

3.1 General

The issuance of the flying school / ATO licence is an outcome of several combined activities that should be performed throughout various stages of the process. In order to provide the applicant with an understanding of these activities a flow chart outlining all the activities are provided in Appendix F. An applicant is free to make contact with the CAASL without making a commitment to determine the feasibility of a proposal. Also an application will be required to formally notify the CAASL in writing when the applicant is reasonably certain of proceeding with the application for a FSL / Permit then commences.

3.2 The Pre-Application phase

There are two distinct activities, which are conducted during this phase. Before submitting the Letter of Intent, it is assumed that the applicant has already performed the following tasks and is satisfied regarding the availability of the proposed operations.

- Market Survey/ analysis on intended flying training for the next three (3) years.
- Economic feasibility report covering above item on the operating cost (profit/loss) basis as against projected expenditure.
- Business Plan
- Risk associated with the implementation of the Business Plan and mitigatory measures.
- Proposed method of financing the implementation of the business plan taking into account the obligations of the organization to ensure a safe, efficient and regular operation as per ANR, SARPS and associated local requirements made by DGCA from time to time, in terms of ISs.
- Projected balance sheet after three (3) years

If required, the applicant shall be able to submit documentary proof on all above during the process of evaluation for the grant of flying school / ATO licence.

3.2.1 Pre- Application - Statement of Intent

The applicant will be asked to provide a Pre-Application Statement of intent when he/she is reasonably certain of proceeding to certification. This statement should be in the form of a letter and contain at least the following information:

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 2

- The type of operation;
- The type(s) of aircraft and/or equipment
- Aircraft owned or leased; (Note: details relating to leased aircraft operations is found in the Appendix – G.
- Type and duration of the lease agreement;
- The aircraft registration;
- The areas(s) of operation and route(s) proposed;
- Operational control mechanism planned;
- The nature of aircraft and / or simulator training and operational facilities;
- Location of administrative, maintenance and operational facilities;
- The planned company trading name; and
- The approximate date of commencement.

The CAASL will peruse the details provided by the applicant and will propose a date for a pre-application meeting.

3.2.2 Pre-Application Meeting

The purpose of this meeting is to ensure that the applicant has a clear understanding of the certification process. Therefore at least the following points will be discussed during this meeting:

- The qualifications and experience required for the nominated post holders;
- The specific requirements particular to the proposed operation;
- Applicable Civil Aviation Act No 14 of 2010 and other specific operating regulations;

It is essential that the applicant understand which regulatory requirements are relevant.

3.2.3 The certification process

The applicant must be aware of the division of responsibility between company personnel and the CAASL and also the applicant must be aware of the desirability of submitting required items as

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 3

soon as they become available and advising the certification team of any problem or change in the operation as proposed.

The required form and content of the Formal Application and its attachments

The application and its attachments must be submitted at least 60 days before the date of intended revenue operation. Sixty (60) days will only provide adequate time to handle the application if all aspects are correct and complete at the time of submission. This does not mean that the CAASL will be able to complete the certification process within this time span. The completion of the certification process would not only depend on the completeness of the application, and the willingness of the applicant to satisfy the CAASL requirements but also the workload already undertaken by the CAASL inspectors under its annual work programme.

Therefore, it is advisable to submit the application as far in advance of the intended start date as possible. Furthermore it is imperative that the applicant understands that no revenue operations shall be permitted until the flying school / ATO licence is issued.

The fee which shall accompany the formal application will not be refunded and is based on the completion of all the work within 12 months of the formal application. If certification has not been completed within that period due to either a lapse or a delay on the part of the applicant, the application may be deemed to have expired. It is therefore very much in the applicant's interest to avoid delays.

The following are examples of situations that can result in delays of certification;

- Not meeting the schedule of events;
- Not providing lease agreements or other documentation as required by CAASL;
- Unreasonable timing in the schedule of event or failing to provide adequate buffers to cover possible delays;
- Submission of incomplete or unacceptable material or other required documents that must be returned for correction;
- Nomination of unacceptable personnel as Nominated Post Holders, lack / inadequacy of proficiency of crewmembers or maintenance personnel;
- Unsatisfactory standards as revealed by inspections and / or demonstrations,
- Untimely or unsatisfactory development of the maintenance programs and / or delays in obtaining a conformity inspection for the aircraft;
- Non availability of applicable manuals, records and other documents which are required to be completed / approved or accepted prior to certification. These should be drafted and completed prior to the submission of the formal application;

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 4

- There is a distinction between general advice from the CAASL (which is free), formal advice from the CAASL (for which a fee is charged) and specialist advice (which is available from consultants attached to CAASL);

Special additional requirements, where an applicant is introducing a type of aircraft that is not already in service in Sri Lanka. (See Appendix H).

3.3 The Formal Application Phase

3.3.1 General

The formal application phase commences when the applicant forwards the application with its accompanying documentation. The application should be signed by either the owner (when applying as an individual) or all members of the Board of Directors when applying as a company. It should be remembered that all activities associated with the certification have to be completed within twelve months from the date the fee is paid.

When the formal application is received, the CAASL will arrange a formal application meeting. Although arrangements could be made for the application to be submitted at that meeting, it is advisable for it to be submitted in advance so that the CAASL can confirm that all required material have been submitted, at the formal application meeting or comment thereon.

The formal application must be submitted at least sixty (60) days before date of intended revenue operations. A brief description, applicable attachments and a detailed check-list of items to be covered in the formal application are placed at Appendix - A.

3.3.2 The Sequence of Events

This is a list of items, activities, aircraft, and/or facility acquisitions which must be accomplished or made ready, including the dates on which they will be ready for the CAASL to inspect. It is important that the schedule be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A factor which must be considered when the schedule of events is forwarded is whether the CAASL has operations and airworthiness inspectors already trained on the proposed aircraft type and if not, how long will it take to train them. If the CAASL does not have sufficient number of already trained and qualified inspectors on the type of aircraft to be operated, the applicant will be required to absorb the cost of type specific training for at least two operations inspectors, two airworthiness inspectors and two PEL inspectors.

3.3.3 Manuals to be produced with the formal application

The following manuals (2 copies each) must accompany the application unless the Applicant has incorporated these requirements in its Training and Procedure Manual.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 5

- Training & Procedure Manual
- Maintenance Programme / Maintenance Control Manual
- Quality Manual / Compliance monitoring programme
- Safety manual
- Schedule of Events
- Declaration of Conformance
- Course Materials
- Simulator Technical Manual for Simulator Training Schools / Type Rating Training Organization

Detail on the contents of the various manuals is provided in the section related to the document evaluation phase. In addition the applicant is required to provide details of the planned organization, general policies, duties and responsibilities of personnel, channels of communication (hierarchy), airworthiness control policy, operational control policy and procedures. Such matters are usually provided in training and procedure Manual.

3.3.4 Statement of Compliance

The compliance statement (Refer Appendix C) should be in the form of a detailed listing of specific operating regulations that will be applicable to the proposed operation with either a brief narrative description of compliance.

If the method of compliance has not been fully developed, a statement of intent should be provided indicating the intent to comply. At this stage of the certification process, the applicant is expected to have considered the proposal in details and there should be a few areas, if any, in which precise compliance information is not available. The Documents that may be referred to in the compliance statement includes the T&P Manual, the Aeroplane Flight Manual, MMEL/MEL Maintenance Control Manual, and the Simulator Operations Manual.

3.3.5 Qualifications of Nominated Post Holders

Flying school / ATO should have an accountable executive and key managerial personnel as per IS 50, ASN 28 and ICAO Doc 9841.

The resumes should be provided containing information on the qualifications and expertise, including licences and ratings of personnel (s) selected, for the following or equivalent positions:

- Accountable Manager / Accountable Executive

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 6

- Head of Training
- Chief flight Instructor
- Chief Ground Instructor / Instructional Services Manager
- Safety Manager
- Compliance Monitoring Manager / Quality Manager
- Manager Engineering /Maintenance Manager
- Flight Instructors
- Ground Instructors

The guide to the qualifications expected of the nominated post holders is given in the Appendix – I.

3.3.6 Third Party Providers (Outsourcing)

Outsourcing of personnel, facilities and equipment can pose some challenges in terms of the Quality Assurance of the processes of the Flying School / ATO. Further guidance can be found in Chapter 8 of ICAO Doc. 9841.

3.3.7 Aircraft Facilities and Services

The type of aircraft intended to be used for the operation shall receive prior approval from the DGCA. The applicant shall follow the separate instructions issued by the CAASL in this regard. In this attachment, evidence should be provided that the aircraft, facilities and service will be available to conduct the proposed operations. The evidence should be in the form of;

- Proof of purchase
- Formal contracts
- Financial lease agreements.

The flying school / ATO should have at least three aircraft, which will be used for intended operations, registered in Sri Lanka to be certified a flying school / ATO. It shall be noted that the validity of the flying school / ATO license becomes null and void automatically in the event that the flying school / ATO does not have at least one Sri Lanka registered aircraft in its fleet. If the formal documents are not available at this stage, letters showing the agreements will be satisfactory until the formal documents are available. It will also be necessary to provide documents showing details of the insurance for the aircraft, its occupants and third parties. The insurance scheme should be in compliance with the applicable convention(s) and / or local legislation.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 7

In the case of a Simulator Training School (Type Rating organization) requirement of at least having one equipment in Sri Lankan registry is mandatory. The scope of operation will be limited to that equipment. In the event simulator school is planning to outsource its training to another facility or intend using another facility overseas on dry lease to conduct training, certification process requires extreme caution & shall be exercised to ascertain CAASL's oversight capabilities. CAASL certification requirements of inspection on facilities shall be accommodated by the applicant in full covering logistical commitments as well.

After the certification & issuance of Flying school / ATO License, conducting post certification inspections & annual planned safety oversight & surveillance inspections is mandatory which may exceed CAASL budget allocations & hence applicant is advised to be mindful of all these intricacies.

3.4 The Document Evaluation Phase

3.4.1 General

During this phase, the Civil Aviation inspectors will inspect the documents provided in support of the formal application. The documents must specifically relate to the proposed operations.

3.4.2 Lease Agreements

Civil Aviation Authority of Sri Lanka does not recognize leasing agreements with operators, registered in certain states due to operational difficulties. Hence it is advised that the applicant may inquire from the CAASL about such States prior to entering in to lease agreements with the Operators based or registered in such States. The CAASL's advice on such States will be based primarily on the Reports issued by the International Civil Aviation Organization (ICAO) under the Universal Safety Oversight Audit Programme (USOAP) and other safety related information gathered by the CAASL through Accident Investigation Reports. Any lease agreement entered into must be evaluated by Civil Aviation Authority of Sri Lanka to make a determination as to who has "operational control" of the aircraft that are to be leased, in relation to ICAO Annex 1, Annex 6 and Annex 8. Lease agreements would be accepted only if the CAASL approves its contents and any amendments thereto must be effected only with the approval of Civil Aviation Authority of Sri Lanka. The provisions of the lease agreements which shall specify who will perform, what, when, where and how, are of interest to Civil Aviation Authority of Sri Lanka in granting the requisite approval.

3.4.3 Manuals & Manual Standards

All the Manual /Document prepared by an applicant for the approval of the CAASL or to satisfy its regulatory requirements shall contain the following in order to ensure effective production, amendment, distribution and/or uniform use of, or compliance with information relating to the company requirements.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 8

Reference Number used to identify the Document:

This number shall be printed on top of the right hand corner of the front / cover page and on each page of the Manual/Document.

Trade Mark / logo of the applicant:

This shall be printed on front / cover page and top of the left-hand corner on each page of the Manual/Document.

Title of the Manual / Document:

This shall be printed on front / cover page.

Edition Number & Year of edition:

This shall be printed on front / cover page.

Title of the person under whose authority the document is printed:

The title of the person who authorized the production of the Manual / document should be written at the bottom of the cover / front page;

Control Number:

In addition to whatever information the applicant may wish to print on the inner page immediately after the cover page, shall contain the control number which indicates the serial number;

Record of Revision:

This shall contain three running columns to indicate the Revision Number, date entered and name of the person making the revision;

History of Revision:

A brief description in regard to each amendment introduced subsequent to the initial issue.

List of effective pages:

This shall contain two running columns to indicate the Page Number and last date of revision or effective date;

Preamble/Forward:

This shall at least contain information relating to the purpose of the Manual in brief, the level of compliance expected from the user, mode and manner used to update the document, the person responsible for update/amendment. The preamble of a Manual /document shall be signed by the Accountable Manager;

Table of Contents:

The table of contents shall be expanded to cover at least two sublevels with page numbers placed on section basis.

Abbreviations:

All abbreviation and acronyms used in the Manual or documents should be clearly explained in full;

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 9

Definitions:

All words, which has or requires a specific meaning in relation to the matter being explained, shall be defined clearly in order to avoid ambiguities. In the absence of a definition for a word or phrase, the CAASL will have the right to interpret such word or phrase with due regard to its obligations for safety and security;

Separation of sections/chapters:

Manuals should be divided into chapters or sections based on topics being dealt with in view of the necessity of future updating requirements. Each new chapter or section shall start with a new page and such sections/chapters shall be identified with distinctive separators;

Header:

There shall be a header for each page of a Manual or document and it shall contain at least the applicant's logo / trade mark, document name, document identification number, chapter number, page number, subject of the chapter and any other information the applicant may wish to display ;

Footer:

There shall be a footer for each page which shall contain the revision number, date of revision, name of the organization and any other information which the applicant may wish to display ; and,

Index:

It is advised that the applicant may include an index to a Manual /document for ease of reference.

3.4.4 Use of language in Manuals / Documents

The applicant shall ensure that all Manuals/ Documents are written in the English language and the following words are used to give the meaning as indicated against such words.

“shall” or “must” – compliance is mandatory

“will” – the action referred to will not take place at the present moment but there is a commitment to comply with the requirement.

“should” – compliance is recommended but not compulsory.

“may” – there is discretion for the applicant/operator to apply alternate means of compliance or to ignore the requirement.

Any specific instruction issued by the applicant to the operational staff shall be given using the words “shall” or “must”.

(This Manual, SLCAP 5030 itself may be used as guidance for the development of applicant's Manual(s) in keeping with the aforesaid requirements)

The applicant shall also maintain a Master Distribution Record in relation to the production and distribution of the Manual/document and its subsequent amendments.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 10

All Manuals / documents submitted by the applicant to the CAASL shall be in duplicate so that one copy will be returned with the appropriate attestation, on approval. The relevant page or pages of the original document which carries the CAASL attestation shall be submitted, whenever an amendment is forwarded to the CAASL for approval.

All Manuals / documents which contain information/instructions which are subject to change shall be compiled in a loose binder (ring binders) and any manual /document to be used in the flight deck shall be printed on papers of A5 size.

3.4.5 Training and Procedure Manual

The Training and Procedures Manual shall contain information/instructions relating to the topics listed in the ICAO Doc. 9841. The applicant may divide the manual to a single or more volumes depending on the size and/or nature of information/instructions which are required to be presented. It is essential that the manual meets the requirements of Civil Aviation Act No. 14 of 2010 and other specific operating regulations, Annex 1 “Personnel Licensing” to the Convention on International Civil Aviation and ICAO Doc 9841. The DGCA may require the applicant to include any additional or particular information in the Training and Procedure Manual, as deemed necessary.

There are two ways of presenting information in the Training and Procedure Manual. One way is to place the information directly in to the text of the Training and Procedures Manual or alternatively to incorporate by reference. This means that the portion so “incorporated by reference” could be issued in a separate volume with an appropriate subtitle with a “reference” to the Training and Procedures Manual identifying its relation or contribution to the main Training and Procedure Manual. Then in the table of contents of the Training and Procedures Manual there would be an entry in the appropriate place (between volume 7 and 9 in this example) for the listing of what volume 8 consisted of. Furthermore for the Contents of the Training and Procedures Manual (Appendix J).

3.4.6 Airplane Flight Manual /POH/ Simulator Operations Manual

(Only for Type Rating Training Organization)

The Aircraft Flight Manual/POH is a document that is approved by the respective Civil Aviation Authority of the State of manufacturer. There is usually no requirement for this manual to be approved by the CAASL unless there have been substantial modifications to the aircraft by other than a means approved by the State of manufacturer. The manual shall be in English or if it's a translation it shall be signed by the State of the manufacturer as a true translation. The AFM / POH should contain information and instructions relating to the following;

- The identification of the aircraft
- The operating procedures and limitations of the aircraft; and
- The performances and loading of the aircraft.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 11

- Simulator Approval

Civil Aviation Authority of Sri Lanka requires all applicants to pay attention to who request authorization of Flight simulators for their training organizations to certification process of Flight simulators as guided by ICAO publications documents.

3.4.7 Maintenance Manual (Maintenance Control Document)

A maintenance control document must be submitted for approval by the Civil Aviation Authority of Sri Lanka. This document shall be titled as Maintenance Control Manual. The manual should be arranged into general information and specific aircraft maintenance systems. Also separate volumes may be utilized for the purpose of separation of topics. Copies of the Maintenance Control Manuals must be provided for the following-

- All locations where maintenance is performed.
- The Civil Aviation Authority of Sri Lanka and;
- Maintenance and inspection personnel who need to refer the manual in the performance of their duties.

3.4.8 Training Programmes

The training programmes shall form as a part of Training and Procedure Manual. Yet may or may not be in the same binder.

The training programme is subject to DGCA approval and must address all aspects of training pertaining to students, instructors, operational personnel and any other personnel involved in aircraft operations. The applicants are advised to liaise with the Personnel Licencing (PEL) Section of the CAASL in developing the required training programmes. The flying school / ATO may include additional materials for guidance and information for flying school / ATO personnel over and above the information required by the DGCA.

3.4.9 Course Syllabus / Student Course Material / Training Curriculum

The Training & Procedure Manual must contain information as to course syllabus disseminated by this Authority applicable for a licence, Student Course Material and Training Curriculum. A flying school / ATO shall not use a training programme that has already received approval for the use of another flying school / ATO until such time that the course is evaluated and approved by the DGCA.

All instructors and simulators and simulator facilities pertaining to aircraft flight operations shall have prior approval of the DGCA.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 12

The Flying school / ATO's arrangements for checking of the competence of the flight instructors/ ground instructors shall be in conformity with the procedures specified in the IS 67 issued by the DGCA.

It is essential that the flying school / ATO shall organize not only initial training for its operational staff but also recurrent training programmes at regular intervals, as advised by the DGCA.

3.4.10 Accident Prevention Programme

An operator shall develop an Accident Prevention and Safety Management System (SMS) to ensure that all reasonable measures have been taken in order to identify possible risks inherited in the system and human errors that may adversely affect flight safety and to mitigate such risks and errors. The guidance material in addition to mandatory requirements published in terms of the IS 12 for the formulation of Safety Management System.

3.4.11 Threat and Error Management

An operator shall develop threat and error management to ensure that all reasonable measures have been taken in order to identify possible risks inherited in the system and human errors that may adversely affect flight safety and to mitigate such risks and errors.

The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired states. Further details are specified in Attachment C to Chapter 3 of the Procedures of Air Navigation Services – Training (PANS – TRG, Doc 9868) and Circular 314 Threat and Error Management (TEM) in Air Traffic Control (in preparation) for a description of undesired states.

3.4.12 Upset Prevention and Recovery Training

An operator shall conduct Upset Prevention and Recovery Training for required pilots as per Implementing Standard 051.

Procedures for upset prevention and recovery training are contained in the procedures for Air Navigation Services - Training (PANS TRG, Doc 9868). Guidance on upset prevention and recovery training is contained in the Manual on Aeroplane Upset Prevention and Recovery Training (Doc 10011).

The Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625) provides guidance on the approval of flight simulation training devices for upset prevention and recovery training.

The aeroplane upset prevention and recovery training may be integrated in the type rating programme or be conducted immediately after, as an additional module.

Procedures for crew incapacitation and crew coordination including allocation of pilot tasks; crew cooperation and use of checklists;

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 13

3.4.13 Quality Assurance System

The training organization shall establish a quality assurance system, acceptable to DGCA Sri Lanka granting the approval, which ensures that training and instructional practices comply with all relevant requirements. Further requirements have been published in IS 50, Chapter 04 of ICAO Doc 9841.

3.4.14 Safety Management System (SMS) of Flying School / ATO

The issuance of an approval for a training organization and the continued validity of the approval will depend upon the training organization being in compliance with the requirements specified in Appendix '2' of IS 50, Regulations on Civil Aviation Safety Management No. 01 of 2014, the relevant provisions contained in Annex 19.

Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

Guidance on approval of a training organization can be found in the Manual on the Approval of Training Organizations (Doc 9841).

3.4.15 Competency Based Training

Competency based training requirements have been specified in ICAO Doc 9841.

3.4.16 Synthetic training devices

Synthetic training devices should be approved by DGCA. Further guidance can be found in Implementing Standard 10. Qualification of synthetic training devices in accordance with State's regulations (Doc 9625) and ICAO Doc. 9841. Certification checklists can be found in Appendix M.

3.4.17 Statistical Returns

Each operator holding a flying school / ATO issued by the DGCA is required to implement a programme to ensure that statistical returns will be furnished to the CAASL on a regular basis as stipulated below.

- List of participants in the commencement of each course
- Time table of the course
- Monthly Roster of the Flight Instructors
- List of graduates
- Monthly returns as per the ASN 028

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 14

3.5 The Pre-Certification Inspection Phase

3.5.1 General

Detailed requirements for facilities, staff, equipment and procedures are set out in ANRs and IS 67 and IS 50. The purpose of the pre-certification inspection is to ensure that the requirements have been satisfied as explained in the written procedures of the applicant. (Refer Appendix – K for details)

The Civil Aviation Authority of Sri Lanka must be satisfied that qualified and trained personnel are employed in sufficient numbers on a full time basis where appropriate. Amongst other requirements, adequate facilities and equipment must be provided to allow staff to carry out their duties related to the conduct of operations in compliance with regulations and specifications or instructions contained in the company.

Some of the work involved in the conduct of operations may be contracted out. Such work may vary from non-operational aspects such as using an outside accounting firm or contract catering through to essential items such as aircraft maintenance at various levels, training of staff, or even to the extent of leasing aircraft. Operational items or services of any nature that are provided under contract will normally require inspection and approval by the DGCA. The sub-contracting of services can be accomplished only from another organization(s) acceptable to the DGCA.

When decided to outsource performance of a certain task to an outside organization, such contracts shall be accomplished only through a properly drawn up MOU which is approved by the CAASL, prior to implementation. Quality of such services has to be monitored by the principle organization and the responsibility and the accountability of such service outsourced shall be with the principle Accountable Manager.

3.6 Certification phase

3.6.1 Final version of the Operation Specifications

The certification team will assess the Operations specifications and review the Compliance Statement to ensure all requirements have been satisfied for the grant of an Air Operator Certificate.

3.6.2 Issue of flying school / ATO licence

When the Certification team of the CAASL is satisfied that all requirements have been met, they will prepare a certification report for the perusal of the Director General of Civil Aviation.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Chapter 3	Page 3 - 15

DGCA if satisfied, that the certification process has been conducted according to the required standards, may approve the issuance of the flying school / ATO licence along with required Operations Specifications certifying the competency of the applicant.

An operator shall hold a valid flying school / ATO licence to engage in flying training.

3.7 Renewal of flying school / ATO licence

An applicant who is a holder of a flying school / ATO licence shall comply with the requirements of this chapter for the renewal of the flying school / ATO license. The applicant must apply for the renewal, to the Civil Aviation Authority of Sri Lanka at least a minimum of 30 days prior to the date of expiry. The requirements for renewal of the licence shall be the same as for the initial issue.

3.7.1 The Application for Renewal


A request for renewal of flying school / ATO licence shall be forwarded to the DGCA in the prescribed form together with the applicable fees.

The Civil Aviation Authority of Sri Lanka will then confirm a date for an inspection for flying school / ATO licence renewal.

3.7.2 Inspection for Renewal of flying school / ATO licence

The purpose of this inspection is to ensure that the applicant has maintained the initial conditions of certifications and is in a position to continue maintaining the applicable certification standards.

It will be necessary for the Civil Aviation Authority of Sri Lanka team to look in to any or all aspects of the training to ensure that the flying school / ATO has continued to maintain the standards that were required for initial certification, in particular to safety surveillance records in relation to training records of students and instructors, regularity audits and incidents / accidents reports etc. (Refer Appendix L for the renewal checklists)

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 1

Appendix A – Formal Application

Applicants seeking permission to establish flying school / ATO in Sri Lanka in pursuance of Civil Aviation Act No 14 of 2010 and other specific operating regulations shall submit their applications to Director- General of Civil Aviation in strict accordance with the procedures explained below, at least 60 days prior to the intended date of commencement of operations.

Applicants should be fully aware of the requirements of the Civil Aviation Authority and its procedures in the initial certification of a flying school / ATO. Therefore applicants are advised to refer Manual and Implementing Standards (ISs) which explain in detail the requirements and procedures of the CAA.

1. General

Manual containing Procedure for certification, SLCAP 3090 is required to be purchased from library and “Application for permission to establish flying school / ATO in Sri Lanka” is contained in the Manual as Appendix A. Application shall be in writing giving full and adequate information restricted to significant and relevant facts, with respect to each of the following:

- a. Market Survey/ analysis on intended flying training for the next three (3) years.
- b. Economic feasibility report covering item (a) above on the operating cost (profit/loss) basis as against projected expenditure.
- c. Business Plan
- d. Risks associated with the implementation of the Business Plan and mitigate measures.
- e. Proposed method of financing the implementation of the business plan taking into account the obligations of the organization to ensure a safe, efficient and regular operation as per ANR, SARPS and associated local requirements made by DGCA from time to time, in terms of ISs.
- f. Projected balance sheet after three (3) years

And any other document that DGCA may deem necessary.

2. Exhibits and Documents:

Exhibits and Documents should be attached to the original of the application and shall be properly identified with the pertinent portion of the application.

3. Signature:

The original of the application shall be signed

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 2

- a. by the applicant if an individual
- b. by each member of the partnership or
- c. if a registered company or corporation by each member of the Board of Directors.


4. Amendment:

Any change in the application by an applicant or additional information required by DGCA shall be in the form of an amendment to the original application.

Application Form

1. Particulars of the Applicant

- I. Name of the organization : Name of the applicant or organization
- II. Whether an individual, a partnership, registered company or corporation etc.
- III. Business name of the organization
- IV. Trade name of the organization
- V. Name and nationality of Chief Executive Officer and description of experience in aviation
- VI. Names and nationality of Directors and description of experience in aviation/ training
- VII. Head Office, Address, Telephone, Facsimile numbers and emails
- VIII. Main Operating Base, Address, Telephone, Facsimile numbers and emails
- IX. Principle place of business (if different from above) ,Telephone, Facsimile numbers and emails
- X. Evidence of the present corporate existence of the applicant and of the place of incorporation:
Copy of any act, Memorandum and Article of Association, Certificate of Incorporation, or other instrument from which the company or corporation derives powers and functions should be attached.
- XI. Nationality of ownership and control:

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 3

Proof of the nationality of the interest holding substantial ownership and effective control of the applicant, having due regard to any existing inter-governmental air transport agreement under which the operating permission is being sought by the applicant.

XII. Class of Services Proposed

Indicate the proposed training

- a. PPL Ground School only
- b. CPL Ground School only
- c. ATPL Ground School only
- d. PPL(A) only
- e. CPL(A) only
- f. ATPL (A) only
- g. IR ground school only
- h. IR(A) flying training only
- i. FI Ground school only
- j. FI flying training only
- k. Integrated flying training school up to CPL/IR(A) with multiengine
- l. Integrated flying training school up to ATPL

2. Economical data


I. Rates

The applicant shall furnish particulars of all rates applicable to be charged on the training proposed including particulars of ground training, flying training on hourly basis and with or without flying instructors)

II. Financial states:

The applicant shall furnish;

- a. Details of the financial structure of the organization
- b. Proof for the paid up capital / capital contribution

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 4

- c. Certified copy of the applicant's last balance sheet
- d. Certified copy of lost & profit account
- e. Cash flow account for the next two years
- f. If the applicant has not yet engaged in the business of aviation, particulars of plans for financing the proposed operations.
- g. Investors (if any) and nature of their contribution
- h. Market survey and business plan

III. Insurance


A concise statement shall be furnished of present and / or proposed insurance coverage and limits for;

- a. Instructors and employees
- b. Students with or without instructors
- c. Liability to third parties for injury or damages

3. Operational details

The applicant shall provide detailed information concerning the following;

- I. Nominee for the Accountable Manager with his/her qualifications and experience.
- II. Organizational Structure and Nominated Post Holders of the company for Head of Training, Chief Flight Instructor, Chief Ground Instructor, Maintenance Manager, Quality Manager, Safety Manager, Flight Instructors and Ground Instructors.
- III. Type of aircraft intended to be used for operations with year of manufacture, serial number, registration number, type of engines, maximum seating capacity, MTOW, Design service goal, Flight cycles, crew requirement, Communication, navigation and surveillance and safety equipment available. (Operator shall have at least one aircraft, which is intended to be used in the proposed operations, registered in its name prior to commencement of the initial certification process.)
- IV. Method of acquisition of aircraft (Dry lease / Wet lease) and certified copy of agreement in the case of a lease.
- V. Whether Hangar & Parking facilities available and the place
- VI. Places of proposed operations and facilities and services available
- VII. Training programmes for operational staff including particulars of simulators intended to be used for training (please attach training programmes)
- VIII. Training, Testing and Checking arrangements for operational staff

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 5

- IX. Pre-flight preparation, facilities for Flight-following up and Release procedures.
- X. Stations, staff and procedures, arrangement, facilities and services available for flight monitoring.
- XI. Proposed Schedule or timetable for ground training and flying training
- XII. Scheme for flight time, duty time and rest period of trainees and trainers
- XIII. Minimum number of staff and method of proposed recruitment
- XIV. Special approvals if needed

4. Maintenance Arrangements


In respect of the flying school / ATO's maintenance system, the following information must be included in the initial application for a flying school / ATO licence and when applicable, any variation or renewal applied for and each airplane type to be operated;

- I. In-house maintenance capabilities
- II. Outsourced arrangements
- III. Facilities
- IV. Stores
- V. Personnel- Where appropriate, the technical specification(s) of the maintenance contract(s) between the operator and any approved maintenance organization
- VI. The number of airplanes.

5. Manuals

The operator shall provide the following manuals in English language together with the application.

- I. Training & Procedure Manual
- II. Airplane Flight Manual/POH Minimum Equipment List, Operating Manual and any other Manual produced by the Manufacturer in respect of each aircraft
- III. Maintenance Control Manual
- IV. The operator's airplane maintenance programmes
- V. The maintenance management exposition
- VI. Quality Manual
- VII. Safety Manual

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 6

6. Schedule of Events and Declaration of Compliance

Schedule of Events: The Operator shall provide a time schedule indicating as to how he proposes to establish major facilities, services or equipment needed for the establishment of the proposed services. The operator shall use Appendix - B for this purpose.

Declaration of Conformance: The Operator shall provide along with the application a State of Compliance in respect of each Regulation in the Civil Aviation Act No14 of 2010 and the applicable ISs. The operator shall use Appendix - C for this purpose.

7. Training proposed for Civil Aviation Authority Inspectors

The Applicant shall provide complete training (type course) for at least one PEL Inspector, two Flight Operations Inspectors and two Airworthiness Inspectors at its own expense, if the applicant intends operating aircraft, which are not familiar to Civil Aviation Authority inspectors.

8. Contracted Services

Details of facilities, services and equipment or personnel, which the Applicant has contracted, should be clearly specified.


9. Additional Information

Supply any other information, which the applicant deems necessary and suitable in support of the applicant.

Note:

It would be desirable, if an applicant for a flying school / ATO licence meets the relevant officials in Civil Aviation Authority with prior appointment to gather the required information and obtain clarifications on matters, which are not understood by him, prior to compilation of the application.

The application should be accompanied with the applicable fees which can be either hand delivered or sent by registered post. All documents referred to in the Application shall be submitted along with application.

		APPLICATION FOR PERMISSION TO ESTABLISH FLYING SCHOOL / ATO (AEROPLANES) IN SRI LANKA		For office use only Serial Number: Issued To:	
The undersigned applies for the permission pursuant to Air Navigation Regulations to establish Flying school / ATO in Sri Lanka as herein described and certified that the facts stated in this application are complete, accurate and timely and that the copies of any documents to the application are true copies.					
1. Particulars of the Applicant					
i. Name of the Organization:			ii. If a partnership/ registered company or corporation;		
iii. Business Name:			Registration Number:		
iv. Trade Name:			Date of Registration:		
v. Name of Chief Executive Officer & Title		Nationality	Brief description of business experience in aviation		
vi. Name of Directors		Nationality	Brief description of business experience in aviation / training		
1.					
2.					
3.					
4.					
5.					
vii. Mailing address (Head Office):			Tel.	:	
			Fax	:	
			e-mail	:	
			AFTN	:	
viii. Mailing address (Main Base):			Tel.	:	
			Fax	:	
			e-mail	:	
			AFTN	:	
ix. Principle place of business (if different from vii & viii):			Tel.	:	

	Fax	:	
	e-mail	:	
	AFTN	:	

x. Evidence of the present corporate existence of the applicant:

(Please attach copies of any Act, Memorandum and Articles of Association, Certificate of Incorporation or other instrument form which company or corporation derives powers and functions.)

xi. Nationality / ownership and control:

(Please attach proof of the nationality of the interests holding substantial ownership and effective control of the applicant, form 48 having due regard to any existing intergovernmental air transport agreement under which the operating permission is being sought by the applicant)

xii. Class of Services Proposed: (If phase out development is envisaged use one cage for every stage)

PPL Ground <input type="checkbox"/>	CPL Ground <input type="checkbox"/>	ATPL Ground <input type="checkbox"/>
Private Pilot Flying Training for Aeroplanes <input type="checkbox"/>	Instrument Rating Ground School <input type="checkbox"/>	
	Instrument Rating Flying Training <input type="checkbox"/>	
Commercial Pilot Flying Training for Aeroplanes <input type="checkbox"/>	Flight Instructor Ground School <input type="checkbox"/>	
Airline Transport Pilot Flying Training for Aeroplanes <input type="checkbox"/>	Flight Instructor Flying Training <input type="checkbox"/>	
Integrated Flying Training School Upto CPL/IR & Multi engine <input type="checkbox"/>	Integrated Flying Training School upto ATPL <input type="checkbox"/>	

2. Economical Data

i. Rates:

(Please furnish particulars of all rates applicable to be charged on the trainig proposed, including particulars of ground training, flying training on hourly basis and with or without flying instructors)

ii. Financial status:

(Please attach following documents)

Details of the financial structure of the organization

Proof for the paid up capital / capital contribution

Certified copy of the applicant's last balance sheet

Certified copy of the profit & loss account Cash flow

account for the next two years

If the applicant has not yet engaged in the business of aviation, particulars of plans for financing the proposed operations

Investors (if any) and nature of their contribution

Market survey and business plan

iii. Insurance:

(Please attach a concise statement of present and/ or proposed insurance coverage and limits for employees, instructors, students including solo flying and liability to third parties for injury or damages)

3. Operational Details			
i. Nominated Accountable Manager:			
Name	Qualifications	Experience	
ii. Organizational Structure and Nominated Post Holders of the company: At the time of submission of this application if these posts holders are not confirmed please indicate in the Schedule of Events the possible date of submission of the particulars.			
Position	Name	Qualifications	Experience
Head of Training			
Chief Flight Instructor			
Chief Ground Instructor			
Maintenance Manager			
Quality Manager			
Safety Manager			
Flight Instructors			
Ground Instructors			
iii. Aircraft details:			
Type of aircraft			
Year of Manufacture			
Serial number			
Registration number			
Type of engines			
Maximum seating capacity			
MTOW			
Design service goal			
Flight cycles			
Crew Requirement			
Communication equipment available			
Navigation equipment available			
Surveillance and safety equipment available			
iv. Method of acquisition of aircraft:			
Dry lease <input type="checkbox"/> Wet lease <input type="checkbox"/> Outright purchase <input type="checkbox"/>			
v. Hangar and parking facilities available Place :			
vi. Places of proposed operations and facilities and service available:			

vii. Training programmes for operational staff including particulars of simulators intended to be used for training:
(Please attach training programmes)

viii. Training, Testing and checking arrangements for operational staff:

ix. Preflight preparations , facilities for Flight-following up and Release Procedures:

x. Stations, staff and procedures, arrangement, facilities and services available for flight monitoring:

xi. Schedule or time table: (Ground Training & Flying Training)

xii. Scheme for flight time, duty time and rest periods of trainees and trainers

xiii. Minimum number of staff and method of proposed recruitment:

xiv. Special approvals required:

4. Maintenance arrangements :

(Please provide following information)

- In-house maintenance capabilities
- Outsourced arrangements
- Facilities
- Stores
- Personnel
- Where appropriate, the technical specification(s) of the maintenance contract(s) between the operator and any approved maintenance organization
- The number of airplanes

5. Manuals :

(Please provide following manuals in English language)

- i. Training & Procedure Manual
- ii. Airplane Flight Manual Minimum Equipment List, Operating Manual and any other Manual produced by the Manufacturer in respect of each aircraft
- iii. Maintenance Control Manual
- iv. The operator's airplane maintenance programmes
- v. The maintenance management exposition
- vi. Quality Manual / Safety Manual

6. Shedule of Events & Declaration of Conformance

(Please complete Appendix B and Appendix C)

7. Training proposals for CAA Inspectors

(The applicant shall provide complete training (type courses) for at least one PEL Inspector, two Flight Operations Inspectors and two Airworthiness Inspectors at its own expenses, if the applicant intends operating aircraft which are not familiar to CAA Inspectors)

8. Contracted Services

(Please provide details of facilities, services and equipment or personnel , which the applicant has contracted)

Names & Signatures of the Board of Directors

Date:

(1)
(2)
(3)
(4)
(5)

NOTE: FORWARD APPLICATION AND SUPPORTING DOCUMENTATION TO:


Director-General of Civil Aviation and Chief Executive Officer
Civil Aviation Authority of Sri Lanka
No 152/1, Minuwangoda road,
Katunayake, Sri Lanka.

CHECK LIST FOR ISSUANCE OF FLYING SCHOOL LICENCE

Name of Flying School:-

Date:-.....

	<i>Yes</i>	<i>No</i>	<i>Remarks</i>
1. Duly completed formal Application received	<input type="checkbox"/>	<input type="checkbox"/>	
2. Organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	
3. Designated Accountable Manager	<input type="checkbox"/>	<input type="checkbox"/>	
4. Key post holders			
Accountable Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Head of Training	<input type="checkbox"/>	<input type="checkbox"/>	
CGI	<input type="checkbox"/>	<input type="checkbox"/>	
CFI	<input type="checkbox"/>	<input type="checkbox"/>	
Flight Instructors	<input type="checkbox"/>	<input type="checkbox"/>	
Ground Instructors	<input type="checkbox"/>	<input type="checkbox"/>	
Quality Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Manager	<input type="checkbox"/>	<input type="checkbox"/>	
5. Certification Inspection reports completed	<input type="checkbox"/>	<input type="checkbox"/>	
6. Facilities satisfied	<input type="checkbox"/>	<input type="checkbox"/>	
Flight operations room	<input type="checkbox"/>	<input type="checkbox"/>	
Flight planning room	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate briefing rooms	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities for instructors	<input type="checkbox"/>	<input type="checkbox"/>	
classrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable demonstration equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Library	<input type="checkbox"/>	<input type="checkbox"/>	
Radio Telephony and language training and testing area		<input type="checkbox"/>	<input type="checkbox"/>
7. Maintenance facilities Approved	<input type="checkbox"/>	<input type="checkbox"/>	
8. Aircrafts/ flight simulation devices accepted	<input type="checkbox"/>	<input type="checkbox"/>	
9. Training programme approved	<input type="checkbox"/>	<input type="checkbox"/>	
10. Student course materials approved	<input type="checkbox"/>	<input type="checkbox"/>	
11. Ground school time table approved	<input type="checkbox"/>	<input type="checkbox"/>	
12. Training facilities & Equipment inspection	<input type="checkbox"/>	<input type="checkbox"/>	

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix A	Page A - 13

- | | | |
|---|--------------------------|--------------------------|
| 13. Record keeping satisfied | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Procedures and Documentation | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Availability of training equipment and facilities | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Quality Assurance system accepted | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Safety Management System accepted | <input type="checkbox"/> | <input type="checkbox"/> |

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Prepared by

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Checked by

Appendix B - Flying school / ATO Certification



Schedule of Events

Name of Company				
Date of submission	Necessary document, action or event	Responsible person and organization	Target Date	Completed date
	Submission of formal Application & Evaluation fee			
	Initial Application Review	CAA		
	Submission of Management resumes			
	Review & acceptance of Management Resumes	CAA		
	Submission of CFI, CGI credentials			
	Review & acceptance of CFI, CGI & Instructors	CAA		
	Submission of Training & Procedure Manual			
	Review & approval of Training & Procedure Manual	CAA		
	Submission of Student Course materials			
	Review & approval of Course materials	CAA		
	Submission of Ground school time table with instructors names			
	Approval of Time table	CAA		
	Submission of copy of proposed Instructor Flight Duty periods			

	Review & Approval of Instructor Flight Duty periods	CAA		
	Submission of an upgraded POH / Checklist			
	Submission of Normal & Emergency Check lists (SOPs) (TRTO)			
	Review and approval of Normal & Emergency Check lists (SOPs)	CAA		
	Submission of Aircraft Journey & Tech log book			
Inspection & Demonstration Phase				
Date proposed	Action or event	Responsible person and organization	Target Date	Completed date
	Ground Training facilities & Equipment Inspection			
	Aircraft / Simulator / Training Device Inspection			
	Authorization for commencement of ground training			
	Hanger facilities Inspection			
	Training-in-progress Inspection			
	Evaluation of ground training			
	Authorization of commencement of flight training			
	Evaluation of flight training			
Certification phase				
	Flight, Duty & Rest Period Scheme for FI			

	Key post holders			
	Training & Procedure Manual			
	Maintenance control Manual			
	Aircraft Type-specific Maintenance Program			
	Issuance of C of A			
	Issuance of C of R			
	Issuance of Flying school / ATO Licence Scope			
Maintenance				
	Submission of Maintenance Control Manual			
	Review & approval of Maintenance Control Manual			
	Review & Approval of Aircraft Journey & Tech log book			
	Submission of Proposed Maintenance Deferred Defects Log book			
	Review & Approval of Proposed Maintenance Deferred Defects Log book			
	Submission of the Maintenance Inspection program for Acceptance in lieu of the MCM			
	Submission of Current Manufacture's Planning Document			
	Approval of the Maintenance Inspection Program			
	Submission of Draft contract agreement for continuous Airworthiness (Manufacturer & Maintenance contractor)			

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix B	Page B- 4

	Inspection of Aircraft			
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Appendix C-Format of the Compliance Statement

DECLARATION OF CONFORMANCE TO THE CIVIL AVIATION PUBLISHED REQUIREMENTS APPROVED TRAINING ORGANIZATION COMPLIANCE CHECK LIST

Reference of the published Civil Aviation requirements			Level of Operator's compliance Mark first with R for Read, Ustd for Understood and Cmpd for compliance (please give reference to the applicable Page, Section and Chapter, Volume and the title of the relevant document which gives effect to the regulatory requirements, when compliance is indicated)	Compliance Status		Remarks
NO	ASN	Section		Satisfactory	Unsatisfactory	
1.	054	8.2.2 (i) a), b), c), d), e), f), g), h), i), j)	R and Ustd			
2.		8.2.2 (ii)	R and Ustd			
3.		8.2.3 (i),(ii)	R and Ustd			
4.		8.2.4	R and Ustd			
5.		8.2.5	R and Ustd			
6.		8.2.6 (i), (ii), (iii)	R and Ustd			
7.		8.2.7 (i), (ii),(iii), (iv)	R and Ustd			
8.		8.2.8 (i), (ii), (iii)	R and Ustd			
9.	028	3.3	R and Ustd			
10.		4.3.1	R and Ustd			
11.		4.4	R and Ustd			
12.		4.5	R and Ustd			
13.		4.6	R and Ustd			
14.		4.7	R and Ustd			
15.		4.8	R and Ustd			
16.		4.9	R and Ustd			
17.		4.10	R and Ustd			
18.		4.11	R and Ustd			
19.		4.12	R and Ustd			
20.		4.13	R and Ustd			
21.		4.14	R and Ustd			
22.		4.15	R and Ustd			
23.		4.16	R and Ustd			
24.		4.17	R and Ustd			
25.		4.19	R and Ustd			
26.		4.21	R and Ustd			
27.		4.22	R and Ustd			
28.		4.3.1	R and Ustd			
29.		4.5.1	R and Ustd			



30.		4.5.2	R and Ustd			
31.		4.5.3	R and Ustd			
32.		4.5.4	R and Ustd			
33.		4.6.3	R and Ustd			
34.		4.8.2	R and Ustd			
35.		4.9.1	R and Ustd			
36.		4.12.1	R and Ustd			
37.		4.12.2	R and Ustd			
38.		4.14.1	R and Ustd			
39.		4.14.2	R and Ustd			
40.		4.14.3	R and Ustd			
41.		4.17.1	R and Ustd			
42.		4.17.2	R and Ustd			
43.		4.19.1	R and Ustd			
44.		5.1.3	R and Ustd			
45.		5.2.1	R and Ustd			
46.		5.2.2	R and Ustd			
47.		5.2.3	R and Ustd			
48.		5.2.4	R and Ustd			
49.		5.2.5	R and Ustd			
50.		5.3.2	R and Ustd			
51.		5.3.3	R and Ustd			
52.		5.3.4	R and Ustd			
53.		5.3.5	R and Ustd			
54.		5.3.6	R and Ustd			
55.		5.3.7	R and Ustd			
56.		5.3.8	R and Ustd			
57.		6.1	R and Ustd			
58.		6.2	R and Ustd			
59.		7.0(viii)	R and Ustd			
60.		7.1.1	R and Ustd			
61.		7.2.1	R and Ustd			
62.		7.2.2	R and Ustd			
63.		7.2.3	R and Ustd			
64.		7.2.4	R and Ustd			
65.		7.3.4	R and Ustd			
66.		7.4.1	R and Ustd			
67.		7.4.2	R and Ustd			
68.		7.5	R and Ustd			
69.		7.6	R and Ustd			
70.		7.7	R and Ustd			
71.		7.8	R and Ustd			
72.		7.9	R and Ustd			
73.		7.10	R and Ustd			
74.		8.1	R and Ustd			
75.		8.2	R and Ustd			
76.		8.3.1	R and Ustd			
77.		11.1	R and Ustd			
78.		11.2	R and Ustd			
79.		11.3	R and Ustd			
80.		11.4	R and Ustd			
81.		12.1	R and Ustd			

82.		12.2	R and Ustd			
83.		12.3	R and Ustd			
84.		12.4	R and Ustd			
85.		Appendi x 1	R and Ustd			

.....

Signature of the Accountable Manager

Checked by:.....

Signature of the Inspector

Appendix D – Checklists
CIVIL AVIATION AUTHORITY OF SRI LANKA
MAIN CHECK LIST - CERTIFICATION OF FLYING
SCHOOL / ATO

Name of the Flying school / ATO:	Date of Evaluation:
----------------------------------	---------------------

		Status		Remarks
		Sat	Unsa	
1.	Formal Application – CL # CAA/PL/CL/56-a			
2	Approval of Ministry of Defence received			
3	Approval of BOI received			
4	Training & Procedure Manual Approved – CL # CAA/PL/CL/58			
5	Key post holders Accountable Manager CL# CAA/PL/CL/57-a Head of Training CL# CAA/PL/CL/57-g Chief Flight Instructor CL# CAA/PL/CL/57-b Chief Ground Instructor CL# CAA/PL/CL/57-c Quality Manager CL# CAA/PL/CL/57-d Safety Manager CL# CAA/PL/CL/57-h Flight Instructor CL# CAA/PL/CL/57-e Ground Instructor CL# CAA/PL/CL/57-f			
6.	Ground training facilities-CL# CAA/PL/CL/56-c			
7	Flying training facilities – CL# CAA/PL/CL/56-b			
8	Aircrafts/ flight simulation devices –CL# CAA/PL/CL/56-d			
9	Maintenance facilities and Maintenance Manager			
10	Training Programmes / Student course materials approved			
11	Record keeping facilities			
12	Quality Assurance System –CL# CAA/PL/CL/56-e			

13	Safety Management System			
14	Scope of Approval			
15	Conditions of Ops Specs			
<p>Remarks :</p>				
<p> Name of the inspector : Signature : Date: </p>				

CIVIL AVIATION AUTHORITY OF SRI LANKA
CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO
EVALUATION OF APPLICATION FOR ISSUANCE

Name of the Flying school / ATO:	Date of Evaluation:
----------------------------------	---------------------

Item		Status		Remarks
		Sat	Unsat	
	Name of the Organization			
	If a partnership/ registered company or corporation Registration Number Date of Registration			
	Business Name			
	Trade Name			
	Name of Chief Executive Officer & Title - Nationality - Brief description of business experience in aviation			
	Name of Directors - Nationality - Brief description of business experience in aviation/ training			
	Mailing address (Head Office)			
	Mailing address (Main Base)			
	Principle place of business			
	Evidence of the present corporate existence of the applicant Act, Memorandum and Articles of Association Certificate of Incorporation or other Instrument form which company or corporation derives powers and functions			
	Nationality / ownership and control proof of the nationality of the interests holding substantial ownership and effective control of the applicant			

	form 48 having due regard to any existing intergovernmental air transport agreement under which the operating permission is being sought by the applicant			
	<p>Class of Services Proposed</p> <p>PPL Ground</p> <p>CPL Ground</p> <p>ATPL Ground</p> <p>Private Pilot Flying Training for Aeroplanes</p> <p>Commercial Pilot Flying Training for Aeroplanes</p> <p>Airline Transport Pilot Flying Training For Aeroplanes</p> <p>Integrated Flying Training School upto CPL/IR & Multi Engine</p> <p>Instrument Rating Ground School</p> <p>Instrument Rating Flying Training</p> <p>Flight Instructor Ground School</p> <p>Flight Instructor Flying Training</p> <p>Integrated Flying Training School upto ATPL</p>			
	Fares and rates			
	<p>Financial Status</p> <ol style="list-style-type: none"> Details of the financial structure of the organization Proof for the paid up capital / capital contribution Certified copy of the applicant's last balance sheet Certified copy of the profit & loss account Cash flow account for the next two years If the applicant has not yet engaged in the business of aviation, particulars of plans for financing the proposed operations Investors (if any) and nature of their contribution Market survey and bussiness plan 			
	<p>Insurance</p> <p>(A concise statement of present and / or proposed insurance coverage and limits for employees, passenger liability , cargo and liability to third parties for injury or damages)</p>			

	<p>Operation Details</p> <p>Nominated Accountable Manager</p> <p>Name</p> <p>Qualifications</p> <p>Experience</p>			
	<p>Organizational Structure and Nominated Post Holders of the Company: At the time of submission of this application if these posts holders are not confirmed please indicate in the Schedule of Events the possible date of submission of the</p> <p>Head of Training</p> <p>Chief Flight Instructors</p> <p>Chief Ground Instructors</p> <p>Maintenance Manager</p> <p>Quality Manager</p> <p>Safety Manager</p> <p>Flight Instructors</p> <p>Ground Instructors</p>			
	<p>Aircraft Details</p> <p>Type of Aircraft</p> <p>Year of Manufacture</p> <p>Serial Number</p> <p>Registration Number</p> <p>Type of Engines</p> <p>Maximum seating capacity</p> <p>MTOW</p> <p>Design service goal</p> <p>Flight cycles</p> <p>Crew Requirement</p> <p>Communication Equipment available</p> <p>Navigation Equipment available</p> <p>Surveillance and safety equipment available</p>			
	<p>Method of acquisition of aircraft</p> <p>Dry lease</p> <p>Wet lease</p> <p>Outright purchase</p>			
	<p>Hangar and parking facilities available</p>			
	<p>Places of proposed operations and facilities and service available</p>			
	<p>Training programmes for operational staff including particulars of simulators intended to be used for training</p>			

	Training ,Testing and checking arrangement for operational staff			
	Preflight preparation, facilities for Flight – Following and Dispatch Procedures			
	Station, staff and procedures, arrangement, facilities and services available for flight monitoring			
	Schedule or time table (Ground Training &Flying Training)			
	Scheme for flight time, duty time and rest periods of trainees and trainers			
	Minimum number of staff and method of proposed reruitment			
	Special approvals required			
04	Maintenance arrangement The maintenance management exposition Maintenance Control Manual			
	The operator's airplane maintenance programmes			
	The airplane technical log Where appropriate, the technical specification of the maintenance contract between the operator and any approval maintenance organization			
	The number of airplanes			
05	Manual Training and Procedures Manual Airplane Flight Manual/POH Minimum Equipment List, Operating Manual and any other Manual produced by the Manufacturer in respect of each aircraft Maintenance Control Manual Quality Manual /Safety Manual			
06	Schedule of Events & Declaration of Conformance			
07	Training proposals for CAA Inspectors (The applicant shall provide complete training (type courses) for at least one PEL Inspector, two Flight Operations Inspectors and two Airworthiness Inspectors at its own expenses, if the applicant intends operating aircraft which are not familiar to CAA Inspectors)			

<p align="center">08</p>	<p>Contracted Services (provide details of facilities, services and equipment or personnel, which the applicant has contracted)</p> <p>Name & Signatures of the Board of Directors..... Date.....</p>									
<p>Remarks :</p>										
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Name of the inspector :</td> <td style="width: 30%;">Signature :</td> <td style="width: 20%;">Date:</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>					Name of the inspector :	Signature :	Date:			
Name of the inspector :	Signature :	Date:								

CIVIL AVIATION AUTHORITY OF SRI LANKA
**CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO
FLYING TRAINING FACILITIES**

Name of the Flying school / ATO:	Date of Evaluation:
----------------------------------	---------------------

Item		Status		Remarks
		Sat	Unsat	
	(ASN 028)			
3.1	Aerodrome with at least one runway or take-off area that allow its training aircraft to make a normal take-off at maximum take-off weight;			
3.1.1	Under calm wind (not more than five nautical miles per hour) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area.			
3.1.2	Clearing all obstacles in the take-off flight path by at least 50 feet.			
3.1.3	With the Power Plant in operation and landing gear and flap in operations, if applicable and recommended by the manufactures;			
3.1.4	With smooth transition from lift off to the best rate of climb speed without exceptional piloting skills or techniques.			
3.1.5	Each aerodrome shall have a wind direction indicator that is visible from the end of each runway at ground level.			
3.1.6	Each aerodrome used for night training flights shall have permanent runway lights.			
3.2.	permanent office, rest room and ready room facilities at the aerodrome or base of operations available			
3.2.1	Ready rooms have chairs, clothes racks or lockers and bulletin boards			
3.2.2	Facilities conform to local building, sanitation and health codes			
3.3.	at least two aircrafts are available			
3.3.	at least one airplane for every 15 students (or fraction thereof) enrolled in the flight course and enough airworthy airplanes available at the training location for the flight training periods.			
3.4	One flight instructor for every six students available.			

Remarks :
Name of the inspector :
Signature :
Date:

CIVIL AVIATION AUTHORITY OF SRI LANKA

CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO
GROUND TRAINING FACILITIES

Name of the Flying school / ATO:	Date of Evaluation:
----------------------------------	---------------------

ASN Ref.	Item	Status		Remarks
		Sat	Unsat	
	(ASN 028)			
	Each Ground Instructor holds flight or ground instructor licence and approval from CAA			
	Ground Instructors passed the standardization check of DGCA			
2.1.a	Class room area (Class room - 30 sq.fe. per student plus 15sq.ft. for each additional student over 05.)			Max students-
2.1.b	A maximum of 15 students per classroom or fraction thereof			
2.1.c	Ventilation in accordance with public health laws			
2.1.d	Enough lighting			
2.2.a.1	Equipment - desk chair/ chair & desk/ chair &			
2.2.b.1	table,			
2.2.a.2	Black board (12 Square feet)			
2.2.b.2				
2.2.a.4	Illustrative, explanatory and demonstration aids			
2.2.a.4	Materials needed in actual plotting operations such as radio facility charts, aeronautical charts, computers and the Airmen guide			
2.2.b.4	Models, mock-ups, cutaways and classroom size diagram covering the operation and function of instrument and equipment required related to the course being taught.			
2.3.a.1	A Principal Instructor who is regularly available to instruct/supervise scheduled subjects.			
2.3.a.2	Instructors competent enough to teach subjects in the approved school curriculum.			
2.4	Ground school curriculum –PPL/CPL for class room instructions prepared and submitted for approval of DGCA			
	Library			
	Is a proper library available, which provides ready access to students the documentation, aviation books, literature etc.?			
	Whether T & P Manual/Flight Manuals available?(with appropriate no. of copies)			

2.2.a.3	Text books and related materials available on Air Navigation Regulations Aviation Legislation Meteorology Navigation Radio(as used for ATC, flight assistance service) Operation of aircraft Aircraft engines and pertinent operational data			
	Availability of Current NOTAMS to Pilots/students?			
	Whether relevant ICAO ANNEXES & Documents are available with the training center? Annex 01 Annex 02 Annex 06 Annex 10 Annex 11 Annex 19 Doc 4444 Doc 9841 AN 456 Air Safety Notices Implementing Standards Civil Aviation Act No. 14 of 2010 and other specific operating regulations			
	Whether AIP with latest amendments is available?			
	Record keeping			
	Are stores relating to files and records maintained in a manner that they provide safekeeping, identity, and ease of retrieval?			
	Is the control of records satisfactory in terms of responsibility / retention/ secrecy			
	Whether a master folder showing various documents available in the training institute being maintained?			
Remarks :				
Name of the inspector :		Signature :		Date:

CIVIL AVIATION AUTHORITY OF SRI LANKA
**CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO
AIRCRAFT DETAILS**

Name of the Flying school / ATO:	Date of Evaluation:
----------------------------------	---------------------

Aircraft registered No:

Item		Status		Remarks
		Sat	Unsat	
3.3.a.1	Have an airworthiness certificate appropriate for the flight instruction given.			
3.3.a.2	Be maintained in accordance with the requirements of the DGCA.			
3.3.a.3	Have approach procedure for the respective airfields.			
3.3.a.4	Be registered in the Sri Lanka Civil Aircraft Registry in the name of the school			
3.3.a.5	Each aircraft used in flying training shall have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations			
3.3.a.6	Have the equipment and performance characteristics appropriate to its curriculum			
3.3.e.1	AFM/POH and An appropriate pilot's training checklist containing Essential data on pre-starting and starting procedures are available in the aircraft			
3.3.e.2	warm up procedure is available in the aircraft			
3.3.e.3	shut down procedure is available in the aircraft			
3.3.e.4	emergency procedures on the ground and on flight, available in the aircraft			
3.3.e.5	flight configurations and operational speeds for Severe turbulence, available in the aircraft			
3.3.e.6	single-engine operation procedure available in the aircraft (if appropriate)			
Remarks :				
Name of the inspector :		Signature :		Date:

**CIVIL AVIATION AUTHORITY OF SRI LANKA
CERTIFICATION OF FLYING SCHOOL**

CHECK LIST FOR QUALITY ASSUARANCE

Name of the Flying school / ATO:	Date of Evaluation:
---	----------------------------

Item	Status		Remarks
	Sat	Unsat	
1. Quality Policy and Strategy			
2. Quality Manager acceptance			
3. Quality Assurance system			
4. Feedback system			
5. Documentation			
6. Quality Assurance audit programme			
7. Quality Inspections has been scheduled			
8. Auditors			
9. Audit Scheduling			
10. Quality Assurance System Training			

Remarks:

Name/s and Signature/s of Inspectors:

**CIVIL AVIATION AUTHORITY OF SRI LANKA
CERTIFICATION OF FLYING SCHOOL**

CHECK LIST FOR SAFETY MANAGEMENT SYSTEM

Name of the Flying school / ATO:	Date of Evaluation:
---	----------------------------

Item	Status		Remarks
	Sat	Unsat	
1. Availability of Safety Management Manual			
2. Identify safety Hazards			
3. Implementation of remedial action			
4. Continues monitoring and regular assessment of the safety performance			
5. Aim at a continues improvement of the overall performance			
6. Safety Promotions			
7. Safety Reports			
8. Appointments of the safety manager			
9. Safety Working group			

Remarks:

Name/s and Signature/s of Inspectors:

CIVIL AVIATION AUTHORITY OF SRI LANKA

Check List for Interview for Accountable Manager

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee	Signature :

Item	Status		Remarks
	Sat	Unsat	
Check formal Appointment Letter			
10. Financial Authority			
11. Signature of Chairman/Board			
12. Responsibilities			
Check Job Description			
Explain the responsibilities of Accountable Manager			
Check the knowledge on Formal Application			
Check the knowledge on T& P Manual			
Applicability of SLCAP 3090/ ASN 028			
Check the knowledge on Quality Manual and Maintenance Control Manual			
Quality Assurance System / Safety Management System			
Threat and Error Management			

Remarks:

Satisfactory:

Unsatisfactory:

Name/s and Signature/s of Interview Panel:

CIVIL AVIATION AUTHORITY OF SRI LANKA

Check list for Interview for Head of Training

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee	Signature :

Item	Status		Remarks
	sat	unsat	
Check formal appointment letter			
Check Job Description			
Knowledge, Qualification and competency requirement			
Explain the responsibilities of HOT			
Check the knowledge on T& P Manual			
Check the Knowledge on Quality Manual			
Basic knowledge on Quality Assurance System/ Safety Management			
Threat and Error Management/ UPRT			
Remarks:			
Satisfactory:		Unsatisfactory:	
Name/s and Signature/s of Interview Panel:			

CIVIL AVIATION AUTHORITY OF SRI LANKA

Check list for Interview for Chief Flying Instructor

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee:	Signature :

Item	Status		Remarks				
	Sat	Unsat					
Check formal appointment letter and Job Description							
Check qualification and competency of the applicant							
Knowledge, Qualification and competency requirement							
Check the knowledge on Responsibilities of CFI (Pl. refer 7.4.1 and 7.5 of ASN 028)							
Check the knowledge on T& P Manual							
Knowledge on Quality Assurance System / UPRT							
Implementation of Safety Management							
Knowledge on Acts & Operating Regulations (ASN 054 & 028)							
Threat and Error Management							
Compliance Statement for ASN 028 by CFI							
Remarks:							
<table border="1" style="width: 100%;"> <tr> <td>Satisfactory:</td> <td></td> <td>Unsatisfactory:</td> <td></td> </tr> </table>				Satisfactory:		Unsatisfactory:	
Satisfactory:		Unsatisfactory:					
Name/s and Signature/s of Interview Panel:							

CIVIL AVIATION AUTHORITY OF SRI LANKA
CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO
APPROVAL OF CHIEF GROUND INSTRUCTOR

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee:	Signature:

Item	Status		Remarks		
	Sat	Unsat			
ASN (028)					
Check formal Appointment letter					
Check Job Description					
Knowledge, Qualification and competency requirement					
Holds FI Rating/Ground Instructor Licence					
Passed the standardization check of DGCA					
Completed the indoctrination training					
Explain the responsibilities of CGI (Ref. ASN 028 7.4.2)					
Qualifications satisfied as per ASN 028 Chapter 7					
Remarks :					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Satisfactory</td> <td style="width: 50%;">Unsatisfactory</td> </tr> </table>				Satisfactory	Unsatisfactory
Satisfactory	Unsatisfactory				
Name/s and Signature/s of Interview Panel:					

CIVIL AVIATION AUTHORITY OF SRI LANKA

Checklist for Interview and appointment Quality Assurance Manager

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee:	Signature:

Item	Status		Remarks
	sat	unsat	
Check formal appointment letter			
Check Job Description			
Knowledge, Qualification and competency requirement			
Explain the primary role of QM – ASN 028, T&PM			
Explain the responsibilities of QM			
Check the knowledge on T& P Manual			
Check the knowledge on Quality Manual			
Check the knowledge on Maintenance Control Manual			
Quality Assurance System / Safety Management			
Threat and Error Management			
Remarks:			
Satisfactory :		Unsatisfactory :	
Name/s and Signature/s of Interview Panel:			

CIVIL AVIATION AUTHORITY OF SRI LANKA

Checklist for Interview and appointment Safety Manager

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee:	Signature:

Item	Status		Remarks				
	sat	unsat					
Check formal appointment letter							
Check Job Description							
Knowledge, Qualification and competency requirement							
Explain the responsibilities of Safety Manager							
Check the knowledge on T& P Manual							
Check the knowledge on Safety Manual							
Safety Management System							
Remarks:							
<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Satisfactory :</td> <td style="width: 10%;"></td> <td style="width: 40%;">Unsatisfactory :</td> <td style="width: 10%;"></td> </tr> </table>				Satisfactory :		Unsatisfactory :	
Satisfactory :		Unsatisfactory :					
Name/s and Signature/s of Interview Panel:							

CIVIL AVIATION AUTHORITY OF SRI LANKA

CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO

APPROVAL OF FLIGHT INSTRUCTOR/ASSISTANT FLIGHT INSTRUCTOR

Name of the Flying school / ATO:	Date of Evaluation:
Name of the Nominee:	Signature:

Item		Status		Remarks
		Sat	Unsa	
	ASN (028)			
	Knowledge, Qualification and competency requirement			
1.8 .a	Holds flight instructor rating			
1.8.d	passed the standardization check of DGCA			
1.8.e	Completed the indoctrination training			
1.8.f	Completed the initial proficiency check			
Remarks :				
Name of the inspector :		Signature :		Date:



CIVIL AVIATION AUTHORITY OF SRI LANKA

CHECKLIST FOR CERTIFICATION OF FLYING SCHOOL / ATO

Check List for Issuance of GI Licence

Applicants' Name:	Date of Evaluation:
-------------------	---------------------

	Yes	No	Remarks
1. Duly filled Application	<input type="checkbox"/>	<input type="checkbox"/>	
2. Age more than 18yrs	<input type="checkbox"/>	<input type="checkbox"/>	
3. Recommendation of CGI	<input type="checkbox"/>	<input type="checkbox"/>	
4. Experience of subjects	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fees	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation:			
Issuance	<input type="checkbox"/>	<input type="checkbox"/>	
6. Category of licence held/hold	<input type="checkbox"/>	<input type="checkbox"/>	
7. Whether licence is current or not	<input type="checkbox"/>	<input type="checkbox"/>	
8. Demonstration Satisfactory completed	<input type="checkbox"/>	<input type="checkbox"/>	

Prepared by: Checked By: -



CAA/PI/CL/82

Check List for Renewal of GI Licence

Applicants' Name:	Date of Evaluation:
-------------------	---------------------

	Yes	No	Remarks
1. Duly filled Application	<input type="checkbox"/>	<input type="checkbox"/>	
2. Request letter from school	<input type="checkbox"/>	<input type="checkbox"/>	
3. Instructional experience in preceding 12 months	<input type="checkbox"/>	<input type="checkbox"/>	
a. Flight Instructions	<input type="checkbox"/>	<input type="checkbox"/>	
b. Ground Instructions	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fees	<input type="checkbox"/>	<input type="checkbox"/>	

Prepared by:

Checked By: -



CAA/PI/CL/72

Check List for Issuance of GI Authorization

Name of Flying school / ATO:	Date of Evaluation:
-------------------------------------	----------------------------

- | | Yes | No | Remarks |
|---|--------------------------|--------------------------|---------|
| 1. Company request Letter | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. CV Received | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Whether applicant is PPL/ CPL/ ATPL Holder | <input type="checkbox"/> | <input type="checkbox"/> | |
| If not, other alternative requirements | | | |
| 4. Privileges suggested | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Subject suggested | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Demonstration successfully completed | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Remarks | | | |

.....
Prepared

.....
Checked

CIVIL AVIATION AUTHORITY OF SRI LANKA
**Training & Procedure Manual Evaluation
Compliance Check list**
Flying school / ATO:

1. GENERAL	Reference of Manual	Status		Remarks
		Sat	Unsat	
Preamble relating to use and authority of the manual				
Table of contents				
Amendment, revision and distribution of the manual: a) procedures for amendment; b) amendment record page; c) distribution list; and d) list of effective pages.				
Glossary of significant terms and definitions				
Description of the structure and layout of the manual, including: a) various parts, sections, their contents and use; b) the paragraph numbering system.				
Description of the scope of training authorized under the organization's terms of approval				
Organization (chart of the management organization)				
Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to: a) Accountable manager; b) Head of training; c) Chief flight instructor; d) Chief ground instructor; e) Maintenance manager; f) Quality manager; and g) Instructors — ground, flight and flight simulation training device.				

<p>Policies:</p> <ul style="list-style-type: none"> a) policy regarding approval of flights; b) responsibilities of the pilot-in-command; c) flight planning procedures — general; d) policy regarding carriage of passengers; e) operational control system; f) policy regarding safety, including hazards accidents and incidents reporting safety management systems; g) flying duty period and flight time limitations for flying staff and students h) rest periods for flying staff and students. 				
<p>Description of the facilities available, including:</p> <ul style="list-style-type: none"> a) the number and size of classrooms; b) training aids provided; and c) flight simulation training devices and training aircraft. 				
2. AIRCRAFT OPERATING INFORMATION				
Certification and operating limitations.				
<p>Aircraft handling, including:</p> <ul style="list-style-type: none"> a) performance limitations; b) use of checklists; c) aircraft maintenance procedures 				
Instructions for aircraft loading and securing of load				
Fuelling procedures				
Emergency procedures				
3. ROUTES				
Performance criteria, e.g.: take-off, route, landing				
<p>Flight planning procedures including:</p> <ul style="list-style-type: none"> a) fuel and oil requirements; b) minimum safe altitudes; and c) Navigation equipment. 				
Weather minima for all instructional training flights during day, night, VFR and IFR operations				
Weather minima for all student training flights at various stages of training				
Training routes and practice areas				

4. STAFF TRAINING				
Persons responsible for standards and competency of instructional personnel				
Details of the procedures to determine competency of instructional personnel as required by paragraph 5.3 of Appendix 2 to Annex 1				
Details of the training programme for instructional personnel as required by paragraph 5.4 of Appendix 2 to Annex 1				
Procedures for proficiency checks and upgrade training				
5. TRAINING PLAN				
Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed				
Pre-entry requirements, including: a) minimum age; b) education requirements; c) medical requirements; and d) linguistic requirements.				
Credits for previous experience, which should be obtained from the Licensing Authority before the training commences. Training curricula, including the: a) flying curriculum (single engine); b) flying curriculum (multi-engine); c) theoretical knowledge curriculum; and d) flight simulation training curriculum.				
The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training				

<p>Training policies in terms of:</p> <ul style="list-style-type: none"> a) bad weather constraints; b) maximum student training times- flying, theoretical knowledge and synthetic flight training, per day/week/month; c) restrictions in respect of training periods for students; d) duration of training flights at various stages; e) maximum student flying hours in any day or night period; f) maximum number of student training flights in any day or night period; and g) minimum rest periods between training periods 				
<p>Policy for the conduct of student evaluation, including:</p> <ul style="list-style-type: none"> a) procedures for flying progress checks and skill tests; b) procedures for knowledge progress tests and knowledge tests; c) procedures for authorization for tests; d) procedures for refresher training before retest; e) test reports and records; f) procedures for knowledge test preparation, type of questions and assessments, standards required for a pass; g) procedures for question analysis and review and issuing replacement exams h) knowledge test re-write procedures 				
<p>Policy regarding training effectiveness, including:</p> <ul style="list-style-type: none"> a) individual student responsibilities; liaison procedures between training departments; c) procedures to correct unsatisfactory progress; d) procedures for changing instructors; e) maximum number of instructor changes per student; f) internal feedback system for detecting training deficiencies; g) procedures for suspending a student from training; h) requirements for reporting and documentation; completion standards at various stages of training to ensure standardization. 				

6. FLIGHT TRAINING SYLLABUS				
Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles				
Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors				
Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercises are repeated at the proper frequency				
Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted				
Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flying				
Requirements for instructional methods, particularly with respect to pre-flying and postflying briefings, adherence to syllabi and training specifications, and authorization of solo flights				
Instruction in respect to the conduct and documentation of all progress checks				
Instruction, where applicable, given to all examining staff in respect to the conduct of tests				
7. FLIGHT SIMULATION TRAINING SYLLABUS				
Syllabus for flight simulation training should be structured generally as in paragraph 6 above				

<p>8. THEORETICAL KNOWLEDGE SYLLABUS</p>				
<p>The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject</p>				
<p>9. TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING</p>				
<p>When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, it should include:</p> <ul style="list-style-type: none"> a) name(s) of the personnel with testing authority and scope of the authority; b) role and duties of the authorized personnel; c) if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and d) applicable requirements established by the Licensing Authority such as: <ul style="list-style-type: none"> - procedures to be followed in the conduct of checks - methods for completion and retention of testing records as required by the Licensing Authority 				
<p>10. RECORDS</p>				
<p>Policy and procedures regarding:</p> <ul style="list-style-type: none"> a) attendance records; b) student training records; c) staff training and qualification records; d) person responsible for checking records and student personal logs; e) nature and frequency of record checks; f) standardization of record entries; g) personal log entries; and h) Security of records and documents. 				

11. QUALITY ASSURANCE SYSTEM				
Provide a brief description of the quality assurance system, as required by paragraph 3 of Appendix 2 to Annex 1, with reference to a separate quality assurance manual or include the full quality assurance system in the Training and Procedures Manual.				
12. APPENDICES				
As required: a) sample progress test forms; b) navigation logs, test reports and records; c) a copy of the approved training organization approval document				

.....

Signature of the Accountable Manager

Checked by :

Signature of the inspector

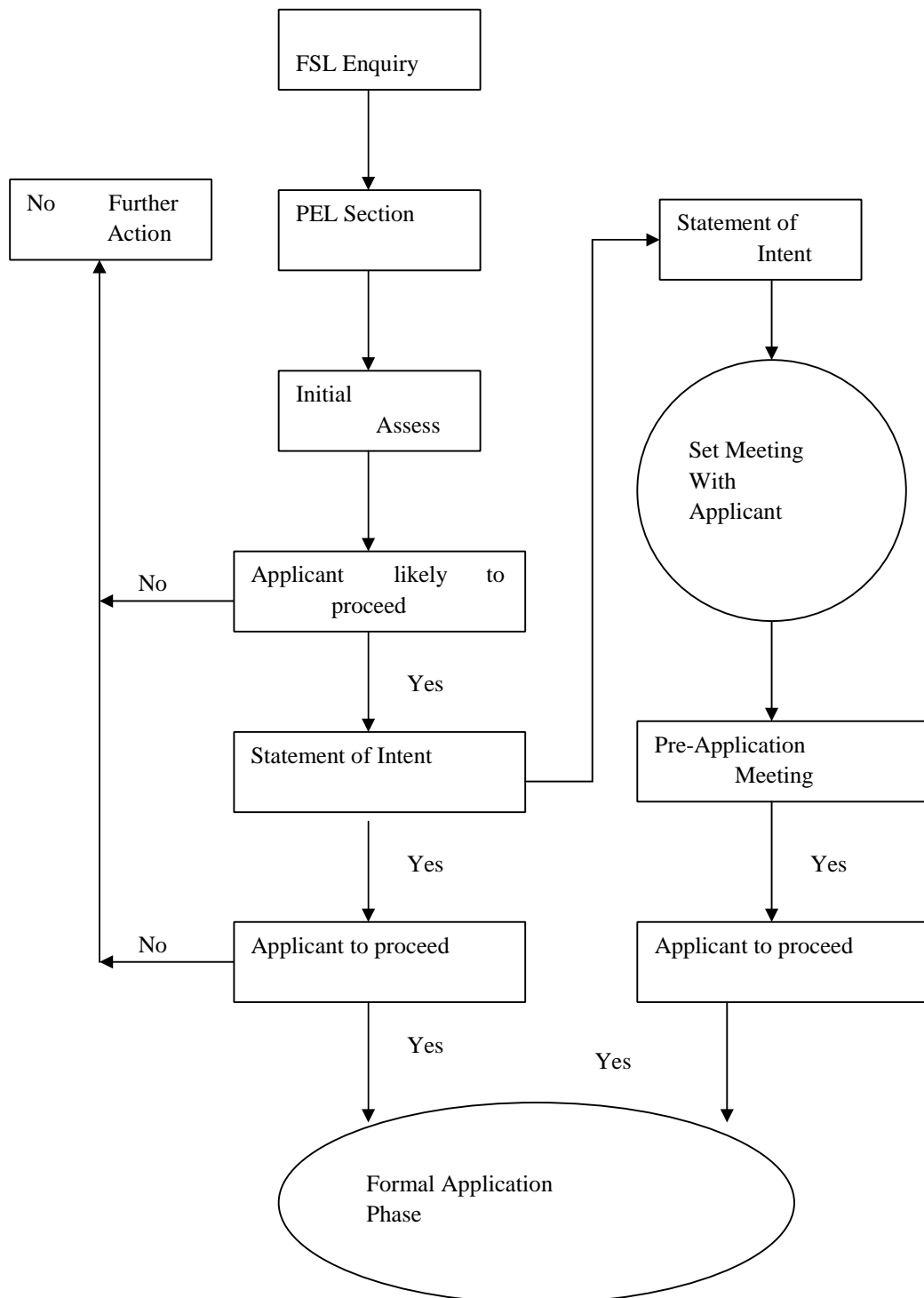
Appendix E – Work sheet

Certification of Applicants for Flying school / ATO License

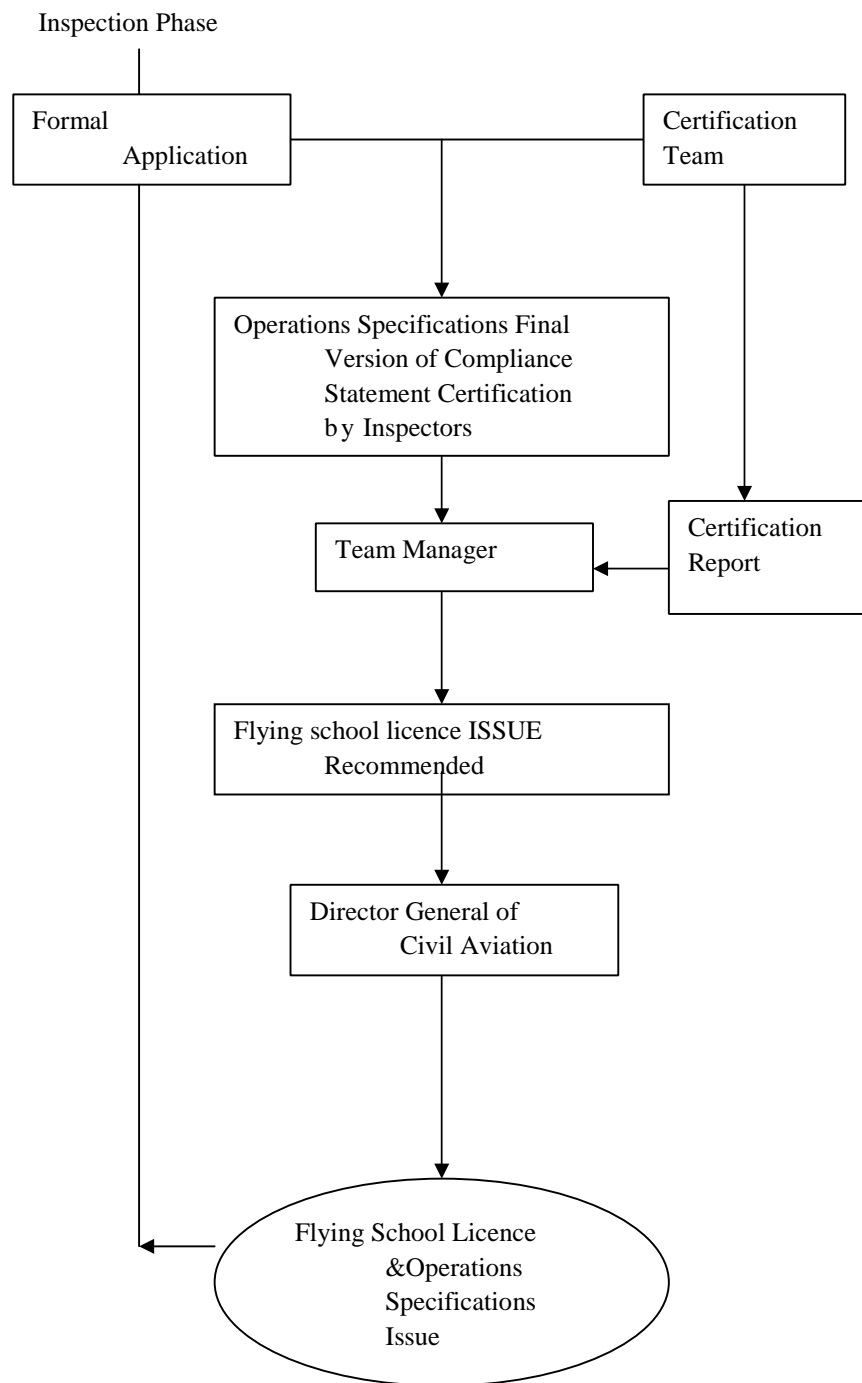
Name of Applicant			
Name of the Representative			
Date and Time		Location	
Reason for visit (Use both columns) 1. 2. 3.		4. 5. 6.	
Action of CAA Inspectors (Use both Columns) 1. 2. 3.		4. 5. 6.	

Appendix F - Certification Process

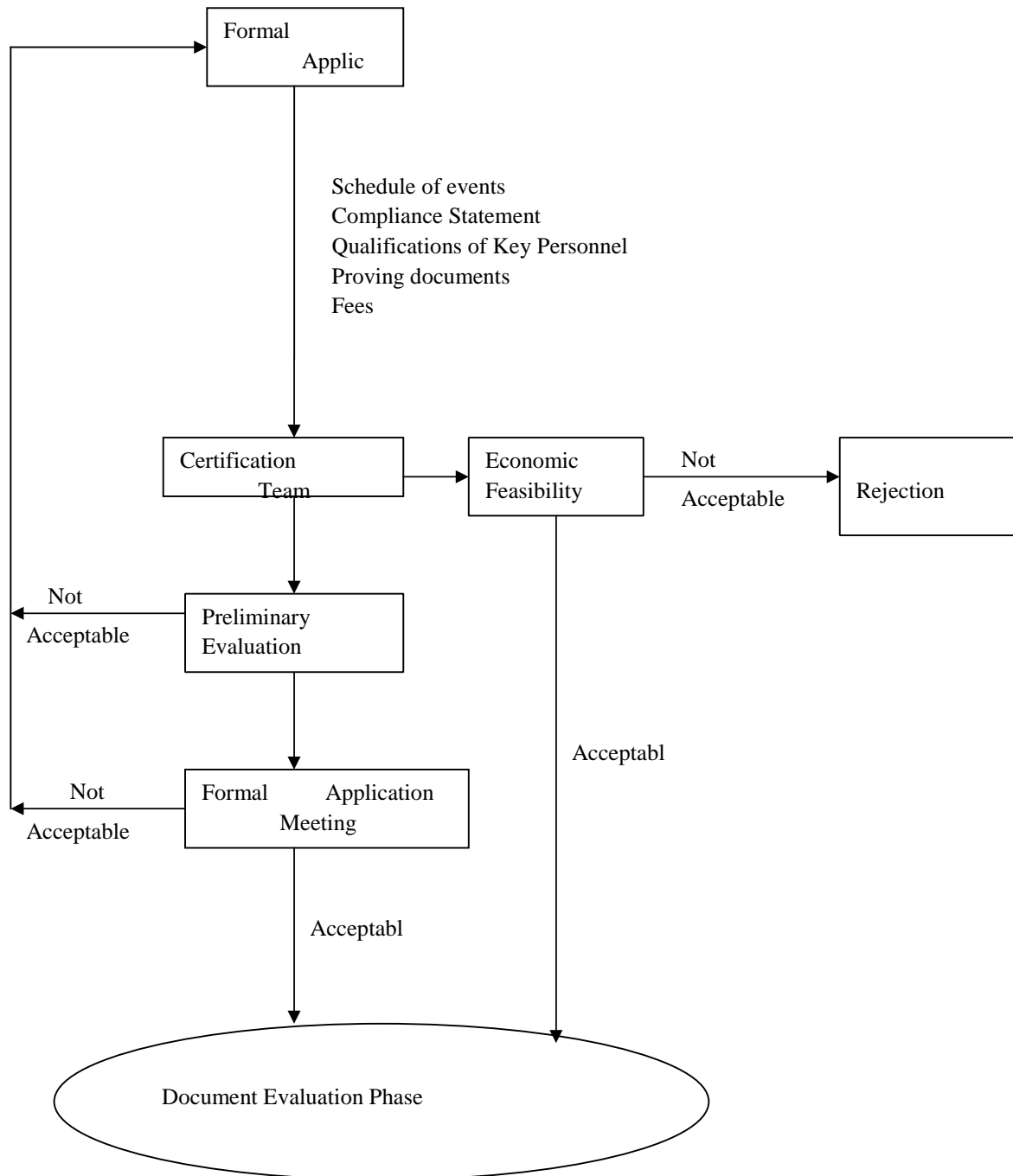
PRE-APPLICATION PHASE



CERTIFICATION PHASE

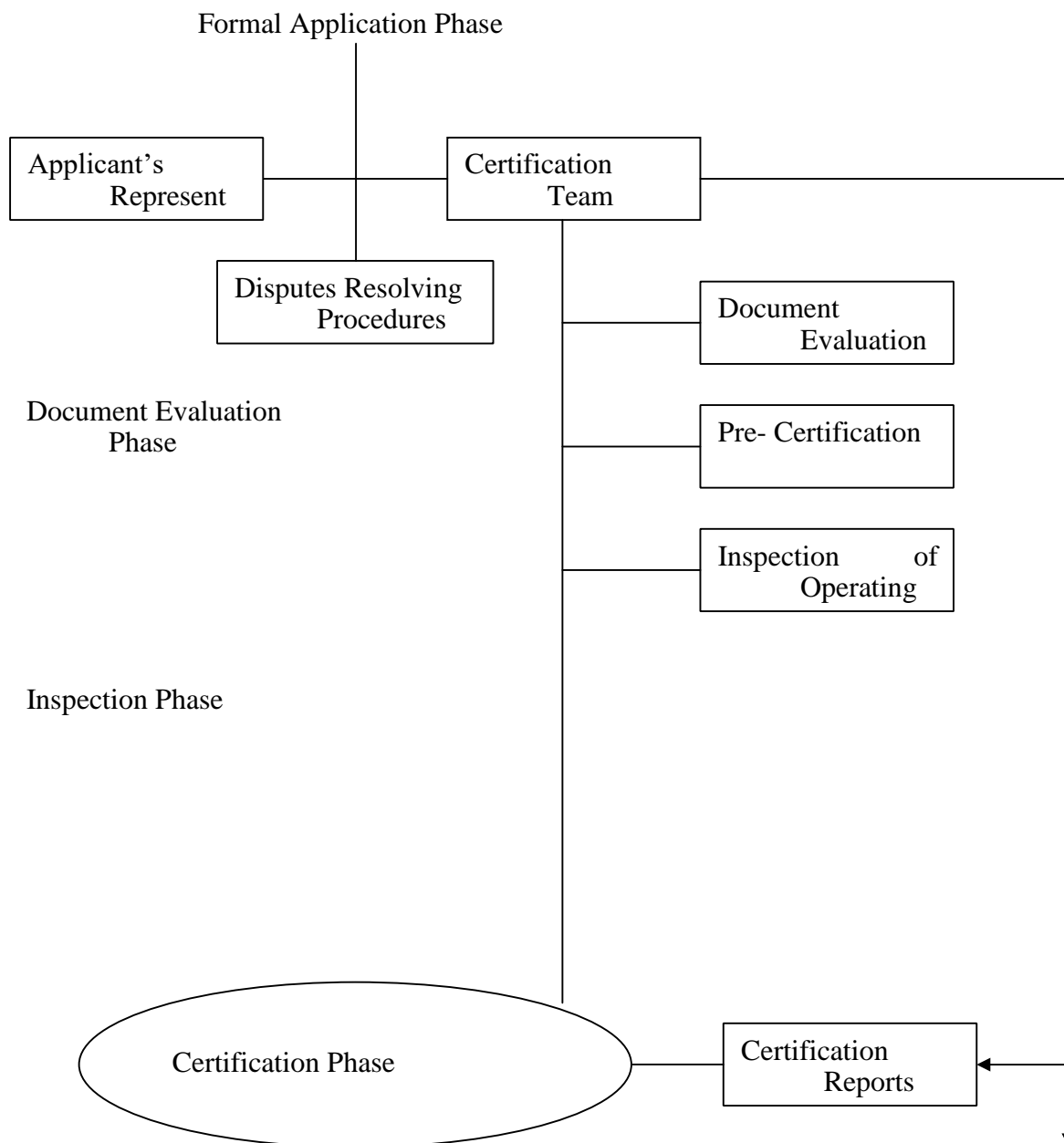


FORMAL APPLICATION PHASE





DOCUMENT EVALUATION AND INSPECTION PHASE



Appendix G - Leased Aircraft Operations

BACKGROUND

The fundamental responsibility for the operation of an aircraft lies with the State of Registry. However, special conditions may arise as a result of aircraft leasing or interchanging agreements between an applicant or a holder of a licence and an operator or leasing company in another State. Unless suitable arrangements are made, complex legal, safety and enforcement issues may arise for both the State of Registry and State of the Operator. It is therefore essential that agreement is reached on two key issues:

- If the lease agreement is for less than three months, the operational control of aircraft shall be the responsibility of the State of Registry.
- If the lease agreement is for more than three months, the State of the Operator and the State of Registry shall sign a 83 bis and the responsibility of the operational control and the safety oversight will be transferred to State of the Operator.
- It must be emphasised that the operator too has the overall responsibility of the safety oversight of the aircraft.

The above issues are interrelated responsibilities for the safe operation and airworthiness of an aircraft. These responsibilities are clearly defined in specific articles to the Chicago Convention and in Annex 6 Part 1 .In this regard the following articles are especially pertinent.

Article 12- Rules of the air.

Article 12 makes States responsible for ensuring that every aircraft carrying its nationality mark, wherever such aircraft may be, shall comply with rules and regulations relating to the flight and manoeuvre of aircraft.

Article 17, 18, 19 and 20- Nationality of Aircraft.

These articles provide that every aircraft have the nationality of the State in which they are registered; that an aircraft cannot be registered in more than one State, but its registration may be changed from one State to another; and that every aircraft engaged in International air Navigation shall bear its appropriate nationality and registration marks.

Article 30 – Aircraft Radio Equipment.

Aircraft radios must be licensed by the State of Registry if they are to be carried in or over the territory of other contracting States. The use of radio apparatus must be in accordance with the regulations of the State flown over. Radios can only be used by members of the flight crew licensed for that purpose by the State of Registry.

Article 31- Certificates of Airworthiness.

Every aircraft engaged in International navigation must be provided with a Certificate of Airworthiness issued or rendered valid by the State of Registry.

Article 32- Licenses of Personnel.

The pilot and crew of the aircraft engaged in international navigation must be provided with certificates of competency issued and rendered valid by the State of Registry. States can refuse to recognize, for the purpose of flight above their territory, certificates of competency and licenses granted to any of its nationals by another contracting State.

In addition to responsibilities which go with the nationality of an airplane, as enumerated in the preceding articles, States are required to approve and oversee all facets of their AOC holders' maintenance and flight operations in accordance with ASN 042 –2 Operational Certification and Supervision. Depending upon the exact nature of a lease agreement, these responsibilities may mix and overlap between two States.

Article 83 bis of the Chicago convention, which will come into full force upon ratification by the contracting States, provides that in case of lease, charter or interchange operations, the State of Registry may enter into an agreement with the State to which the aircraft is leased to transfer all or part of its responsibilities under articles 12,30,31 and 32.

The lessee shall be responsible to the CAA for the safe execution of ICAO Annex 1,6 and 8.

Definitions

- a) Wet Lease – The lease of aircraft with crew
- b) Dry Lease - The lease of an aircraft without crew

1. SPECIFIC PROCEDURES REGARDING LEASES

1.1 When an applicant or holder of a Sri Lanka Flying school / ATO Licence wishes to use leased aircraft for their operation, the following information shall be provided.

- a) The aircraft type and serial number;
- b) The name and address of the registered owner;
- c) State of registry and registration marks;
- d) Certificate of Airworthiness and a statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry;
- e) Certificate of Airworthiness;
- f) Certificate of Registration
- g) Certificate of GPWS Airworthiness
- h) Certificate of ACAS Airworthiness
- i) Certificate of BRNAV Airworthiness
- j) Certificate of Noise
- k) Certificate of Insurance.
- l) Name, address and signature of lessee or person responsible for operational control of the aircraft under lease agreement, including a statement that such individual and the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations;

- m) A compliance statement from the lessee that it shall be responsible to the CAA to ensure that the Lessor shall be responsible for the Safety oversight for the aircraft and its operation;
- n) A statement from the Lesse or Lessor as to the responsibility of removal of a disabled aircraft an Accident Victim Relief programme;
- o) A “ No Objection” letter from the State of Registry for the lease agreement
- p) Copy of the lease agreement or description of lease provision; and
- q) Duration of the lease.

1.2 After successful perusing of the above documents the CAA shall inspect the following.

- a) Flight crewmember certification and training;
- b) Other crewmember certification and training
- c) Airworthiness of the aircraft and performance of maintenance;
- d) Dispatch or flight following;
- e) Signing the maintenance release
- f) Scheduling of flight and other crewmembers

2. WET LEASE / DRY LEASE AGREEMENT

2.1 If it is a “Wet Lease”, the lessor shall exercise operational control over the aircraft and the responsibility for the airworthiness and operational oversight of the airplane will remain with the State of Registry. However, the lessee shall be responsible to the CAA to ensure that the lessor carries out the safety oversight to the satisfaction of the CAA.

2.2 If it is a “Dry Lease” then the responsibility for the operational control lies with the State of Operator.

Appendix H - Special Requirements Introducing a New Aircraft Type

1. Items for Consideration

The following items must be considered where an applicant is planning to introduce a new type in to service in Sri Lanka. Some of these points may be duplicated in chapter 3.

1.1 Application.

- a. Formal application tabled.
- b. Applicable fee lodge.

1.2 Aircraft.

- a. Type / Model.
- b. Certification.
- c. Number / delivery dates
- d. Dates of entry in to service.
- e. Valid Insurance Certificate

1.3 Flight Deck.

- a. Configuration.
- b. Instrument / nav. / comm.fit
- c. Oxygen / smoke masks
- d. Microphones / ICS
- e. Checklist presentation
- f. Stowage facilities
- g. Special equipment
- h. Safety equipment

1.4 Cabin.

- a. Configuration
- b. Galleys
- c. CA seating
- d. PA / ICS
- e. Safety equipment
- f. Special equipment
- g. Emergency evacuation demonstration.

1.5 Flight Crew Training

- a. Initial group
 - i.number
 - ii.status / qualifications
 - iii.proposed training
 - iv. venue / organization / dates
 - v. concessions sought




- b. Second group
 - i. number
 - ii. status / qualifications
 - iii. proposed training
 - iv. venue / organization / dates
 - v. concessions sought
- c. Mainstream
 - i. proposed training
 - ii. venue / dates
- d. Flight Simulator:
 - i. Type / Model / Visual system
 - ii. Number / acceptance dates
 - iii. Accreditation dates
 - iv. Date of entry in to use
 - v. Certificate of approval of the State of Manufacturer.

1.6 Inspector involvement

- a. proposed training
- b. venue / organization / dates
- c. approval of initial group training
 - i. ground
 - ii. simulator
 - iii. flight
 - iv. observation associated with concessions sought
- d. approval of second group training
 - i. ground
 - ii. simulator
 - iii. flight
 - iv. observation associated with concessions sought

1.7 Operations

- a. Proposed route structure
- b. Destination aspects
- c. Aircraft size and weight
- d. Navigation aspects
- e. Meteorological aspects
- f. Special handling
- g. Special ATC requirements
- h. Noise abatement aspects
- i. Special ground handling
- j. Flight planning handling

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix H	Page H - 2

- k. Low weather aspects
- l. Normal landing minima
- m. Cat I/II/III aspects
- n. Circling
- o. Low visibility take-offs
- p. Automatic flight
- q. Auto land
- r. Auto go-around
- s. Fmes/pdes
- t. Special requirements
- u. Ditching certification
- v. Nav system approval
- w. Data collection
- x. Aerodrome compatibility

1.8 Documentation


- a. Airplane Flight manual
- b. Operations manual
- c. Training manual
- d. Maintenance manual
- e. MMEL/MEL f. Sri Lanka Maintenance Requirements Document (PMRD)

1.9 Maintenance aspects

- a. Engineering licence
- b. Requirements
- c. Experience
- d. Engineering training
- e. Training of Company personnel
- f. Training of CAA Inspectors
- g. Maintenance Review Board
- h. System of Maintenance
- i. Support equipment

1.10 Maintenance trainer

- a. Type/ model
- b. Number/ acceptance date
- c. Date of entry into use
- d. Certificate of approval of the State of Manufacture

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix I	Page I - 1

Appendix I - Qualifications and Level of Experience for Nominated Post Holders

1. Nomination of Post Holders

1.1. Nominated post holders should be expected to satisfy the authority that they possess the appropriate experience and licensing requirements (if applicable) which are listed below. In particular cases an exceptionally the authority may accept a nomination which does not need requirement in full but, in such a circumstance the nominee should be able to demonstrate experience which the authority will accept has been comparable and also the ability to perform effectively the functions associated with the post and the scale of operation. The nominated post holders should have practical experience and expertise in the application of aviation safety standards and safe operating practices.

1.2. To enable the Civil Aviation Authority to clearly identify the persons responsible for different aspects of the operation, the applicant must nominate and seek approval for those personnel selected for at least the following positions. Any subsequent change in those positions should be effected only with the approval of Civil Aviation Authority of Sri Lanka.

- a. General Manager / Chief Executive Officer (responsible for the overall functioning of the operation)
 - b. Flying school / ATO must nominate an Accountable Manager approved by the authority who has corporate authority ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the authority.
 - c. Head of Training (responsible for the conduct and standards for training for students, Instructors and other persons involved with aircraft operations)
 - d. Chief Flight Instructor
 - e. Chief Ground Instructor
 - f. Maintenance Manager(responsible for the conduct and standard of maintenance)
 - g. Safety Manager
 - h. Quality Manager
 - i. Flight Instructors
 - j. Ground Instructors
- 1.3. It is not obligatory to use the titles above; however, the offices responsible for the duties listed in paragraph 1.2 must be clearly identified.
- 1.4. As the qualifications and level of experience of the nominated post holders will vary according to the scope and size of the proposed operation, Civil Aviation Authority inspectors will use judgments in deciding whether or not particular experience of qualifications are acceptable.

1.5 Head of Training

- a) Shall have minimum 02 years experience as Chief Flight Instructor of a flying school / ATO in Sri Lanka or abroad with proven experience on quality assurance programme or audit.

Or

- b) Shall have an appropriate pilot licence and proven experience as a quality assurance manager or an auditor.

Or

- c) Shall have proven experience (civil or military), equivalent to above as determined by DGCA on case by case basis.

1.6 Chief Flight Instructor

- a) Each Flying Training course shall be under the direct supervision of a Chief Flight Instructor designated by the school. A person may serve as Chief Flight Instructor for each course for which he is qualified.

- b) A Chief Flight Instructor shall ;

1. Be at least 21 years of age.
2. Have a good record as a pilot and Flight Instructor; and
3. Meet the applicable requirements of paragraph (c) , (d) or (f) below.

- c) For a Private Pilot Flying school / ATO, a Chief Flight Instructor shall have;

1. At least a current Commercial Pilot Licence endorsed with a current Flight Instructor rating for the category of aircraft used in the course.
2. At least 1,000 hours as pilot in command
3. Flight instruction experience, acquired as a licensed Flight Instructor consisting of at least -
 - i. Two years and a total of 500 flight hours ; or
 - ii. 1,000 flight hours and
4. Within the year preceding designation, at least 100 hours of Private Pilot flight instruction as a licensed Flight Instructor in the category of aircraft used in the course.

- d) Chief Flight Instructor of a flying training course for gliders is only required to have 40 percent of the hours in paragraph (c) of this section.

- e) For a Commercial Pilot Flying school / ATO or a Flight Instructor Flying school / ATO, a Chief Flight Instructor shall have;

1. At least a current Commercial Pilot Licence endorsed with a current Flight Instructor Rating for the category of aircraft used in the course and, for a

2. course using aeroplanes, an instrument rating on his Commercial Pilot Licence
 3. At least 2,000 hours as pilot in command.
 4. Flight instruction experienced, acquired as a licensed Flight Instructor consisting of at least
 - i. Three years and a total of 1,000 flight hours; or ii. 1,500 flight hours; and
 5. Within the year preceding designation, at least i 100 hours of pilot instruction as a licensed Flight Instructor in the category of aircraft used in the course. ii. One year of active service as Chief Flight Instructor of an approved PPL Flying Training course, or
 - iii. One year of active service as regular or designated DGCA Flying Test Examiner.
- f) For an Instrument Flying school / ATO, a Chief Flight Instructor shall have –
1. At least a current Commercial Pilot Licence endorsed with a current Flight Instructor Rating and Instrument Rating.
 2. At least 100 hours of flight time under actual or simulated instrument conditions.
 3. At least 1,000 hours as pilot in command.
 4. Instrument flight instruction experience, acquired as a licensed Flight Instructor consisting of at least -
 - i. Two years and a total of 250 flight hours; or
 - ii. 400 flight hours.
 5. Within the year preceding designation, at least -
 - i. 100 hours of instrument flight instruction as licensed instrument Flight Instructor or
 - ii. One year of active service as a regular or designated DGCA instrument check examiner.
- g) The candidate's performance within the past 5 years, should be such that there is no doubt as to his character, integrity or judgment in relation to flight operations and maintenance of regulatory requirements.

1.7 Chief Ground Instructor

Hold a licence and rating(s) appropriate to the proposed operations


The candidate's performance within the past 5 years, should be such that there is no doubt as to his character, integrity or judgment in relation to flight operations and maintenance of regulatory requirements.

1.8 Flight Instructor

Hold an appropriate current licence endorsed with a flight instructor rating.

1.9 Ground Instructor

Hold an appropriate current ground instructor licence / a flight instructor rating.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix I	Page I - 4

1.10 Safety Manager

Should have followed Safety Management Course.

1.11 Maintenance Manager

The Head of Maintenance / Engineering or Director Maintenance (as applicable), is responsible to the DGCA for ensuring that the terms and conditions stipulated in the MCM approved by the DGCA are complied with. This will guarantee that responsibility for taking corrective action for any deficiencies that will be identified by the CAA is vested at the highest level in the organization management structure, thus ensuring that the executive authority is in place for safe practices. The holder of this position should be approved by the DGCA and it must be filled with an officer who satisfies the following requirements:

1. Has a minimum of 10 years experience in the aviation field acceptable to the DGCA of which five years should be at a supervisory level.
2. Pass the Air Legislation examination for AMEs and has proven knowledge in airworthiness regulatory systems in force and knowledge to apply those requirements in managing civil aviation activities.

1.12 Quality Assurance Manager

The Quality Assurance Manager is responsible to CEO to manage the Quality standards of the organization, administer and monitor the standards necessary to ensure full compliance with the terms of approval. Vest all requirements pertaining to the airworthiness of aircraft, its equipment and supporting facility.

The position should be filled with a person holding the following qualifications and he/she shall be acceptable to the DGCA.

Knowledge on Quality Assurance system is required.

Appendix J - Contents of the Training and Procedures Manual

The Training and Procedures Manual should include the following elements as far as they are appropriate to the type of the training to be provided.

1. General

1.1 Preamble relating to use and authority of the manual

1.2 Table of contents

1.3 Amendment, revision and distribution of the manual:

- a) procedures for amendment;
- b) amendment record page;
- c) distribution list; and
- d) list of effective pages.

1.4 Glossary of significant terms and definitions

1.5 Description of the structure and layout of the manual, including:

- a) various parts, sections, their contents and use; and
- b) the paragraph numbering system.

1.6 Description of the scope of training authorized under the organization's terms of approval.


1.7 Organization (chart of the management organization)

1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:

- a) Accountable manager;
- b) Head of training;
- c) Chief flight instructor;
- d) Chief ground instructor;
- e) Maintenance manager;
- f) Safety Manager;
- g) Quality manager; and
- h) Instructors — ground, flight and flight simulation training device.

1.9 Policies

- a) policy regarding approval of flights;
- b) responsibilities of the pilot-in-command;
- c) flight planning procedures — general;
- d) policy regarding carriage of passengers;
- e) operational control system;
- f) policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
- g) flying duty period and flight time limitations for flying staff and students; and
- h) rest periods for flying staff and students.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix J	Page J - 2

- 1.10 Description of the facilities available, including:
- a) the number and size of classrooms;
 - b) training aids provided; and
 - c) flight simulation training devices and training aircraft.

2. Aircraft Operating Information

- 2.1 Certification and operating limitations
- 2.2 Aircraft handling, including:
- a) performance limitations;
 - b) use of checklists; and
 - c) aircraft maintenance procedures
- 2.3 Instructions for aircraft loading and securing of load
- 2.4 Fuelling procedures
- 2.5 Emergency procedures

3. Routes

- 3.1 Performance criteria, e.g.: take-off, route, landing, etc.
- 3.2 Flight planning procedures including:
- a) fuel and oil requirements;
 - b) minimum safe altitudes; and
 - c) navigation equipment
- 3.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
- 3.4 Weather minima for all student training flights at various stages of training.
- 3.5 Training routes and practice areas.

4. Staff Training

- 4.1 Persons responsible for standards and competency of instructional personnel.
- 4.2 Details of the procedures to determine competency of instructional personnel as required.
- 4.3 Details of the training program for instructional personnel as required by Annex
- 4.4 Procedures for proficiency checks and upgrade training.

5. Training Plan

- 5.1 Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.

5.2 Pre-entry requirements, including:

- a) minimum age;
- b) education requirements;
- c) medical requirements; and
- d) linguistic requirements.

5.3 Credits for previous experience, which should be obtained from the Licensing Authority before the training commences.

5.4 Training curricula, including the:

- a) flying curriculum (single engine);
- b) flying curriculum (multi-engine);
- c) theoretical knowledge curriculum; and
- d) flight simulation training curriculum.

5.5 The general arrangements of daily and weekly programs for flying training, ground training and flight simulation training.

5.6 Training policies in terms of:

- a) bad weather constraints;
- b) maximum student training times—flying, theoretical knowledge and synthetic flight training, per day/week/month;
- c) restrictions in respect of training periods for students;
- d) duration of training flights at various stages;
- e) maximum student flying hours in any day or night period;
- f) maximum number of student training flights in any day or night period; and
- g) minimum rest periods between training periods.

5.7 Policy for the conduct of student evaluation, including:

- a) procedures for flying progress checks and skill tests;
- b) procedures for knowledge progress tests and knowledge tests;
- c) procedures for authorization for tests;
- d) procedures for refresher training before retest;
- e) test reports and records;
- f) procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
- g) procedures for question analysis and review and issuing replacement exams; and
- h) knowledge test re-write procedures.

5.8 Policy regarding training effectiveness, including:

- a) individual student responsibilities;
- b) liaison procedures between training departments;
- c) procedures to correct unsatisfactory progress;
- d) procedures for changing instructors;
- e) maximum number of instructor changes per student;
- f) internal feedback system for detecting training deficiencies;
- g) procedures for suspending a student from training;
- h) requirements for reporting and documentation; and
- i) completion standards at various stages of training to ensure standardization.

6. Flight training syllabus

- 6.1 Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.
- 6.2 Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.
- 6.3 Statement of how the course will be divided into phases, indicating how they will be arranged to ensure completion in the most suitable learning sequences and that essential or emergency exercises are repeated at the proper frequency.
- 6.4 Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted. Statement of what a student is expected to be able to do and the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flying.
- 6.5 Requirements for instructional methods, particularly with respect to pre-flying and post-flying briefings, adherence to syllabi and training specifications, and authorization of solo flights.
- 6.6 Instruction in respect to the conduct and documentation of all progress checks.
- 6.7 Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

7. Flight simulation training syllabus

- 7.1 Syllabus for flight simulation training should be structured generally as in paragraph 6 of this attachment.

8. Theoretical knowledge syllabus

- 8.1 The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this attachment but with a training specification and objective for each subject.

9. Tests and checks conducted for the issuance of a licence or a rating

- 9.1 When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, it should include:
 - a) name of the personnel with testing authority and scope of the authority;
 - b) role and duties of the authorized personnel; if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and
 - d) applicable requirements established by the Licensing Authority such as:
 - c) procedures to be followed in the conduct of checks and tests; and
 - d) methods for completion and retention of testing records as required by the Licensing Authority.



10. Records Policy and Procedures regarding:

- a) Attendance records;
- b) Student training records;
- c) Staff training and qualification records;
- d) Person responsible for checking records and student personal logs;
- e) Nature and frequency of record checks;
- f) Standardization of record entries;
- g) Personal log entries; and
- h) Security of records and documents.

11. Quality assurance system

- 11.1 Provide a brief description of the quality assurance system, as required by Annex 1, Appendix 2, paragraph 3, with reference to a separate quality assurance manual or, include the full quality assurance system in the Training and Procedures Manual.

12. Appendices

- 12.1 Sample progress test forms, navigation logs, test reports and records, a copy of the approved training organization approval document, as required.

Appendix K - Pre Certification Facility Inspections

1. General

- 1.1 Civil Aviation Authority inspectors will conduct pre-certification inspections to ensure that the requirements of Civil Aviation Act No 14 of 2010 and other specific operating regulations and relevant manuals are met with regard to facilities, staff and equipment. Facilities and equipment provided for staff and students must be adequate to allow them to carry out their duties in compliance with regulations.
- 1.2 The following paragraphs provide guidance to the flying school / ATO preparing for a pre-certification inspection.

2. Management and Instructors


- 2.1 The duties and responsibility of key post holders must be clearly defined in writing, and chains of responsibilities firmly established. Furthermore, it is important that the operational management should have proper status in the organization. The number and nature of appointments will vary with the size and complexity of the organization and the DGCA must be satisfied that the management organization is adequate and properly matched to the operating network and commitments.
- 2.2 The Civil Aviation Authority of Sri Lanka must be given notice of any intended change in appointments or functions.

3. Facilities

- 3.1 A flying school / ATO should have access to facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning as per ASN 028 and ICAO Doc. 9841. Typically these will include Flight operations:
 - Flight operations room or area
 - Flight planning room or area
 - Adequate briefing room(s)
 - Facilities for instructors
- 3.2 Knowledge instruction:
 - Classrooms
 - Suitable demonstration equipment
 - Library
 - Radio-telephonic and language training and testing area (if appropriate).

4. Record Keeping

- 4.1 The quantity and scope of records which must be kept should not be underestimated. Some records, for example those covering Instructors and students flight and duty times require constant updating and continuous access. Adequate staff must be employed to ensure accurate maintenance of records in the areas of training, personnel and aircraft maintenance. Operations and / or maintenance may be required around the clock, accordingly, records staff may be required to cover shifts.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix K	Page K - 2

- 4.2 Although an efficient training is mainly a commercial concern to the company there are times when the Civil Aviation Authority of Sri Lanka is interested in the level of efficiency achieved. One such occasion concerns the ability of certain company personnel to access records.
- 4.3 Accurate and complete record-keeping is an important aspect of complying with the approval. It is also an essential tool for the flying school / ATO to ensure the continuity and consistency of its training. The record-keeping system of a flying school / ATO should have the following characteristics:

Completeness: The records kept by the training school should 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 organization.

Integrity: It is important to maintain the integrity of records in ensuring that they are not removed or altered. A backup system of the records is also necessary to ensure continuity in case of a major disaster.

Each training organization should also establish rules on archiving personal records that are non-active. The rule on archiving records should also be consistent with the national requirement and the requirements contained in Annex 1, IS 50, ASN 28 and ICAO Doc 9841 chapter 9.

5. Retention of records

- 5.1 The flying school / ATO shall retain detailed student records to show that all requirements of the training course have been met as agreed by the Licensing Authority.
- 5.2 The minimum retention period for training records must ensure that a person's pertinent training and qualification status can be determined for any given date during the request period, which may vary between flying school / ATOs but could up to 36 months. The records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.
- 5.3 For each aircraft operated, maintenance records as must be accurate and up to date.


6. Library

At each operating base/ hanger station the operator should maintain at adequate and appropriate library of Aviation Regulations, Standards, AIP, Training and Procedure Manual, Flight Supplement, Charts, Aircraft Flight Manuals, Aircraft Operating Manuals, Standard Operating Procedures, maps, and other documents needed for reference and planning purposes, and for carriage in flight. The library should be kept in an orderly manner.

Arrangements should be made for the amendment of manuals and for notifying the amendments to the Students, Instructors and other operating staff concern. A record should be kept of the distribution of the manuals and amendments.

1. Instructors and students scheduling

The commercial aspects of efficient scheduling is the flying school / ATO's business. The Civil Aviation Authority of Sri Lanka's interest is in adherence to flight and duty time regulations and the scheduling of only qualified instructors. Accordingly, the flying school / ATO must have facilities to ensure that these requirements are met.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix K	Page K - 3

8. Instructor room

Arrangements must be in place to ensure instructors are provided with manual amendments, document revisions and operational notices in an appropriate and timely manner. One acceptable method is to place boxes or pigeon holders, one for each instructor based at that location, in or close to the room. The instructor room notice board can form a suitable point of contact between the company and its instructors for urgent operational messages.

9. Flight Planning Facilities

There are two operations with respect of flight planning. Preparation of the flight plan may be undertaken by a dispatcher and checked by the captain, or the plan may be prepared by the captain. The method chosen depends on the qualifications of and the responsibilities given to the specialist officer concerned. The flight plan may be prepared manually or where approved by the Civil Aviation Authority of Sri Lanka, by computer. In the latter case facilities should also permit manual flight planning to cover non-availability of the computer.

A company operating its own flight planning facility will need to collect weather and operational information (NOTAM) from the various sources. The flight planning facility will need to transmit the completed flight plan both to air traffic control and to company personnel at intended ports of call. Alternative means of transmission of the flight plan, for example by telephone, should be considered, although not mandatory, display of weather diagrams would be beneficial, as would a system whereby arriving crew brief the flight planning office on the weather conditions they encountered.

10. Operational control


While operating aircraft operational control will rest solely with the pilot in command. Flying school / ATO should consider the guidance they wish to provide their pilots to help them exercise this responsibility. Flying school / ATO should also review the operational information service provided by the Civil Aviation Authority of Sri Lanka and provide any additional information they consider necessary.

11. Load Control

- 11.1 The operator is responsible for establishing an approved system of load control, and the proposed system must be approved by the Civil Aviation Authority of Sri Lanka and described in the manual.
- 11.2 Calculation of aircraft weight and balance using the approved system may be the responsibility of the flight crew, although it is more usual to employ a separate load control officer. Whichever method is used a reasonable accurate aircraft weight is needed at the flight planning stage for comparison with performance chart to determine limiting conditions. To allow for last minute changes, which are accepted as being unavoidable, it is permissible to have a traffic officer bring the final version of the load sheet to the flight deck, immediately prior to closing the doors.

12. Training Facilities

- 12.1 Training facilities and instructors will be scrutinized. Training will generally be an ongoing requirement and the amount of associated effort is easy to underestimate.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix K	Page K - 4

12.2 The Civil Aviation Authority of Sri Lanka will consider the requirements laid down in the ASN 028, when classroom facilities are being inspected;

12.4 If flight simulator training is proposed, the simulator facilities will require detailed assessment and approval.

12.5 The instructors will require specific approval to conduct their proposed tasks. Such staff should be prepared to demonstrate competence in the area of their proposed expertise by showing the following;

- a. that they understand the subject
- b. that they can impart information to the class or student.
- c. that they can adequately assess the results achieved by the class or student.

12.6 The Civil Aviation Authority inspectors are required to individually assess instructors in the following categories;

- a. Ground instructors
- b. Flight Instructors
- c. Flight simulator instructors.

15. Inspection of Aircraft


15.1 The aircraft will be inspected by inspectors of the CAA. The basis of this inspection is as follows;

- a. To determine that the equipment meets safety standards.
- b. To ensure that the communications and navigation equipment is appropriate to the proposed operation.
- c. To ensure that the flight deck controls and equipment match the description in the manual and conform to the aircraft checklist.

15.2 The aircraft inspections may be carried out at any time prior to certification but it would be desirable to have the aircraft inspected before they are used for training to gain maximum benefit to the operating and training personnel.


15.3 Each aircraft in the fleet will be inspected even where a number of supposedly identical machines are acquired. Portions of the inspections may be combined with surveillance of training and consideration must be given to the use of applicable items of equipment at night.

15.4 Inspection of the safety equipment in the flight deck is to ensure the equipment meet the safety intention of the regulations. Airworthiness inspectors will determine that the equipment are of certified standard.

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix L	Page L - 1

CAA/PL/R/8

Appendix L- Application and Check List for Renewal of Flying School / ATO Licence

	APPLICATION FOR RENEWAL OF FLYING SCHOOL LICENCE
Particulars of the Applicant	
i. Name of the Flying school / ATO:	
ii. Address :	
iii. Name of Accountable Manager:- Telephone(s):- Facsimile:- E-mail:-	
iv. Name of Head of Training:-	
v. Name of Chief Flight Instructor :-	
vi. Name of Chief Ground Instructor :-	
vii. Name of Quality Manager :-	
viii. Name of Manager Engineering :-	

Attachment No. : 01
Particulars of aircraft used for the Operations

Type	Year of Manufacture	Registration Number	Serial Number	Basic Weight of aircraft (kg)	Date & Method of acquisitio n	Number of hours flown to date	Type of Engin es	C.of.A valid till



Attachment No. : 02 Particulars about engines/ propellers

Sector	Frequency per week	Type of Aircraft	Date of commencement

Attachment No. : 03

Particulars regarding maintenance facilities

Description	Location	Extent (Sq.metres)	Date & Method of acquisition	Facilities available	Any other details
Hangars					
Workshops					
Engine Test Cells					
Shop Equipment					
Instrument overhaul and test shop					
Spare parts storage					
Refueling facilities					
Sub bases					

Attachment No. : 04

Particulars regarding personnel

Post	Present	Approval granted	Indoctrination Training or standardization given
Accountable Manager			
Head of Training			
Chief Flight Instructor			



Chief Ground Instructor			
Quality Assurance Manager			
Manager Engineering			
Flight Instructors			
Ground Instructors			

Attachment No. : 05 Particulars regarding Manuals


Name of Manual	Date of initial issue	Date of last revision	Implementation of ASN
Training & Procedure Manual			
Maintenance Manual			
Quality Manual			
Maintenance Schedule			

CHECK LIST FOR RENEWAL OF FLYING SCHOOL / ATO LICENCE

Name of Flying school / ATO:-

Date:-.....

	Yes	No	Remarks
18. Duly completed formal Application received	<input type="checkbox"/>	<input type="checkbox"/>	
19. Organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	
20. Fees	<input type="checkbox"/>	<input type="checkbox"/>	
21. Key post holders			
a. Accountable Manager	<input type="checkbox"/>	<input type="checkbox"/>	
b. Head of Training	<input type="checkbox"/>	<input type="checkbox"/>	
c. CGI	<input type="checkbox"/>	<input type="checkbox"/>	
d. CFI	<input type="checkbox"/>	<input type="checkbox"/>	
e. Flight Instructors	<input type="checkbox"/>	<input type="checkbox"/>	
f. Ground Instructors	<input type="checkbox"/>	<input type="checkbox"/>	
g. Quality Manager	<input type="checkbox"/>	<input type="checkbox"/>	
h. Maintenance Manager	<input type="checkbox"/>	<input type="checkbox"/>	
i. Safety Manager	<input type="checkbox"/>	<input type="checkbox"/>	
22. C of A, C of R, Valid Insurance of the Aircrafts	<input type="checkbox"/>	<input type="checkbox"/>	
23. Inspection completed	<input type="checkbox"/>	<input type="checkbox"/>	
24. Facilities satisfied			
a. Flight operations room	<input type="checkbox"/>	<input type="checkbox"/>	
b. Flight planning room	<input type="checkbox"/>	<input type="checkbox"/>	
c. Adequate briefing rooms	<input type="checkbox"/>	<input type="checkbox"/>	
d. Facilities for instructors	<input type="checkbox"/>	<input type="checkbox"/>	
e. Class rooms	<input type="checkbox"/>	<input type="checkbox"/>	
f. Suitable demonstration equipment	<input type="checkbox"/>	<input type="checkbox"/>	
g. Library	<input type="checkbox"/>	<input type="checkbox"/>	
h. Radio Telephony and language training and testing area	<input type="checkbox"/>	<input type="checkbox"/>	
25. Maintenance facilities Approved	<input type="checkbox"/>	<input type="checkbox"/>	
26. Aircrafts/ flight simulation devices accepted	<input type="checkbox"/>	<input type="checkbox"/>	
27. Training programme approved	<input type="checkbox"/>	<input type="checkbox"/>	
28. Student course materials approved	<input type="checkbox"/>	<input type="checkbox"/>	
29. Ground school time table approved	<input type="checkbox"/>	<input type="checkbox"/>	
30. Training facilities & Equipment inspection	<input type="checkbox"/>	<input type="checkbox"/>	
31. Record keeping satisfied	<input type="checkbox"/>	<input type="checkbox"/>	
32. Procedures and Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
33. Availability of training equipment and facilities	<input type="checkbox"/>	<input type="checkbox"/>	

	Approved Training Organization Certification Manual	SLCAP 3090	
		Appendix L	Page L - 8

34. Quality Assurance System accepted

☐
☐

35. Safety Management System accepted

☐
☐

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Prepared by

.....
Checked by



CHECK LIST FOR RENEWAL OF FLYING SCHOOL LICENCE

MAIN CHECK LIST – RENEWAL OF TRTO

Name of TRTO :		Date of Evaluation :		
		Status		Remarks
		Sat	Unsat	
1.	Company Request letter			
2.	Duly Completed Application			
3.	Fees for Renewal Received			
4.	Renewal Due Date			
5.	Training & Procedure Manual Approved			
6.	<u>Staff Requirement</u> 1. Accountable Manager 2. Head of Training 3. Chief Instructor 4. Technical Manager 5. TRTO, Quality & Administrative Manager 6. Quality Manager 7. Safety Manager 8. Simulator Flight Instructors 9. Ground Training Instructors 10. Check Pilots			
7.	Inspection Reports			
8.	Flight Simulation Devices Approved			
9.	Training Course Approved			
Remarks :				
Prepared By : Checked By :				



Flying school / ATO/TRTO Inspection Checklist

Flying school / ATO Inspection Checklist No – 01 General

	Aspects to be Audited or Questions to be Answered	Satisfactory / Unsatisfactory	Remarks
A	Flying school / ATO licence		
A 1	Flying school / ATO licence valid		
A 2	Flying school / ATO licence displayed		
B	Operations Specifications		
B 1	T&PM Available		
B 2	T & PM Current		
B 3	Good physical and medical condition of students before sending solo		
B 4	English Language proficiency of students		
B 5	Instructors currency		
B 6	Record keeping system of trainees		
B 7	Record keeping system of instructors		
B 8	Record keeping system of audit reports		
B 9	Notification done on grounding of Aircraft for 3 days		
B 10	Approval for procedure trainer		
B 11	Approval for simulator		
B 12	Approval for Training Programmes		
B 13	Airworthiness condition of aircraft		
B 14	Adhere to the Advertisement limitations		
B 15	Adhere to not carrying out passengers in training flights		
B 16	Licence validity of pilots		
C	Satellite bases		
C 1	Approval obtain for satellite bases		
C 2	Whether Asst. CFI is designated		
C 3	Airport, facilities and persons meet the requirements		
D	Organization		
D 1	Whether location has been changed(2.13 of ASN 028)		
D 2	Whether any equipment, personnel, programmes, procedures or practices approved DGCA is changed		

D 3	Whether flying school / ATO has sent Monthly Rosters of instructors to DGCA		
D 4	Whether flying school / ATO has sent Monthly attendance of students to DGCA		
D 5	Whether flying school / ATO has sent Monthly Rosters of students training to DGCA		
D 6	Are flight & duty time records being maintained? (instructors)		
E	Facilities		
E 1	Permanent office		
E 2	Building conforms to local building, sanitation and health codes		
E 3	Class room space requirements		
E 4	Ground equipment requirements		
E 5	Ventilation		
E 6	Lighting		
E 7	Models ,mockups, cutaways		
E 8	Library with reference area		
E 9	Internet facilities for students		
E 10	Text books and related materials		
E 11	Illustrative, explanatory and demonstration aids		
E 12	Rest room and ready room facilities		
E 13	Flight operations room or area with flight monitoring facilities		
E 14	Flight planning room or area		
E 15	Adequate furnished Briefing rooms for long/short briefings		
E 16	Facilities for instructors		
E 17	Radio telephony and language training and testing area		
F	Instructor requirements		
F 1	Principal instructor who is regularly available		
F 2	Instructors competent enough to teach subjects		
F 3	Instructors have Ground Instructor Licence and approval		
J	Validity of ground training		
J1	Each instructor holds FI/GI licence		
J2	Each Ground Instructor passed standardization check		

Remarks:-

Inspector.....

Date.....

Flying school / ATO Inspection Checklist No – 02 Flying Training

Flight equipment requirements			
	Aspects to be audited or questions to be answered	Satisfactory / Unsatisfactory	Remarks
G1	At least one aircraft available		
G2	Current Airworthiness certificate		
G3	Maintained in accordance with the requirements of DGCA		
G4	Have approach procedure for respective airfields		
G5	Registered in Sri Lanka Civil Aircraft Registry in the name of the school		
G6	Two pilot stations		
G7	Equipment and performance characteristics appropriate to its curriculum		
G8	At least one airworthy aircraft for every 15 students		
G9	Appropriate pilot's training checklist available		
G10	Maintenance facility requirements		
G11	NOTAMs checked		
H	Items to be carried in training aircraft		
H1	A pre-take off and pre-landing checklist		
H2	Operators hand book		
H3	Licences of instructor pilots		
H4	Licences of trainee pilots		
I	Validity of flying training		
I1	Approved licensed Flight Instructors and Asst. Flight Instructors		
I2	Licensed FI available in the aerodrome during solo flight of the student		
I3	CFI, FI and AFI have undergone a refresher training course		
I4	CFI passed the standardization check given by DGCA		
I5	Each FI/AFI completed indoctrination course		
I6	Each FI/AFI completed initial proficiency check		

Remarks:-



Flying school / ATO Inspection Checklist No – 03 Surveillance of Documents

Surveillance of Documentation			
	Aspects to be audited or questions to be answered	Satisfactory / Unsatisfactory	Remarks
O1	Documents related to the course		
O2	Updating system		
O4	Maintenance Control Manual		
O5	Training records		
O6	Checking forms		
O7	ASNs and ANR		
O8	Student personnel files		
O9	Instructors personal files		
O10	Attendance sheets		
Q	Student enrollment and evaluation		
Q1	Student is provided with certificate of enrollment		
Q2	Copy of training syllabus		
Q3	Copy of safety procedures and practices hand book		
Q4	Appropriate written evaluations were done on ground subjects		
Q5	Appropriate written evaluations were done on flying training		
Q6	Curriculum approved by DGCA has not changed		
S1	Threat and Error Management		
L	Quality of instructions		
L1	8/10 most recent graduates passed the exam		
L2	Comply with approved training course		
M	Responsibilities, duties performed by key personnel		

Date.....



Flying school / ATO Inspection Checklist No – 04 Quality Management System

	Aspects to be Audited or Questions to be answered	Satisfactory / Unsatisfactory	Remarks
R	Quality Assurance System		
R1	Quality Assurance System		
R2	Quality Assurance system conform to the standards in T&PM		
R3	Organizations training policy		
R4	Quality Manager appointed		
R5	System for identifying deviations from policy and standards taking corrective actions		
R6	Formal written quality policy		
R7	Feedback system		
R8	Reporting		
R9	Quality audit Schedule		
R10	Follow up and corrective actions taken		
R11	Quality inspections conducted as per the written procedure		
R12	Recordings of Quality system		
R13	Quality assurance of satellite stations		
R14	Quality assurance system training as per the written procedure		
Remarks:-			
Inspector..... Date.....			



Flying school / ATO Inspection Checklist No – 05 Safety Management System

	Aspects to be Audited or Questions to be answered	Satisfactory / Unsatisfactory	Remarks
T	Safety Management System		
T 01	Availability of Safety Management Manual		
T 02	Identify safety Hazards		
T 03	Implementation of Remedial Action		
T 04	Continuous Monitoring and Regular Assessment of the Safety Performance		
T 05	Aims at a continuous improvement of the overall Performance		
T 06	Safety Promotions		
T 07	Safety Reports		
T 08	Appointment of Safety Manager		
T 09	Safety Working Group		
Remarks:-			
Inspector..... Date.....			



Civil Aviation Authority of Sri Lanka
TRTO Inspection Check List

Aspects to be audited or questions to be answered	Status		Remarks
	sat	unsat	
Inspection on general areas			
Organizational structure			
Nominated post holders			
Training & Procedure Manual			
Technical library			
Safety Management System			
Safety program available			
Reporting system for hazards, incidents, accidents			
forms and instructions on SMS developed			
Safety inspections conducted			
CI monitors the training activities to verify the compliance with requirements			
Facilities			
Class Room			
Rest Area			
Simulator			
Simulator and Training Device			
Approval certificates are displayed			
Operating limitations made available to all users			
Required training for simulator operators given			

Authorization for simulator operators available			
Authorization for customer instructors available			
Simulator and training device maintenance satisfactory			
Maintenance records (Tech log) checked			
Training device discrepancies recorded			
Scheduled and unscheduled maintenance			
Maximum number of occupants			
Emergency procedures			
Emergency briefings			
All Simulators are approved by CAASL			
All Simulator agreements available			
CBT training facilities are satisfactory			
Staff Training			
Initial Competency checks for instructors done			
Annual competency checks for instructors done			
Approval for SFI available			
Approved courses			
Eligibility requirements for courses maintained			
Recognition of prior learning			
Out sourced training facilities			
Approval for out sourced training facilities from CAASL available			
List of proposed facilities are tally with the used training facilities			
Keeping the copies of approvals by the regulatory authority of the out sourced facility			



Test & Checks for Licence & Ratings

Progress & final tests for Ground Schools

Question Bank for progress tests

Security Procedure for Question Bank

Examiners Files

Examination facilities

Record keeping

Attendance records

Student Training records

Question bank

Question Papers

Staff Training and Qualification records

CI has checked records once in every month

Security of documents and records

Quality Assurance System

Quality Assurance programme available

Quality inspections conducted

Quality audits conducted Quarterly

Course audits conducted

Feedback system satisfactory

Monitoring activities in Simulator training, ground school training and maintenance by Manager Quality Assurance

Corrective actions to the previous inspection reports were monitored by MQA

Necessary Preventive actions were taken

Compliance to the T&PM monitored

Quality system training to FT personnel			
Recordings			



Appendix M-FSTD Certification Checklist

Civil Aviation Authority of Sri Lanka

CHECKLIST FOR APPROVAL/RENEWAL OF FLIGHT SIMULATION TRAINING DEVICE

LEGEND	
✓	Acceptable
N	Device is not suitable or not applicable to task.
1	Suitable for procedural knowledge training.
2	Suitable for skill training related to task (T)
3	Suitable for maneuver training & checking for the task (TP).

Event	1	2	3	Remarks
Preparation of flight				
Pre-flight				
APU/engine start and run-up.				
Engine Start				
Normal Start				
Alternate Start procedures.				
Abnormal starts and shutdowns				
Pushback.				
Taxi.				
Thrust response.				
Throttle lever functionality				
Brake operation (normal, alternate, emergency).				
Brake fade (if applicable)				
Take-off				
Normal operations:				
Engine checks.				
Acceleration characteristics.				
Nose wheel and rudder steering				
Effect of crosswind.				
Special performance				
Instrument take-off.				
Gear, flap/slat operation.				
Abnormal/ emergency operation				
Rejected take-off				
Rejected special performance take-off				
Failure of critical engine at V1.				
Flight control system failure modes.				
Wind shear.				
Climb				
Normal climb.				
Engine(s) inoperative procedures.				



Cruise				
Performance (speed versus power).				
Turns with / without spoilers.				
High altitude handling.				
High speed handling.				
Mach effects on control and trim.				
Over speed warning.				
Normal and steep turns.				
Approach to stalls.				
1) Cruise.				
2) Take-off / approach.				
3) Landing.				
High angle of attack maneuvers:				
1) Cruise.				
2) Take-off / approach.				
3) Landing.				
In-flight engine shutdown.				
In-flight engine start.				
Maneuvering with engine(s) inoperative				
Manual flight control reservation.				
Flight control system failure modes:				
1) Normal flight dynamics				
2) Abnormal flight dynamics				
Descent				
Normal operations.				
Maximum rate of descent.				
Manual flight control reservation.				
Flight control system failure modes:				
1) Normal flight dynamics.				
2) Abnormal flight dynamics.				
Approaches				
Non-precision approach with autopilot:				
1) LOC/BC				
2) LOC				
3) NDB				
4) VOR				
5) GPS				
6) RNAV				
With one or more engines inoperative.				
Precision approach:				
ILS:				
CAT I – Autopilot.				
CAT I – Manual:				
1) With flight director.				
2) Without flight director.				
CAT II:				
1) Auto-coupled.				
2) Auto throttle operations.				
3) Auto land operations				
CAT III:				
Effects of crosswind.				



With one or more engines inoperative.				
Visual approach (as applicable):				
With VASIS / PAPI				
Without VASIS / PAPI				
Missed Approach				
With autopilot:				
1) Normal missed approach.				
2) With an engine inoperative.				
3) With engine failure during.				
Manual missed approach:				
1) Normal missed approach.				
2) With an engine inoperative.				
3) With engine failure during.				
Landing				
Normal operations:				
Auto land				
With maximum demonstrated crosswind.				
From a visual approach.				
From a non-precision approach.				
From a precision approach.				
From a circling approach.				
Abnormal / emergency operation:				
With one or more engine(s) inoperative.				
Rejected landing.				
With wind landing.				
With wind shear.				
With standby power.				
Manual flight control reversion.				
Fly-by-wire most degraded mode.				
Flight control system failures.				
Surface operations (after landing)				
Landing roll:				
Spoiler operation.				
Reverse thrust operation.				
Directional control with and w/o reverse.				
Brakes – Auto brakes only.				
Engine shutdown and parking:				
System operation.				
Parking brake operation.				
Aircraft and engine systems				
Air conditioning.				
Anti-icing / de-icing.				
Auxiliary power unit.				
Communications.				
Electrical system (generators, transformer-rectifier units, bus configurations.				
Fire detection and suppression.				
Flaps:				
Normal flight characteristics.				
Abnormal flight characteristics.				
Flight control modes:				
Normal characteristics.				



Abnormal characteristics.				
Fuel and oil.				
Hydraulics:				
Normal characteristics.				
Abnormal characteristics.				
Landing gear:				
Normal operation.				
Alternate / emergency operations.				
Oxygen.				
Pneumatics.				
Engines:				
Normal characteristics.				
Abnormal characteristics.				
Pressurization.				
Protections and warnings:				
1) Over speed.				
2) Minimum speed.				
3) Load factor.				
4) Pitch angle.				
5) Bank angle.				
6) Angle of attack.				
Radar.				
ECAM / EICAS:				
Normal operations.				
Abnormal / emergency operations.				
Electronic checklists:				
Normal operations.				
Alternate / emergency operations.				
TCAS:				
TA, RA and TA only.				
Flight management and guidance systems:				
Automatic landing aids.				
Autopilot.				
Thrust management / auto throttle.				
Flight data display / annunciations.				
Flight management computers.				
Flight director / system displays:				
Conventional display.				
Head-up display.				
Navigation system:				
Conventional.				
GPS or performance-based navigation.				
Stall warning / avoidance.				
GPWS / EGPWS				
Wind shear warning / avoidance.				
Airborne procedures:				
Holding.				
Air hazard avoidance.				



I affirm that the evaluation of the items were conducted to ascertain the compliance for published rules and regulations under Civil Aviation Act No. 14 of 2010, ANR 1955, Implementing Standards 10, ICAO DOC 9625, JAR FSTD 1A, EASA – CS FSTD (A) – July 2012, SLCAP4200 and confirm that the level of compliance is **Satisfactory / Unsatisfactory**.

.....

.....

Date, Name and Signature

Date, Name and Signature

Remarks / Inspector: The FPTD Manufacturer Serial Number of SriLankan Airlines/Mihin Lanka/Skyline/..... Qualifies for the certification as a Level 1/Level 2 / Level 3 FPTD.

Date:

Name of Inspector/s :

Inspector's Signature:

Remarks / Deputy Director Operations