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GCAA ADVISORY CIRCULAR

**PERSONNEL LICENCING
AC NO: GCAA AC/PEL-004 ISS 3**

SUBJECT:	CERTIFICATION OF AN APPROVED TRAINING ORGANISATION (ATO)	DATE REVISED:	31-07-2026
		REVISED BY:	Director, Safety and Security

1. PURPOSE

- a. This Advisory Circular (AC) describes the process of applying for and obtaining an Approved Training Organisation (ATO) certificate to conduct training under **the Requirements for ATO**. The certification process may appear to be a complex undertaking, particularly to a “first-time” applicant. This AC provides basic information applicable to the ATO certification process.

This Advisory Circular No. GCAA AC/PEL-004 ISS 3, cancels and replaces all previous versions issued before July 31, 2026.

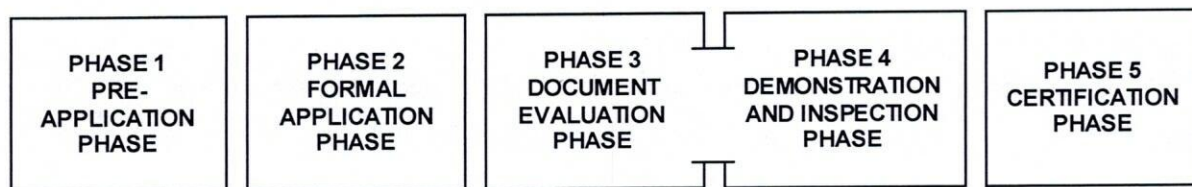
2. RELATED REGULATIONS/REQUIREMENTS

- Civil Aviation (Personnel Licensing) Regulations 2024
- Civil Aviation (Personnel Licensing) Requirements 2024 and amendments thereto.
- Civil Aviation (Approved Training Organisations) Requirements 2024 and amendments thereto.
- Civil Aviation (General) Regulations 2024.

3. BACKGROUND

- a. The ATO certification process is designed to ensure that prospective certificate holders understand and are capable of fulfilling its duty. When satisfactorily completed, the certification process should ensure that the training organisation is able to comply with the Civil Aviation Act of Guyana and its associated Regulations currently in force, and the international standards pertaining to training as published in ANNEX 1 to the Convention on International Civil Aviation.
- b. There are five phases in the ATO certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five phases are:
 - (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification
- c. In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the GCAA and the training organisation should proceed in a

manner that considers existing conditions and circumstances. The training organisation, however, should not expect to be certificated until the GCAA is assured that the Civil Aviation Act of Guyana and its associated Regulations currently in force, will be complied with in an appropriate and continuing manner.



4. PHASE 1 - PRE-APPLICATION PHASE

- a. Initial actions. As far in advance as possible of an anticipated start of training, a prospective ATO should contact and inform the GCAA of its intent to apply for an ATO Certificate. The Requirements for ATO 3.1.2.3. (a) stipulates that an applicant for an ATO certificate and training specifications shall apply at least 120 calendar days before the beginning of any proposed training. The prospective ATO will be invited to meet with GCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective ATO intends to proceed with certification, GCAA Form (GCAA/PEL/2334) Pre-application Statement of Intent (PASI) will be furnished. A sample of this form with instructions for completing it is in Appendix 1. The PASI should be completed, signed by the accountable manager of the prospective training organisation and returned to the GCAA. (Applicable fees are required at time of submission)
- b. GCAA personnel will review the PASI. If the information is incomplete or erroneous, the PASI will be returned to the prospective training organisation with the reasons for its return noted in Section 2. If the information is complete and acceptable, the GCAA will determine the scope of the certification to be carried out, identify a certification team and schedule a pre-application meeting with the prospective training organisation and the selected GCAA certification team members.
- c. The GCAA will designate one certification team member as the Project Manager (PM). The designated PM must have completed the relevant training and have had experience in certification processes. He or she is expected to possess extensive knowledge of the Regulations and Requirements relating to ATO certification. The PM is the official GCAA spokesperson throughout the certification project and shall act as liaison between the Authority and the applicant.
- d. Pre-application meeting. The objective of the pre-application meeting is to verify the information on the PASI and to provide the applicant with an overview of the ATO certification process. In addition, the Project Manager will ensure the candidate is aware of all applicable Regulations and Requirements and answer all questions about ATO certification. The Project Manager will also provide the candidate with an Application Information Package of helpful information. It is recommended that the prospective training organisation's key management and staff attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed training. Many problems may be avoided by discussing all aspects of the proposed

training and the specific requirements that must be met to be certificated as an ATO. The final meeting objective is for the Project Manager to evaluate the results of the meeting and take appropriate action, which may be to recommend that the applicant submit the required documents as they are developed if the meeting is successful, or to recommend scheduling another pre-application meeting if the meeting is unsuccessful.

- e. Establishing a working relationship. It is important that the GCAA and the training organisation's representatives establish good working relationships and clear understandings. The GCAA recognises that a wide range of capabilities and expertise exists among training organisations. This background experience will be considered by the GCAA and adjusted to during these initial meetings.
- f. The application information package. To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
 - (1) The certification job aid that will be used by GCAA inspectors during the certification project.
 - (2) A schedule of events, which must be completed and submitted with the formal application.
 - (3) An example set of Training Specifications.
 - (4) Copy of the Regulations and Requirements related to the operation and approval of an ATO.
 - (5) Sample Statement of Compliance.
 - (6) Other publications or documents the PM believes will be useful to the training organisation.
- g. The Requirements for ATO 3.1.2.3 (b) specifies that an application for an ATO shall be made in a form and manner acceptable to the Authority and containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on either a form [see Appendix 2 (GCAA/PEL/2335)] provided by the Authority or by letter requesting certification as an ATO. The accountable manager must sign the form or letter. When a letter is submitted, it should include a statement that the letter serves as formal application for an ATO Certificate. The form or letter should contain the full and official name of the applicant and the physical address of the applicant's intended primary training location. The applicant's mailing address shall be included in the formal application letter if different than its letterhead. The form and letter shall include the identity of management and key personnel such as the Accountable Manager, Head of Training, Quality Manager, as applicable. Additionally, the form or letter shall confirm the courses to be provided by the ATO.
- h. Certain documents must be submitted with the formal application. During the pre-application phase and throughout the certification process, the training organisation will have to prepare documents and manuals for the GCAA's evaluation, approval or acceptance. The training organisation is encouraged to informally co-ordinate drafts of these documents with the PM and other inspectors assigned to the certification project. Time spent on informal co-ordination can significantly reduce the workload for the training organisation and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the training organisation. The documents (attachments) that must be submitted with the formal application are briefly described in paragraphs 4i. through 4p. and will be discussed in detail during the pre-application meeting.

- i. Draft Training Specifications Attachment. This attachment describes the applicant's intended authorisations, limitations, provisions and privileges specific to the training organisation's training. IS: 3.1.2.3, Appendix A.
- j. ATO Certification Job Aid and Schedule of Events Attachment. The schedule of events [see Appendix 3 (GCAA/PEL/2336)] is a key document that lists items, activities, programs, and facility acquisitions that must be accomplished or made ready for the GCAA's inspection before certification. It should include dates when each of the required manuals will be available for evaluation; when aircraft and synthetic flight trainers will be ready for inspection, when training organisation facilities will be ready for inspection and the date of the proposed assessment of Instructor's and other approved persons. These estimated dates must be logical in terms of sequence. Reasonable time for the GCAA to review, inspect and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the training organisation finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.
- k. Training, Procedures and Quality Manuals Attachment. IS: 3.1.2.3, Appendix A. These manuals contain information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements. The Manuals may be combined as one Manual. The Requirements for ATO, including the Implementing Standards (IS) prescribes the content of these manuals. The entire manual system, as required by The Requirement for ATO 3.2.9 and 3.3.8 and the relevant IS, shall be completely developed at the time of formal application.
- l. Management Structure and Qualification Attachment. The Requirements for ATO IS: 3.1.2.3, Appendix A. The Requirements for ATO establish basic personnel requirements for management and key staff positions. The implementing standards establish minimum personnel qualifications for organisations proposing to provide training under The Requirements for ATO. Individuals assigned to the required management and key staff positions are expected to have a thorough knowledge of the training organisation's manuals, the Requirements of the Authority and the planned training courses relevant to their position. The management structure and qualification attachment must contain resumes of the qualifications, licences (including licence numbers), ratings and aviation experience for at least the following positions:
 - (i) Accountable Manager (Chief Executive Officer or General Manager)
 - (ii) Head of Training
 - (iii) Quality and/or Safety Manager, as applicable
 - (iv) Chief Flight Instructor, if applicable
 - (v) Chief Ground Instructor, if applicable
 - (vi) Maintenance Manager, if applicable
- m. Instructors Qualifications Attachment. This attachment should consist of a list of instructors and their qualifications, relevant to the training provided. The Requirements for ATO IS: 3.1.2.3, Appendix A.

- n. Equipment Attachment. A description of the training equipment that the applicant proposes to use e.g. the aircraft, the system trainers including any special equipment used for each phase of training. The Requirements for ATO: IS: 3.1.2.3, Appendix A.
- o. Aerodromes And Facilities Attachment. A listing of the aerodromes or sites at which training flights will originate and a description of the applicant's training facilities including aviation maintenance technician training facilities, equipment and the qualifications of personnel to be used. The Requirements for ATO IS: 3.1.2.3, Appendix A.
- p. Initial statement of Compliance Attachment. This attachment should be a complete listing of all Regulations and Requirements applicable to the proposed training organisation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each relevant regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date the information will be provided to the GCAA will suffice. If the date provided is reasonable it will be acceptable to the Authority. The following examples illustrate how relevant sections of Requirements should be presented in a Statement of Compliance.

EXAMPLE 1.

Statement of Compliance - method of compliance ***not developed*** at time of formal application.

The Requirements for ATO: 3.1.2.3 (c) APPLICATION FOR ISSUANCE OR AMENDMENT OF AN ATO CERTIFICATE

The (Name of training organization) quality system, which meets the requirements of IS: 3.1.2.3, Appendix B and C is currently under development and will be submitted for approval on (date).

EXAMPLE 2.

Statement of Compliance - method of compliance ***fully developed - preferred presentation***

The Requirements for ATO: 3.2.5 (a) TRAINING AIRCRAFT

(Name of training organization) proposes providing a Lear 25 Type Rating Course. (Name of training organization) has (1) Lear 25 aircraft fitted with duplicated primary flight controls for use by the instructor and the student.

5. PHASE 2 - FORMAL APPLICATION PHASE

- a. As stipulated under The Requirements for ATO: 3.1.2.3 (a), an application for an ATO Certificate shall be made at least 120 calendar days before training is expected to begin. In fact, an applicant for an ATO Certificate should submit its Formal Application Package to the GCAA as far in advance of the proposed start-up date as possible.
- b. Upon receipt of the Formal Application Package, the GCAA will conduct a cursory review of the documents to make certain they address the required information. If there are omissions or errors, the Formal Application Package will be returned within 5 working days of receipt with a letter outlining the reasons for its return. If the training organisation has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency or open question to be resolved during the formal application meeting.
- c. The training organisation's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions involving scheduling date conflicts or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- d. If the formal application meeting is successful, the training organisation is provided with a letter acknowledging receipt and acceptance of the applicant's Formal Application Package. The date this letter is signed is the first day of the 120-calendar day period referenced under the Requirements for ATO 3.1.2.3 (a). The GCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

6. PHASE 3 - DOCUMENT EVALUATION PHASE

- a. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the GCAA. The GCAA will endeavour to complete these evaluations in accordance with the training organisation's schedule of events. If a manual or document is incomplete or deficient or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by the Requirements for ATO. Approvals may be indicated by letter as appropriate or by approval of Training Specifications. Acceptance of information that does not require formal approval will be indicated by letter or by the lack of the GCAA's objection to the information.
- b. The complexity of the information, which must be addressed in the training organisation's manuals and other documents, depends on the complexity of the planned training. The following list provides examples of information that must be provided by the training organisation and evaluated by the GCAA during this phase:

- (1) Management personnel resumes outlining proposed management qualifications

- (2) List of Instructor's Qualifications
- (3) Procedures Manual
- (4) Training Manual
- (5) Quality and/or Safety Management Manual

7. PHASE 4 - DEMONSTRATION AND INSPECTION PHASE

- a. During demonstrations and inspections, the GCAA evaluates the training organisation's facilities and equipment. Deficiencies will be brought to the attention of the training organisation and corrective action must be taken before a certificate is issued.
- b. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this AC, these phases overlap or may be accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and procedures evaluated during the demonstration and inspection phase.
 - (1) Facilities and equipment (offices, classrooms, briefing rooms, record keeping locations, training records, procedures, personnel, technical data).
 - (2) Recordkeeping procedures (documentation of training).
 - (3) Training aircraft and components, as applicable
 - (4) ATC simulators, as applicable
 - (5) Aircraft technical logs, as applicable
 - (6) Compliance with maintenance procedures, etc.
 - (7) Training systems devices used for airframe and powerplant courses, as applicable.
 - (8) Aviation system component mock-ups for AME Training, as applicable

8. PHASE 5 - CERTIFICATION PHASE

- a. After the document evaluation and the demonstration and inspection phases have been completed satisfactorily, the GCAA will prepare an ATO Certificate and approve the Training Specifications. The Training Specifications contain authorisations, limitations and provisions specific to the ATO. The training organisation signs these documents acknowledging their receipt.
- b. The certificate holder is responsible for continued compliance with the Regulations and the Requirements and the authorisations, limitations and provisions of its certificate and Training Specifications. As a certificate holder's training changes, the Training Specifications will be amended accordingly. The process for amending Training Specifications is like the certification process. In some cases, it may be a less complex procedure depending on the extent of the amendment. The GCAA is responsible for conducting periodic inspections of the certificate holder's training to ensure continued compliance with the Regulations and Requirements and safe operating practices.

9. EXPLANATION OF APPENDIXES IN THIS ADVISORY PAMPHLET

- a. Appendix 1 provides the PASI Form GCAA/PEL/2334: ATO Pre-application Statement of Intent (PASI) and instructions on how this form should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant's Accountable Manager and returned to the GCAA. Sections 2 and 3 are reserved for GCAA use.
- b. Appendix 2 provides an Application Form (GCAA/PEL/2335).
- c. Appendix 3 provides a Certification Job Aid and Schedule of Events (GCAA/PEL/2336).
- d. Appendix 4 provides example Training Specifications

Approved BY:


Lt. Col. (Ret'd) Egbert Field, A.A.
Director General
Guyana Civil Aviation Authority

APPENDIX 1.
PASI FORM (GCAA/PEL/2334)

PRE-APPLICATION STATEMENT OF INTENT (PASI)

Approved Training Organisation (ATO)

Section 1. To be completed by all ATO applicants

1. Name and mailing address of training organization:

Telephone No.: _____

2. Address of the principal facility where training will be conducted:

3. Proposed start-up date (d-m-y): _____

Management and key staff personnel (as applicable to the organization)

4. Name (Surname First)	5. Title	6. Telephone and address if different from company (include country code)
	Accountable Manager	
	Head of Training	
	Chief Flight Instructor (if applicable)	
	Chief (Ground) Instructor	
	Quality Manager	
	Maintenance Manager/Coordinator	
	Safety Manager/Officer (if applicable)	

Instructing staff (as appropriate to the course(s) offered)

Appointment	Name	Nationality	Date Joined

7. Proposed Flight Training (check all applicable)

- ☐ PPL ☐ Inst. Rating
☐ CPL ☐ Class Rating
☐ CPL/IR ☐ FI Rating
☐ ATPL ☐ Other (see block 13)

8. Proposed AME Training (check all applicable)

- ☐ AMEL Without Type Rating
☐ Airframe Rating
☐ Powerplant Rating
☐ Avionics Rating
☐ Other (see block 13)

9. Additional Proposed Training (check all applicable)

- ☐ ATCL
☐ ATCL Rating
☐ Flight Operations Officer/Flight Dispatcher
☐ Flight Information Service Operator
☐ Other (see block 13)

Student capacity (maximum allowed for course(s) offered)		
Course		Student Capacity
Aircraft, Flight Simulation Training Device (FSTD) and/or other simulation training devices Data		
10. No. of aircraft to be used for training (by type, registration, make, and model):	11. No. of FSTDs, ATC and/or AME training devices to be used for training (type, serial #, and level):	12. Geographic areas of intended training:
Ground instructional equipment		
Training Aids	Reference Publications	
13. Additional information (attach additional sheets, if necessary):		
14. Name and Title:	15. Signature:	16. Date (d-m-y):
_____	_____	_____
_____	_____	_____

Section 2. To be completed by the GCAA Official

1. Received by (Name and Office): _____	2. Date Received: _____
3. Date forwarded to Director General of Civil Aviation: _____	4. For: ☐ Action ☐ Information Only
5. Remarks: _____ _____ _____ _____ _____	

Section 3. To be completed by the Office of the Director General of Civil Aviation

1. Received by: _____	2. Pre-application number: _____
3. Date (d-m-y): _____	4. Assigned certification number: _____
5. Official assigned responsibility: _____	6. Date forwarded to official (d-m-y): _____
7. Remarks: _____ _____ _____ _____ _____	

INSTRUCTIONS FOR COMPLETING FORM GCAA/PEL/2334

PRE-APPLICATION STATEMENT OF INTENT (PASI).

Section 1. All ATO applicants shall complete this section.

1. Enter the training organisation's official name, mailing address and telephone number. (Include any other business name if different from the training organisation's name).
2. This address shall be the physical location where primary training activities are located. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter "same."
3. Enter the estimated date when training is to begin. See the Requirements for ATO 3.1.2.3 (a).
4. - 6. Enter the names (surname first), titles, and telephone numbers of the management and key staff personnel required by the Requirements for ATO 3.2.2 (a)(1) through (5) and/or the Requirements for ATO 3.2.2(a)(1) through (3) as applicable.
7. Check the appropriate box for each proposed flight crew-training course. For flight crew-training courses not identified, check "other" and describe in block 13. See the Requirements for ATO 3.2.1 (a) through (n).
8. Check the appropriate box for each proposed aircraft maintenance engineer-training course. For AME courses not identified, check "other" and describe in block 13. See the Requirements for ATO 3.3.2 (a), (b) and/or (f).
9. Check the appropriate box for each additional proposed training course. For ATCL rating courses, check the appropriate box and describe in block 13. See the Requirements for ATO 3.3.2 (c) through (e) and (g).
10. - 11. Aircraft and Synthetic Flight Trainer (SFT) data are to be provided here. Indicate the number and types of aircraft and SFTs by make, model, and series.
12. Indicate geographic areas of intended training.
13. Show any information that would assist GCAA personnel in understanding the type and scope of training proposed, e.g. include whether a course is for aeroplanes (A) or helicopters (H) or for those courses not identified in blocks 7, 8 or 9, identify them here. **Use this block to describe arrangements proposed for maintenance and inspection of training aircraft, SFTs and/or associated equipment.**
14. Name and title of Accountable Manager*
15. Signature of Accountable Manager*
16. Date of Accountable Manager's signature*

* If this form is signed and dated by a person *other than* the Accountable Manager, a letter signed by the Accountable Manager authorising that person to sign must be attached.

APPENDIX 2
APPLICATION FORM (GCAA/PEL/2335)

Section 1. General:

1. Certificate No.:	
2. Name of Training Organization:	3. Principal Business Office Address:
4. Location of Training Facility:	5. Location of Satellite Training Facility:

6. Application is hereby made for:

6a. ☐ Original Issuance of an ATO Certificate and Training Specifications for the training courses identified below (three copies of each course attached)

6b. ☐ Renewal of ATO Certificate (expiring on _____) and Training Specification for the training courses identified below (three copies of each additional course for which approval is requested attached)

6c. ☐ Amendment of ATO Certificate and/or Training Specifications for the training courses identified below (three copies of each additional course for which approval is requested attached)

Section 2. Identification of Training Courses (tick/check appropriate box):

2a. ☐ Private Pilot Licence course	2l. ☐ Class Rating course
2b. ☐ Flight Navigator Licence course	2m. ☐ Instructor course for additional Type or Class Rating
2c. ☐ Instructor course for synthetic flight training	2n. ☐ Instrument Rating course
2d. ☐ Air Traffic Controller Licence course	2o. ☐ Airline Transport Pilot Licence course
2e. ☐ Flight Operations Officer/Dispatcher course	2p. ☐ Crew Resource Management course
2f. ☐ Flight Information Service Officer	2q. ☐ Flight Engineer Licence course
2g. ☐ Aircraft Maintenance Engineer Licence course	2r. ☐ Courses for additional for Air Traffic Control Ratings
2h. ☐ Airframe Rating course	2s. ☐ Refresher course
2i. ☐ Powerplant Rating course	2t. ☐ Type Rating course
2j. ☐ Avionics Rating course	2u. ☐ Flight Instructor course
2k. ☐ Commercial Pilot Licence course	2v. ☐ Other (describe)

APPLICATION FORM – PAGE 2

Section 3. Management Personnel:		
Name	Title	Telephone No. and Address
3a.	Accountable Manager	
3b.	Head of Training	
3c.	Chief Flight/Skill Instructor (if applicable)	
3d.	Chief Ground/Theory Instructor	
3e.	Quality Manager	
3f.	Maintenance Manager/Coordinator	
3g.	Safety Manager (if applicable)	
Section 4. Maintenance of Training Aircraft:		
4a.	☐ Flight Training Organisation will maintain and inspect its aircraft in accordance with the Requirements for Airworthiness 2024	
4b.	☐ Flight Training Organisation will arrange for maintenance and inspection of its aircraft	
Section 5. Applicant's Signature:		
I hereby certify that the training organisation identified above meets the requirements for certification as an ATO in accordance with the Requirements for ATO 2024, and that the information given above and in the attachments is complete and correct. Name: _____ Title: _____ Signature: _____ Date: _____		
Section 6. Attachments:		
☐ Training Specifications	☐ Management Personnel Resumes	
☐ Schedule of Events	☐ Instructors Qualifications	
☐ Training Manual	☐ Equipment Attachment	
☐ Procedures Manual	☐ Aerodromes and Facilities Attachment	
☐ Quality System Manual	☐ Initial Compliance Statement Attachment	
☐ Safety Management System Manual	☐ Other	
Additional Information:		

APPLICATION FORM – PAGE 3

FOR GCAA USE ONLY

☐ Approved ATO Certificate Issued On (Date) _____

☐ Renewal

☐ Amendments (Attached)

☐ Disapproved

Name of
Approving Official _____

Title _____

Signature _____

Date _____

APPENDIX 3

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (GCAA/PEL/2336)

OFFICIAL NAME OF APPROVED TRAINING ORGANISATION: _____ _____				LOCATION ADDRESS: _____ _____																	
MAILING ADDRESS (if different from location): _____ _____				PRE-CERTIFICATION NUMBER/FILE REFERENCE: _____																	
GCAA Reference	Licensing Inspector	Maintenance Inspector	Other Inspector																		
	I. PRE-APPLICATION PHASE			Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date														
	A. Initial Orientation: Inspector: _____ 1. Certification Advisory Pamphlet provided to applicant. 2. Pre-application Statement of Intent (PASI) a. Forwarded to Director General of GCAA																				
	B. Certification Team Designated (at least one subject matter expert)																				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Specialty</th> </tr> <tr> <td>PM _____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>			Name	Specialty	PM _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____				
Name	Specialty																				
PM _____	_____																				
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	C. Conduct Pre-application Meeting 1. Verify PASI Information 2. Overview of Certification Process 3. Provide Certification Package Containing a. Certification Job Aid and Schedule of Events b. Model Training Specifications c. Other Applicable Publications and Documents 4. Explain Formal Application Submissions																				
Remarks: _____ _____																					

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 2

Date Approved or Accepted	II. FORMAL APPLICATION PHASE	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	A. Review Applicant's Submission				
	1. Formal Application Letter/Form				
	a. Full and Official Name (Legal)				
	b. Mailing Address				
	c. Primary Training Location				
	d. Identification of Training Courses				
	e. Key Management Personnel Names				
	f. Signed by Accountable Manager				
	2. Formal Application Attachments				
	a. Schedule of Events				
	b. Training Specifications				
	c. Management and Key Staff qualifications/resumes				
	d. Instructors Qualifications				
	e. Manuals				
	i. Procedures Manual				
	ii. Training Manual				
	iii. Quality System Manual				
	iv. Other Manual(s)				
	f. Other Documents:				
Remarks:					
	B. Evaluation of GCAA Resources based on Schedule of Events				
	C. Formal Application Meeting				
	1. Schedule of Events Date: _____ Time: _____				
	2. Discussed Each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review certification Process				
	5. Review Impact if Schedule of Events are not met				
	D. Issue Letter Accepting/Rejecting Application				
Remarks:					

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 3

Date Approved or Accepted	III. DOCUMENT EVALUATION PHASE	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	A. Evaluate Applicable Training Programs				
	1. Training Course Outlines				
	2. Training Curricula				
Remarks:					
	B. Evaluate Management Qualifications				
	1. Accountable Manager				
	2. Head of Training				
	3. Quality Manager				
	4. Chief Ground/Theory Instructor				
	5. Chief Flight/Skill Instructor				
	6. Maintenance Manager				
	7. Safety Manager				
	8. Other				
Remarks:					
	C. Evaluate Instructors Qualifications/Authorisation				
	1. Ground/Theoretical/Knowledge Instructors				
	2. Flight/Skill Instructors				
	3. Synthetic Flight Trainer Instructors				
	4. Airframe Instructors				
	5. Powerplant Instructors				
	6. Avionics Instructors				
	7. RPAS Instructors				
	8. ATC Simulator Instructors				
Remarks:					
	D. Evaluate Procedures Manual System				
	1. Completed Procedures Manual				
	2. Chapter 1. General				
	3. Chapter 2. Technical				
	4. Chapter 3. Student Guidance				
	5. Chapter 4. Staff Training (Initial & Continuous)				
Remarks:					

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 4

Date Approved or Accepted	III. DOCUMENT EVALUATION PHASE (Continued)	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	E. Evaluate Training Manual				
	1. Completed Training Manual				
	2. Chapter 1. The Training Plan				
	3. Chapter 2. Briefing and Air/Maintenance/ATC Simulation/Flight Dispatch/RPAS Exercises				
	4. Chapter 3. Synthetic Flight Training/Simulator Training				
	5. Chapter 4. Knowledge Instruction				
Remarks:					
	F. Evaluate Quality System Manual				
	1. Completed Quality System Manual				
	2. Introduction				
	3. The Quality System of the ATO				
	4. Quality Policy and Strategy				
	5. Purpose of a Quality System				
	6. Quality Manager				
	7. Quality System				
	8. Scope				
	9. Feedback System				
	10. Documentation				
	11. Quality Assurance Program				
	12. Quality Inspection				
	13. Audit				
	14. Auditors				
	15. Auditor's Independence				
	16. Audit Scope				
	17. Audit Scheduling				
	18. Monitoring and Corrective Action				
	19. Corrective Action				
	20. Management Evaluation				
	21. Recording				
	22. Quality Assurance Responsibility for Satellite ATOs				
	23. Quality System Training				
	24. Sources of Training				
	25. Quality Systems for Small/Very Small Training Organizations				
Remarks:					

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 5

Date Approved or Accepted	III. DOCUMENT EVALUATION PHASE (Continued)	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	G. Evaluate SMS Manual				
	1. Completed SMS Manual				
	2. Introduction to SMS of the ATO				
	3. Purpose and requirements of a SMS				
	4. Safety Policy and Objectives				
	5. Management Commitment				
	6. Safety Accountabilities and Responsibilities				
	7. Appointment of Key Safety Personnel				
	8. Coordination of Emergency Response Planning				
	9. SMS Documentation				
	10. Safety Risk Management				
	11. Hazard Identification				
	12. Safety Risk Assessment Mitigation				
	13. Safety Assurance				
	14. Safety Performance Monitoring and Measurement				
	15. The Management of Change				
	16. Continuous Improvement of the SMS				
	17. Safety Promotion				
	18. Training and Education				
	19. Safety Communication				

Remarks:

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 6

Date Approved or Accepted	IV. DEMONSTRATION & INSPECTION PHASE	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	A. Evaluate Management of Training Organisation				
	1. Accountable Manager				
	2. Head of Training				
	3. Chief Ground/Theory Instructor				
	4. Chief Flight/Skill Instructor				
	5. Quality Manager				
	6. Maintenance Manager				
	7. SMS Manager (if applicable)				
	8. Other				
	B. Evaluate Training Conducted by Training Organisation				
	Flight Crew Training/RPAS Training				
	a. Training Schedules				
	b. Student Training				
	c. Instructor Training				
	d. Crew Resources Management				
	e. Flight Supervision and Monitoring/Flight Following				
	Maintenance Engineer/ATC/FD Training				
	a. Training Schedules				
	b. Student Training				
	c. Instructor Training/Ratings				
	C. Evaluate Training Organisation Offices				
	D. Evaluate Training Aircraft/Components				
	E. Evaluate System Training Devices				
	F. Evaluate Aircraft Maintenance Trainers/Examine ATC Simulator				
	G. Training Aids meet Requirements				
	H. Evaluate Facilities (Training)				
	1. Classrooms				
	2. Flight/Maintenance Instruction Facilities				
	3. Operations Room				
	4. Briefing Rooms				
	I. Evaluate Records Keeping Locations				
	1. Student Records				
	a. Training Records				
	b. Student Personal Records				
	2. Staff Records				
	3. Other Records				
Remarks:					

ATO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS – PAGE 7

Date Approved or Accepted	V. CERTIFICATION PHASE	Inspector Initial	Date Received	Date Returned for Changes	Applicant's Proposed Date
	A. Approved Training Specifications				
	B. Present Certification & Training Specifications				
	C. Prepare Certification Report				
	1. Assemble Report				
	a. Formal Application Letter/Form				
	b. Copy of Training Specifications				
	c. Copy of Certificate				
	d. List of Key Management Personnel				
	e. List of Instructors				
	f. List of Approved Courses				
	g. Summary of Difficulties				
	2. Distribute Report				
	D. Develop Post Certification Surveillance Program				
Remarks:					

APPENDIX 4
SAMPLE TRAINING SPECIFICATIONS



TRAINING SPECIFICATIONS

A001. Issuance and Applicability

- a. The Specifications included in the attached document are issued to _____
whose principal Approved Training organization is located at:

The holder of these Training Specifications is the holder of Approved Training Organisation (ATO) Certificate Number _____ and shall hereafter be referred to as the certificate holder. These Training Specifications are issued in accordance with the Requirements for ATO: 3.1.2.3. The certificate holder shall conduct this training in accordance with the specific authorizations, limitations, and the procedures in these Training Specifications, and all appropriate parts of the Requirements of the Authority.

- b. The Certificate holder is authorized to conduct the following kinds of training pursuant to listed parts of the Requirements of the Authority

Title of the Requirements:

Training Courses Approved:

- c. The certificate holder is authorized to use only the business name, which appears on the certificate to conduct the training described in subparagraph b.

OR

- d. The certificate holder is authorized to conduct the training described in subparagraph b. under the following other business names:

- e. For this domestic Approved Training Organization, these Training Specifications are effective as the "Date Approval is effective" listed in each paragraph and shall remain in effect as long as the certificate holder continues to meet the provisions of the Requirements for ATO specified for certification unless sooner suspended, surrendered, amended or revoked.

OR

- f. For this foreign Approved Training Organization, these Training Specifications are effective as of the "Date Approval is effective" listed in each paragraph and shall remain in effect as long as the foreign certificate holder continues to meet the provisions of the Requirements for ATO specified for certification, or the end of 12 months after the date on which the foreign certificate is issued, and unless sooner suspended, surrendered, amended or revoked.

TRAINING SPECIFICATIONS

1. Issued by the (Authority)
2. These Training Specifications are approved by the direction of the Director General of GCAA
3. Date Approval is effective: Amendment Number:
4. I hereby accept and receive the Training Specifications in this paragraph. Date:



TRAINING SPECIFICATIONS

B001 Approved Training Courses

- a. The certificate holder is authorized to conduct training as indicated for pilot licences, ratings, and authorizations in accordance with the Requirements for PEL.

Training Course Description	Type Rating Aircraft M/M/S	Authorisation	Remarks

- b. The certificate holder shall ensure and certify each applicant's eligibility and experience requirements of the applicable subpart in a. above prior to testing and place this in the trainee's training records.
- c. The certificate holder shall determine and record in the applicant's training records a statement of any required licence limitation(s) subject to the applicant's eligibility and experience.

