



# Standards Document

## CERTIFICATION OF AVIATION TRAINING INSTITUTIONS

**Third Edition  
March 2013**

Published by:  
Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

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# Standards Document

## **CERTIFICATION OF AVIATION TRAINING INSTITUTIONS**

### SD-ATI

Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

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## PREFACE

### General

Fiji's National Aviation Law consists of a three-tier regulatory system, comprising Acts, Regulations and Standards Documents; the purpose of which is to ensure, where deemed appropriate, compliance and conformance with ICAO Standards and Recommended Practices (SARPS).

The three-tier regulatory system represents Fiji's Primary Legislation System and Specific Operating Regulations to meet Critical Elements CE1 and CE2 of ICAO's Eight Critical Element of a safety oversight system

Standards Documents (SD) are issued by the Civil Aviation Authority of Fiji under the provision of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 (CAP 174A)

Where appropriate, the SD also contains guidance information (Critical Element CE5) on standards, practices, and procedures that are acceptable to the Authority.

Notwithstanding the above, and where specifically indicated in this Standards Document that such a provision is available, consideration may be given to other methods of compliance that may be presented to the Authority provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed herein. Accordingly, the Authority will consider each case based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant.

When new standards, practices, or procedures are determined to be acceptable, they will be added to this document.

### Purpose

This Standards Document for the Certification of Aviation Training Institutions is issued by the Civil Aviation Authority of Fiji pursuant to ANR 145B of the Air Navigation Regulations 1981 (as amended).

These Standards are applicable to all aviation training activities conducted by organisations domiciled in Fiji and to those overseas based organisations that provide training services to aviation organisations domiciled in Fiji unless those activities are solely for the purpose of training, testing and/or checking of persons who are directly contracted to or employed or engaged by the organisation, in which case the training, testing and/or checking those persons shall be performed to the standards and requirements of this Standards Document as a condition imposed on their document of primary certification.

### Change Notice

This Standards Document has been developed pursuant to the Authority's obligation to provide oversight on Aviation Training Institutes/Organisations and their personnel, as well as the operator's/service providers and applicants obligation to comply with standards notified by the Authority and is the means by which such notification is given.

  
  
.....  
THERESA LEVESTAM  
ACTING CHIEF EXECUTIVE



### AMENDMENT RECORD

The following space is provided to keep a record of all amendments.

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## **SUBPART A — GENERAL**

### **1 APPLICABILITY**

- 1.1 This document prescribes standards governing the certification and operation of organisations required to be certificated or approved in order to conduct aviation training and assessments.
- 1.2 This document provides a means for the Authority to ensure that certain training courses and assessments are conducted by either –
  - 1.2.1 An organisation holding a standard Aviation Training Certificate for the purpose of conducting ongoing training courses and assessments. These organisations are subject to audit against their exposition and the legislation by the Authority; or
  - 1.2.2 An Organisation holding a Restricted Aviation Training Certificate for the purpose of conducting one-off training courses; and subject to inspection by the Authority against the appropriate requirements of this document; or
  - 1.2.3 An organisation, where the training is conducted in-house for persons who are directly contracted to or employed or engaged by the organisation, with a condition on the organisation's primary certification approving the conduct of those activities to the requirements of this Standards Document.
- 1.3 A person or organisation must not conduct training of pilots, aircraft maintenance engineering services and ATS/ANS personnel unless in possession of an Aviation Training Certificate issued by the Authority or operating under the conditions specified in sub-paragraph 1.2.3 above
- 1.4 The primary purpose of certification, or approval under sub-paragraph 1.2.3 above, is a means whereby organisations can satisfy the Authority that they can conduct the relevant training courses and assessments. The restricted Aviation Training Certificate will allow one-off courses without the need for expositions, internal quality assurance or safety management systems.

### **2 PRIVILEGES OF CERTIFICATE**

- 2.1 The Aviation Training Certificate or condition on the primary certificate specifies the training courses and assessments that the holder is authorised to conduct.

### **3 DURATION OF CERTIFICATE**

- 3.1 A standard Aviation Training Certificate will be granted or renewed for a period of up to 3 years.
- 3.2 A restricted Aviation Training Certificate will be granted for the period required to conduct a single training course, and it will be dated accordingly.
- 3.3 Authority policy is that the initial issue of a Certificate will normally be for a period of 6 months to 1 year. The Authority will establish an audit programme at this time, and subject to satisfactory performance, the organisation can expect that the certificate will be renewed. If performance is less than satisfactory, the certificate may be renewed for a lesser period or not renewed at all.
- 3.4 The valid Certificate must be displayed in a prominent position at the organisation facility.

### **4 RENEWAL OF CERTIFICATE**

- 4.1 An application for the renewal of a standard Aviation Training Certificate shall be made to the Authority.
- 4.2 The Authority requires that an application for renewal be submitted before the application renewal date specified in the Certificate or, if no such date is specified, not less than 30 days before the Certificate expires. Notwithstanding this requirement, it is the responsibility of the applicant to ensure application is made in sufficient time to avoid certification expiration.
- 4.3 A Restricted Aviation Training Certificate will not be renewed or extended. However, an application for a new Certificate may be submitted.



## **5 REQUIREMENTS FOR THE ISSUE OF AN AVIATION TRAINING CERTIFICATE**

- 5.1 An applicant for an Aviation Training Certificate must satisfy the requirements of this Standards Document.

## **6 APPLICATION FOR AN AVIATION TRAINING CERTIFICATE**

- 6.1 A person or organisation may apply to the Authority for the issue of an Aviation Training Certificate.
- 6.2 An application must be made on the appropriate form.

## **7 VARIATION, SUSPENSION OR CANCELLATION OF AN AVIATION TRAINING CERTIFICATE**

- 7.1 An Aviation Training Organisation must make an application to the Authority for any variation to its Aviation Training Certificate or Aviation Training Specifications.
- 7.2 If the Certificate or approval holder does not comply with all the requirements of the Certificate, the Certificate may be suspended or revoked.

## **8 SAFETY INSPECTIONS AND AUDIT**

- 8.1 Each holder of an Aviation Training Certificate may be required by the Authority to undergo or carry out such inspections and audits of the holder's facilities, documents and records as the Authority considers necessary in the interests of civil aviation safety and security in accordance with the Air Navigation Regulations.
- 8.2 The Authority may require the holder of an Aviation Training Certificate or an approval to provide such information as the Authority considers relevant to the inspection or audit.
- 8.3 Holders of a standard Aviation Training Certificate or an approval are subject to audit against their expositions. The inspection and audit programme will normally be agreed between the Authority and the Certificate holder or approved organisation at the time of issue of the Certificate. This will allow for forward planning by both parties.
- 8.4 Holders of a restricted Aviation Training Certificate will be subject to inspection where the Authority considers it necessary. This inspection may be in the form of continuous monitoring of the training course or such other means as the Authority decides.
- 8.5 The Authority may also carry out spot checks or additional audits on an opportunity basis, or if the Authority has reasonable grounds to believe that the Certificate holder or approved organisation is not in compliance with the requirements of their exposition.

## SUBPART B — CERTIFICATION REQUIREMENTS

### 9 ACCOUNTABLE MANAGER AND SENIOR STAFF

- 9.1 The Authority requires each applicant for the issue of a standard Aviation Training Certificate to engage, employ or contract a senior person identified as the Accountable Manager. He or she is to have the overall authority within the organisation, including financial authority, to ensure that the necessary resources are available to provide the training courses and assessments conducted by the organisation. The Accountable Manager is required to ensure that the organisation's activities are carried out in accordance with their Aviation Training Certificate and to the standard required by the Authority.
- 9.2 Some organisations that develop one or more independent business units as part of their overall structure may wish these units to apply independently for appropriate certification. The independent business unit would have to nominate a senior person within that unit to be identified as the Accountable Manager for certification. This senior person may however have another designation within the overall structure.
- 9.3 The Authority requires the applicant to engage, employ or contract a suitably qualified senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the legislative requirements applicable to the organisation. The qualifications, skills and experience of specific positions are listed in their relevant subparts later in this document. In smaller organisations, the position(s) may not necessarily be full time. Irrespective of the titles used or the number of senior persons nominated, all areas of responsibility applicable to the organisation's activities are to be addressed. All such personnel are to be fit and proper persons and are, at the time of application, to provide the Authority with the details required.
- 9.4 The areas of responsibility referred to in 9.3 includes —
- Internal Quality Assurance—
- Responsibility for the organisation's internal quality assurance procedures;
  - Responsibility for monitoring of the organisation's compliance with this document and with its exposition;
  - Responsibility for ensuring the adequacy of the organisation's exposition and associated procedures in meeting the requirements specified in this document and in reflecting the organisation's activities;
  - Responsibility for ensuring the implementation of actions to correct deficiencies in the organisation's documentation and procedures that are detected during internal quality assurance reviews, audits, or inspections of the organisation's activities; and
  - Responsibility for ensuring that conditions attached to the Certificate or approval or to any exemption are complied with.
- 9.5 The Authority requires each applicant to engage, employ or contract sufficient personnel to plan, conduct, and supervise the training courses and assessments listed in the applicant's exposition. Where a Certificate holder or approved organisation engages a third party to meet any requirement, the Certificate holder or approved organisation remains responsible for that requirement. This includes compliance with the procedures, including personnel competence, as detailed in the Certificate holder or approved organisation's exposition.
- 9.6 The Authority requires the applicant to establish a procedure for initially assessing and a procedure for maintaining the competence of those personnel conducting the training courses and assessments listed in the applicant's exposition. The competence assessments are expected to ensure that:
- Staff have the necessary levels of training, qualification, and experience;
  - Staff have an adequate knowledge of the organisation's procedures relevant to their role in that organisation;
  - On-the-job competency checks are carried out at regular intervals with appropriate continuation training to maintain competency levels; and
  - Continuation training includes instruction on changes in regulatory requirements and standards; and changes to the organisation's procedures and exposition.
- 9.7 To help in the assessment of a person's competence referred to in 9.6, job descriptions should be

formulated for all positions within the Certificate holder or approved organisation's organisation. The job descriptions for all personnel should define their responsibilities, authority, and their interrelationships. This is particularly important for personnel who need organisational freedom and authority and should include written documentation of any person's authorisations.

- 9.8 Small Aviation Training Organisations may, with Authority approval, combine the Accountable Manager position with another senior staff position other than the one responsible for Quality Assurance. Authority staff can give guidance as to the circumstances under which this would be acceptable.

## **10 FACILITIES**

- 10.1 The Authority requires applicants for the issue of a standard Aviation Training Certificate or equivalent approval to provide facilities and resources appropriate to the training and assessment courses listed in the applicant's exposition. This document does not list these in detail because that would be too restrictive, especially with the range of activities that could be conducted under a Certificate granted under this document. However the following guidelines should be noted -
- Facilities are to be kept in a clean and orderly condition consistent with the required professional character of the organisation; and
  - Each space used for instructional purposes is to be adequately equipped, lighted, and ventilated. In addition, the training facility is to be so located that students using it are isolated from any significant distractions; and
  - Training aids and equipment, including any audio-visuals, mock-ups, simulators, charts, or aircraft components listed in the training course outline, are to be accurate and appropriate to the course and the purpose for which they are used; and
  - Students enrolled on a training course are to have textbooks and study notes available covering the complete syllabuses to the appropriate standard. This material should be supplemented by general reading material and specimen examination papers.
- 10.2 Whilst the facilities and resources provided by the holder of a Restricted Aviation Training Certificate need not be as extensive as those listed above, the Certificate holder or approved organisation must ensure that course students are not unduly distracted and have access to suitable facilities for their personal needs.

## **11 TRAINING COURSES AND ASSESSMENTS**

- 11.1 The Authority requires that an applicant for a standard Aviation Training Certificate or equivalent approval shall establish procedures for the conduct of the training courses and the assessments listed in the applicant's exposition.
- 11.2 The procedures shall ensure that –
- 11.2.1 training courses meet the applicable syllabus requirements;
  - 11.2.2 assessments meet the applicable syllabus requirements and are conducted so that there can be no question of the integrity of the assessments; and
  - 11.2.3 each person carrying out training or assessments has a level of qualification and experience greater than that being taught or assessed.

## **12 RECORDS**

- 12.1 The Authority requires that an applicant for a standard Aviation Training Certificate or equivalent approval shall establish procedures to identify, obtain, sort, store and maintain the records that are necessary for the courses and assessments that are listed in the applicant's exposition.
- 12.2 The procedures shall ensure that –
- 12.2.1 there is a record for each and every person who carries out training or assessments. The record shall cover their qualifications, training, experience and competency assessments; and
  - 12.2.2 there is a record for each and every person who undertakes training or assessment at the

- applicant's organisation. The record is to include details of enrolment, attendance, courses undertaken, instructor comments, any practical training and any assessments; and
- 12.2.3 there is a record of any (internal or external) quality assurance review of the applicant's organisation carried out under the requirements of section 15; and
  - 12.2.4 all records are legible; and
  - 12.2.5 all records are retained for at least 7 years from the date of the last entry on that record.
- 12.3 When requested by a student, the Accountable Manager shall arrange for that student's training records to be forwarded to another training organisation where the student intends to continue their training or to the student's employer. However, the organisation shall be entitled to be compensated by the student for any costs incurred in such an action.

### **13 DOCUMENTATION**

- 13.1 The Authority requires that an applicant for a standard Aviation Training Certificate or equivalent approval shall have available up to date copies of the technical standards and practices and any other documentation relevant to the provision of the training courses and assessments that the organisation intends to provide. Such documents shall be made readily available to those staff who need them in carrying out their duties.
- 13.2 The applicant shall establish procedures for the control of the documentation required by 13.1 which will ensure –
- 13.2.1 all documentation is reviewed and authorised by appropriate personnel before being used; and
  - 13.2.2 all amendments or changes to documentation are reviewed and authorised by appropriate personnel; and
  - 13.2.3 all obsolete documentation is promptly removed from all points of issue or use, except copies retained for archive purposes.

### **14 ORGANISATION EXPOSITION**

- 14.1 The Authority requires an applicant for the grant of a standard Aviation Training Certificate or equivalent approval to provide the Authority with an exposition. The purpose of the exposition is to set forth the procedures, means and methods of the organisation.
- 14.2 The exposition is the means by which the Certificate holder or approved organisation defines the operation. It shows both the employees and the Authority how the Certificate holder or approved organisation will conduct their day-to-day business. The exposition is intended to be a tool to assist management in the operation of the business.
- 14.3 Paragraphs 14.2 to 14.4 relate to the management part of the exposition and should normally be contained within one document. It should commence with the statement of corporate safety commitment by the Accountable Manager. Where it is appropriate, the remaining parts of the exposition may be produced as any number of separate Manuals. Any separate documents must be cross-referenced in the management part of the exposition and must be controlled by procedures.
- 14.4 The exposition should list the titles, names and contact details of the senior persons required by 9.1 to 9.3. It should also list their duties and responsibilities, including matters for which they have responsibility to deal directly with the Authority on behalf of the organisation and an organisation chart showing their lines of responsibility.
- 14.5 Senior persons should hold copies of those parts or Manuals that affect their areas of responsibility and staff should have ready access to and be familiar with the parts of the exposition that affect their activities and responsibilities.
- 14.6 The following paragraphs address the individual requirements of the exposition:
- 14.6.1 Each Certificate holder or approved organisation has the responsibility to ensure that their operation is planned, organized, carried out, maintained, developed and documented according to applicable regulatory requirements, standards, and operating specifications.

- 14.6.2 As part of their quality system of management, each Certificate holder or approved organisation should establish goals and objectives for their operation including safety standards equal to or above the level prescribed by the Authority.
- 14.6.3 The Authority accepts the statement by the Accountable Manager as the statement of corporate commitment by the Certificate holder or approved organisation required by 14.1. The statement should clearly address the goals and objectives of the Certificate holder or approved organisation in respect of the safety requirements prescribed by the Authority. The statement may also contain the Certificate holder's or approved organisation's goals and objectives in respect of their commercial activities. The exposition should be a tool of management to present the Certificate holder or approved organisation's operation to their staff, to the Authority and to their customers.
- 14.6.4 The certificate holder or approved organisation needs to show the lines of responsibility and communication between the Accountable Manager and the work front. The chart should show the relationship between the central body of the organisation and any satellite locations where staff are permanently based.
- 14.6.5 The applicant is to list the training courses and assessments to be covered by the Certificate or approval, and the locations at which they will be conducted.
- 14.6.6 The course outline and curriculum is more than just the syllabuses and should include the following information -
- A description of each room used for ground training, including its size and the maximum number of students that may be instructed in the room at one time;
  - A description of which textbooks, distance education courses, or other material will be used and how the quality and effectiveness of that teaching material will be monitored;
  - A description of each type of audio-visual aid, computer, mock-up, aircraft component and other special training aid used for ground training;
  - The qualifications and experience for each instructor position for either ground or flight training;
  - The prerequisites required for enrolment in the course;
  - A description of each lesson, including its objectives and standards and the measurable unit of student accomplishment or learning to be derived from the lesson or course;
  - The time scale of the course;
  - A description of the tests and checks used to measure a student's accomplishment at appropriate stages during the training; and
  - The student attendance required by the organisation for satisfactory completion of the course and how any reasonable shortfall can be made up.

These procedures are required as part of the exposition as they provide the working documents for controlling the Certificate holder's or approved organisation's activities that can directly affect the training courses and assessments conducted. The information should include the types of training courses and assessments conducted. The procedures may include references to other internal instructions and are to include the quality assurance procedures that are an essential element of the quality management system.

- 14.7 The exposition shall establish and document procedures as to how the Certificate holder or approved organisation plans to control, amend and distribute the exposition.
- 14.8 The acceptance of the applicant's exposition by the Authority is the final step for the issue of an Aviation Training Certificate or equivalent approval.

## **15 MANAGEMENT SYSTEMS - INTERNAL QUALITY ASSURANCE and SAFETY MANAGEMENT**

- 15.1 The Authority considers that the systems approach to management is the optimum means of promoting aviation safety. Quality Assurance is one type of management systems. Safety Management is another, similar, system. The difference between the two is principally in the outcome. Quality Assurance has the objective of managing the delivery of products and services,

whilst Safety Management is about the identification, classification and management of risk, focusing more on human and organizational factors. Many of the processes and procedures in the two systems are similar with estimates of about 70% commonality. Both systems will include, but not necessarily be limited to-

- Top-level management commitment to the system and the concept;
- Systems are in place to ensure that non-conformances, faults, defects, risks and hazards are reported in a timely manner;
- Action is taken to manage deficiencies or risks; and
- The effects of corrective or safety actions are evaluated.

The two systems are dealt with separately hereunder.

### **Internal Quality Assurance**

- 15.2 When properly implemented, the quality assurance procedures should provide the Certificate holder or approved organisation with the confidence that the organisation is properly conducting the training courses and assessments to meet the regulatory requirements.
- 15.3 The Authority requires each applicant for the grant of a standard Aviation Training Certificate or equivalent approval to establish internal quality assurance procedures to ensure compliance with, and adequacy of, the procedures required by this document. These procedures form part of the quality management system.
- 15.4 The Authority expects that the internal quality assurance procedures will describe the on going review of the Certificate holder or approved organisation's documentation, procedures and performance. These reviews should check that all relevant requirements, standards, procedures and instructions are adequately defined, documented, continue to be appropriate, and are being complied with. The reviews should include an analysis of the performance of the organisation, records, complaints, and aviation safety occurrences.
- 15.5 Quality assurance reviews are to include an investigation of the cause of any non-compliance with the procedures, instructions and standards. Quality assurance procedures should establish a programme of reviews. The programme should show when reviews are due, who is to carry out the review, what items are to be checked, how it is to be documented, when it is to be completed, and to whom the report is to be made.
- 15.6 The management review procedures must be detailed with a clear system for indicating what action is to be taken to rectify any deficiencies.
- 15.7 The way in which quality assurance is established, and the procedures used, will vary with the size of the organisation and the services offered. Organisations that do not have their own resources to maintain the quality assurance reviews as an independent function within the organisation may use suitably experienced independent persons to carry out their reviews. Such independent persons are to have direct access to the Accountable Manager on quality assurance matters that affect the quality of the training and assessments conducted by the organisation.
- 15.8 Quality assurance is a management tool. It should be used to ensure that the quality system is effective. Therefore the Certificate holder's or approved organisation's policy, objectives, and procedures for, and commitment to, quality assurance needs to be defined and documented.
- 15.9 The quality assurance document should contain—
- a clear policy definition of the level of quality the service provider intends to achieve; and
  - a procedure that sets out the level and frequency of the internal reviews; and a procedure to record the findings of the reviews and to communicate them to management; and
  - a list of responsible persons; and
  - procedures by which other quality indicators such as reports, incidents, complaints and defects are brought into the quality assurance reviews; and
  - a procedure for management analysis and overview; and
  - a procedure for rectifying any deficiencies that may be found; and
  - procedures for documenting the complete review process from the inspection to the

satisfactory management review so that this is available to the Authority during a safety audit.

- 15.10 Measures are to be taken to ensure that the quality system policy is understood, implemented, and complied with at all levels.

*Note: ISO 9001 Quality Systems — Model for Quality Assurance in Design/Development, Production, Installation and Servicing, ISO 9004 Quality Management and Quality System Elements — Guidelines, provide guidance information for establishing quality systems*

### **Safety Management**

- 15.11 When properly implemented, the safety management procedures should provide the Certificate holder or approved organisation with the confidence that the organisation is conducting the training courses and assessments to a level of safety that is acceptable to the Authority. Depending on the courses and assessments conducted, there will be significant variations in the likelihood of safety risk. The system developed for a particular organisation would therefore likely reflect this in the scope and extent of its own system.

- 15.12 The Authority requires each applicant for the grant of a standard Aviation Training Certificate to establish safety management procedures and practices to ensure the identification and management of risk to a level that is acceptable to the Authority. These procedures form part of the overall management system.

- 15.13 Key components of the safety management system would include -

- the statement of corporate commitment to safety required by 14.3;
- the establishment of the position of safety officer and an appointment to the position. This may not necessarily be a full time position;
- the practice of open communication about safety issues;
- the provision of adequate resources to address safety concerns;
- a commitment to a non-punitive, confidential safety or hazard reporting system;
- formal and informal meetings to discuss safety concerns;
- procedures to ensure feedback from management about action taken as a result of hazard reports or safety meetings; and
- procedures to ensure that the safety officer has direct access to the Accountable Manager on matters of safety.



## **SUBPART C — OPERATING REQUIREMENTS**

### **16 CONTINUED COMPLIANCE**

- 16.1 Each holder of a standard Aviation Training Certificate or equivalent approval shall -
- 16.1.1 ensure that the organisation continues to meet the certification or approval requirements;
  - 16.1.2 hold a complete copy of the exposition at each major location covered by the exposition;
  - 16.1.3 make available to personnel those parts of the exposition that directly apply to the scope of their activities; and
  - 16.1.4 notify the Authority forthwith of any change of address for service, location at which its business is conducted, telephone or facsimile number, e-mail address or other form of contact.

### **17 CHANGES TO CERTIFICATE HOLDER'S OR APPROVED ORGANISATION'S ORGANISATION**

- 17.1 The Authority requires each holder of a standard Aviation Training Certificate or equivalent approval to ensure that their exposition is amended so as to remain a current description of the holder's organisation.
- 17.2 The certificate holder or approved organisation shall forward to the Authority a copy of each amendment to their exposition as soon as practicable, preferably 5 working days before it is incorporated into the exposition.
- 17.3 When the certificate holder or approved organisation proposes to make a change to any of the following, prior notice to and the approval of the Authority is required:
- 17.3.1 the Accountable Manager;
  - 17.3.2 the listed senior persons;
  - 17.3.3 the location(s) at which the organisations certificated activities will be carried out; or
  - 17.3.4 the training or the assessments carried out.
- 17.4 Any changes to the Certificate holder or approved organisation's procedures or standards that may effect the functions of the organisation need to be properly documented with background information and reasons for the change. Such documentation should be retained for possible audit trail purposes.
- 17.5 Paragraph 17.3 specifies the changes to the exposition that require the prior consideration of the Authority. This includes the senior personnel where the fit and proper person criteria are to be met, and changes that require a change to the Certificate. The Authority may also prescribe conditions that may be necessary because of a change in these items. The conditions may be transitional to allow the Certificate holder or approved organisation to continue to operate while arrangements are made to incorporate permanent changes.





## **SUBPART D — RESTRICTED AVIATION TRAINING CERTIFICATES**

### **18 CERTIFICATION REQUIREMENTS**

- 18.1 The Authority requires each applicant for the grant of a restricted Aviation Training Certificate to engage, employ or contract sufficient personnel to plan, conduct, and supervise the training course listed in the application. Where a Certificate holder or approved organisation engages a third party to meet any requirement, the Certificate holder or approved organisation remains responsible for that requirement.
- 18.2 The Authority requires the applicant to ensure the personnel who are conducting the training course have a combination of qualifications and experience greater than the level of qualification being taught. This document covers many areas of training, and because of all the permutations of qualifications and experience available (professional, technical and educational), it is neither possible nor desirable to completely list these here.
- 18.3 The Authority requires the applicant to have facilities and resources appropriate to the training course listed in their application.
- 18.4 The Authority requires the applicant to have documented procedures for conducting the training course listed in their application.
- 18.5 The Authority requires that an applicant for a restricted Aviation Training Certificate shall establish procedures to identify, obtain, sort, store and maintain the records that are necessary for the courses and assessments that are listed in the applicant's exposition.

## SUBPART E – FLIGHT TRAINING

### 25 APPLICABILITY

- 25.1 This subpart is applicable to an organisation applying for or holding a standard Aviation Training Certificate or an authorisation under subparagraph 1.2.3 to conduct flight training and undertake flight-training assessments
- 25.2 The following is the list of training courses and assessments that presently require approval. The following training courses and assessments may be conducted under an Aviation Training Certificate for flight training and assessment—
- 25.2.1 Training Courses:
- Pilot type rating technical and flight training courses;
  - Human Factors courses including CRM;
  - Commercial Pilot Licence (Aeroplane) - 150-hour course (Annex A);
  - Commercial Pilot Licence (Aeroplane) - 200-hour course (Annex B);
  - Instrument Rating - (Annex C);
  - Dangerous Goods training courses;
  - Assistant Flight Instructor rating courses;
- 25.2.2 Assessments:
- Private pilot licence issue flight tests;
  - Instrument rating renewal competency flight tests;
  - Instructor rating flight-tests for the additional privileges of night or aerobatic instruction;
  - 180-day checks [ANR 45]; and
  - Line/Route checks.

### 26 CHIEF FLYING INSTRUCTOR

- 26.1 One of the senior positions required by Subpart B paragraph 9.3 for the holder of a standard Aviation Training Certificate authorizing the conduct of flying training and/or assessments is the position of Chief Flying Instructor.
- 26.2 An organisation's Chief Flying Instructor is responsible for the following:
- 26.2.1 Monitoring the organisation's compliance with Civil Aviation legislation (including the Act(s) currently in force, the Air Navigation and other relevant Regulations and relevant Standards Documents) and the organisation's Aviation Training Certificate, observation of relevant Aeronautical Information Circulars, and reporting on compliance to the organisation's Accountable Manager;
- 26.2.2 Monitoring the adequacy of the organisation's systems and procedures to ensure safe operations under the organisation's Aviation Training Certificate and reporting on the adequacy of systems and procedures to the Accountable Manager;
- 26.2.3 Overseeing the compilation and observance of Flying Instructor rosters;
- 26.2.4 Maintaining an efficient system for recording duty and flight times for each flight instructor employed by the organisation;
- 26.2.5 Monitoring fatigue management system for each flight instructor employed by the organisation, and students under the control of the organisation.
- 26.2.6 Maintaining up-to-date records of all licences, ratings, authorisations and the validity of medical examinations held by each flight instructor employed by the organisation;
- 26.2.7 Maintaining up-to-date records of training given to students in regard to the issue and/or maintenance of licences, ratings and authorisations;
- 26.2.8 Maintaining up-to-date records of training flights and solo exercises, including cross country and circuit work, carried out by students and other qualified pilots to gain qualifications for the issue of, and to maintain, licences, ratings and authorisations, under the control of the organisation;
- 26.2.9 Ensuring that the records required by regulation are legible and properly collated and kept;

- 26.2.10 Ensuring that the organisation's document library is properly maintained and kept up to date in respect to the organisation's Aviation Training Certificate;
- 26.2.11 Establishing and monitoring the standard of flight and ground instruction carried out under the organisation's Aviation Training Certificate; and
- 26.2.12 Allocating, in conjunction with the organisation's technical records staff, aircraft for use in training operations carried out under the organisation's Aviation Training Certificate.

*Note: The term "technical records staff" used in 26.2.12 above refers to the organisation's staff who have responsibility for the airworthiness and serviceability of the aircraft used by the organisation for flying training.*

## **27 EXPERIENCE FOR POSITION OF CHIEF FLYING INSTRUCTOR**

- 27.1 A person may be appointed to the position of Chief Flying Instructor if that person:
  - 27.1.1 holds licences and ratings covering all flight training activities for which the organisation holds training specifications; and
  - 27.1.2 has passed an oral examination conducted by the Authority on the requirements of the regulations relevant to the training activities expected to be conducted; and
  - 27.1.3 has been assessed by the Authority as suitable to carry out the functions and duties of a Chief Flying Instructor for the size of training organisation seeking an Aviation Training Certificate; and
  - 27.1.4 has accrued a minimum of 500 hours flight instruction experience.
- 27.2 The person may not be appointed as Chief Flying Instructor for more than one Aviation Training Certificate holder or approved organisation at the same time.

## **28 CHIEF FLYING INSTRUCTOR AS HEAD OF FLIGHT OPERATIONS**

- 28.1 An organisation that also conducts air transport operations under an Air Operator Certificate may consider combining the position of the Chief Flying Instructor of the flight training organisation with the position of Flight Operations Manager or Chief Pilot of the air transport operation.
- 28.2 The Authority may approve the dual appointment as in paragraph 28.1 above, subject to the combined complexity of the flight activities conducted, the aircraft used and the nature of the operations.

## **29 APPOINTMENT OF TEMPORARY CHIEF FLYING INSTRUCTOR**

- 29.1 An organisation must appoint a person as acting Chief Flying Instructor for the organisation if the Chief Flying Instructor is temporarily absent from duty for more than 7 days.
- 29.2 To be appointed as acting Chief Flying Instructor, a person must hold an Instructor Rating and be acceptable to the Authority for the position.
- 29.3 Except with Authority approval and in exceptional circumstances, the maximum period that a Chief Flying Instructor may be absent is 60 days. Any more than that period and another person should be appointed as Chief Flying Instructor.
- 29.4 If the person appointed as acting Chief Flying Instructor does not hold training authorizations for all the training specifications held by the organisation, then the organisation may be required to restrict its training operations to those for which the acting Chief Flying Instructor does hold a training authorisation.
- 29.5 Except with Authority approval and in exceptional circumstances, a person appointed as acting Chief Flying Instructor by the organisation must not act as Chief Flying Instructor for another organisation while the first mentioned appointment is in force.

### **30 EMPLOYMENT OF FLIGHT INSTRUCTORS**

- 30.1 The Chief Flying Instructor of the organisation must personally certify the competency of each instructor to conduct flight training or training in a synthetic training device for any licence or rating before that instructor may conduct training for that licence or rating.
- 30.2 The Chief Flying Instructor must maintain an up to date record of all instructors who are certified as competent to conduct training for a licence or rating.

### **31 FACILITIES AND EQUIPMENT FOR CONDUCTING FLYING TRAINING AND ASSESSMENTS**

- 31.1 Where an organisation intends to use a synthetic training device to give flight training for the issue of an Authority licence or rating, the device must be approved by the Authority.
- 31.2 The organisation may operate a synthetic training device in its own facility or use a device belonging to another organisation.
- 31.3 Rooms in which briefings are carried out are to be suitably furnished and equipped for the proper conduct of pre-flight and post-flight briefings.
- 31.4 Sufficient aircraft are to be available to enable flying programs to be carried out in the correct sequence, with due allowance being made for unfavorable weather and unserviceabilities.

### **32 FLIGHT TRAINING MANUAL**

- 32.1 The holder of an Aviation Training Certificate for flight training and assessments must provide, as a part of its Operations Manual and for the use of instructors and students, a Flight Training Manual (FTM). The FTM shall contain detailed instructions for the conduct of its flight training operations and/or assessments. The FTM shall also conform to any standards as specified by and be acceptable to the Authority.
- 32.2 The Flight Training Manual must contain at least the following-
  - 32.2.1 An outline of the flight training organisation's structure and a statement of its functions and responsibilities;
  - 32.2.2 Particulars of the functions and duties of all employees who supervise or carry out training functions in the organisation;
  - 32.2.3 Particulars of the experience, qualifications and training authorisations required by the organisation for each of the organisation's employees having training duties;
  - 32.2.4 Particulars of the training courses, syllabuses and standards to be achieved for each flight training program (including any related ground training) used in the organisation;
  - 32.2.5 Particulars required by the organisation of the command responsibility and safety management of the flight instructors during flight training exercises;
  - 32.2.6 Particulars of any special procedures and conditions that are to be used or observed in carrying out flight training exercises;
  - 32.2.7 Instructions about the carrying out of flight training sequences in synthetic training devices;
  - 32.2.8 Particulars of administrative procedures followed by the organisation, with examples of all documents associated with each training exercise, including recording of trainee progress, competencies reached and licences and ratings issued; and
  - 32.2.9 Particulars of procedure to be followed on the successful completion or otherwise, of a trainee, and the process of advising the Authority of licence or rating issue requests.
- 32.3 An organisation's Flight Training Manual must be presented in a format acceptable to the Authority.

### 33 FLIGHT INSTRUCTORS

- 33.1 Each Flight Instructor is responsible for the proper execution of his/her duties that are:
- 33.1.1 related to the safety of the aircraft used for training and its occupants;
  - 33.1.2 specified in the instructions and procedures laid down in the Aircraft Flight Manual;
  - 33.1.3 specified in the instructions and procedures laid down in the Flight Training Manual; and
  - 33.1.4 related to the authorisation of student's solo flights.

### 34 STUDENTS

- 34.1 Each student is responsible to be aware of and to comply with:
- 34.1.1 all legislation and standards applicable to the operation; and
  - 34.1.2 the instructions included in the Certificate holder or approved organisation's Flight Training Manual; and
  - 34.1.3 the aircraft operating limitations in the Aircraft Flight Manual.

### 35 FLIGHT TRAINING

- 35.1 The certificate holder or approved organisation or approved organisation must ensure that conduct of flight training complies with:
- 35.1.1 all legislation and standards applicable to the operation;
  - 35.1.2 any training specifications attached to the Aviation Training Certificate;
  - 35.1.3 the instructions included in the certificate holder or approved organisation's Flight Training Manual;
  - 35.1.4 limitations in the Aircraft Flight Manual or equivalent document; and
  - 35.1.5 the standards of instruction specified in the Flight Training Manual.

### 36 STUDENT BRIEFING

- 36.1 The training organisation's instructors will ensure that each student is adequately briefed before and after each training flight and shall ensure that a record of briefings is maintained in the student's training records.

### 37 GROUND TRAINING

- 37.1 The Chief Flying Instructor shall ensure that:
- 37.1.1 each student receives adequate ground training in aeronautical knowledge subjects specified in the Flight Training Manual;
  - 37.1.2 a record of progress in ground training is kept in the student's training records; and
  - 37.1.3 the student's ground training progress is in accordance with the organisation's flight training plan.
  - 37.1.4 a ground instructor or flight instructor recommends a student before the student sits an Authority examination.

### 38 TRAINING RECORDS

- 38.1 The Chief Flying Instructor shall ensure that comprehensive and up to date training records are maintained for all students under training in accordance with the standard specified in the Flight Training Manual.

38.2 The Chief Flying Instructor must ensure that the flight training records of students who have completed training are retained for the period specified at 12.2.5.

38.3

## 39 QUALITY OF TRAINING

39.1 The Chief Flying Instructor must monitor the quality of flight training given and the standards of competency achieved in accordance with the system specified in the Flight Training Manual.

## 40 THE TRAINING PLAN

### ***TRAINING PROGRAMME***

*A training programme shall be developed for each type of course offered. This programme shall include a breakdown of flying and theoretical knowledge instruction in either a week-by-week or phase presentation, a list of standard exercises and a syllabus summary. In particular, synthetic and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered in instruction can be resolved during subsequent training. The content and sequence of the training programme shall be acceptable to the Authority.*

40.1 The operator must ensure that the Flight Training Manual contains a training plan (or curriculum) for each licence and rating listed in the school's training specification which includes details of:

- 40.1.1 the training sequences to be conducted;
- 40.1.2 the elements to be included in a training sequence;
- 40.1.3 the order in which the sequences will be presented;
- 40.1.4 the approximate flight time for each sequence;
- 40.1.5 the ground briefings to be conducted;
- 40.1.6 the aeronautical knowledge training achieved before each sequence; and
- 40.1.7 any other requirements specified in the Flight Training Manual.

40.2 The Chief Flying Instructor shall ensure that flight training is conducted in accordance with the training plan except that the plan may be varied at the discretion of the Chief Flying Instructor to account for student progress, inclement weather conditions and aircraft unserviceability.

## 41 AIRCRAFT MAINTENANCE CONTROL

- 41.1 A Certificate holder or approved organisation or approved organisation must establish and maintain adequate procedures and systems to provide for the control of maintenance and continuing airworthiness of aircraft used by the organisation for flight training.
- 41.2 The system shall include records of the registration and continuing airworthiness status of each aircraft used for training.
- 41.3 An organisation must provide a system of recording and monitoring flight hours of all aircraft operated by the organisation.

## 42 AERODROMES USED FOR TRAINING

42.1 An operator shall maintain records including up to date details of the aerodromes used for flight training. The records shall include pilot briefing areas that are available for use by the students,



contact details for determining aerodrome serviceability and operating personnel at each of those aerodromes:

- 42.2 An aerodrome that is used for flight training must conform to the standards for training for the licence or rating for which it is used.
- 42.3 An operator must have a system of determining the serviceability and suitability of aerodromes used for training.

## ‘ANNEX A’

### 43 APPROVED CPL(A) INTEGRATED TRAINING COURSE (150 HOURS)

- 43.1. The approved CPLA integrated training course is intended to be a course of both theory and practical aviation training. The approved course is designed to ensure that flying and ground training are integrated in such a way that pilots have the aeronautical knowledge necessary for the particular phase of flying training being undertaken.
- 43.2. An organization wishing to conduct an Approved CPL(A) Integrated Training Course (150 hours) must satisfy the following conditions: -
- 43.2.1 The syllabus of training must, as a minimum, comply with the following elements of the CASA Day VFR syllabus: -
- Section 2 Flying Training, Subsection 4, Assessment Guide for CPL(A).
  - Section 3 Aeronautical Knowledge Training.
- 43.2.2 The organization shall use a student progress and record system, which ensures that all aeronautical knowledge and aeronautical experience requirements of the syllabus are satisfied.
- 43.2.3 The Chief Flying Instructor shall take appropriate measures to incorporate into the company operations manual the references to the fact that the syllabus is the standard to be used for training and the requirement for staff to use the student progress recording system.
- 43.3. To ensure a suitable level of integration the following conditions apply: -
- 43.3.1 A student pilot must have accumulated at least 5 hours dual flying training before he/she may be credited with a pass in the BAK examination.
- 43.3.2 A student pilot must have commenced cross-country training and passed the BAK examination before he/she may attempt the Final CASA CPL(A) written examination.
- 43.4. To be credited with a pass in any of the examinations specified, the examination must take place after the pre-requisites have been fulfilled.
- 43.5. The Chief Flying Instructor is responsible for ensuring that a student complies with the conditions relating to the sitting of examinations.
- 43.6. The basic training syllabus is for Day VFR qualification and prior to undertaking the CPL(A) flight test a pilot must meet the following training requirements and possess the following minimum aeronautical experience:-
- 43.6.1 150 hours total flight time
- 43.6.2 70 hours flight time as PIC
- 43.6.3 20 hours cross-country flight time as PIC
- 43.6.4 10 hours instrument time (maximum 5 hours in synthetic flight trainer)
- 43.6.5 5 hours night flying
- 43.6.6 Pass the CPL(A) written examination set by CASA or by an Authority recognized by CAAF
- 43.6.7 Hold a Flight Radio Telephone Operator Licence
- 43.6.8 Been assessed as having achieved the required standard in all sequences of training
- 43.6.9 Be recommended by the Chief Flying Instructor for the CPL(A) flight test

**Note:** In exceptional circumstances the candidate may apply directly to the Authority.

- 43.7. Students may undertake the following training towards additional qualifications within the 150 hours course provided the organization has the appropriate approvals:-





- 43.7.1 Multi-engine type rating (maximum of 5 hours flying but the type rating flight test can only be carried out after a pilot licence has been issued to the candidate)
  - 43.7.2 Instrument Rating (maximum of 20 hours flying/synthetic trainer including the instrument training required for the issue of the Commercial Pilot Licence).
  - 43.7.3 Constant speed propeller
  - 43.7.4 Retractable under-carriage
- 43.8. Where a student interrupts training or changes training organizations the following conditions apply:-
- 43.8. 1 The student is to obtain from the Chief Flying Instructor a letter of certification confirming enrolment on an approved CPL(A) training course. The letter must contain a breakdown of aeronautical knowledge and aeronautical experience while on the course.
  - 43.8. 2 When re-enrolling for approved training the student must supply the letter of certification to the Chief Flying Instructor where training will commence. Only the aeronautical knowledge and aeronautical experience contained in the letter may be credited towards continuation of an approved course of training.
  - 43.8. 3 A copy of the student's flying training record is to be supplied to a student where he/she interrupts training or changes organizations. The copy is to be provided to the next Chief Flying Instructor when training re-commences.

## 'ANNEX B'

### 44 CPL (A) TRAINING COURSE (200 HOURS )

- 44.1. Where a candidate who has gained aeronautical experience by means other than as a student on an approved CPL(A) Training Course the minimum hours required for licence qualification is 200.
- 44.2. Prior to undertaking a CPL(A) flight test a 200-hour candidate must undertake an assessment flight with the Chief Flying Instructor. The CFI is to recommend as appropriate, whether the candidate is ready for the CPL(A) flight test or should undertake a tailored course of training in accordance with the relevant parts of the CASA Day VFR syllabus. If a tailored course is recommended the Chief Flying Instructor is to provide in writing a detailed training programme as recommended by the assessment flight.
- 44.3. Prior to undertaking the CPL(A) flight test the candidate must meet the following aeronautical experience and training requirements:-
- 44.3.1 200 hours total flight time
  - 44.3. 2 100 hours flight time as PIC
  - 44.3. 3 20 hours cross country flight time as PIC
  - 44.3. 4 10 hours instrument flight time
  - 44.3. 5 Pass the CASA CPL(A) written examination
  - 44.3. 6 Hold a Flight Radio Telephone Operator Licence
  - 44.3. 7 Been assessed as having achieved the required standard in all sequences of training
  - 44.3. 8 Be recommended by the Chief Flying Instructor for the CPL(A) flight test

**Note:** In exceptional circumstances the candidate may apply directly to the Authority.

## 'ANNEX C'

### 45 INSTRUMENT RATING (AEROPLANE) TRAINING COURSE

The instrument rating training course is an integrated ground and flight training course which ensures that the student has the appropriate theoretical knowledge required in order to undergo the flight training.

The following are the minimum requirements for the training course:-

45.1 The student must hold a PPL(A) (unrestricted), CPL(A) or ATPL(A).

#### 45.2 Ground Training

Complete an approved instrument rating ground-training course, which includes the following subjects:

- Meteorology
- Radio Navigation Aids
- Airways Operating Procedures
- 

#### 45.3. Flight Training

Complete an approved instrument rating flight training course of 40 hours which includes the following:-

- General aircraft handling
- Training in circuits and en-route
- Basic instrument flying
- Navigation aid orientation, tracking, holding and letdown
- In-flight IFR navigation training

If the privileges of the instrument rating are to be exercised on multi-engined aeroplanes, the applicant shall have received dual instrument flight instruction in such an aeroplane from an authorised flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aeroplane solely by reference to instruments with one engine inoperative or simulated inoperative.

The applicant shall have demonstrated the ability to operate multi-engined aeroplanes solely by reference to instruments with one engine inoperative, or simulated inoperative, if the privileges of the instrument rating are to be exercised on such aeroplanes.

#### 45.4. Instrument Rating Flight Test

##### Minimum Requirements

##### 45.4.1 Aeronautical Knowledge

- Pass the CASA written IREX examination

##### 45.4.2 Aeronautical Experience

The applicant shall have completed not less than:

- (a) 50 hours of cross-country flight time as a pilot-in-command of aircraft in categories acceptable to the Authority, of which not less than 10 hours shall be in the aircraft category being sought; and
- (b) 40 hours of instrument time in aircraft of which not less than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorised instructor.

## SUBPART F – AIR TRAFFIC SERVICE PERSONNEL TRAINING

### 51 APPLICABILITY

- 51.1 This subpart is applicable to an organisation applying for or holding a standard Aviation Training Certificate or an authorisation under subparagraph 1.2.3 to conduct air traffic service training and undertake air traffic service assessments
- 51.2 The following is the list of training courses and assessments that presently require approval. The following training courses and assessments may be conducted under an Aviation Training Certificate for air traffic service training and assessment—
- 51.2.1 Training Courses:
- Human Factors, Resource Management and Safety Management courses;
  - ATS Inter-facility Ground/Ground Data Communications;
  - Basic ATS;
  - Aeronautical Station Operator;
  - Basic Instructional Methods;
  - CPDLC;
  - Aerodrome Flight Information;
  - IFIS Air/Ground Communications;
  - Global Positioning Systems ATC Application;
  - AIS Briefing;
  - Automatic Dependent Surveillance;
  - Aerodrome Control;
  - Approach Control;
  - Area Control;
  - Eurocat 2000X Basic and
  - Air Traffic Service Instructor rating courses
- 51.2.2 Assessments:
- Proficiency Assessments (6 monthly);
  - Examiners (as per MRD/SD10);
  - Rating Validations;
  - On-the-job Training Instructors (as per MRD/SD10); and
  - On-the-job Practical and Theoretical Assessments (as per MRD/SD10).

### 52 CHIEF INSTRUCTOR

- 52.1 One of the senior positions required by Subpart B paragraph 9.3 for the holder of a standard Aviation Training Certificate authorizing the conduct of air traffic service training and/or assessments is the position of Chief Instructor.
- 52.2 An organisation's Chief Instructor is responsible for the following:
- 52.2.1 Monitoring the organisation's compliance with Civil Aviation legislation (including the Act(s) currently in force, the Air Navigation and other relevant Regulations and relevant Standards Documents) and the organisation's Aviation Training Certificate, observation of relevant Aeronautical Information Circulars, and reporting on compliance to the organisation's Accountable Manager;
- 52.2.2 Monitoring the adequacy of the organisation's systems and procedures to ensure safe operations under the organisation's Aviation Training Certificate and reporting on the adequacy of systems and procedures to the Accountable Manager;
- 52.2.3 Overseeing the compilation and observance of Instructor rosters;

- 52.2.4 Maintaining an efficient system for recording duty times for each instructor employed by the organisation;
- 52.2.5 Monitoring fatigue management system for each instructor employed by the organisation, and students under the control of the organisation.
- 52.2.6 Maintaining up-to-date records of all licences, ratings, authorisations and the validity of medical examinations held by each air traffic service instructor employed by the organisation;
- 52.2.7 Maintaining up-to-date records of training given to students in regard to the issue and/or maintenance of licences, ratings and authorisations;
- 52.2.8 Maintaining up-to-date records of training and exercises carried out by students and other qualified personnel to gain qualifications for the issue of, and to maintain, licences, ratings and authorisations, under the control of the organisation;
- 52.2.9 Ensuring that the records required by regulation are legible and properly collated and kept;
- 52.2.10 Ensuring that the organisation's document library is properly maintained and kept up to date in respect to the organisation's Aviation Training Certificate; and
- 52.2.11 Establishing and monitoring the standard of air traffic service and ground instruction carried out under the organisation's Aviation Training Certificate.

### **53 EXPERIENCE FOR POSITION OF CHIEF INSTRUCTOR**

- 53.1 A person may be appointed to the position of Chief Instructor if that person:
  - 53.1.1 holds or has held licences and ratings covering a majority of those air traffic service training activities for which the organisation holds training specifications; and
  - 53.1.2 has passed an oral examination conducted by the Authority on the requirements of the regulations relevant to the training activities expected to be conducted; and
  - 53.1.3 has been assessed by the Authority as suitable to carry out the functions and duties of a Chief Instructor for the size of training organisation seeking an Aviation Training Certificate; and
  - 53.1.4 has accrued a minimum of 500 hours air traffic service instruction experience.
- 53.2 The person may not be appointed as Chief Instructor for more than one Aviation Training Certificate holder or approved organisation or approved organisation at the same time.

### **54 CHIEF INSTRUCTOR AS HEAD OF ATS OPERATIONS**

- 54.1 An organisation that also conducts air traffic service operations under an Air Traffic Services Certificate may consider combining the position of the Chief Instructor of the air traffic service training organisation with the position of Operations Manager or Head Of ATS Operations of the air traffic service operation.
- 54.2 The Authority may approve the dual appointment as in paragraph 28.1 above, subject to the combined complexity of the ATS activities conducted, the equipment used and the scope of the operations.

### **55 APPOINTMENT OF TEMPORARY CHIEF INSTRUCTOR**

- 55.1 An organisation must appoint a person as acting Chief Instructor for the organisation if the Chief Instructor is temporarily absent from duty for more than 7 days.
- 55.2 To be appointed to as acting Chief Instructor, a person must hold an Instructor Rating and be acceptable to the Authority for the position.

- 55.3 Except with Authority approval and in exceptional circumstances, the maximum period that a Chief Instructor may be absent is 60 days. Any more than that period and another person should be appointed as Chief Instructor.
- 55.4 If the person appointed as acting Chief Instructor does not hold training authorizations for all the training specifications held by the organisation, then the organisation may be required to restrict its training operations to those for which the acting Chief Instructor does hold a training authorisation.
- 55.5 Except with Authority approval and in exceptional circumstances, a person appointed as acting Chief Instructor by the organisation must not act as Chief Instructor for another organisation while the first mentioned appointment is in force.

## **56 EMPLOYMENT OF AIR TRAFFIC SERVICE INSTRUCTORS**

- 56.1 The Chief Instructor of the organisation must personally certify the competency of each instructor to conduct air traffic service training or training in a synthetic training device for any licence or rating before that instructor may conduct training for that licence or rating.
- 56.2 The Chief Instructor must maintain an up to date record of all instructors who are certified as competent to conduct training for a licence or rating.

## **57 FACILITIES AND EQUIPMENT FOR CONDUCTING AIR TRAFFIC SERVICE TRAINING AND ASSESSMENTS**

- 57.1 Where an organisation intends to use a synthetic training device to give air traffic service training for the issue of an Authority licence or rating, the device must be approved by the Authority.
- 57.2 The organisation may operate a synthetic training device in its own facility or use a device belonging to another organisation.
- 57.3 Rooms in which briefings are carried out are to be suitably furnished and equipped for the proper conduct of pre-training and post-training briefings.

## **58 AIR TRAFFIC SERVICE TRAINING MANUAL**

- 58.1 The holder of an Aviation Training Certificate for air traffic service training and assessments must provide, as a part of its exposition and for the use of instructors and students, a Air Traffic Service Training Manual (ATSTM). The ATSTM shall contain detailed instructions for the conduct of its air traffic service training operations and/or assessments. The ATSTM shall also conform to any standards as specified by and be acceptable to the Authority.
- 58.2 The Air Traffic Service Training Manual must contain at least the following-
- 58.2.1 An outline of the air traffic service training organisation's structure and a statement of its functions and responsibilities;
  - 58.2.2 Particulars of the functions and duties of all employees who supervise or carry out training functions in the organisation;
  - 58.2.3 Particulars of the experience, qualifications and training authorisations required by the organisation for each of the organisation's employees having training duties;
  - 58.2.4 Particulars of the training courses, syllabuses and standards to be achieved for each air traffic service training program used in the organisation;
  - 58.2.5 Instructions about the carrying out of air traffic service training sequences in synthetic training devices;
  - 58.2.6 Particulars of any special procedures and conditions that are to be used or observed in carrying out synthetic trainer exercises;
  - 58.2.7 Particulars of administrative procedures followed by the organisation, with examples of all documents associated with each training exercise, including recording of trainee progress, competencies reached and licences and ratings issued; and



- 58.2.8 Particulars of procedure to be followed on the successful completion or otherwise, of a trainee, and the process of advising the Authority of licence or rating issue requests.
- 58.3 An organisation's Air Traffic Service Training Manual must be presented in a format acceptable to the Authority.

## 59 AIR TRAFFIC SERVICE INSTRUCTORS

- 59.1 Each Air Traffic Service Instructor is responsible for the proper execution of his/her duties that are specified in the instructions and procedures laid down in the Air traffic service Training Manual.

## 60 STUDENTS

- 60.1 Each student is responsible to be aware of and to comply with:
  - 60.1.1 all legislation and standards applicable to the operation; and
  - 60.1.2 the instructions included in the Certificate holder or approved organisation's Air Traffic Service Training Manual.

## 61 TRAINING AND TRAINING RECORDS

- 61.1 The Chief Instructor shall ensure that:
  - 61.1.1 a record of progress in training is kept in the student's training records; and
  - 61.1.2 the student's training progress is in accordance with the organisation's air traffic service training plan.
  - 61.1.3 an air traffic service instructor recommends a student before the student sits an Authority examination.
- 61.2 The Chief Instructor shall ensure that comprehensive and up to date training records are maintained for all students under training in accordance with the standard specified in the Air traffic service Training Manual.
- 61.3 The Chief Instructor must ensure that the air traffic service training records of students who have completed training are retained for the period specified at 12.2.5.

## 62 QUALITY OF TRAINING

- 62.1 The Chief Instructor must monitor the quality of air traffic service training given and the standards of competency achieved in accordance with the system specified in the Air Traffic Service Training Manual.

## 63 THE TRAINING PLAN

- 63.1 The certificate holder or approved organisation must ensure that the Air traffic service Training Manual contains a training plan (or curriculum) for each licence and rating listed in the school's training specification that includes details of:
  - 63.1.1 the training sequences to be conducted;
  - 63.1.2 the elements to be included in a training sequence;
  - 63.1.3 the order in which the sequences will be presented;
  - 63.1.4 the approximate time for each sequence;
  - 63.1.5 the briefings to be conducted;
  - 63.1.6 the aeronautical knowledge training achieved before each sequence; and
  - 63.1.7 any other requirements specified in the Air Traffic Service Training Manual.



- 63.2 The Chief Instructor shall ensure that air traffic service training is conducted in accordance with the training plan except that the plan may be varied at the discretion of the Chief Instructor to account for student progress.

## **64 SCENARIOS USED FOR TRAINING**

- 64.1 A certificate holder or approved organisation shall maintain records including up to date details of the scenarios used for air traffic service training.
- 64.2 A certificate holder or approved organisation must have a system of determining the continued validity of the data regarding a scenario used for training.



## SUBPART G – AIR NAVIGATION SERVICE PERSONNEL TRAINING

### 76 APPLICABILITY

- 76.1 This subpart is applicable to an organisation applying for or holding a standard Aviation Training Certificate or an authorisation under subparagraph 1.2.3 to conduct air navigation service training and undertake air navigation service assessments.
- 76.2 The following is the list of training courses and assessments that presently require approval. The following training courses and assessments may be conducted under an Aviation Training Certificate for air navigation service training and assessment—
- 76.2.1 Training Courses:
- Human Factors, Resource Management and Safety Management courses;
  - PAPI maintenance/repair;
  - High Voltage cable jointing course;
  - Aerobridge Serviceman's course;
  - Baggage Conveyor Serviceman's course;
  - \*Instrument Landing System + On-the-Job Training (OJT);
  - \*Very High Frequency Omni-range (CVOR/DVOR) + OJT;
  - \*Aeronautical Fixed Telecommunication Network and Applications+ OJT;
  - \*Aeronautical Telecommunication Network (ATN) and Applications + OJT;
  - \* Voice Communication Control Switch (VCCS) + OJT;
  - \* Automatic Dependent Surveillance – Contract (ADS-C) + OJT;
  - \* Automatic Dependent Surveillance – Broadcast (ADS-B) + OJT;
  - \* Radio Systems - Air-Ground HF; Air-Ground VHF; Non Directional Beacons (NDB) + OJT; and
  - Air Navigation Service Instructor rating courses
- 76.2.2 Assessments:
- For those courses marked with an asterisk (\*) above.

### 77 CHIEF INSTRUCTOR

- 77.1 One of the senior positions required by Subpart B paragraph 9.3 for the holder of a standard Aviation Training Certificate authorizing the conduct of air navigation service training and/or assessments is the position of Chief Instructor.
- 77.2 An organisation's Chief Instructor is responsible for the following:
- 77.2.1 Monitoring the organisation's compliance with Civil Aviation legislation (including the Act(s) currently in force, the Air Navigation and other relevant Regulations and relevant Standards Documents) and the organisation's Aviation Training Certificate, observation of relevant Aeronautical Information Circulars, and reporting on compliance to the organisation's Accountable Manager;
- 77.2.2 Monitoring the adequacy of the organisation's systems and procedures to ensure safe operations under the organisation's Aviation Training Certificate and reporting on the adequacy of systems and procedures to the Accountable Manager;
- 77.2.3 Overseeing the compilation and observance of Instructor rosters;
- 77.2.4 Maintaining an efficient system for recording duty times for each instructor employed by the organisation;
- 77.2.5 Monitoring fatigue management system for each instructor employed by the organisation, and students under the control of the organisation.

- 77.2.6 Maintaining up-to-date records of all licences, ratings, authorisations and the validity of medical examinations held by each air navigation service instructor employed by the organisation;
- 77.2.7 Maintaining up-to-date records of training given to students in regard to the issue and/or maintenance of licences, ratings and authorisations;
- 77.2.8 Maintaining up-to-date records of training and exercises carried out by students and other qualified personnel to gain qualifications for the issue of, and to maintain, licences, ratings and authorisations, under the control of the organisation;
- 77.2.9 Ensuring that the records required by regulation are legible and properly collated and kept;
- 77.2.10 Ensuring that the organisation's document library is properly maintained and kept up to date in respect to the organisation's Aviation Training Certificate;
- 77.2.11 Establishing and monitoring the standard of air navigation service and ground instruction carried out under the organisation's Aviation Training Certificate.

## **78 EXPERIENCE FOR POSITION OF CHIEF INSTRUCTOR**

- 78.1 A person may be appointed to the position of Chief Instructor if that person:
  - 78.1.1 holds or has held licences and ratings covering a majority of air navigation service training activities for which the organisation holds training specifications, or has such other qualifications, skill and experience as is acceptable to the Authority; and
  - 78.1.2 has passed an oral examination conducted by the Authority on the requirements of the regulations relevant to the training activities expected to be conducted; and
  - 78.1.3 has been assessed by the Authority as suitable to carry out the functions and duties of a Chief Instructor for the size of training organisation seeking an Aviation Training Certificate; and
  - 78.1.4 has accrued a minimum of 500 hours air navigation service instruction experience.
- 78.2 The person may not be appointed as Chief Instructor for more than one Aviation Training Certificate holder or approved organisation or approved organisation at the same time.

## **79 CHIEF INSTRUCTOR AS HEAD OF ATS OPERATIONS**

- 79.1 An organisation that also conducts air navigation service operations under an Air Navigation Services Certificate may consider combining the position of the Chief Instructor of the air navigation service training organisation with the position of Operations Manager or Head Of ATS Operations of the air navigation service operation.
- 79.2 The Authority may approve the dual appointment as in paragraph 78.1 above, subject to the combined complexity of the ANS activities conducted, the equipment used and the scope of the operations.

## **80 APPOINTMENT OF TEMPORARY CHIEF INSTRUCTOR**

- 80.1 An organisation must appoint a person as acting Chief Instructor for the organisation if the Chief Instructor is temporarily absent from duty for more than 7 days.
- 80.2 To be appointed to as acting Chief Instructor, a person must hold an Instructor Rating and be acceptable to the Authority for the position.
- 80.3 Except with Authority approval and in exceptional circumstances, the maximum period that a Chief Instructor may be absent is 60 days. Any more than that period and another person should be appointed as Chief Instructor.
- 80.4 If the person appointed as acting Chief Instructor does not hold training authorizations for all the training specifications held by the organisation, then the organisation may be required to restrict its training operations to those for which the acting Chief Instructor does hold a training authorisation.

The Authority will make this decision at the time of accepting the person as (an) acting Chief Instructor.

- 80.5 Except with Authority approval and in exceptional circumstances, a person appointed as acting Chief Instructor by the organisation must not act as Chief Instructor for another organisation while the first mentioned appointment is in force.

## **81 EMPLOYMENT OF AIR NAVIGATION SERVICE INSTRUCTORS**

- 81.1 The Chief Instructor of the organisation must personally certify the competency of each instructor to conduct air navigation service training or training in a synthetic training device for any licence or rating before that instructor may conduct training for that licence or rating.
- 81.2 The Chief Instructor must maintain an up to date record of all instructors who are certified as competent to conduct training for a licence or rating.

## **82 FACILITIES AND EQUIPMENT FOR CONDUCTING AIR NAVIGATION SERVICE TRAINING AND ASSESSMENTS**

- 82.1 Where an organisation intends to use a synthetic training device to give air navigation service training for the issue of an Authority licence or rating, the device must be approved by the Authority.
- 82.2 The organisation may operate a synthetic training device in its own facility or use a device belonging to another organisation.
- 82.3 Rooms in which briefings are carried out to be suitably furnished and equipped for the proper conduct of pre-training and post-training briefings.

## **83 AIR NAVIGATION SERVICE TRAINING MANUAL**

- 83.1 The holder of an Aviation Training Certificate for air navigation service training and assessments must provide, as a part of its exposition and for the use of instructors and students, a Air Navigation Service Training Manual (ANSTM). The ANSTM shall contain detailed instructions for the conduct of its air navigation service training operations and/or assessments. The ANSTM shall also conform to any standards as specified by and be acceptable to the Authority.
- 83.2 The Air Navigation Service Training Manual must contain at least the following:
- 83.2.1 An outline of the air navigation service training organisation's structure and a statement of its functions and responsibilities;
  - 83.2.2 Particulars of the functions and duties of all employees who supervise or carry out training functions in the organisation;
  - 83.2.3 Particulars of the experience, qualifications and training authorisations required by the organisation for each of the organisation's employees having training duties;
  - 83.2.4 Particulars of the training courses, syllabuses and standards to be achieved for each air navigation service training program used in the organisation;
  - 83.2.5 Instructions about the carrying out of air navigation service training sequences in synthetic training devices;
  - 83.2.6 Particulars of any special procedures and conditions that are to be used or observed in carrying out synthetic trainer exercises;
  - 83.2.7 Particulars of administrative procedures followed by the organisation, with examples of all documents associated with each training exercise, including recording of trainee progress, competencies reached and licences and ratings issued; and
  - 83.2.8 Particulars of procedure to be followed on the successful completion or otherwise, of a trainee, and the process of advising the Authority of licence or rating issue requests.
- 83.3 An organisation's Air Navigation Service Training Manual must be presented in a format acceptable to the Authority.

## 84 AIR NAVIGATION SERVICE INSTRUCTORS

- 84.1 Each Air Navigation Service Instructor is responsible for the proper execution of his/her duties that are specified in the instructions and procedures laid down in the Air navigation service Training Manual.

## 85 STUDENTS

- 85.1 Each student is responsible to be aware of and to comply with:
- 85.1.1 All legislation and standards applicable to the operation; and
  - 85.1.2 The instructions included in the Certificate holder or approved organisation or approved organisation's Air Navigation Service Training Manual.

## 86 TRAINING AND TRAINING RECORDS

- 86.1 The Chief Instructor shall ensure that:
- 86.1.1 A record of progress in training is kept in the student's training records; and
  - 86.1.2 The student's training progress is in accordance with the organisation's air navigation service training plan.
  - 86.1.3 An air navigation service instructor recommends a student before the student sits an Authority examination.
- 86.2 The Chief Instructor shall ensure that comprehensive and up to date training records are maintained for all students under training in accordance with the standard specified in the Air navigation service Training Manual.
- 86.3 The Chief Instructor must ensure that the air navigation service training records of students who have completed training are retained for the period specified at 12.2.5.

## 87 QUALITY OF TRAINING

- 87.1 The Chief Instructor must monitor the quality of air navigation service training given and the standards of competency achieved in accordance with the system specified in the Air Navigation Service Training Manual.

## 88 THE TRAINING PLAN

- 88.1 The operator must ensure that the Air navigation service Training Manual contains a training plan (or curriculum) for each licence and rating listed in the school's training specification which includes details of:
- 88.1.1 the training sequences to be conducted;
  - 88.1.2 the elements to be included in a training sequence;
  - 88.1.3 the order in which the sequences will be presented;
  - 88.1.4 the approximate time for each sequence;
  - 88.1.5 the briefings to be conducted;
  - 88.1.6 the aeronautical knowledge training achieved before each sequence; and
  - 88.1.7 any other requirements specified in the Air Navigation Service Training Manual.
- 88.2 The Chief Instructor shall ensure that air navigation service training is conducted in accordance with the training plan except that the plan may be varied at the discretion of the Chief Instructor to account for student progress.



## **89 SCENARIOS USED FOR TRAINING**

- 89.1 An operator shall maintain records including up to date details of the scenarios used for air navigation service training.
- 89.2 An operator must have a system of determining the continued validity of the data regarding a scenario used for training.

## SUBPART H – AIRCRAFT MAINTENANCE ENGINEER TRAINING

### 101 APPLICABILITY

- 101.1 This subpart is applicable to an organisation applying for or holding a standard Aviation Training Certificate or an authorisation under subparagraph 1.2.3 to conduct aircraft maintenance engineer training and undertake aircraft maintenance engineer assessments
- 101.2 The following is the list of training courses and assessments that presently require approval. The following training courses and assessments may be conducted under an Aviation Training Certificate for aircraft maintenance engineer training and assessment—
- 101.2.1 Training Courses:
- Human Performance Training courses;
  - Those listed in Standards Document – AME Licensing (currently published as MRD 17);
  - Such other courses as may be promulgated by the Authority from time to time that are relevant to aircraft maintenance engineers; and
  - Aircraft maintenance engineer Instructor rating courses
- 101.2.2 Assessments:
- Human Performance Training examinations and assessments;
  - Those listed in Standards Document – AME Licensing (currently published as MRD 17); and
  - Such other examinations and/or practical tests as may be promulgated by the Authority from time to time that are relevant to aircraft maintenance engineers.

### 102 CHIEF INSTRUCTOR

- 102.1 One of the senior positions required by Subpart B paragraph 9.3 for the holder of a standard Aviation Training Certificate authorizing the conduct of aircraft maintenance engineer training and/or assessments is the position of Chief Instructor or a similar title but exercising the role described herein.
- 102.2 An organisation's Chief Instructor is responsible for the following:
- 102.2.1 Monitoring the organisation's compliance with Civil Aviation legislation (including the Act(s) currently in force, the Air Navigation and other relevant Regulations and relevant Standards Documents) and the organisation's Aviation Training Certificate, observation of relevant Aeronautical Information Circulars, and reporting on compliance to the organisation's Accountable Manager;
- 102.2.2 Monitoring the adequacy of the organisation's systems and procedures to ensure safe operations under the organisation's Aviation Training Certificate and reporting on the adequacy of systems and procedures to the Accountable Manager;
- 102.2.3 Overseeing the compilation and observance of Instructor rosters;
- 102.2.4 Maintaining an efficient system for recording duty times for each instructor employed by the organisation;
- 102.2.5 Monitoring fatigue management system for each instructor employed by the organisation, and students under the control of the organisation.
- 102.2.6 Maintaining up-to-date records of all licences, ratings, and authorisations held by each aircraft maintenance engineer instructor employed by the organisation;
- 102.2.7 Maintaining up-to-date records of training given to students in regard to the issue and/or maintenance of licences, ratings and authorisations;
- 102.2.8 Maintaining up-to-date records of training and exercises carried out by students and other qualified personnel to gain qualifications for the issue of, and to maintain, licences, ratings and authorisations, under the control of the organisation;
- 102.2.9 Ensuring that the records required are legible and properly collated and kept;

- 102.2.10 Ensuring that the organisation's document library is properly maintained and kept up to date in respect to the organisation's Aviation Training Certificate;
- 102.2.11 Establishing and monitoring the standard of aircraft maintenance engineer instruction carried out under the organisation's Aviation Training Certificate.

### **103 EXPERIENCE FOR POSITION OF CHIEF INSTRUCTOR**

- 103.1 A person may be appointed to the position of Chief Instructor if that person:
  - 103.1.1 holds or has held licences and ratings covering all aircraft maintenance engineer training activities for which the organisation holds training specifications, or has such other qualifications, skill and experience as is acceptable to the Authority; and
  - 103.1.2 has passed an oral examination conducted by the Authority on the requirements of the regulations relevant to the training activities expected to be conducted; and
  - 103.1.3 has been assessed by the Authority as suitable to carry out the functions and duties of a Chief Instructor for the size of training organisation seeking an Aviation Training Certificate; and
  - 103.1.4 has accrued such minimum aircraft maintenance engineer instruction experience as the Authority deems appropriate considering the size and scope of the organisation.
- 103.2 The person may not be appointed as Chief Instructor for more than one Aviation Training Certificate holder or approved organisation or approved organisation at the same time.

### **104 CHIEF INSTRUCTOR AS CHIEF ENGINEER**

- 104.1 An organisation that also conducts aircraft maintenance operations under an FJAR 145 Aircraft Maintenance Organisation Certificate may consider combining the position of the Chief Instructor of the aircraft maintenance engineer training organisation with the position of Chief Engineer of the aircraft maintenance organisation.
- 104.2 The Authority may approve the dual appointment as in paragraph 104.1 above, subject to the combined complexity of the activities conducted, the equipment used and the scope of the operations.

### **105 APPOINTMENT OF TEMPORARY CHIEF INSTRUCTOR**

- 105.1 An organisation must appoint a person as acting Chief Instructor for the organisation if the Chief Instructor is temporarily absent from duty for more than 7 days.
- 105.2 To be appointed to as acting Chief Instructor, a person must be acceptable to the Authority for the position.
- 105.3 Except with Authority approval and in exceptional circumstances, the maximum period that a Chief Instructor may be absent is 60 days. Any more than that period and another person should be appointed as Chief Instructor.
- 105.4 If the person appointed as acting Chief Instructor does not hold training authorizations for all the training specifications held by the organisation, then the organisation may be required to restrict its training operations to those for which the acting Chief Instructor does hold a training authorisation. The Authority will make this decision at the time of accepting the person as (an) acting Chief Instructor.
- 105.5 Except with Authority approval and in exceptional circumstances, a person appointed as acting Chief Instructor by the organisation must not act as Chief Instructor for another organisation while the first mentioned appointment is in force.

### **106 EMPLOYMENT OF AIRCRAFT MAINTENANCE ENGINEER INSTRUCTORS**

- 106.1 The Chief Instructor of the organisation must personally certify the competency of each instructor to conduct aircraft maintenance engineer training or training in a synthetic training device for any

licence, rating or endorsement before that instructor may conduct training for that licence, rating or endorsement.

- 106.2 The Chief Instructor must maintain an up to date record of all instructors who are certified as competent to conduct training for a licence, rating or endorsement.

## **107 FACILITIES AND EQUIPMENT FOR CONDUCTING AIRCRAFT MAINTENANCE ENGINEER TRAINING AND ASSESSMENTS**

- 107.1 Where an organisation intends to use a synthetic training device to give aircraft maintenance engineer training for the issue of a licence, rating or endorsement, the device must be approved by the Authority.
- 107.2 The organisation may operate a synthetic training device in its own facility or use a device belonging to another organisation.
- 107.3 Rooms in which briefings are carried out to be suitably furnished and equipped for the proper conduct of pre-training and post-training briefings and pre-assessment and post-assessment briefings.

## **108 AIRCRAFT MAINTENANCE ENGINEER TRAINING MANUAL**

- 108.1 The holder of an Aviation Training Certificate for aircraft maintenance engineer training and assessments must provide, as a part of its exposition and for the use of instructors and students, an Aircraft Maintenance Engineer Training Manual (AMETM). The AMETM shall contain detailed instructions for the conduct of its aircraft maintenance engineer training operations and/or assessments. The AMETM shall also conform to any standards as specified by and be acceptable to the Authority.
- 108.2 The Aircraft Maintenance Engineer Training Manual must contain at least the following:
- 108.2.1 An outline of the aircraft maintenance engineer training organisation's structure and a statement of its functions and responsibilities;
  - 108.2.2 Particulars of the functions and duties of all employees who supervise or carry out training functions in the organisation;
  - 108.2.3 Particulars of the experience, qualifications and training authorisations required by the organisation for each of the organisation's employees having training duties;
  - 108.2.4 Particulars of the training courses, syllabuses and standards to be achieved for each aircraft maintenance engineer training program used in the organisation;
  - 108.2.5 Instructions about the carrying out of aircraft maintenance engineer training sequences in synthetic training devices;
  - 108.2.6 Particulars of any special procedures and conditions that are to be used or observed in carrying out synthetic trainer exercises;
  - 108.2.7 Particulars of administrative procedures followed by the organisation, with examples of all documents associated with each training exercise, including recording of trainee progress, competencies reached and licence, rating or endorsement issued; and
  - 108.2.8 Particulars of procedure to be followed on the successful completion or otherwise, of a trainee, and the process of advising the Authority of licence, rating or endorsement issue requests.
- 108.3 An organisation's Aircraft Maintenance Engineer Training Manual must be presented in a format acceptable to the Authority.

## **109 AIRCRAFT MAINTENANCE ENGINEER INSTRUCTORS**

- 109.1 Each Aircraft Maintenance Engineer Instructor is responsible for the proper execution of his/her duties that are specified in the instructions and procedures laid down in the Aircraft Maintenance Engineer Training Manual.



## 110 STUDENTS

- 110.1 Each student is responsible to be aware of and to comply with:
- 110.1.1 All legislation and standards applicable to the operation; and
  - 110.1.2 The instructions included in the Certificate holder or approved organisation or approved organisation's Aircraft Maintenance Engineer Training Manual.

## 111 TRAINING AND TRAINING RECORDS

- 111.1 The Chief Instructor shall ensure that:
- 111.1.1 A record of progress in training is kept in the student's training records; and
  - 111.1.2 The student's training progress is in accordance with the organisation's aircraft maintenance engineer training plan.
  - 111.1.3 An aircraft maintenance engineer instructor recommends a student before the student sits an Authority examination.
- 111.2 The Chief Instructor shall ensure that comprehensive and up to date training records are maintained for all students under training in accordance with the standard specified in the Aircraft Maintenance Engineer Training Manual.
- 111.3 The Chief Instructor must ensure that the aircraft maintenance engineer training records of students who have completed training are retained for a period of seven (7) years.

## 112 QUALITY OF TRAINING

- 112.1 The Chief Instructor must monitor the quality of aircraft maintenance engineer training given and the standards of competency achieved in accordance with the system specified in the Aircraft Maintenance Engineer Training Manual.

## 113 THE TRAINING PLAN

- 113.1 The operator must ensure that the Aircraft Maintenance Engineer Training Manual contains a training plan (or curriculum) for each licence, rating or endorsement listed in the school's training specification which includes details of:
- 113.1.1 the training sequences to be conducted;
  - 113.1.2 the elements to be included in a training sequence;
  - 113.1.3 the order in which the sequences will be presented;
  - 113.1.4 the approximate time for each sequence;
  - 113.1.5 the briefings to be conducted;
  - 113.1.6 the aeronautical knowledge training achieved before each sequence; and
  - 113.1.7 any other requirements specified in the Aircraft Maintenance Engineer Training Manual.
- 113.2 The Chief Instructor shall ensure that aircraft maintenance engineer training is conducted in accordance with the training plan except that the plan may be varied at the discretion of the Chief Instructor to account for student progress.

## 114 SCENARIOS USED FOR TRAINING

- 114.1 An operator shall maintain records including up to date details of the scenarios used for aircraft maintenance engineer training.
- 114.2 An operator must have a system of determining the continued validity of the data regarding a scenario used for training.

## SUBPART I – AVIATION RESCUE FIRE FIGHTING SERVICES

### 124 APPLICABILITY

- 124.1 This subpart is applicable to an organization applying for Aviation Training Institution Certificate or an authorization under Subpart A sub paragraph 1.2.3 to conduct aviation rescue firefighting training and undertake aviation rescue firefighting assessments.
- 124.2 The following is the list of training courses and assessments that presently require approval by the Civil Aviation Authority of Fiji. The following training courses and assessments shall be conducted under an Aviation Training Institution Certificate for aviation rescue firefighting training and assessment.
- 124.2.1 Airport Rescue Fire Fighting Training Courses:
- Auxiliary Fire Fighting Course,
  - Basic Fire Fighting Course (Certificate 1),
  - Firemanship Course (Certificate 2),
  - Advance Fire Fighting Course (Certificate 3),
  - Aerodrome Fire Officer Course; (Certificate 4),
  - Senior Airport Fire Officer Course,
  - Dangerous Goods,
  - Human Factor and Safety Management System Training,
  - Such other courses as may be promulgated by the Authority from time to time that is relevant to aviation rescue firefighting services
- 124.2.2 Assessments
- Each training course should end with an assessment of competence with oral technical, practical and written tests. The minimum competence standard for trainee should be established for each course with suitable certificates of competence issued to successful trainees.
- Firemanship Ratings
  - Tactical Plan Ratings
  - Operational Leadership Ratings
  - Commander Leadership Ratings
  - Aviation Rescue Firefighting Services Instructor
  - Driving Ratings
  - Required Fitness Level
- 124.3 Auxiliary Fire Fighting Course
- This course should be attended by all personnel engaged in fire and rescue duties at domestic aerodrome. The instruction should include both theoretical instruction and practical operation of fire equipment used at domestic aerodromes, principle of fire extinction, action of various extinguishing agent, methods of rescue from aircraft including helicopters and other aspects of fire and rescue duties
- The design of a course for a fire-fighter at a domestic aerodrome needs to address the fact that the fire-fighter is not supported by a large organization and could be the sole duty fire-fighter. The training of such a person should consider this self-sufficiency with emphasis on proficiency at the aerodrome and on the equipment provided.
- 124.4 Basic Fire Fighting Course
- This course aims to provide participants with the fundamentals of aircraft rescue and fire-fighting (ARFF) for both aircraft emergencies and building fires at airports, in accordance with the International Civil Aviation Organization (ICAO)'s competency requirements in ARFF. Participants will also learn the basic skills in handling structural fires, technical rescue and mitigation of hazardous materials (Hazmat) incident.
- Course Outline
- **Fundamentals of ARFFS**
    - Roles and responsibilities of an airport fire-fighter
    - Fire Behaviour and concept

- Fire chemistry and principles of combustion
- Classification of fire
- Methods of fire extinction
- Branches, nozzles and hydraulics
- Types of hoses
- Application of extinguishing agents
- Care of equipment
- Ladder rescue
- Types of stretchers and their use
- Safe-handling of casualties
- Physiology of self-contained breathing apparatus (SCBA)
- Search and rescue patterns using SCBA
- Basic fire pump principles
- Types of fire pumps
- Care for fire-fighting pumps
- **Advanced ARFF Knowledge**
  - Airport and aircraft familiarization
  - Aircraft construction and hazards
  - Emergency exits and doors
  - Seating configuration
  - Properties and hazards of aviation fuel
  - Aircraft rescue and fire-fighting strategies and tactics
  - Approach, insulation and isolation
  - ICAO rescue and fire-fighting and critical area concept
- **Other ARFF Skills and Techniques**
  - Structural rescue and fire-fighting strategies and tactics
  - Approach and entry
  - Methods of water application
  - Confined space entry and rescue
  - Approach to Hazmat incident
  - Basic vehicle extrication
- **Practical Applications**
  - Application of aircraft rescue and fire-fighting techniques
  - Usage of BA in confined space rescue
  - Application of building fire-fighting techniques
  - Donning of protective clothing and Hazmat suits

- Mitigation of Hazmat incidents
- Handling and operation of fire extinguishers
- Search and rescue
- **Technical Site Visits**
- Airport fire stations and Sea Rescue Base

#### 124.5 Advance Fire Fighting Course

This course aims to provide in-depth knowledge of the theories, principles and practices of aircraft rescue and fire-fighting (ARFF). Participants will gain a better understanding of the types of fire service equipment and extinguishing agents, as well as acquire knowledge on the practical application of tactical approaches and rescue techniques in ARFF.

##### COURSE OUTLINE

- Fire Service Equipment and Extinguishing Agents
  - Fire-fighting hydraulics
  - Fire pumps and primers
  - Extinguishing agents
  - Breathing apparatus operations and search procedures
- Portable fire extinguisher
- Rescue and Fire-fighting Principles
  - Fire chemistry
  - Introduction to dangerous goods
  - Aircraft fire-fighting strategies and tactics
  - Radio communications
  - Application of foam on aircraft fire
  - Building fire-fighting and rescue
  - Smoke hazards
- Tactical Procedures and Methods
  - Aircraft engine and landing gear fire
  - Aircraft internal fire
  - Aircraft evacuation systems
  - ICAO rescue and fire-fighting and critical area concept
  - Fire in aircraft hangar
  - Liquefied petroleum gas fire
  - Handling military aircraft incidents
  - Safety procedures for helicopter fires
- Aircraft Rescue and Fire-fighting Training
  - Rescue methods
  - Aircraft internal fires
  - Aircraft landing gear fires
  - Introduction to hazardous materials
  - Casualty handling
  - Communications training
  - On-site tactical approach
  - Aircraft fire-fighting techniques
  - Aircraft collision fire
  - Aircraft fire remote attack
  - Helicopter and fighter jet ARFF
  - Breathing Apparatus training
  - Structural fire-fighting and rescue
  - Introduction to black boxes

#### 124.6 Airport Fire Officer Course

The purpose of this course is to develop and educate the participant to achieve a level of Fire Officership

that would enable him to perform the duties of a Fire Officer in charge of a crew of firefighters at an airport fire situation. This course involves both classroom and practical Fire Officership. However, the emphasis is placed on the practical aspects of an Officer's duties. The administration and technical subjects have been developed to increase the depth of the participant's knowledge to enable him to be capable of control of a fireground situation.

#### Course Outline

- **Fire Station Management**
  - Fire-ground leadership
  - Supervisor's responsibilities
  - Fire prevention survey
  - Airport categorisation
  - Instructional techniques
  - Principles of instruction
  - Fire-ground control at aircraft accident site
  - Proficiency test and rating system
- **Equipment, Agents and Hydraulics**
  - Monitor hose-work at mock-up with water
  - Foaming agents
  - Pump, primers, gauges and tanks
  - Speed drill on donning protective clothing
  - Complementary agents
  - Pump tests and tank calibration
  - Breathing apparatus operation
- **Tactical Procedures and Methods**
  - Application of foam
  - Rescue of passengers
  - Water supply for fire-fighting
  - Putting out fuel fire with water
  - Freighter aircraft fires
  - Forced entry
  - Fires in aircraft hangars
  - Building fire-fighting techniques
  - Case studies on air crash
  - Handling uncommon emergencies
  - Aircraft internal fire
  - Radiotelephony procedures
- **Fire-ground Leadership Training**

- What is leadership
- Becoming a competent leader
- Applying leadership principles at the fire-ground
- Fire prevention inspection
- Fire-fighting tactical procedures
- Passenger and freighter aircraft fires
- Breathing apparatus operation
- Aircraft collision split attack
- Refueller and running fuel fires
- Night exercises

#### 124.7 Senior Airport Fire Officer Course

This course aims to equip participants with the theories, principles and practices of fire station management, training, facilities and fire safety planning, as well as command and control at aircraft crash site to prepare them for their role as Senior Airport Fire Officers.

##### **Course Outline**

- **Fire Station Management**
  - ICAO SARPs for Rescue Fire-fighting Services
  - Management in the fire service
  - Leadership in the fire service
  - Personnel communications in the fire service
  - Basics of budgeting
  - Estimates of expenditure
  - Equipment and vehicle maintenance programme
  - Airport Emergency Plan
- **Facilities Planning**
  - Design and location of airport fire stations
  - Airport water supply system
- **Fire Service Equipment**
  - Equipment specification
  - Fire-fighting extinguishing agents
  - RFFS vehicle standards
- **Fire Safety**
  - Hangar and building fire protection
  - Hazardous materials
  - Airport fire safety
  - Fire safety engineering
- **Fire Service Operations**
  - Analysis and evaluation of recent aircraft accidents
  - Response to airport emergencies
  - Water rescue plan
  - Aircraft internal fires
  - Post-crash investigation
- **Practical Training**
  - On-Scene command and control at aircraft crash site

- Case studies
- Tactical table top exercises
- Post-exercise debrief
- Physical exercises

### **124.8 Firemanship Ratings**

This shall be the first rating which all new appointees in the ARFFS must obtain at the Training School before they are posted on an operational unit. This rating shall be conducted every year. The scope of training and rating covered under Firemanship rating are as follows:

- ARFFS mission
- First Aid including pulmonary resuscitation.
- Portable extinguishers
- Principal and complementary extinguishing agents
- Rescue and Fire fighting techniques.
- Basic aircraft construction
- Properties of aviation fuel
- Operation and use of hydraulic rescue tools
- Operations and use of breathing apparatus
  - Donning of protective equipment.
- Features of ARFFS fire vehicles.
- Communication

### **124.9 Tactical Plan Ratings**

The Station Officer level shall obtain a rating in Station Plan, at the unit where they are deployed before they may be assigned rescue and fire-fighting duties. This rating shall be conducted annually. They may not be considered for confirmation in their appointments without obtaining the relevant Station Plan Rating. This shall include:

- Maintenance of breathing apparatus
- Watchroom procedures
- Firefighting features onboard aircraft
- Airport/airfield water supply
- Radio communication system
- Hand signals and radio phraseology
- Fire ground hydraulics
- Emergency Plan
- Bulk fuel installation plan.
- Hangar fire fighting plan.
- Building fire fighting and evacuation plan
- Contingency plan for biological and chemical agents.
- Airfield regulations
- ICAO level of fire protection
- Operation of specialized rescue and firefighting equipment.
- Airport / airfield topography and use of grid map
- Equipment storage.
- Booster pump operation

### **124.10 Operational Leadership Ratings**

The Fire Officer level shall be required to obtain operational leadership rating before he may be considered

for confirmation as an Operational Fire Officer. This shall be conducted annually and shall cover the following topics:

- Safety Management
- Conduct of station drill
- Vehicle and boat inspection
- ICAO SARPs
- Foam evaluation test
- Calibration and maintenance of critical assets.
- Record keeping
- Watch room procedures
- Command philosophy
- Disciplinary procedures
- Manpower resource management
- Training and development
- Procurement procedures
- Incident Controller including practical assessment at the fire ground.

#### **124.11 Commander Leadership Ratings**

Senior Fire Officers shall be required to attach the rating in Commander Leadership before they may be appointed as Duty Officer of a particular watch. This should be conducted not more than 3 years. This shall include the following topics:

- Management philosophy
- Change management
- Unit's work plan and key performance indicators
- Succession planning; and leadership assessment and development
- Practical assessment at the fire ground to assess the officers on their command and control.

#### **124.12 Driving Ratings**

The Officer shall obtain driving rating for the appropriate type of vehicle and rescue boat before he may be detailed for operational manning duties. All ratings on Rapid Intervention Vehicle, Foam Tenders shall include a Hot Fire Drill as one of the requirement to be tested. The registration of fire tenders and ambulance shall to be in accordance with the Land Transport Authority requirement. All drivers should have a valid driver's license appropriate for type of vehicle he is entitled to drive.

The rescue boats and boat handlers shall comply with the Marine Safety Authority Fiji requirements.

The driving rating shall be conducted annually on the following:

- Fire Tenders
- Rescue Boats
- Ambulance

##### **124.13 Required Fitness Level (RFL)**

Fitness is a huge part of the Rescue and Fire Fighting Services and maintaining the Required Fitness Level is critical. The Required Fitness Level needs to be in accordance with the requirements stipulated in the Airport Fire Services Operational Manual.

Swimming test for fire personnel at all levels shall also be included.

#### **125 Personnel are to hold a Certificate of Competency issued by the operator in accordance with the following scale:**

- a) **Category 1 & 2 aerodromes:** The Personnel-In-Charge of RFFS successfully completed Auxiliary Fireman training conducted by Airport Rescue Fire Fighting Training Unit after undergoing training in accordance with procedures agreed with the Authority. Refresher training shall be conducted annually.



- b) **Category 3 aerodromes:** The Personnel-In-Charge of RFFS is to hold a Certificate 2. All crew members to successfully undergo Auxiliary Training. Refresher training shall be conducted annually.
  - c) **Categories 4-5 aerodromes:** The Officer-in-Charge is to hold a Certificate 4. All crew members on duty are to hold a Certificate of Competency. Refresher training shall be conducted annually.
  - d) **Categories 6-9 aerodromes:** The Officer-in-Charge is to hold a Senior Fire Officer Certificate. All crew members on duty are to hold a Certificate of Competency. Refresher training for crew members shall be conducted annually.
- 126 Breathing Apparatus Training shall be trained to personnel at Categories 3 – 10. Adequate arrangements are to be made to ensure that all breathing apparatus wearers receive regular training in an environment that simulates conditions likely to be encountered during a fire situation within an aircraft fuselage. All wearers shall undergo training in both heat and smoke no less than once in six month period. The training should be under the supervision of a qualified breathing apparatus instructor.
- 127 Manager Rescue Fire Fighting Services: The programme is designed for the training needs of personnel having overall charge of ARFFS facilities at aerodromes meeting rescue firefighting Categories 5 to 10, or their designated deputies.
- 128 The competence required by a 'non-operational' Manager depends on the role expected of this post-holder at any particular aerodrome. As such, it is correct to specify a programme, which competence is required and the extent to which these will be provided and assessed.
- 129 Prior to the issue of an approval to carrying mandatory training, applicants will be required to state, in writing, that they have noted those requirements set out in this document which require prior agreement from the Authority before they may be changed and further, that any approval granted will be automatically invalidated should such changes be made without the Authority's prior written approval.

## 130 CHIEF INSTRUCTOR

- 130.1 One of the senior positions required by Subpart B paragraph 9.3 for the holder of a standard Aviation Training Certificate authorizing the conduct of aviation rescue firefighting services training and/or assessments is the position of Chief Instructor or a similar title but exercising the role described herein.
- 130.2 An organization's Chief Instructor is responsible for the following:
- 130.2.1 Monitoring the organization's compliance with Civil Aviation legislation (including the Act(s) currently in force, the Air Navigation and other relevant Regulations and relevant Standards Documents) and the organization's Aviation Training Certificate, observation of relevant Aeronautical Information Circulars, and reporting on compliance to the organization's Accountable Manager;
  - 130.2.2 Monitoring the adequacy of the organization's systems and procedures to ensure safe operations under the organization's Aviation Training Certificate and reporting on the adequacy of systems and procedures to the Accountable Manager;
  - 130.2.3 Overseeing the compilation and observance of Instructor rosters;
  - 130.2.4 Maintaining an efficient system for recording duty times for each instructor employed by the organization;
  - 130.2.5 Monitoring fatigue management system for each instructor employed by the organization, and students under the control of the organization.
  - 130.2.6 Maintaining up-to-date records of all licenses, ratings, and authorizations held by each aviation instructor employed by the organization;
  - 130.2.7 Maintaining up-to-date records of training given to students in regard to the issue and/or maintenance of licenses, ratings and authorizations;
  - 130.2.8 Maintaining up-to-date records of training and exercises carried out by students and other qualified personnel to gain qualifications for the issue of, and to maintain, licenses, ratings and authorizations, under the control of the organization;

- 130.2.9 Ensuring that the records required are legible and properly collated and kept;
- 130.2.10 Ensuring that the organization's document library is properly maintained and kept up to date in respect to the organization's Aviation Training Certificate;
- 130.2.11 Establishing and monitoring the standard of aviation instruction carried out under the organization's Aviation Training Certificate.

### **131 EXPERIENCE FOR POSITION OF CHIEF INSTRUCTOR**

- 131.1 A person may be appointed to the position of Chief Instructor if that person:
  - 131.1.1 has at least 10 years of practical experience in the Airport Rescue Fire Fighting Service and/or at least 2 years of practical experience in the Senior Fire Officer position.
  - 131.1.2 hold instructor's certificate from a recognized training institution.
  - 131.1.3 holds or has held licenses and ratings covering all Aviation Rescue Fire training activities for which the organization holds training specifications, or has such other qualifications, skill and experience as is acceptable to the Authority; and
  - 131.1.4 has passed an oral examination conducted by the Authority on the requirements of the regulations relevant to the training activities expected to be conducted; and
  - 131.1.5 has been assessed by the Authority as suitable to carry out the functions and duties of a Chief Instructor for the size of training organization seeking an Aviation Training Certificate; and
  - 131.1.6 has accrued such minimum aviation instruction experience as the Authority deems appropriate considering the size and scope of the organization.
- 131.2 The person may not be appointed as Chief Instructor for more than one Aviation Training Certificate holder or approved organization at the same time.

### **132 APPOINTMENT OF TEMPORARY CHIEF INSTRUCTOR**

- 132.1 An organization must appoint a person as acting Chief Instructor for the organization if the Chief Instructor is temporarily absent from duty for more than 7 days.
- 132.2 To be appointed to as acting Chief Instructor, a person must be acceptable to the Authority for the position.
- 132.3 Except with Authority approval and in exceptional circumstances, the maximum period that a Chief Instructor may be absent is 60 days. Any more than that period and another person should be appointed as Chief Instructor.
- 132.4 If the person appointed as acting Chief Instructor does not hold training authorizations for all the training specifications held by the organization, then the organization may be required to restrict its training operations to those for which the acting Chief Instructor does hold a training authorization. The Authority will make this decision at the time of accepting the person as (an) acting Chief Instructor.
- 132.5 Except with Authority approval and in exceptional circumstances, a person appointed as acting Chief Instructor by the organization must not act as Chief Instructor for another organization while the first mentioned appointment is in force.

### **133 EMPLOYMENT OF AVIATION RESCUE FIREFIGHTING INSTRUCTORS**

- 133.1 The Chief Instructor of the organization must personally certify the competency of each Instructor to conduct aviation rescue firefighting training or training in a synthetic training device for any license, rating or endorsement before that instructor may conduct training for that license, rating or endorsement.
- 133.2 The Chief Instructor must maintain an up to date record of all instructors who are certified as competent to conduct training for a license, rating or endorsement.

### **134 AVIATION RESCUE FIREFIGHTING INSTRUCTORS**

- 134.1 Each Aviation Rescue Firefighting Instructor is responsible for the proper execution of his/her duties that are specified in the instructions and procedures laid down in the Aviation Rescue Firefighting Training Manual.

### **135 FACILITIES AND EQUIPMENT FOR CONDUCTING AVIATION RESCUE FIRE FIGHTING TRAINING AND ASSESSMENTS**

- 135.1 training ground that can support fire vehicles and adequate facilities to allow hot fires, tactical positioning and application of extinguishing agents;
- 135.2 the organization may operate a synthetic training device in its own facility or use a device belonging to another organization;
- 135.3 a suitable lesson room for theoretical training;
- 135.4 a raised platform for ladder and branch work and suitable for the use of breathing apparatus (BA);
- 135.5 a breathing apparatus training facility;

### **136 AVIATION RESCUE FIREFIGHTING TRAINING MANUAL**

- 136.1 The holder of an Aviation Training Certificate for aviation rescue firefighting training and assessments must provide, as a part of its exposition and for the use of instructors and students, an Aviation Rescue Firefighting Training Manual (ARFFSTM). The ARFFS shall contain detailed instructions for the conduct of its aerodrome rescue firefighting training operations and/or assessments. The ARFFSTM shall also conform to any standards as specified by and be acceptable to the Authority.
- 136.2 The Aviation Rescue Firefighting Training Manual must contain at least the following:
- 136.2.1 An outline of the aviation rescue firefighting training organization's structure and a statement of its functions and responsibilities;
  - 136.2.2 Particulars of the functions and duties of all employees who supervise or carry out training functions in the organization;
  - 136.2.3 Particulars of the experience, qualifications and training authorizations required by the organization for each of the organization's employees having training duties;
  - 136.2.4 Particulars of the training courses, syllabuses and standards to be achieved for each aviation rescue firefighting training program used in the organization;
  - 136.2.5 Instructions about the carrying out of aviation rescue firefighting training sequences in synthetic training devices;
  - 136.2.6 Particulars of any special procedures and conditions that are to be used or observed in carrying out synthetic trainer exercises;
  - 136.2.7 Particulars of administrative procedures followed by the organization, with examples of all documents associated with each training exercise, including recording of trainee progress, competencies reached and license, rating or endorsement issued; and
  - 136.2.8 Particulars of procedure to be followed on the successful completion or otherwise, of a trainee, and the process of advising the Authority of license, rating or endorsement issue requests.
- 136.3 An organization's Aviation Rescue Fire Fighting Training Manual must be presented in a format acceptable to the Authority.

### **137 STUDENTS**

- 137.1 Each student is responsible to be aware of and to comply with:
- 137.1.1 All legislation and standards applicable to the operation; and

- 137.1.2 The instructions included in the Certificate holder or approved organization or approved organization's Aerodrome Rescue Firefighting Manual.

### **138 TRAINING AND TRAINING RECORDS**

- 138.1 The Chief Instructor shall ensure that:
- 138.1.1 A record of progress in training is kept in the student's training records; and
  - 138.1.2 The student's training progress is in accordance with the organization's aviation rescue firefighting training plan.
  - 138.1.3 An aviation rescue firefighting instructor recommends a student before the student sits an Authority examination.
- 138.2 The Chief Instructor shall ensure that comprehensive and up to date training records are maintained for all students under training in accordance with the standard specified in the Aviation Rescue Firefighting Training Manual.
- 138.3 The Chief Instructor must ensure that the aviation rescue firefighting training records of students who have completed training are retained for a period of seven (7) years.

### **139 QUALITY OF TRAINING**

- 139.1 The Chief Instructor must monitor the quality of aviation rescue firefighting training given and the standards of competency achieved in accordance with the system specified in the Aviation Rescue Firefighting Training Manual.

### **140 THE TRAINING PLAN**

- 140.1 The operator must ensure that the Aviation Rescue Firefighting Training Manual contains a Training Plan (or curriculum) for each license; rating or endorsement listed in the school's training specification which includes details of:
- a) the training sequences to be conducted;
  - b) the elements to be included in a training sequence;
  - c) the order in which the sequences will be presented;
  - d) the approximate time for each sequence;
  - e) the briefings to be conducted;
  - f) the aeronautical knowledge training achieved before each sequence; and any other requirements specified in the aviation rescue firefighting Training Manual.
- 140.2 The Chief Instructor shall ensure that aviation rescue firefighting training is conducted in accordance with the training plan except that the plan may be varied at the discretion of the Chief Instructor to account for student progress.

### **141 SCENARIOS USED FOR TRAINING**

- 141.1 An operator shall maintain records including up to date details of the scenarios used for aviation rescue firefighting training.
- 141.2 An operator must have a system of determining the continued validity of the data regarding a scenario used for training.