The Official Gazette
(EXTRAORDINARY)
OF GUYANA

Published by the Authority of the Government

GEORGETOWN, THURSDAY 16TH MAY, 2024

TABLE OF CONTENTS **PAGE**

FIRST SUPPLEMENT

LEGAL SUPPLEMENT

A. **ACTS — NIL**

B. **SUBSIDIARY LEGISLATION —**
REGULATIONS No. 22 of 2024 – The Civil Aviation (Personnel Licensing) Regulations 2024 … … … … 1319

C. **BILLS — NIL**

GEORGETOWN, Demerara – Printed and Published every Saturday and on such Extraordinary Days as may be directed by the Government by Guyana National Printers Limited, 1 Public Road, La Penitence, Greater Georgetown.

THE OFFICIAL GAZETTE 16TH MAY, 2024
LEGAL SUPPLEMENT — B

GUYANA No. 22 of 2024

GUYANA CIVIL AVIATION AUTHORITY

REQUIREMENTS FOR APPROVED TRAINING ORGANISATIONS 2024

Made Under

THE CIVIL AVIATION ACT 2018

(Act No. 21 of 2018)

In exercise of the powers conferred upon the Guyana Civil Aviation Authority by section 142 of the Civil Aviation Act 2018, the Guyana Civil Aviation Authority prescribe the following Requirements which may be cited as the Civil Aviation Requirements for Approved Training Organisations 2024.

These Requirements are prescribed in respect of the Civil Aviation (Personnel Licensing) Regulations 2024 and contain –

(a) applicable standards;

(b) rules and recommended practices of international aviation organisations; and

(c) other requirements of the Authority.

These Requirements are numbered 3.1 to IS 3.4.3

Contents

INTRODUCTION ii
3.1 GENERAL 3.1-1
3.1.1 General 3.1-1
3.1.1.1 Applicability 3.1-1
3.1.1.2 Definitions 3.1-1
3.1.1.3 Abbreviations 3.1-3
3.1.1.4 Exemption Authority 3.1-4
3.1.2 Certification and Location requirements 3.1-4
3.1.2.1 Applicability 3.1-4
3.1.2.2 General 3.1-4
3.1.2.3 Application for issuance or amendment of an ATO Certificate 3.1-6
3.1.2.4 Validity of the certificate and renewal 3.1-8
3.1.2.5 CONTINUED VALIDITY OF AN ATO CERTIFICATE 3.1-8
3.1.2.6 Inspection 3.1-8
3.1.2.7 Renewal of the Certificate 3.1-9
3.1.2.8 Suspension or revocation 3.1-9
3.1.2.9 Facilities, equipment and material 3.1-9
3.1.2.10 ADVERTISING 3.1-10
3.1.2.11 Location 3.1-10
3.1.2.12 Satellite ATOs 3.1-10
3.1.2.13 DUTY PERIOD LIMITATIONS 3.1-11
3.1.2.14 ATO Approved for Testing 3.1-11
3.1.2.15 Changes requiring notice to the Authority 3.1-11
3.2 TRAINING FOR FLIGHT CREW LICENCES AND RATINGS 3.2-1
3.2.1 Flight crew training courses 3.2-1
3.2.2 Personnel 3.2-2
3.2.3 Record keeping 3.2-3
3.2.4 Training program and approval 3.2-3
3.2.5 Training aircraft and Remotely Piloted Training Aircraft 3.2-4
3.2.6 Synthetic flight trainers/Flight Simulation Training Devices 3.2-6
3.2.7 Aerodromes and Sites 3.2-6
3.2.8 Training facilities 3.2-7
3.2.9 Training Manual and Procedures Manual 3.2-7
3.2.10 Training Course Approval – Qualification-Based and Alternative Means of Compliance 3.2-8
3.2.11 Training Course Approval – Alternative Means of Compliance and Competency-Based Training and Assessment 3.2-9
3.2.12 Safety Management System 3.2-11
3.2.13 Graduation Certificate 3.2-11
3.2.14 Student Transfer of Credit Between ATOs 3.2-12
3.2.15 Outsourcing to Third-Party Providers 3.2-13
3.3 TRAINING FOR LICENCES AND RATINGS FOR AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS, FLIGHT OPERATION OFFICERS AND AERONAUTICAL STATION OPERATORS 3.3-1
3.3.1 Applicability 3.3-1
3.3.2 Training course for licences and ratings for Aircraft Maintenance Engineers, Air Traffic Controllers, Flight Operation Officers and Aeronautical Station Operators. 3.3-1
3.3.3 Personnel Requirements 3.3-1
3.3.4 Record keeping 3.3-2
3.3.5 Training program and approval 3.3-2
3.3.6 Training facilities, equipment and material for AME courses 3.3-3
3.3.7 Training facilities, equipment and material for Air Traffic controller, Flight Operations Officer and Aeronautical Station Operator courses 3.3-5
3.3.8 Training Manual and Procedures Manual 3.3-5
3.4 AME TRAINING COURSES 3.4-1
3.4.1 Applicability 3.4-1

3.4.2 AME Training Courses 3.4-1
3.4.3 General Curriculum Requirements 3.4-1
3.4.4 AME Training Program Providers 3.4-2
3.4.5 Instructor Requirements 3.4-2
3.4.6 Training Course Approval – Qualification-Based and Alternative Means of Compliance 3.4-3
3.4.7 Training Course Approval – Alternative Means of Compliance and Competency-Based training and Assessment 3.4-5
3.4.8 Attendance and Credit for Prior Instruction or Experience 3.4-6
3.5 ATC TRAINING COURSES 3.5-1
3.5.1 Applicability 3.5-1
3.5.2 ATC Training Courses 3.5-1
3.5.3 General Curriculum Requirements 3.5-1
3.5.4 ATC Training Program Providers 3.5-3
3.5.5 Instructor Requirements 3.5-3
3.6 FLIGHT DISPATCHER TRAINING COURSES 3.6-1
3.6.1 Applicability 3.6-1
3.6.2 Training Courses 3.6-1
3.6.3 General Curriculum Requirements 3.6-1
IS 3.1.2.3 Appendix A – Application for Issuance or Amendment of an ATO certificate IS-1
IS 3.1.2.3 Appendix B - Quality System IS-2
IS 3.1.2.3 Appendix C - Guidance material for a Quality System IS-2
IS 3.1.2.3 Appndix D – ATO Certificate and Training Specifications IS-15
IS 3.1.2.6 Appendix A: Inspection IS-17
IS 3.1.2.7 Renewal IS-17
IS 3.2.2 Appendix A: Head of Training IS-17
IS 3.2.2 Appendix B: Chief Flight Instructor (CFI) IS-18
IS 3.2.2 Appendix C: Instructors for training for licences and ratings IS-18
IS 3.2.2 Appendix D: Instructors for additional class or type ratings IS-18
IS 3.2.2. Appendix E: Instructors for synthetic flight training IS-19
IS 3.2.2 Appendix F: Instructors for flight engineer licences and/or ratings IS-19
IS 3.2.2 Appendix G: Chief ground instructor (CGI) IS-19
IS 3.2.2 Appendix H: Ground instructors IS-20
IS 3.2.4 Flight crew training courses IS-20
IS 3.2.7 Aerodromes and Sites IS-21
IS 3.2.9 Appendix A: Training Manual IS-21
IS 3.2.9 Appendix B: Procedures Manual IS-24
IS 3.3.3 Personnel Required for Flight Crew Training IS-34
IS 3.4.3 AME Airframe and/or Powerplant and/or Avionics Ratings IS-37

3.1 GENERAL

3.1.1 General

3.1.1.1 APPLICABILITY

These Requirements prescribes the conditions governing the certification of Approved Training Organizations.

3.1.1.2 DEFINITIONS

(a) For the purpose of these Requirements, the following definitions shall apply:

(1) **Accountable manager.** The manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority and any additional requirements defined by the ATO. The accountable manager may delegate in writing to another person within the organization, the day to day management but not the overall approval management responsibility.

(2) **Approved training.** Training conducted under special curricula and supervision approved by Guyana.

(3) **Approved training organisation.** An organisation approved by the Guyana Civil Aviation Authority in accordance with these Requirements to perform airmen training.

(4) **Procedures manual.** A manual containing procedures, instructions and guidance for use by personnel of the Aviation Training Organization in the execution of their duties in meeting the requirements of the certificate.

(5) **Quality manager.** The manager/officer, acceptable to the Authority, responsible for the management of the Quality system, monitoring function and requesting corrective actions.

(6) **Training manual.** A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

(7) **Training specifications.** A document issued to an Aviation Training Organization certificate holder by the Authority that specifies training program requirements and authorizes the conduct of training, checking, and testing with any limitations thereof.

(8) **Flight procedures trainer**. See Flight simulation training device.

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

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type or an accurate representation of the remotely piloted aircraft system (RPAS) to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment or realistic RPAS environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

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

(10) **Synthetic flight trainer.** (see flight simulation training device).

3.1.1.3 ABBREVIATIONS

(a) The following abbreviations are used in these Requirements: (1)

A - Aeroplane

(2) AME - Aviation Maintenance Engineer

(3) ATCO – Air Traffic Controller

(4) ATO – Approved Training Organization (5)

ATPL – Airline Transport Pilot Licence (6) CFI

– Chief Flight Instructor

(7) CGI – Chief Ground Instructor

(8) CPL – Commercial Pilot Licence

(9) CRM – Crew Resource Management

(10) FE – Flight Engineer

(11) FI – Flight Instructor

(12) FSTD – Flight Simulation Training Device

(13) GI – Ground Instructor

(14) H – Helicopter

(15) IFR – Instrument Flight Rules

(16) IR – Instrument Rating

(17) IS – Implementing Standards

(18) ICAO – International Civil Aviation Organization

(19) MMEL – Master Minimum Equipment List

(20) PIC – Pilot-in-Command

(21) PDCA – Plan-Do-Check-Act (22)

PPL – Private Pilot Licence (23) RT –

Radiotelephony

(24) RPA – Remotely Piloted Aircraft

(25) RPAS – Remotely Piloted Aircraft Systems

(26) SMS – Safety Management System

(27) VFR – Visual Flight Rules

3.1.1.4 EXEMPTION AUTHORITY

(a) The Director-General may, upon consideration of the circumstances of a particular training organisation, issue to that training organisation an exemption providing relief from specified sections of these Requirements, provided that the Director-General finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.

(b) The Director-General may terminate or amend an exemption at any time.

(c) A request for exemption shall be made in accordance with the procedures prescribed by the Authority.

(d) Each training organisation that receives an exemption shall have a means of notifying the appropriate management and personnel of the exemption.

3.1.2 Certification and Location requirements

3.1.2.1 APPLICABILITY

(a) This subpart prescribes the requirements for the certification of a training organization and the continued validity of the certificate issued by Guyana.

3.1.2.2 GENERAL

(a) The Director-General may approve an ATO to provide the following:

(1) Any training activity that leads towards the first and subsequent issuance of a licence, rating, authorisation, or approval under these regulations;

(2) Training services necessary for an aircraft operator to meet the requirements of the applicable parts of these or any other Requirements of the Authority;

(3) Training services necessary for a maintenance organisation to meet the requirements of the applicable parts of these or any other Requirements of the Authority;

(4) Training services necessary for an air traffic services provider to meet the requirements of the applicable parts of these or any other Requirements of the Authority;

(5) Special curricula training designed to meet:

(i) Qualification-based training requirements, including those deemed acceptable through the approval of an "alternative means of compliance" mechanism; or

(ii) Competency-based training and assessment requirements; or

(iii) Those training requirements deemed acceptable through the approval of an "alternative means of compliance" mechanism.

(b) No person may operate an Approved Training Organization (ATO) without, or in violation of, an ATO certificate and training specifications issued under these Requirements.

(c) No person may conduct training, testing and/or checking in synthetic flight trainers without, or in violation of, the certificate and training specifications required under these Requirements.

(d) The Director-General will issue to an Approved Training Organization that meets these Requirements an ATO certificate and training specifications for providing courses for flight crew licences and ratings and for courses for personnel other than flight crew members, as approved by the Director-General.

3.1.2.3 APPLICATION FOR ISSUANCE OR AMENDMENT OF AN ATO CERTIFICATE

(a) (a) An applicant for an ATO certificate and training specifications shall apply at least 120 calendar days before the beginning of any proposed training. (b)

(b) An applicant for an ATO certificate shall submit an application:

(1) in a form and manner prescribed by the Authority and

(2) containing any information the Authority requires the applicant to submit including at least the information shown in IS 3.1.2.3 Appendix A.

Implementing Standard: See IS: 3.1.2.3 Appendix A for certificate information needed by the Authority

(c) The ATO shall establish procedures acceptable to the Authority to ensure compliance with all relevant sections of these Requirements. The procedures shall include a safety management system, if, applicable, a quality system which contain the elements described in IS: 3.1.2.3 Appendix B, and follows the guidance in IS: 3.1.2.3 Appendix C.

(d) An applicant for a certificate shall ensure that the facilities and equipment described in its application are:

(1) available for inspection and evaluation prior to approval; and

(2) in place and operational at the location of the ATO prior to issuance of a certificate under these Requirements.

(e) The Director-General will issue to an applicant who meets the conditions of these Requirements:

(1) An ATO certificate containing:

(i) the name, location of the ATO;

(ii) the date of issue and period of validity;

(iii) the authorized locations of operations; and

(iv) training courses for the following categories, as applicable: flight crew training, training for personnel other than flight crew and other training as approved by the Director-General; and

(2) Training Specifications containing as appropiate: (i) authorization for the ATO;

(ii) the type of training authorized, including approved courses;

(iii) the rating, category, class and type of aircraft, or parts thereof, that may be used for training, testing and checking;

(iv) for each synthetic flight trainer that may be used for training, testing and checking, the make, model and series of aircraft being simulated, the qualification level assigned and the identification number assigned by the Authority;

(v) authorized deviations or waivers from these Requirements as appropiate; and

(vi) any other items the Authority may require or allow,

in the form specified in IS 3.1.2.3 Appendix D.

(f) The Director-General may deny a certificate if the Director-General finds that the applicant does not comply with the approval sections of these Requirements.

(g) The Director-General may amend an ATO certificate and/or the training specifications:

(1) on the Director-General's own initiative, under the applicable Regulations or requirements; or

(2) upon timely application by the certificate holder.

(h) An ATO located outside Guyana may apply for a Guyana ATO certificate, to provide training leading to a license issued by Guyana, provided the stipulations of these Requirements are met.

3.1.2.4 VALIDITY OF THE CERTIFICATE AND RENEWAL

Subject to satisfactory compliance with these Requirements, the initial certificate will be valid for 1 year and the validity of a renewed certificate is 3 years except the ATO surrenders the certificate to the Authority or the Director-General suspends or revokes the certificate.

3.1.2.5 CONTINUED VALIDITY OF AN ATO CERTIFICATE

(a) Unless the ATO certificate has previously been surrendered, superseded, suspended, or revoked, or has expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the ATO certificate issued by Guyana shall be dependent upon:

(1) The ATO remaining in compliance with these Requirements, the relevant safety management regulations, and any additional information required by the Authority;

(2) The Authority being granted access to the ATO's facilities to determine continued compliance with these Requirements; and

(3) The payment of any charges prescribed by the Authority.

3.1.2.6 INSPECTION

(a) The Director-General may, at any time, inspect an ATO holder on the ATO holder's premises to determine the ATO's compliance with these Requirements.

(b) Inspections will normally be conducted at least annually, unless the certificate holder continues to meet the requirements under which it was originally certificated. At the discretion of the Director-General the inspection is extended to 24 months.

(c) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection.

(d) Inspections will also be performed on the applicant for, or the holder of an ATO certificate held outside Guyana. This inspection may be delegated to the Authority of the State where the ATO is located, provided an arrangement exists.

Implementing Standards: IS 3.1.2.6 Appendix A for detailed inspection requirements.

3.1.2.7 RENEWAL OF THE CERTIFICATE

(a) An ATO may apply for renewal of its certificate within 30 days preceding the month its ATO certificate expires, provided the ATO meets the requirements prescribed in these Requirements.

(b) After the application the ATO will be inspected to ensure that it meets the requirements prescribed in these Requirements.

Implementing Standards: IS 3.1.2.7 for detailed renewal requirements

3.1.2.8 SUSPENSION OR REVOCATION

The Director-General may suspend or revoke an issued ATO certificate, if it is established that a certificate holder has not met, or no longer meets these Requirements.

3.1.2.9 FACILITIES, EQUIPMENT AND MATERIAL

(a) The facilities and working environment shall be appropriate for the task to be performed.

(b) The ATO shall have the necessary technical data, equipment, training devices and material to conduct the courses for which it is approved.

(c) Any training devices used by the ATO shall be qualified according to requirements established by the Authority, and their use shall be approved by the Director-General to ensure that they are appropriate to the task.

(d) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Director-General in advance.

(e) Each certificate holder shall maintain the records required by these Requirements in facilities adequate for that purpose.

3.1.2.10 ADVERTISING

(a) No training organisation may advertise as an ATO certificated under these Requirements until the Director-General has issued an ATO certificate and associated training specifications to that organisation.

(b) No ATO may make, either orally or in writing, any statement about itself that is false or is designed to mislead any person.

(c) Whenever the advertising of a training organisation indicates that it is certificated under these Requirements, the advertisement shall clearly state the ATO certificate number.

3.1.2.11 LOCATION

An applicant for, or holder of, a certificate issued under these Requirements shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.

3.1.2.12 SATELLITE ATOS

(a) The holder of an ATO certificate may conduct training in accordance with a training program approved by the Director-General at a satellite ATO if:

(1) the facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements;

(2) the instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO; and

(3) the certificate holder's training specifications reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.

(b) The Director-General will issue training specifications which prescribe the operations required and authorized at each satellite ATO.

3.1.2.13 DUTY PERIOD LIMITATIONS

(a) A person who holds an FI licence or OJT instructor authorization shall not conduct more than 8 hours of flight training or OJT instruction in any 24- consecutive-hour period.

(b) Excluding briefing and debriefing, an FSTD instructor shall not conduct more than 8 hours of instruction in any 24-consecutive-hour period.

(c) A student in a certificated AME school may not be required to attend classes of instruction more than 8 hours in any day or more than 6 days or 40 hours in any 7- day period.

3.1.2.14 ATO APPROVED FOR TESTING

(a) The Director-General may grant examining authority to an ATO to conduct the testing required for the issuance of a licence or rating in accordance with requirements stipulated by these Requirements.

(b) The ATO personnel authorised to conduct the testing shall be approved by the Director-General.

3.1.2.15 CHANGES REQUIRING NOTICE TO THE AUTHORITY

(a) To enable the Authority to determine continued compliance with these Requirements, the ATO shall provide written notification to the Director-General for approval at least 30 days prior to a change to any of the following:

(1) The name of the organisation;

(2) The location of the organisation;

(3) The facilities, equipment, or personnel that may affect the ATO rating(s) issued;

(4) The rating(s) held by the organisation, whether granted by the Director-General or held through an ATO certification issued by another

Contracting State;

(5) Additional locations of the organisation;

(6) Items in the ATO Procedures Manual, including the syllabi and curricula; (7)

The accountable manager; or

(8) The list of management personnel as described in the ATO Procedures Manual.

(b) The Director-General will amend the certificate if the ATO notifies the Authority of a change in:

(1) Location, facilities, or equipment;

(2) Additional locations of the organisation; (3)

Rating(s) issued, including deletions;

(4) Items in the ATO Procedures Manual, including the syllabi and curricula; (5)

The name of the organisation with same ownership; or

(6) Ownership.

(c) The Director-General may amend the certificate if the ATO notifies the Authority of a change in:

(1) The accountable manager;

(2) The list of management personnel as described in the ATO Procedures Manual; or

(3) Other items in the ATO Procedures Manual, including the syllabi and curricula.

(d) When the Director -General issues an amendment to an ATO's certificate because of new ownership of the ATO, the Director-General will assign a new certificate number to the amended certificate.

(e) The Director-General may:

(1) Prescribe, in writing, the conditions under which the ATO shall continue to operate during any period of implementation of the changes noted in paragraph 3.2.1.11(a) of this subsection; and

(2) Hold the ATO certificate in abeyance if the Director-General determines that approval of amendments to the ATO certificate may be delayed; the Director-General will notify the ATO, in writing, of the reasons for any such delay.

(f) If changes are made by the ATO to the items listed in paragraph 3.2.1.11(a) of this subsection without notification to the Director-General or amendment of the ATO certificate by the Director-General, the ATO certificate may be suspended or revoked by the Director-General.

3.2 TRAINING FOR FLIGHT CREW LICENCES AND RATINGS

3.2.1 Flight crew training courses

The Director-General may approve, as provided in the training specifications, the following courses of instruction to an applicant for, or a holder of an ATO certificate, provided the applicant meets these Requirements and the Civil Aviation Requirements for Personnel Licensing 2024:

(a) Private pilot licence course

(b) Commercial pilot licence course

(c) Instrument rating course

(d) Commercial pilot licence/Instrument rating-multi-engine/CRM integrated course

(e) Multi-crew pilot licence course

(f) Airline transport pilot licence course

(g) Flight engineer licence course (h)

Flight navigator licence course (i)

Class rating course

(j) Type rating course

(k) Crew resource management course

(l) Flight instructor course

(m) Instructor course for additional type or class ratings

(n) Instructor course for synthetic flight training

(o) RPAS course

(p) Instructor course for RPAS training

(q) Instructor course for RPAS flight simulation

(r) Refresher courses

Note: See ICAO Document 7192, Part B-5, Volume 1 and 2 for Integrated Commercial Pilot Course

Note: Course contents are not specified in detail in order to allow courses to be tailored to specific training needs of students and to be updated promptly.

3.2.2 Personnel

(a) The ATO shall satisfy the Authority that there shall be on the staff: (1)

an Accountable Manager;

(2) a Quality Manager;

(3) a Head of Training;

(4) a Chief Flight Instructor, as applicable; (5)

a Chief Ground Instructor, as applicable;

(6) an adequate number of ground and flight instructors relevant to the courses provided: and

(7) a Safety Manager/ Officer, as applicable

(b) Each instructor to be used for flight training must hold an instructor rating or authorization in accordance with applicable Personnel Licensing Requirements relevant to the instruction given.

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

(d) The training programme for ATO personnel shall be contained in the ATO Procedures Manual.

Note: Guidance material to design training programs to develop knowledge and skills in human performance can be found in the ICAO Human Factors Training Manual (Doc 9583).

Implementing Standard: See IS 3.2.2 Appendix A – H for detailed requirements for staff of the ATO.

3.2.3 Record keeping

(a) A certificate holder shall maintain and retain the following records for a period of two years after the completion of training:

(1) details of ground, flying and simulated flight training given to individual students; (2) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations;

(3) personal trainee information, e.g. names, course, certificates held, expiry dates of medical certificates, ratings, etc.; and

(4) record of each instructor that indicates qualifications and compliance with these Requirements and the Personnel Licensing Requirements.

(b) The format of the student training records shall be specified in the Training Manual

(c) The ATO shall submit training records and reports as required by the Director-General.

3.2.4 Training program and approval

(a) The applicant for, or the holder of an ATO certificate shall apply to the Director-General for training program approval.

(b) The applicant for, or the holder of an ATO certificate shall develop a training program for each type of course offered. This program shall include

(1) a breakdown of flying and theoretical knowledge instruction in either a week-by- week or phase presentation, a list of standard exercises and a curriculum summary. In particular, synthetic flight training 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;

(2) minimum aircraft and flight training equipment requirements for each proposed program;

(3) minimum instructor qualifications for each proposed program; and

(4) a program for initial training and continuing training of each instructor employed to instruct in a proposed program.

(c) The content and sequence of the training program shall be acceptable to the Director-General.

3.2.5 Training aircraft and Remotely Piloted Training Aircraft

(a) An applicant for, or the holder of, an ATO certificate shall ensure that each aircraft used for flight instruction and solo flights meets the following requirements:

(1) Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external-load operations, and similar aerial work operations, all aircraft shall have a Guyana standard certificate of airworthiness or a foreign equivalent of a Guyana standard certificate of airworthiness, acceptable to the Director-General.

(2) The aircraft shall be maintained and inspected in accordance with 8.3 of these regulations and an approved maintenance programme.

(3) The aircraft shall be equipped as provided in the training specifications for the approved course for which it is used.

(4) Except as provided in paragraph 3.3.4.2(a)(5) of this subsection, each aircraft used in flight training shall have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations.

(5) Aeroplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the certificate holder determines that the flight instruction may be conducted in a safe manner considering the location of controls and their non-conventional operation, or both.

(b) An applicant for, or the holder of, an ATO certificate shall ensure that each RPA used for RPAS flight instruction and solo flights meets the following requirements:

(1) Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external-load operations, and similar aerial work operations, the RPA shall have a Guyana special certificate of airworthiness, "experimental certificate," or a foreign equivalent of a Guyana experimental certificate acceptable to the Director-General.

(2) The RPA shall be maintained and inspected in accordance with applicable Requirements of the Authority and an approved maintenance programme.

(3) The RPA shall be equipped as provided in the training specifications for the approved course for which it is used.

(4) Each RPA used in a course involving IFR en route operations and instrument approaches shall be equipped and maintained for IFR operations. For manoeuvring of an RPA by reference to instruments, the RPA may be equipped as provided in the approved course of training.

c) An adequate fleet of training aircraft appropriate to the courses of training shall be provided for the training for flight crew licences and ratings. Each aircraft shall be fitted with duplicated primary flight controls for use by the instructor and the student. Swing- over flight controls shall not be acceptable.

(1) The fleet shall include, as appropriate to the courses of training, aeroplane(s) suitable for demonstrating stalling and spin avoidance.

(2) ATO fleet helicopter(s) shall include, as appropriate to the courses of training, helicopter(s) suitable for auto-rotation demonstration.

(3) ATO fleet aircraft shall be suitably equipped to simulate instrument meteorological conditions and suitably equipped for the instrument flight training and testing.

3.2.6 Synthetic flight trainers/Flight Simulation Training Devices

(a) An applicant for, or holder of an ATO certificate, providing synthetic flight training, shall satisfy the Director-General that suitably equipped synthetic flight trainers are provided having regard to the number of students and organization of courses.

(b) An applicant for, or holder of, an ATO certificate shall show that each synthetic flight trainer used for training, testing and checking will be or is specifically qualified and approved by the Director-General for:

(1) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, RPAS, as applicable; and

(2) each training program or training course in which the synthetic flight trainer is used, if that program or course is used to satisfy the applicable sections of these Requirements.

(c) Each qualified and approved FSTD used by an ATO shall:

(1) Be maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for its qualification;

(2) Be modified to conform with any modification to the aircraft or, RPAS being simulated if the modification results in changes to performance, function, or other characteristics required for qualification;

(3) Be given a functional pre-flight check each day before being used; and

(4) Have a discrepancy log in which the instructor or evaluator, at the end of each training session, enters each discrepancy.

3.2.7 Aerodromes and Sites

Each applicant for, and holder of, an ATO certificate shall show that it has continuous use of each airport and sites (for helicopter training) at which training flights originate, and that the airport has an adequate runway and the necessary equipment.

Implementing Standard: See 3.2.7 for specific runway and equipment requirements and requirements for sites.

3.2.8 Training facilities

(a) An applicant for, and holder of an ATO certificate shall have facilities, as determined by the Director-General, appropriate for the maximum number of students expected to be taught at any time, as follows:

(1) Flight operations facilities: (i) an operations room; (ii) a flight planning room

(iii) adequate briefing rooms

(iv) offices for the instructors

(2) Knowledge instruction facilities

(i) classroom accommodation,

(ii) suitable demonstration equipment; (iii) a RT training and testing facility (iv) a library

(v) offices for instructors

(b) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Director-General in advance.

3.2.9 Training Manual and Procedures Manual

(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements, as listed in IS 3.2.9 Appendix A: Training Manual and IS 3.2.9 Appendix B: Procedures Manual.

(b) The Training Manual and Procedures Manual may be combined.

(c) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.

(d) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

Implementing Standards: See IS 3.2.9 Appendix A and B for detailed requirements for the Training Manual and the Procedures Manual and format for each manual.

3.2.10 TRAINING COURSE APPROVAL – QUALIFICATION-BASED AND ALTERNATIVE MEANS OF COMPLIANCE

(c) An applicant for, or the holder of, an ATO certificate shall apply to the Director- General for approval for each training course to be offered or amended.

(1) The applicant or ATO shall submit two copies of the training course or amendment to the Director-General as part of the application.

(2) The applicant or ATO shall submit the application to the Director-General at least 30 days before any instruction under the training course is scheduled to begin.

(d) Except as provided in 3.3.2.3 of these Requirements, each training course for which approval is requested shall meet the minimum ground and flight training time requirements specified in the Cicil Aviation Requirements for Personnel Licensing 2024 for the licence, rating, or authorisation sought.

(e) Each training course for which approval is requested shall contain:

(1) A description of each room used for ground training, including the room size and the maximum number of students that may be trained in the room at one time, unless the course is provided via an internet-based training medium;

(2) A description of each type of audiovisual aid, projector, tape recorder, mock-up, chart, aeronautical product, and other special training aid used for ground training;

(3) A description of each FSTD used for training;

(4) A list of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the ATO's students and personnel at each of those aerodromes;

(5) A description of the type of aircraft, including any special equipment used for each phase of training;

(6) The minimum qualifications and ratings for each instructor assigned to ground or flight training and, to RPAS training; and

(7) A training syllabus that includes the following information:

(i) The prerequisites for enrolling in the ground and flight portion of the course, which include the pilot licence and rating (if required by these Requirements), pilot training, pilot experience, and pilot knowledge;

(ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;

(iii) A description of what the course is expected to accomplish with regard to student learning;

(iv) The expected accomplishments and the standards for each stage of training; and

(v) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

3.2.11 TRAINING COURSE APPROVAL – ALTERNATIVE MEANS OF COMPLIANCE AND COMPETENCY-BASED TRAINING AND ASSESSMENT

(a) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any training course under these Requirements that does not

meet the minimum hours for a licence or rating prescribed by the Personnel Licensing Requirements, provided that:

(1) The ATO shows that the instruction will provide a level of competency at least equal to the minimum experience requirements for personnel not receiving such instruction; and

(2) The following conditions are met:

(i) The ATO holds an ATO certificate issued under these Requirements and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request;

(ii) In addition to the information required by paragraph 3.3.2.2(c) of these Requirements, the training course specifies planned ground and flight training time requirements for the course;

(iii) The ATO shall not request that the training course be approved for examining authority, nor may that ATO hold examining authority for that course; and

(iv) The knowledge test and/or skill test for the course shall be given by:

(A) A licensed inspector; or

(B) An examiner who is not an employee of the ATO.

(b) An ATO may request and receive final approval for any training course under these Requirements that does not meet the minimum hours for a licence prescribed by the Personnel Licensing Requirements, provided that the following conditions are met:

(1) The ATO has held initial approval for that training course for at least 24

calendar months; (2)

The ATO has:

(i) Instructed at least 10 students in that training course within the preceding 24 calendar months and has recommended those students for a pilot, FI, or GI licence or rating; and

(ii) At least 80 per cent of those students passed the knowledge or skill test, as appropriate, on the first attempt, and that test was given by:

(A) A licensed inspector; or

(B) An examiner who is not an employee of the ATO;

(3) In addition to the information required by paragraph 3.3.2.2(c) of these Requirements, the training course specifies planned ground and flight training time requirements for the course; and

(4) The ATO shall not request that the training course be approved for examining authority, nor may that ATO hold examining authority for that course.

3.2.12 SAFETY MANAGEMENT SYSTEM

(a) An ATO shall implement an SMS acceptable to the Director-General as outlined in these Requirements..

3.2.13 GRADUATION CERTIFICATE

(a) An ATO shall issue a graduation certificate to each student who completes its approved flight crew training course.

(b) The graduation certificate shall be issued to the student upon completion of the flight crew training course and shall contain at least the following information:

(1) The name and certificate number of the ATO;

(2) The name of the graduate to whom it was issued; (3)

The course of training for which it was issued;

(4) The date of graduation;

(5) A statement that the student has satisfactorily completed each required stage of the approved course of training, including the tests for those stages;

(6) A certification of the information contained on the graduation certificate by the chief instructor for that course of training; and

c) A statement showing the cross-country training that the student received in the course of training

3.2.14 STUDENT TRANSFER OF CREDIT BETWEEN ATOS

(a) A person who transfers from one ATO to another ATO may receive credit for that previous flight crew training, provided the following requirements are met:

(1) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements;

(2) The person completes a knowledge and skill test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;

(3) The receiving ATO determines, based on the person's performance on the knowledge and skill test required by paragraph 3.3.5.5(a)(2) of this subsection, the amount of credit to be awarded, and records that credit in the person's training record;

(4) The person who requests credit for previous experience and knowledge obtained the experience and knowledge from another ATO approved training course; and

(5) The receiving ATO retains a copy of the person's training record from the previous ATO.

3.2.15 OUTSOURCING TO THIRD-PARTY PROVIDERS

(a) The ATO may outsource courseware, facilities and equipment, and instructional personnel to a third party, provided that the ATO has been approved by the Director-General:

(1) For the training that is to be conducted; and

(2) To contract with the third party to be used.

(b) The ATO shall be accountable for the quality of third-party providers, including the suitability of courseware, facilities and equipment, and instructional personnel used to meet the ATO approved programmes.

3.3 TRAINING FOR LICENCES AND RATINGS FOR AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS, FLIGHT OPERATION OFFICERS AND AERONAUTICAL STATION OPERATORS

3.3.1 Applicability

Certification under this Subpart is not required for training that is approved under the provisions of an approved air operator.

3.3.2 Training course for licences and ratings for Aircraft Maintenance Engineers, Air Traffic Controllers, Flight Operation Officers and Aeronautical Station Operators.

The Director-General may approve the following courses of instruction to an applicant for, or a holder of an ATO certificate, provided the applicant meets these Requirements and the Personnel Licensing Requirements:

(a) Aircraft maintenance engineer licence course

(b) Airframe rating, powerplant rating, avionics rating course

(c) Air traffic controller licence course

(d) Courses for ratings for Air traffic controller licences

(e) Flight operations officer course

(f) RPAS maintenance course

(g) Aeronautical station operator course

Note: Course contents are not specified in detail because it allows courses to be tailored to specific training needs of students and to be updated in a quicker way.

3.3.3 Personnel Requirements

(a) The ATO shall satisfy the Authority that an adequate number of qualified, competent staff are employed as follows:

(1) An Accountable Manager;

(2) A Quality Control Manager;

(3) A Head of Training; and

(4) An adequate number of instructors relevant to the courses provided, qualified in accordance with the Personnel Licensing Requirements.

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

Note: Guidance material to design training programs to develop knowledge and skills in human performance can be found in the ICAO Human Factors Training Manual (Doc 9583).

3.3.4 Record keeping

(a) A certificate holder shall maintain and retain the following records in secure storage facilities for a period of two years after the completion of training:

(1) details of training given to individual students;

(2) detailed and regular progress reports from instructors including assessments, and regular progress tests and examinations;

(3) personal trainee information, e.g. names, course, certificates held, expiry dates of medical certificates, if applicable, ratings, etc.; and

(4) record of each instructor that indicates training history, experience and qualifications; and compliance with these Requirements and the Personnel Licensing Requirements.

(b) The ATO shall submit training records and reports as required by the Authority.

3.3.5 Training program and approval

(a) Each applicant for, or holder of an ATO certificate shall apply to the Authority for training program approval.

(b) Each applicant shall ensure that each training program submitted to the Authority for approval meets the applicable requirements.

(c) Each applicant for training program approval shall indicate in the application: (1) which courses are part of the program; and

(2) which requirements of the Personnel Licensing Requirements will be satisfied by the training program.

(d) After a certificate holder begins operations under an approved training program, the Director-General may require the certificate holder to make revisions to the training program, if the Director-General finds that the certificate holder is not meeting the provisions of its approved training program.

3.3.6 Training facilities, equipment and material for AME courses

(a) An applicant for, and holder of, an ATO certificate shall have facilities, as determined by the GCAA appropriate for the maximum number of students expected to be taught at any time, as follows:

(1) An enclosed classroom.

(2) Suitable office accommodation for instructors.

(3) Suitable facilities arranged to ensure proper separation from the working space, for parts, tools, materials and similar articles.

(4) Suitable area for application of finishing materials, including paint spraying.

(5) Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment.

(6) Suitable facilities for running engines.

(7) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service and inspect:

(i) Ignition systems, electrical equipment and appliances; (ii) Carburettors and fuel systems; and

(iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances.

(8) Suitable space with adequate equipment, including tables, benches, stands and jacks for disassembling, inspecting and rigging aircraft, RPAS

(9) Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting and timing engines.

(10) A library containing all technical material appropriate to the scope and level of training undertaken.

(b) An applicant for, or holder of an ATO certificate with approved AME courses shall have and maintain the following instructional equipment as is appropriate to the rating sought:

(1) various kinds of airframe structures, airframe systems and components, powerplants and powerplant system and components (including propellers) of a quantity and type suitable to complete the practical projects required by its approved training program;

(2) at least one aircraft of a type acceptable to the GCAA;

(c) An applicant for, or holder of an ATO certificate with an AME rating shall have airframes, powerplants, propellers, appliances and components thereof, to be used for instruction and from which students will gain practical working experience and shall ensure that the airframes, powerplants, propellers, appliances and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection and operation when installed in an aircraft for use.

(d) An applicant for an ATO certificate with an AME rating, or an applicant seeking an additional AME rating, shall have at least the facilities, equipment and materials appropriate to the rating sought.

(e) An applicant for, or holder of, an ATO certificate with an AME rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools and shop equipment used in constructing and maintaining aircraft as is appropriate to the approved training program of the ATO, in order to assure that each student will be properly instructed.

(f) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Director-General in advance.

3.3.7 Training facilities, equipment and material for Air Traffic controller, Flight Operations Officer and Aeronautical Station Operator courses

(a) An applicant for, and holder of, an ATO certificate shall have facilities, as determined by the Director-General appropriate for the maximum number of students expected to be taught at any time, as follows:

(1) An enclosed classroom.

(2) Suitable office accommodation for instructors.

(3) A library containing all technical material appropriate to the scope and level of training undertaken.

(4) Simulated ATC environment in the appropriate area, representative of real-world airport layouts and operations, with visual and audio correlated ground, landing and departing other traffic of scalable flow intensity to support the approved training programme.

3.3.8 Training Manual and Procedures Manual

(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements. The manual may be issued in separate parts and shall contain at least the following information:

(1) a general description of the scope of training authorised under the ATO's terms of approval;

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

(3) a description of the ATO's quality assurance system in accordance with these Requirements;

(4) a description of the ATO's facilities;

(5) the name, duties and qualification of the person designated as responsible for compliance with the Civil Aviation Requirements for Personnel Licensing 2024;

(6) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training to be conducted;

(7) a description of the procedures used to established and maintain the competence of instructional personnel as required by these Requirements.

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

(b) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.

(c) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

3.4 AME TRAINING COURSES

3.4.1 APPLICABILITY

(a) This Subpart prescribes the requirements for—

(1) Issuing ATO certificates and ratings;

(2) Conducting licensing courses and associated ratings for AMEs; and

(3) Instructing the general operating rules for the holders of AME licenses and ratings.

3.4.2 AME TRAINING COURSES

(a) The Director-General may approve the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the requirements of 3.1.2.3

(1) AME—

(i) AME licence course

(ii) Airframe rating; (iii)

Powerplant rating;

(iv) Airframe and Powerplant rating; and

(v) RPAS maintenance course

(vi) Avionics rating.

3.4.3 GENERAL CURRICULUM REQUIREMENTS

(a) Each ATO shall have an approved curriculum that is designed to qualify its students to perform the duties of an AME for a particular rating or ratings.

(b) The curriculum shall offer at least the following number of hours of instruction shown, and the instruction unit hour shall be not less than 50 minutes in length.

(1) Airframe – 1,150 hours (400 general plus 750 airframe).

(2) Powerplant – 1,150 hours (400 general and 750 powerplant).

(3) Combined airframe and powerplant – 1,900 hours (400 general plus 750 airframe and 750 powerplant).

(4) Avionics - 1,150 hours (400 hours of General Subjects, and 750 hours of Avionics Subjects)

(c) The curriculum shall cover the subjects and items prescribed in IS: 3.4.3, AME Airframe and/or Powerplant and/or Avionics Ratings

(d) Each ATO shall teach each subject to at least the indicated level of proficiency defined in IS: 3.4.3, AME Airframe and/or Powerplant and/or Avionics Ratings.

(e) The certificate holder shall maintain a curriculum that shows—

(1) The required practical projects to be completed;

(2) For each subject, the proportions of theory and other instruction to be given; and

(3) A list of the minimum required tests to be given.

(f) Each ATO may issue Certificates of Competency to persons successfully completing speciality courses provided that all requirements are met and the licenses of competency specifies the aircraft make and model to which the license applies.

Implementing Standard: See IS: 3.4.3, AME Airframe and/or Powerplant and/or Avionics Ratings for applicable AME course curriculum subjects and items.

3.4.4 AME TRAINING PROGRAM PROVIDERS

(a) The holder of a training organisation may apply to the Director-General for approval for an AME training program.

(b) An AOC holder, an AMO, or an ATO may apply to the Director-General for approval for an AME training program that meets the requirements of this part.

Implementing Standard: See IS: 3.4.3 for AME training program curriculum requirements.

3.4.5 INSTRUCTOR REQUIREMENTS

(a) Each ATO shall provide the number of instructors holding appropriate licenses and ratings, issued under the Personnel Licensing Requirements that the Authority determines is necessary to provide adequate instruction and supervision of the students,

including at least one such instructor for each 25 students in each class held in a shop where students are performing actual tasks appropriate to the curriculum.

(b) An ATO may provide specialised instructors, who are not licensed in accordance with Guyana Aviation Requirements in respect of Personnel Licensing, to teach mathematics, physics, basic electricity, basic hydraulics, drawing, and similar subjects.

(c) Each ATO shall maintain a list of the names and qualifications of such specialised instructors, and upon request, provide a copy of the list, with a summary of the qualifications of each specialised instructor to the Authority.

3.4.6 TRAINING COURSE APPROVAL – QUALIFICATION-BASED AND ALTERNATIVE MEANS OF COMPLIANCE

(a) An applicant for, or the holder of, an ATO certificate shall apply to the Director- General for approval for each maintenance training course to be offered or amended.

(1) The applicant or ATO shall submit two copies of each maintenance training course or amendment to the Director-General as part of the application.

(2) The applicant or ATO shall submit the application to the Director-General at least 30 days before any training under the course is scheduled to begin.

(b) Except as provided in 3.4.2.3 of these Requirements, each maintenance training course for which approval is requested shall meet the minimum maintenance training time requirements specified in the Civil Aviation Requirements for Personnel Licensing 2024 for the licence, rating, or authorisation sought.

(c) Each maintenance training course for which approval is requested shall contain:

(1) A description of each room used for maintenance training, including the room size and the maximum number of students that may be trained in the room at one time unless the course is provided via an internet-based

training medium;

(2) A description of each type of audiovisual aid, projector, tape recorder, mockup, chart, aeronautical product, and other special training aid used for maintenance training;

(3) A description of the minimum equipment to be used in each course;

(4) The minimum qualifications and ratings for each instructor assigned to maintenance training, including initial and recurrent training; and

(5) A training syllabus that includes the following information: (i)

The prerequisites for enrolling in the course;

(ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;

(iii) The subjects and items to be covered and the level of proficiency required;

(iv) For each subject, the proportions of theory and other instruction to be given;

(v) A description of what the course is expected to accomplish with regard to student learning;

(vi) The expected accomplishments and the standards for each stage of training, including the required practical projects to be completed; and

(vii) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

3.4.7 TRAINING COURSE APPROVAL – ALTERNATIVE MEANS OF COMPLIANCE AND COMPETENCY-BASED TRAINING AND ASSESSMENT

(a) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any maintenance training course under these Requirements that does not meet the minimum hours for a licence or rating prescribed by the Personnel licensing Requirements, provided that:

(1) The ATO shows that the training will provide a level of competency at least equal to the minimum experience requirements for personnel not receiving such instruction; and

(2) The following conditions are met:

(i) The ATO holds an ATO certificate issued under these Requirements and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request;

(ii) In addition to the information required by paragraph 3.4.2.2(c) of these Requirements, the training course specifies planned maintenance training time requirements for the course;

(iii) The ATO shall not request that the maintenance training course be approved for examining authority, nor may that ATO hold examining authority for that course; and

(iv) The knowledge test and/or skill test for the maintenance training course shall be given by:

(A) A licensed inspector; or

(B) An examiner who is not an employee of the ATO.

(b) An ATO may request and receive final approval for any maintenance training course under these Requirements that does not meet the minimum hours for a

licence or rating prescribed by the Personnel licensing Requirements, provided that the following conditions are met:

(1) The ATO has held initial approval for that maintenance training course for at least 24 calendar months;

(2) The ATO has:

(i) Instructed at least 10 students in that maintenance training course within the preceding 24 calendar months and has recommended those students for an AME certificate or rating; and

(ii) At least 80 per cent of those students passed the knowledge or skill test, as appropriate, on the first attempt, and that test was given by:

(A) A licensed inspector; or

(B) An examiner who is not an employee of the ATO;

(3) In addition to the information required by paragraph 3.4.2.2(c) of these Requirements, the training course specifies planned theoretical knowledge and practical training time requirements for the course; and

(4) The ATO shall not request that the maintenance training course be approved for examining authority, nor may that ATO hold examining authority for that course.

3.4.8 ATTENDANCE AND CREDIT FOR PRIOR INSTRUCTION OR EXPERIENCE

(a) An ATO may credit a student with instruction or previous experience as follows: (1)

Instruction satisfactorily completed at—

(i) An accredited university, college, or junior college;

(ii) An accredited vocational, technical, trade or high school; (iii)

A military technical school; or

(iv) An ATO.

(2) Previous aviation maintenance experience comparable to required curriculum subjects—

(i) By determining the amount of credit to be allowed by documents verifying previous experience; and

(ii) By giving the student a test equal to the one given to students who complete the comparable required curriculum subject at the ATO.

(3) Credit to be allowed for previous instruction —

(i) By an entrance test equal to one given to the students who complete a comparable required curriculum subject at the crediting ATO;

(ii) By an evaluation of an authenticated transcript from the student's former school; or

(iii) In the case of an applicant from a military school, only on the basis of an entrance test.

(4) A certificate holder may credit a student seeking an additional rating with previous satisfactory completion of the general portion of an ATO's curriculum.

(b) Each ATO shall show hours of absence allowed and how it will make missed material available to the student.

3.5 ATC TRAINING COURSES

3.5.1 APPLICABILITY

(a) This Subpart prescribes the requirements for—

(1) Issuing ATO certificates and ratings;

(2) Conducting licensing courses and associated ratings for ATCs; and

(3) Instructing the general operating rules for the holders of ATC licenses and ratings.

3.5.2 ATC TRAINING COURSES

(a) The Director-General may approve the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the requirements of 3.1.2.3

ATC -

(1) aerodrome control rating;

(2) approach control procedural rating; (3)

approach control surveillance rating;

(4) approach precision radar control rating; (5)

area control procedural rating; and

(6) area control surveillance rating.

3.5.3 GENERAL CURRICULUM REQUIREMENTS

(a) Each ATO shall have an approved curriculum that is designed to qualify its students to perform the duties of an ATC for a particular rating or ratings.

(b) The curriculum should offer instructions and experiences in at least the following areas:

Knowledge

(1) Aerodrome control rating:

(i) aerodrome layout; physical characteristics and visual aids; (ii) airspace structure;

(iii) applicable rules, procedures and source of information; (iv) air navigation facilities;

(v) air traffic control equipment and its use; (vi) terrain and prominent landmarks;

(vii) characteristics of air traffic;

(viii) weather phenomena; and

(ix) emergency and search and rescue plans;

(2) Approach control procedural and area control procedural ratings: (i) airspace structure;

(ii) applicable rules, procedures and source of information; (iii) air navigation facilities;

(iv) air traffic control equipment and its use; (v) terrain and prominent landmarks;

(vi) characteristics of air traffic and traffic flow; (vii) weather phenomena; and

(viii) emergency and search and rescue plans; and

(3) Approach control surveillance, approach precision radar control and area control surveillance ratings: The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

(i) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and

(ii) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

3.5.4 ATC TRAINING PROGRAM PROVIDERS

(a) The holder of a training organisation may apply to the Director-General for approval for an ATC training program.

(b) An ATO may apply to the Director-General for approval for an ATC training program that meets the requirements of this part.

3.5.5 INSTRUCTOR REQUIREMENTS

(a) Each ATO shall provide the number of instructors holding appropriate licenses and ratings, issued under the Personnel Licensing Requirements that the Authority determines is necessary to provide adequate instruction and supervision of the students, including at least one such instructor for each 25 students in each class held in a simulator where students are performing actual tasks appropriate to the curriculum.

3.6 FLIGHT DISPATCHER TRAINING COURSES

3.6.1 APPLICABILITY

(a) This Subpart prescribes the requirements for—

(1) Issuing ATO certificates and ratings;

(2) Conducting licensing courses and associated ratings for Flight Dispatcher; and

(3) Instructing the general operating rules for the holders of Flight Dispatcher licenses and ratings.

3.6.2 TRAINING COURSES

(a) The Director-General may approve the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the requirements of 3.1.2.3

(1) Flight dispatcher course (as applicable to aircraft type);

3.6.3 GENERAL CURRICULUM REQUIREMENTS

(a) Each ATO shall have an approved curriculum that is designed to qualify its students to perform the duties of a Flight Dispatcher for a particular rating or ratings.

(b) The curriculum should offer instructions and experiences in at least the following areas:

Knowledge

(1) Air law

(i) rules and regulations relevant for operational control and to the holder of a flight operations officer licence; appropriate air traffic services practices and procedures;

(2) Aircraft general knowledge

(i) principles of operation of aeroplane engines, systems and instruments;

(ii) operating limitations of aeroplanes and engines;

(iii) minimum equipment list and configuration deviation list;

(3) Flight performance calculation, planning procedures and loading

(i) effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;

(ii) operational flight planning; fuel consumption and endurance calculations; alternate aerodrome selection procedures; en-route cruise control; extended range operation;

(iii) take off performance including field length, climb and obstacle criteria and limitation;

(iv) cruise performance including minimum altitudes, decompression/engine out/gear down scenario planning;

(v) landing performance including approach climb and field length criteria and limitations;

(vi) preparation and filing of air traffic services flight plans; (vii)

basic principles of computer-assisted planning systems;

(4) Human performance

(i) human performance relevant to operational control duties, including principles of TEM;

(5) Meteorology

(i) aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;

(ii) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information;

(6) Navigation

(i) principles of air navigation with particular reference to instrument flight;

(7) Operational procedures

(i) use of aeronautical documentation and standard operating procedures; (ii) operational procedures for the carriage of freight and dangerous goods;

(iii) procedures relating to aircraft accidents and incidents; emergency flight procedures;

(iv) procedures relating to unlawful interference and sabotage of aircraft;

(8) Principles of flight

(i) principles of flight relating to the appropriate category of aircraft; and

(9) Radio communication

(i) procedures for communicating with aircraft and relevant ground stations.

IS 3.1.2.3 APPENDIX A – APPLICATION FOR ISSUANCE OR AMENDMENT OF AN ATO CERTIFICATE

Each applicant for an ATO certificate and training specification shall provide the Authority with the following information as applicable:

(a) a statement showing that the minimum qualification requirements for each management position are met;

(b) a description of the minimum qualifications and ratings for each instructor;

(c) a statement acknowledging that the applicant may notify the Authority within 30 working days of any change made in the assignment of persons in the required management or instructors positions;

(d) the proposed training specifications requested by the applicant;

(e) a description of the training equipment that the applicant proposes to use e.g. the aircraft, the synthetic flight trainers/FSTD including any special equipment used for each phase of training; and any remote pilot stations and training RPAs

(f) Two copies of the proposed ATO Procedures Manual

(g) Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought

(h) Documentation of the quality system

(i) Documentation of the SMS required by the Authority.

(j) a listing of the airports or sites at which training flights originate and a description of the applicant's training facilities, equipment and qualifications of personnel to be use; and

(k) a training program, including manuals, curricula, outlines, courseware, procedures and documentation to support the items required in 3.2.3, 3.2.4, 3.3.4 and 3.3.5.

(l) Any additional information the Authority requires the applicant to submit.

IS 3.1.2.3 APPENDIX B - QUALITY SYSTEM

(a) In a quality system of an ATO for training for licences and ratings the following five elements shall be clear identifiable:

(1) determination of the organization's training policy and training and flight safety standards;

(2) determination and establishment of assignment of responsibility, resources, organization and operational processes, which will make allowance for policy and training and flight safety standards;

(3) follow up system to ensure that policy, training and flight safety standards are complied with;

(4) registration and documentation of deviations from policy, training and flight safety standards together with necessary analysis, evaluations and correction of such deviations; and

(5) evaluation of experiences and trends concerning policy, training and flight safety standards.

IS 3.1.2.3 APPENDIX C - GUIDANCE MATERIAL FOR A QUALITY SYSTEM

(a) Introduction

(1) A basis for quality should be established by every ATO and problem-solving techniques to run processes should be applied. Knowledge in how to measure, establish and ultimately achieve quality in training and education is considered to be essential.

(2) The purpose of this Guidance material is to provide information and guidance to the ATO on how to establish a Quality System that enables compliance with 3.1.2.2 (c).

(3) In order to show compliance with 3.1.2.2 (c) an ATO should establish its Quality System in accordance with the instructions and information contained in the succeeding paragraphs.

(b) The Quality system of the ATO (1)

Terminology

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

(ii) Quality Assurance. All those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given requirements, including the ones specified by the ATO in relevant manuals.

(iii) Quality Manual. The document containing the relevant information pertaining to the ATO's quality system and quality assurance program.

(iv) Quality audit. A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

(2) Quality Policy and Strategy

(i) It is of vital importance that the ATO describes how the organization formulates, deploys, reviews its policy and strategy and turns it into plans and actions. A formal written Quality Policy Statement should be established that is a commitment by the Head of Training, as to what the Quality System is intended to achieve. The Quality Policy should reflect the achievement and continued compliance with relevant parts of Civil Aviation (Personnel Licensing) Regulations 2024, Civil Aviation Requirements for Personnel Licensing 2024 and these Requirements with any additional standards specified by the ATO.

(ii) The Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.

(3) Purpose of a Quality System

The implementation and employment of a Quality System will enable the ATO to monitor compliance with relevant parts of Civil Aviation (Personnel Licensing) Regulations 2024, Civil Aviation Requirements for Personnel Licensing 2024, these Requirements, the Procedures Manual and the Training Manual, and any other standards as established by the ATO, or the Authority to ensure safe and efficient training.

(4) Quality Manager

(i) The primary role of the Quality Manager is to verify, by monitoring activities in the field of training, that the standards required by the Authority, and any additional requirements as established by the ATO are being carried out properly under the supervision of the Head of Training, Chief Flight Instructor and Chief Ground Instructor.

(ii) The Quality Manager should be responsible for ensuring that the Quality Assurance Program is properly implemented, maintained and continuously reviewed and improved. The Quality Manager should:

- have direct access to the Head of Training;
- have access to all parts of the ATO's organization.

(iii) In the case of small or very small ATO's, the posts of the Head of Training and the Quality manager may be combined. However, in this event, quality audits should be conducted by independent personnel.

(5) Quality System

(i) The Quality System of the ATO should ensure compliance with and adequacy of training activities conducted.

(ii) The ATO should specify the basic structure of the Quality System applicable to all training activities conducted.

(iii) The Quality System should be structured according to the size of the ATO and the complexity of the training to be monitored.

(6) Scope

A quality System should address the following:

(i) Leadership

(ii) Policy and Strategy

(iii) Processes

(iv) The provisions of applicable Personnel Licensing and ATO Requirements

(v) Additional standards and training procedures as stated by the ATO (vi)

The organizational structure of the ATO

(vii) Responsibility for the development, establishment and management of the Quality System

(viii) (viii) Documentation, including manuals, reports and records

(ix) Quality Assurance Program

(x) The required financial, material and human resources

(xi) Training requirements

(xii) Customer satisfaction

(7) Feedback System

The quality system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

(8) Documentation

Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual. (i)

In addition relevant document should also include the following:

(A) Quality Policy

(B) Terminology

(C) Specified training standards

(D) A description of the organization

(E) The allocation of duties and responsibilities

(F) Training procedures to ensure regulatory compliance

(ii) The Quality Assurance Program, reflecting: (A)

Schedule of the monitoring process

(B) Audit procedures

(C) Reporting procedures

(D) Follow-up and corrective action procedures

(E) Recording System

(F) The training syllabus

(G) Document control

(9) Quality Assurance Program

The Quality Assurance Program should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.

(10) Quality Inspection

(i) The primary purpose of a quality inspection is to observe a particular event/action/document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

(ii) Typical subject areas for quality inspections are: (A)

Actual flight and ground training

(B) Maintenance

(C) Technical Standards

(D) Training Standards

(11) Audit

(i) An audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.

(ii) Audits should include at least the following quality procedures and processes: (A) An explanation of the scope of the audit

(B) Planning and preparation

(C) Gathering and recording evidence

(D) Analysis of the evidence

(iii) The various techniques that make up an effective audit are: (A) Interviews or discussions with personnel

(B) A review of published documents

(C) The examination of an ade4quate sample of records

(D) The witnessing of the activitie4s which make up the training

(E) The preservation of documents and the recording of observations

(12) Auditors

(i) The ATO should decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant training and/or operational experience.

(ii) The responsibilities of the auditors should be clearly defined in the relevant documentation.

(13) Auditor's Independence

(i) Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. An ATO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.

(ii) An ATO whose structure and size does not justify the establishment of full- time auditors, may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the Authority.

(iii) In all cases the ATO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the ATO.

(iv) The Quality Assurance Program of the ATO should identify the persons within the company who have the experience, responsibility and Authority to: (A) Perform quality inspections and audits as part of ongoing Quality Assurance

(B) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings

(C) Initiate or recommend solutions to concerns or findings through designated reporting channels

(D) Verify the implementation of solutions within specific timescales

(E) Report directly to the Quality Manager

(14) Audit Scope

ATOs are required to monitor compliance with the Training and Procedures Manuals they have designed to ensure safe and efficient training. In doing so they should as a minimum, and where appropriate, monitor:

(i) Organization

(ii) Plans and objectives (iii)

Training Procedures (iv)

Flight Safety

(v) Manuals, Logs and Records

(vi) Flight and Duty Time limitations

(vii) Rest requirements and scheduling

(viii) Aircraft Maintenance/Operations interface

(ix) Maintenance programs and continued airworthiness

(x) Maintenance accomplishment

(15) Audit Scheduling

(i) A Quality Assurance Program should include a defined audit schedule and a periodic review cycle. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.

(ii) An ATO should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should be reviewed within a period of 12 months in accordance with the program unless an extension to the audit period is accepted as explained below.

(iii) An ATO may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of the Authority. It is considered unlikely that a period of greater than 24 months would be acceptable for any audit topic.

(iv) When an ATO defines the audit schedule, significant changes to the management, organization, training, or technologies should be considered, as well as changes to the regulatory requirements.

(16) Monitoring and corrective action

(i) The aim of monitoring within the Quality System is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy, training standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The ATO should establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

(ii) Any non-compliance identified should be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such non-compliance should be recorded, for the purpose of further

investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

(iii) The Quality Assurance Program should include procedures to ensure that corrective actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The Accountable Manager will have the ultimate responsibility for ensuring, through the Quality Manager(s), that corrective action has re-established compliance with the standard required by the [Authority] and any additional requirements established by the ATO.

(17) Corrective action

(i) Subsequent to the quality inspection/audit, the ATO should establish:

(A) The seriousness of any findings and any need for immediate corrective action

(B) The origin of the finding

(C) What corrective actions are required to ensure that the non-compliance does not recur

(D) A schedule for corrective action

(E) The identification of individuals or departments responsible for implementing corrective action

(F) Allocation of resources by the Accountable Manager, where appropriate

(ii) The Quality Manager should:

(A) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance

(B) Verify that corrective action includes the elements outlined in paragraph (16) above

(C) Monitor the implementation and completion of corrective action

(D) Provide management with an independent assessment of corrective action, implementation and completion

(E) Evaluate the effectiveness of corrective action through the follow-up process

(18) Management Evaluation

(i) A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures, and should consider:

The results of quality inspections, audits and any other indicators; as well as the overall effectiveness of the management organization in achieving stated objectives. A management evaluation should identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the Authority to resolve issues and take action. The Accountable Manager should decide upon the frequency, format, and structure of internal management evaluation activities.

(19) Recording

(i) Accurate, complete and readily accessible records documenting the result of the Quality Assurance Program should be maintained by the ATO. Records are essential data to enable an ATO to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.

(ii) The following records should be retained for a period of 5 years:

(A) Audit schedules

(B) Quality inspection and audit reports

(C) Responses to findings

(D) Corrective action reports

(E) Follow-up and closure reports

(F) Management evaluation reports

(20) Quality Assurance Responsibility for Satellite ATOs

(i) An ATO may decide to sub-contract out in accordance with 3.1.2.10, certain activities to external organizations subject to the approval of the [Authority].

(ii) The ultimate responsibility for the training provided by the satellite ATO always remains with the ATO. A written agreement should exist between the ATO and the satellite ATO clearly defining the safety related services and quality to be provided. The satellite ATO's safety related activities relevant to the agreement should be included in the ATO's Quality Assurance Program.

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

(21) Quality System Training

(i) Correct and thorough training is essential to optimise quality in every organization. In order to achieve significant outcomes of such training the ATO should ensure that all staff understand the objectives as laid down in the Quality Manual.

(ii) Those responsible for managing the Quality System should receive training covering:

(A) An introduction to the concept of Quality System

(B) Quality management

(C) Concept of Quality Assurance

(D) Quality manuals

(E) Audit techniques

(F) Reporting and recording

(G) The way in which the Quality System will function in the ATO

(iii) Time should be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

(22) Sources of Training

Quality management courses are available from the various National or International Standards Institutions, and an ATO should consider whether to offer such courses to those likely to be involved in the management of Quality Systems. Organizations with sufficient appropriately qualified staff should consider whether to carry out in-house training.

(23) Quality Systems for small/very small Organizations

(i) The requirement to establish and document a Quality System, and to employ a Quality Manager applies to all ATOs.

(ii) Complex quality systems could be inappropriate for small or very small ATOs and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such ATOs should tailor their quality systems to suit the size and complexity of their training and allocate resources accordingly.

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

(iv) The small ATO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for

external specialists and or qualified organizations to perform the quality audits on behalf of the Quality Manger.

(v) If the independent quality audit function is being conducted by external auditors, the audit schedule should be shown in the relevant documentation.

(vi) Whatever arrangements are made, the main ATO retains the ultimate responsibility for the quality system and especially the completion and follow- up of corrective actions.

IS 3.1.2.3 APPENDIX D – ATO Certificate and Training Specifications

GCAA Form No. 2345

GUYANA
CIVIL AVIATION AUTHORITY

APPROVED TRAINING ORGANISATION

TYPE OF ATO

ATO No.

Pursuant to the Civil Aviation Requirements for Approved Training Organisations 2024 and subject to the conditions specified below, the Guyana Civil Aviation Authority (GCAA) hereby certifies -

(NAME)
(LOCATION)

as a training organisation certified, in accordance with the Civil Aviation Requirements for Approved Training Organisations 2024, with the privilege to provide aviation training courses as listed in the attached ***Training Specifications***.

CONDITIONS

1. This certificate is limited to the privileges and the scope of providing the training courses, including the use of aids to training, as listed in the attached ***Training Specifications***.
2. This certificate is valid whilst the approved training organisation remains in compliance with the Civil Aviation Act, currently in force, and the applicable Regulations.
3. Subject to compliance with the foregoing conditions, this certificate shall remain valid up to the stated expiry date below, or until it has been surrendered, superseded, limited, amended, suspended or revoked by the Director General Civil Aviation.

Date of Initial Issue: _____

Date Renewed: _____

Date of Expiration: _____

_____
(Name – Director General Civil Aviation)

_____
(Signature – Director General Civil Aviation)

Page: 1 of 2

GCAA Form No. 2345

APPROVED TRAINING ORGANISATION TRAINING SPECIFICATIONS

Attachment to ATO Certificate **No.**

(NAME)

(LOCATION)

has obtained the privilege to provide and conduct the following training courses, including theory and practical training, where applicable:

TRAINING COURSES
1.
2.
3.
4.

Date of Initial Issue: _____

Date Re-issued: _____

Date of Expiration: _____

_____

(Name – Director General Civil Aviation)

_____

(Signature – Director General Civil Aviation)

IS 3.1.2.6 APPENDIX A: INSPECTION

(a) The inspection shall focus on:

(1) staff: adequacy of number and qualifications;

(2) instructors: validity of licences and ratings; logbooks;

(3) training aircraft: registration; associated documents; maintenance records; (4) synthetic flight trainers: qualification and approval;

(5) facilities: adequacy to the courses being conducted and the number of students;

(6) documentation: documents related to the courses; updating system; training and operations manuals;

(7) training records and checking forms;

(8) flight instruction including pre-flight briefing, actual flight debriefing for ATOs for flight crew training;

(9) instruction program for personnel other than flight crew; (10) quality system.

IS 3.1.2.7 RENEWAL

The holder of an ATO approval must apply for a renewal in sufficient time before the expiry date of the approval certificate in order to continue training without interruption because of the expiry date of the approval certificate. Renewal of approval is based on criteria and a report in IS 3.1.2.4.

IS 3.2.2 APPENDIX A: HEAD OF TRAINING

The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as a flight instructor for professional pilot licences and possess a sound managerial capability.

IS 3.2.2 APPENDIX B: CHIEF FLIGHT INSTRUCTOR (CFI)

(a) The CFI shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction.

(b) The CFI shall:

(1) hold the highest professional pilot licence related to the flying training courses conducted;

(2) hold the rating(s) related to the flying training courses conducted;

(3) hold a flight instructor rating for at least one of the types of aircraft used on the course; and

(4) have completed 1,000 hours pilot-in-command flight time of which a minimum of 500 hours shall be on flying instructional duties related to the flying courses conducted, of which 200 hours may be instrument ground time.

IS 3.2.2 APPENDIX C: INSTRUCTORS FOR TRAINING FOR LICENCES AND RATINGS

Flight instructors, shall hold:

(a) A professional pilot licence and rating(s) in accordance with the Personnel Licensing Requirements related to the flying training courses they are appointed to conduct; and

(b) an instructor rating or authorization in accordance with the Personnel Licensing Requirements, relevant to the part of the course being conducted e.g. flight instructor, flight instrument rating instructor, instructor for additional class or type rating(s), instructor for synthetic flight training, as appropriate.

IS 3.2.2 APPENDIX D: INSTRUCTORS FOR ADDITIONAL CLASS OR TYPE RATINGS

Instructors for additional class or type ratings training shall hold:

(a) the licence and the rating(s) in accordance with the Personnel Licensing Requirements related to the class or type rating training courses they are appointed to conduct; and

(b) an instructor rating in accordance with the Personnel Licensing Requirements, relevant to the part of the course being conducted.

IS 3.2.2. APPENDIX E: INSTRUCTORS FOR SYNTHETIC FLIGHT TRAINING

Instructors for synthetic flight training shall hold the authorization in accordance with the Personnel Licensing Requirements related to the synthetic flight training courses they are appointed to conduct.

IS 3.2.2 APPENDIX F: INSTRUCTORS FOR FLIGHT ENGINEER LICENCES AND/OR RATINGS

Instructors for flight engineer licences and rating training shall hold:

(a) the licence and the rating(s) in accordance with the Personnel Licensing Requirements related to the flight engineer licence and/or rating training courses they are appointed to conduct; and

(b) an instructor rating in accordance with the Personnel Licensing Requirements , relevant to the part of the course being conducted.

IS 3.2.2 APPENDIX G: CHIEF GROUND INSTRUCTOR (CGI)

(a) The CGI shall be responsible for the supervision of all ground instructors and for the standardisation of all theoretical knowledge instruction.

(b) The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction.

IS 3.2.2 APPENDIX H: GROUND INSTRUCTORS

Ground instructors in licence and ratings knowledge subjects shall have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

IS 3.2.4 FLIGHT CREW TRAINING COURSES

(a) Each applicant for, and holder of, an approved flight crew training course shall include training on the knowledge and flight training subjects that are based on the provisions of the Civil Aviation (Personnel Licensing) Regulations 2024 and the Civil Aviation Requirements for Personnel Licensing 2024 and are:

(1) needed to safely exercise the privileges of the licence, rating or authorization for which the course is established; and

(2) conducted to develop competency, proficiency, resourcefulness, self-confidence and self-reliance in each student.

(b) Each applicant for, and holder of, an approved flight crew training course shall include:

(1) the knowledge and flight training that is appropriate to the aircraft rating and flight crew licence level for which the course applies; and

(2) an adequate number of total knowledge and flight training hours appropriate to the aircraft rating and flight crew licence level for which the course applies.

(c) Each person, to graduate from an approved pilot training course shall satisfactorily accomplish the progress checks and skill tests, consisting of the areas of operation that are appropriate to the operating privileges or authorization that graduation from the course will permit.

IS 3.2.7 AERODROMES AND SITES

(a) The base aerodrome, and any alternative base aerodrome, at which flying training is being conducted shall have at least the following facilities:

(1) at least one runway or take-ff area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, and touch down autorotation as appropriate:

(i) under calm wind (not more than four knots) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;

(ii) clearing all obstacles in the take-off flight path by at least 50 feet;

(iii) with the powerplant operation and the landing gear (if applicable) recommended by the manufacturer; and

(iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;

(2) have a wind direction indicator that is visible at ground level from the ends of each runway;

(3) have adequate runway electrical lighting if used for night training; and

(4) have a traffic direction indicator when:

(i) the airport does not have an operating control tower; and

(ii) traffic and wind advisories are not available. (b)

Sites shall be available for:

(1) confined area operation training; (2)

simulated engine off autorotation; (3)

sloping ground operation.

IS 3.2.9 APPENDIX A: TRAINING MANUAL

The Training Manual for use at an ATO conducting approved training courses shall include the following:

(a) Chapter 1: The Training Plan:

(1) The aim of the course: A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed.

(2) Pre-entry requirements: Minimum age, educational requirements (including language), medical requirements.

(3) Credits for previous experience: To be obtained from the Authority before training begins.

(4) Training Curricula: The flying curriculum (single-engine), the flying curriculum (multi-engine), the synthetic flight training curriculum and the theoretical knowledge training curriculum.

(5) The time scale and scale in weeks, for each curriculum: Arrangements of the course and the integration of curricula time.

(6) Training program: The general arrangements of daily and weekly programs for flying, ground and synthetic flight training. Bad weather constraints. Program constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month. Restrictions in respect of duty periods for students. Duration of dual and solo flights at various stages. Maximum flying hours in any day/night. Maximum number of training flights in any day/night. Minimum rest period between duty period.

(7) Training records: Rules for security of records and documents. Attendance records. The form of training records to be kept. Persons responsible for checking records and students' log books. The nature and frequency of records checks. Standardization of entries in training records. Rules concerning log book entries.

(8) Safety training: Individual responsibilities. Essential exercises. Emergency drills (frequency). Dual checks (frequency at various stages). Requirement before first solo day/night/navigation etc.

(9) Checks and tests: Flying: Progress checks and skill tests. Knowledge: Progress tests and knowledge tests. Authorization for test. Rules concerning refresher training before retest. Test reports and records. Procedures for test paper preparation, type of question and assessment, standard required for 'Pass'.

Procedure for question analysis and review and for raising replacement papers. Test resit procedures.

(10) Training effectiveness: Individual responsibilities. General Assessment. Liaison between departments. Identification of unsatisfactory progress (individual students). Actions to correct unsatisfactory progress. Procedure for changing instructors. Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies. Procedure for suspending a student from training. Discipline. Reporting and documentation.

(11) Standards and level of performance at various stages: Individual responsibilities. Standardization. Standardization requirements and procedures. Application of test criteria.

(b) Chapter 2: Briefing and Air Exercises

(1) Air Exercise: A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub- titles.

(2) Air exercise reference list: An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.

(3) Course structure – Phase of training: A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.

(4) Course structure integration of curricula: The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.

(5) Student progress: The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he or she must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. As necessary before significant exercises, e.g. night flying.

(6) Instructional methods: The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to curricula and training specifications, authorisation of solo flights, etc.

(7) Progress tests: The instructions given to examining staff in respect of the conduct and document of all progress tests.

(8) Glossary of terms: Definition of significant terms as necessary.

(9) Appendices: Progress test report forms. Skill test report forms. ATO certificates of experience, competence, etc. as required.

(c) Chapter 3: Synthetic flight training: Structure generally as for Chapter 2.

(d) Chapter 4: Knowledge instruction: Structure generally as for Chapter 2 with a training specification and objectives for each subject. Individual lesson plans to include mention of the specific training aids available for use.

IS 3.2.9 APPENDIX B: PROCEDURES MANUAL

The Procedures Manual for use at an ATO conducting approved training courses shall include the following:

General

1.1 Preamble relating to the use and applicability of the manual.

1.2 Table of contents.

1.3 Amendment, revision, and distribution of the manual:

(a) Procedures for amendment; (b)

Record of amendments page; (c)

Distribution list; and

(d) List of effective pages.

1.4 Glossary of definitions and significant terms, including a list of abbreviations.

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

(a) The various parts and sections, as well as their contents and use; and

(b) The numbering system for headings and paragraphs.

1.6 Description of the scope of training authorised under the ATO's training specifications.

1.7 A chart of the ATO's management organisation and the names of the post holders.

1.8 Qualifications, responsibilities, and succession of command of management and key operational personnel including:

(a) Accountable manager; (b)

Director of Training;

(c) Instructional services manager; (d)

Quality manager;

(e) Director of Maintenance, if applicable; (f)

Safety manager, if applicable;

(g) Instructors; and

(h) Examiners, evaluators, and auditors.

1.9 Policies dealing with the:

(a) ATO's objectives, including ethics and values;

(b) Selection of ATO personnel and the maintenance of their qualifications;

(c) Training programme design and development, including the need for programme validation and review, as well as the outsourcing of training programme development to third-party providers;

(d) Evaluation, selection, and maintenance of training material and devices; (e)

Maintenance of the training facilities and equipment;

(f) Development and maintenance of a quality system governance model; and

(g) Development and maintenance of a culture focused on safety in the workplace, including, when applicable, implementing an SMS governance model.

1.10 Description of the facilities and equipment available, including:

(a) General use facilities, including offices, stores and archives, and library or reference areas;

(b) The number and size of classrooms, including installed equipment; and

(c) The type and number of training devices, including their location if other than at the main training site.

2.0 Personnel Training

2.1 Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.

2.2 Details of the procedures to validate the qualifications and determine the competency of instructional personnel, as required by 3.2.1.14 of this part.

2.3 Details of the initial and recurrent training programmes for all personnel, as required by 3.2.1.14 of this part.

2.4 Procedures for proficiency checks and upgrade training.

3.0 Client Training Programmes

Client training programmes cover each individual training programme conducted by the ATO for its customers. The training programmes consist of a training plan, a practical

training syllabus, and a theoretical knowledge syllabus, if applicable, as described in paragraphs 3.1, 3.2, and 3.3 of this IS.

3.1 Training plan.

(a) The aim of the course in the form of a statement specifying what the student is expected to be able to do as a result of the training; the level of performance; and the training constraints to be observed.

(b) Pre-entry requirements, including: (1)

Minimum age;

(2) Education or qualification requirements; (3)

Medical requirements; and

(4) Linguistic requirements.

(c) Credits for previous knowledge, experience, or other qualifications, proof of which may be obtained from the Authority before the training commences.

(d) Training curricula, including:

(1) Theoretical training (knowledge); (2)

Practical training (skills);

(3) Training in the domain of human factors (attitudes);

Note: Guidance material to design training programmes on human performance can be found in ICAO Doc 9683, Human Factors Training Manual.

(1) Assessment and examinations; and

(2) Monitoring of the training process, including the assessment and examination activities.

(e) Training policies in terms of:

(1) Restrictions regarding the duration of training periods for students and instructors; and

(2) If applicable, minimum rest periods.

(f) Policy for the conduct of student evaluation, including: (1)

Procedures for authorisation for tests;

(2) Procedures for remediation training before retest and for rewriting knowledge tests;

(3) Test reports and records;

(4) Procedures for skill progress checks and skill tests;

(5) Procedures for knowledge progress tests and knowledge tests, including procedures for knowledge test preparation, types of questions and assessments, and standards required for a pass; and

(6) Procedures for question analysis and review and for issuing replacement exams (applicable to knowledge tests).

(g) Policy regarding training effectiveness, including:

(1) Liaison procedures between training departments; (2)

Requirements for reporting and documentation;

(3) Internal feedback system for detecting training deficiencies;

(4) Interim performance or competency standards at various stages of training to ensure standardisation;

(5) Individual student responsibilities;

(6) Procedures for correcting unsatisfactory progress;

(7) Procedures for changing instructors;

(8) Maximum number of instructor changes per student; and

(9) Procedures for suspending a student from training.

3.2 Syllabi for non-competency-based training programmes. (a)

Practical training syllabus, including:

(1) A statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that exercises are repeated at the proper frequency;

(2) The syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted;

(3) statement of the standard of proficiency required before progressing from one phase of training to the next, including minimum experience requirements and satisfactory exercise completion before undertaking the next phase;

(4) Requirements for instructional methods, particularly with respect to adherence to syllabi and training specifications;

(5) Instruction for the conduct and documentation of all progress checks; and

(6) Instruction, where applicable, given to all examining personnel regarding the conduct of examinations and tests.

(b) Theoretical knowledge syllabus.

(1) The syllabus for theoretical knowledge instruction shall be structured generally as outlined in paragraph 3.2(a) of this IS but with a training specification and objective for each subject.

3.3 Syllabus for competency-based training programmes.

(a) Training programmes focused on achieving desired standards of performance for specific jobs or tasks shall be competency based.

(b) Competency-based training programmes are based upon a job and task analysis to define the knowledge, skills, and attitudes required to perform a job or a task. Such programmes use an integrated approach in which the training of the underlying knowledge to perform a task is followed by practice of the task so that the trainee acquires the underlying knowledge, skills, and attitudes related to the task in a more effective way.

(c) As a result, the syllabus is structured as a single document that is subdivided into modules containing a training objective and the same information outlined in paragraph 3.2(a) of this IS, but it is applied to both the theoretical knowledge and practical training delivered by the module.

4.0 Tests and Checks Conducted by the ATO for the Issuance of a Licence or Rating

When the Authority has authorised an ATO to conduct the testing required for the issuance of a licence or rating in accordance with the ATO Procedures Manual, the manual shall include:

4.1 The name(s) of the personnel with testing authority and the scope of the authority;

4.2 The role and duties of the authorised personnel;

4.3 If the ATO has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirements for appointment as well as the selection and appointment procedure; and

4.4 The applicable requirements established by the Authority, such as:

(a) The procedures to be followed in the conduct of checks and tests; and

(b) The methods for completion and retention of testing records, as required by the Authority.

5.0 Records

Policy and procedures regarding:

5.1 Attendance records;

5.2 Student training records;

5.3 Personnel training and qualification records;

5.4 Persons responsible for checking records and student personal logs;

5.5 The nature and frequency of record checks;

5.6 Standardisation of record entries;

5.7 Personal log entries; and

5.8 Security of records and documents.

6.0 Safety Management System (if applicable)

The requirement to adopt SMS practices is intended to be restricted to only those training entities whose activities directly impact the safe operation of aircraft. Should that requirement apply to the ATO, the ATO Procedures Manual, as stated in paragraph 1.9 of this IS, shall address the ATO's SMS with reference to a separate manual or shall include the SMS practices within the ATO Procedures Manual.

7.0 Quality Assurance

Provide a brief description of the quality assurance practices, as required by IS 3.2.1.17, by reference to a separate Quality Manual, or include the quality assurance practices within the ATO Procedures Manual (refer to paragraph 9.0 of IS 3.2.1.17).

8.0 Appendices (as required)

8.1 Sample progress test forms;

8.2 Sample logs, test reports, and records; and

8.3 A copy of the ATO's approval document.

9.0 Flight Crew Training – General

9.1 Qualifications, responsibilities, and succession of command of management and key operational personnel, in addition to those listed in paragraph 1.8 of this IS, including the:

(a) CFI; and

(b) CGI.

9.2 Policies and procedures, in addition to those listed in paragraph 1.9 of this IS, dealing with:

(a) Approval of flights;

(b) Responsibilities of the PIC;

(c) Flight planning procedures – general; (d)

Carriage of passengers;

(e) perational control system;

(f) Reporting of safety hazards, incidents, and accidents;

(g) Duty periods and flight time limitations for flight crew members and students; and

(h) Minimum rest periods for flight crew members and students.

9.3 Description of the facilities and equipment available, in addition to those listed in paragraph 1.10 of this IS, including:

(a) FSTDs, aircraft training and RPAS training;

(b) Maintenance facilities and ramp parking areas for training aircraft and RPAS training;

(c) Computer-based classroom(s); and

(d) Dispatch control and briefing areas.

10.0 Aircraft Operating Information

10.1 Certification and operating limitations.

10.2 Aircraft handling, including:

(a) Performance limitations; (b)

Use of checklists;

(c) Standard operating procedures; and

(d) Aircraft maintenance procedures.

10.3 Instructions for aircraft loading and securing of load.

10.4 Fuelling procedures.

10.5 Emergency procedures.

11.0 Routes

11.1 Performance criteria (e.g., take-off, en route, landing).

11.2 Flight planning procedures, including: (a)

Fuel and oil requirements;

(b) Minimum safe altitudes;

(c) Planning for contingencies (e.g., emergency or diversion scenarios); and

(d) Navigation equipment.

11.3 Weather minima for all instructional training flights during day, night, visual flight rules, and IFR operations.

11.4 Weather minima for all student training flights at various stages of training.

11.5 Training routes and practice areas.

12.0 Flight Training Plan

12.1 Training curricula, in addition to curricula listed in paragraph 3.1(d) of this IS, including, as applicable:

(a) Flight crew curriculum (single engine); (b)

Flight crew curriculum (multi-engine); (c)

Theoretical knowledge curriculum;

(d) Flight simulation training curriculum; and

(e) Flight crew curriculum (RPAS).

12.2 The general arrangements of daily and weekly programmes for flight crew training, ground training, flight simulation training, and RPAS training.

12.3 Training policies, in addition to paragraph 3.1(e) of these Implementing Standards, in terms of:

(a) Weather constraints;

(b) Maximum student training times for flight, theoretical knowledge, and flight simulation training, per day/week/month;

(c) Restrictions with respect to training periods for students; (d)

Duration of training flights at various stages;

(e) Maximum individual student flight hours in any day or night period;

(f) Maximum number of individual student training flights in any day or night period; and

(g) Minimum rest periods between training periods.

IS 3.3.3 PERSONNEL REQUIRED FOR FLIGHT CREW TRAINING

(a) The Director of Training shall have overall responsibility for ensuring satisfactory integration of flight crew training, flight simulation training, and theoretical knowledge instruction and for supervising the progress of individual students. The Director of Training shall have extensive experience in training as an FI for pilot licences and shall possess a sound managerial capability.

(b) The CFI shall be responsible for the supervision of FIs and synthetic FIs and RPAS instructors and for the standardisation of all flight instruction and synthetic flight instruction. The CFI shall:

(1) Hold the highest pilot licence related to the flight crew training courses conducted;

(2) Hold the rating(s) related to the flight crew training courses conducted;

(3) Hold an FI rating for at least one of the types of aircraft and RPAS used in the course;

(4) Have completed 1 000 hours of PIC flight time, of which a minimum of

500 hours shall be on flight crew instructional duties related to the flight crew courses conducted, of which 200 hours may be instrument ground time; and

(5) for RPAS, have completed the number of hours specified by the Authority for PIC flight time, of which a specified number of hours shall be on flight crew instructional duties related to the flight crew course conducted, of which a specified number of hours may be instrument ground time, as applicable.

(c) An FI shall hold:

(1) A pilot licence and rating(s), in accordance with the Personnel Licensing Requirements , related to the flight crew training and RPAS courses that the instructor is approved to conduct; and

(2) An instructor rating or authorisation, in accordance with the Personnel Licensing Requirements relevant to the part of the course being conducted (e.g., FI, flight IR instructor, instructor for additional class or type rating(s), instructor for flight simulation training, and instructor for RPAS), as appropriate.

(d) An instructor for flight simulation training and RPAS shall hold the authorisation, in accordance with the Personnel Licensing Requirements , related to the flight simulation training courses that the instructor is appointed to conduct.

(e) An instructor for FE licence and rating training shall hold:

(3) The licence and rating(s), in accordance with the Personnel Licensing Requirements , related to the FE licence and/or rating training courses that the instructor is appointed to conduct; and

(4) An IR, in accordance with the Personnel Licensing Requirements , relevant to the part of the course being conducted.

(f) The CGI shall:

(5) Be responsible for the supervision of all GIs and for the standardisation of all theoretical knowledge instruction; and

(6) Have a practical background in aviation and the appropriate GI licence, in accordance with the Personnel Licensing Requirements .

(g) A GI shall be responsible for conducting ground training in subject areas required for a licence or rating. A GI may either have a licence or be approved by the Authority in accordance with the Personnel Licensing Requirements , depending upon the subject matter to be taught.

(h) A GI who is approved by the Authority but is not licensed, and who teaches knowledge subjects for licences and ratings, shall have appropriate experience in

aviation and shall, before appointment, provide proof of competency by giving a lecture based on material developed by that GI for the subjects to be taught.

IS 3.4.3 AME AIRFRAME AND/OR POWERPLANT AND/OR AVIONICS RATINGS

Curriculum Requirements

This Implementing Standard defines terms used in Section A, B, C and D of this part, and describes the levels of proficiency at which items under each subject in each curriculum must be taught, as outlined in Sections A, B, C and D.

(a) Definitions. As used in Sections A, B, C and D:

(1) "Inspect" means to examine by sight and touch. (2)

"Check" means to verify proper operation.

(3) "Troubleshoot" means to analyse and identify malfunctions.

(4) "Service" means to perform functions that assure continued operation.

(5) "Repair" means to correct a defective condition. Repair of an airframe or powerplant system includes component replacement and adjustment, but not component repair.

(6) "Overhaul" means to disassemble, inspect, repair as necessary, and check.

(b) Teaching levels.

(1) Level 1 requires:

(i) Knowledge of general principles, but no practical application.

(ii) (ii) No development of manipulative skill.

(iii) Instruction by lecture, demonstration, and discussion.

(2) Level 2 requires:

(i) Knowledge of general principles, and limited practical application.

(ii) Development of sufficient manipulative skill to perform basic operations.

(iii) Instruction by lecture, demonstration, discussion, and limited practical application.

(3) Level 3 requires:

(i) Knowledge of general principles, and performance of a high degree of practical application.

(ii) Development of sufficient manipulative skills to simulate return to service. (iii) Instruction by lecture, demonstration, discussion, and a high degree of practical application.

(c) Teaching materials and equipment.

(1) The curriculum may be presented utilising currently accepted educational materials and equipment, including, but not limited to: calculators, computers, and audio-visual equipment.

Section A – General Curriculum Subjects

This section list the subjects required for at least 400 hours of general curriculum subjects. The number in parentheses before each item listed under each subject heading indicates the level of proficiency at which that item shall be taught.

A. BASIC ELECTRICITY 30 HOURS

(2) 1. Calculate and measure capacitance and inductance. (2)

2. Calculate and measure electrical power.

(3) 3. Measure voltage, current, resistance, and continuity.

(3) 4. Determine the relationship of voltage, current, and resistance in electrical circuits.

(3) 5. Read and interpret aircraft electrical circuit diagrams, including solid state devices and logic functions.

(3) 6. Inspect and service batteries.

B. AIRCRAFT DRAWINGS 40 HOURS

(2) 7. Use aircraft drawings, symbols, and system schematics. (3)

8. Draw sketches of repairs and alterations.

(3) 9. Use blueprint information. (3)

10. Use graphs and charts.

C. MASS AND BALANCE 30 HOURS (2)

11. Weigh aircraft.

(3) 12. Perform complete weight and balance check and record data.

D. FLUID LINES AND FITTINGS 15 HOURS

(3) 13. Fabricate and install rigid and flexible fluid lines and fittings.

E. MATERIALS AND PROCESSES 50 HOURS

(1) 14. Identify and select appropriate non-destructive testing methods.

(2) 15. Perform dye penetrate, eddy current, ultrasonic, and magnetic particle inspections. (1)

16. Perform basic heat-treating processes.

(3) 17. Identify and select aircraft hardware and materials. (3)

18. Inspect and check welds.

(3) 19. Perform precision measurements.

F. GROUND OPERATION AND SERVICING 30 HOURS

(2) 20. Start, ground operate, move, service, and secure aircraft and identify typical ground operation hazards.

(2) 21. Identify and select fuels.

G. CLEANING AND CORROSION CONTROL 30 HOURS

(3) 22. Identify and select cleaning materials.

(3) 23. Inspect, identify, remove, and treat aircraft corrosion and perform aircraft cleaning.

Teaching
level

H. MATHEMATICS 75 HOURS

(3) 24. Extract roots and raise numbers to a given power.

(3) 25. Determine areas and volumes of various geometric shapes. (3)

26. Solve ratio, proportion, and percentage problems.

(3) 27. Perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.

I. MAINTENANCE FORMS AND RECORDS 40 HOURS

(3) 28. Write descriptions of work performed including aircraft discrepancies and corrective actions using typical aircraft maintenance records.

(3) 29. Complete required maintenance forms, records, and inspection reports.

J. BASIC PHYSICS 40 HOURS

(2) 30. Use and understand the principles of simple machines; sound, fluid, and heat dynamics; basic aerodynamics; aircraft structures; and theory of flight.

K. MAINTENANCE PUBLICATIONS 50 HOURS

(3) 31. Demonstrate ability to read, comprehend, and apply information contained in CAA and manufacturers' aircraft maintenance specifications, data sheets, manuals, publications, and related regulations, requirements, Airworthiness Directives, and Advisory Circulars.

(3) 32. Read technical data.

L. MECHANIC PRIVILEGES AND LIMITATIONS 20 HOURS

(3) 33. Exercise mechanic privileges within the limitations prescribed by the Civil Aviation (Personnel Licensing) Regulations 2024 and the Civil Aviation Requirements for Personnel Licensing 2024.

Section B - Airframe Curriculum Subjects

This section list the subjects required in at least 750 hours of each airframe curriculum, in addition to at least 400 hours in general curriculum subjects. The number in parentheses before each item listed under each subject heading indicates the level of proficiency at which that item must be taught.

I. AIRFRAME STRUCTURES

A. WOOD STRUCTURES 15 HOURS (1)

1. Service and repair wood structures. (1) 2. Identify wood defects.

(1) 3. Inspect wood structures.

B. AIRCRAFT COVERING 15 HOURS

(1) 4. Select and apply fabric and fibreglass covering materials. (1)

5. Inspect, test, and repair fabric and fibreglass.

C. AIRCRAFT FINISHES 30 HOURS

(1) 6. Apply trim, letters, and touch-up paint.

(2) 7. Identify and select aircraft finishing materials. (2)

8. Apply finishing materials.

(2) 9. Inspect finishes and identify defects.

D. SHEET METAL AND NONMETALLIC STRUCTURES 60 HOURS

(2) 10. Select, install, and remove special fasteners for metallic, bonded, and composite structures.

(2) 11. Inspect bonded structures.

(2) 12. Inspect, test and repair fibreglass, plastics, honeycomb, composite, and laminated

primary and secondary structures.

(2) 13. Inspect, check, service, and repair windows, doors, and interior furnishings. (3)

14. Inspect and repair sheet metal structures.

(3) 15. Install conventional rivets.

(3) 16. Form, layout, and bend sheet metal.

E. WELDING 70 HOURS

(1) 17. Weld magnesium and titanium. (1)

18. Solder stainless steel.

(1) 19. Fabricate tubular structures.

(2) 20. Solder, braze, gas weld, and arc weld steel. (1)

21. Weld aluminium and stainless steel.

F. ASSEMBLY AND RIGGING 50 HOURS (1)

22. Rig rotary wing aircraft.

(2) 23. Rig fixed wing aircraft.

(2) 24. Check alignment of structures.

(3) 25. Assemble aircraft components, including flight control surfaces.

(3) 26. Balance, rig, and inspect moveable primary and secondary flight control surfaces. (3)

27. Jack aircraft.

G. AIRFRAME INSPECTION 40 HOURS

(3) 28. Perform airframe conformity and airworthiness inspections.

II. AIRFRAME SYSTEMS AND COMPONENTS

A. AIRCRAFT LANDING GEAR SYSTEMS 30 HOURS

(3) 29. Inspect, check, service, and repair landing gear, retraction systems, shock struts, brakes, wheels, tires, and steering systems.

B. HYDRAULIC AND PNEUMATIC POWER SYSTEMS 20 HOURS (2)

30. Repair hydraulic and pneumatic power systems components.

(3) 31. Identify and select hydraulic fluids.

(3) 32. Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems.

C. CABIN ATMOSPHERE CONTROL SYSTEMS 60 HOURS

(1) 33. Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, pressurization systems, and air cycle machines.

(1) 34. Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, and pressurization systems.

(2) 35. Inspect, check, troubleshoot, service and repair oxygen systems.

D. AIRCRAFT INSTRUMENT SYSTEMS 20 HOURS

(1) 36. Inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment.

(2) 37. Install instruments and perform a static pressure system leak test.

E. COMMUNICATION AND NAVIGATION SYSTEMS 30 HOURS

(1) 38. Inspect, check, and troubleshoot autopilot, servos, and approach coupling systems.

(1) 39. Inspect, check, and service aircraft electronic communication and navigation systems, including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS, LORAN/GPS, Radar beacon transponders, flight management computers, and GPWS.

(2) 40. Inspect and repair antenna and electronic equipment installations.

F. AIRCRAFT FUEL SYSTEMS 70 HOURS (1)

41. Check and service fuel dump systems.

(1) 42. Perform fuel management transfer, and De-fuelling. (1)

43. Inspect, check, and repair pressure-fuelling systems. (2) 44. Repair aircraft fuel system components.

(2) 45. Inspect and repair fluid quantity indicating systems.

(2) 46. Troubleshoot, service, and repair fluid pressure and temperature warning systems. (3)

47. Inspect, check, service, troubleshoot, and repair aircraft fuel systems.

G. AIRCRAFT ELECTRICAL SYSTEMS 50 HOURS

(2) 48. Repair and inspect aircraft electrical system components; crimp and splice wiring to manufacturers' specifications, and repair pins and sockets of aircraft connectors.

(3) 49. Install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices.

(3) 50.a. Inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems.

(1) 50.b. Inspect, check, and troubleshoot constant speed and integrated speed drive generators.

H. POSITION AND WARNING SYSTEMS 50 HOURS

(2) 51. Inspect, check, and service speed and configuration warning systems, electrical brake controls, and antiskid systems.

(3) 52. Inspect, check, troubleshoot and service landing gear position indicating and warning systems.

I. ICE AND RAIN CONTROL SYSTEMS 40 HOURS

(2) 53. Inspect, check, troubleshoot, service, and repair airframe ice and rain control systems.

J. FIRE PROTECTION SYSTEMS 70 HOURS

(1) 54. Inspect, check, and service smoke and carbon monoxide detection systems.

(3) 55. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems.

Section C - Powerplant Curriculum Subjects

This section list the subjects required in at least 750 hours of each powerplant curriculum, in addition to at least 400 hours in general curriculum subjects.

The number in parentheses before each item listed under each subject heading indicates the level of proficiency at which that item must be taught.

I. POWERPLANT THEORY AND MAINTENANCE

Teaching level

A. RECIPROCATING ENGINES 80 HOURS (1)

1. Inspect and repair a radial engine.

(2) 2. Overhaul reciprocating engine.

(3) 3. Inspect, check, service, and repair reciprocating engines and engine installations. (3)

4. Install, troubleshoot, and remove reciprocating engines.

B. TURBINE ENGINES 80 HOURS (2)

5. Overhaul turbine engine.

(3) 6. Inspect, check, service, and repair turbine engines and turbine engine installations. (3)

7. Install, troubleshoot, and remove turbine engines.

C. ENGINE INSPECTION 80 HOURS

(3) 8. Perform powerplant conformity and airworthiness inspections.

II. POWERPLANT SYSTEMS AND COMPONENTS

A. ENGINE INSTRUMENT SYSTEMS 50

HOURS Teaching

level

(2) *9. Troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems.*

(3) 10. Inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and rpm indicating systems.

B. ENGINE FIRE PROTECTION SYSTEMS 40 HOURS

(3) 11. Inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems.

C. ENGINE ELECTRICAL SYSTEMS 30

HOURS (2) 12. Repair engine electrical

system components.

(3) 13. Install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices.

D. LUBRICATION SYSTEMS 30

HOURS (2) 14. Identify and select

lubricants.

(2) 15. Repair engine lubrication system components.

(3) 16. Inspect, check, service, troubleshoot, and repair engine lubrication systems.

E. IGNITION AND STARTING SYSTEMS50

HOURS

(2) 17. Overhaul magneto and ignition harness.

(2) 18. Inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition

systems and components.

(3) 19.a. Inspect, service, troubleshoot, and repair turbine engine electrical starting systems. (1)

19.b. Inspect, service, and troubleshoot turbine engine pneumatic starting systems.

F. FUEL METERING SYSTEMS 60 HOURS

(1) 20. Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls.

(2) 21. Overhaul carburettor.

(2) 22. Repair engine fuel metering system components.

(3) 23. Inspect, check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems.

G. ENGINE FUEL SYSTEMS 30 HOURS

(2) 24. Repair engine fuel system components.

(3) 25. Inspect, check, service, troubleshoot, and repair engine fuel systems.

H. INDUCTION AND ENGINE AIRFLOW SYSTEMS 40 HOURS

(2) 26. Inspect, check, troubleshoot, service, and repair engine ice and rain control systems. (1)

27. Inspect, check, service, troubleshoot and repair heat exchangers, superchargers, and turbine engine airflow and temperature control systems.

(3) 28. Inspect, check, service, and repair carburettor air intake and induction manifolds.

I. ENGINE COOLING SYSTEMS 30 HOURS

(2) 29. Repair engine cooling system components.

(3) 30. Inspect, check, troubleshoot, service, and repair engine-cooling systems.

J. ENGINE EXHAUST AND REVERSER SYSTEMS 40 HOURS

(2) 31. Repair engine exhaust system components.

(3) 32.a. Inspect, check, troubleshoot, service, and repair engine exhaust systems.

(1) 32.b. Troubleshoot and repair engine thrust reverser systems and related components.

K. PROPELLERS 60 HOURS

(1) 33. Inspect, check, service, and repair propeller synchronizing and ice control systems. (2) 34. Identify and select propeller lubricants.

(1) 35. Balance propellers.

(2) 36. Repair propeller control system components.

(3) 37. Inspect, check, service, and repair fixed pitch, constant speed, and feathering propellers, and propeller governing systems.

(3) 38. Install, troubleshoot, and remove propellers. (3)

39. Repair aluminium alloy propeller blades.

L. UNDUCTED FANS 40 HOURS

(1) 40. Inspect and troubleshoot unducted fan systems and components.

M. AUXILIARY POWER UNITS 40 HOURS

(1) 41. Inspect, check, service, and troubleshoot turbine driven auxiliary power units.

Section D - Avionics Curriculum Subjects

This section list the subjects required in at least 750 hours of each avionics curriculum, in addition to at least 400 hours in general curriculum subjects. The number in parentheses before each item listed under each subject heading indicates the level of proficiency at which that item must be taught.

I. AVIONICS THEORY AND MAINTENANCE COURSE A.

AIRCRAFT INSTRUMENTS 20 HOURS

(3) 1. Aircraft instruments test and repair electrical flight instruments.
(3) 2. Inspect altitude indicating and reporting equipment.

(3) 3. Test aircraft systems utilizing built in test equipment.

B. COMMUNICATION AND NAVIGATION 20 HOURS (3)

4. Test aircraft antenna systems

(3) 5. Install systems and components.

(3) 6. Test, inspect, and repair autopilot systems.

C. AIRCRAFT ELECTRICAL SYSTEMS 20 HOURS (3)

4. Inspect, test and repair electrical cables.

(3) 5. Inspect and repair electrical generating system components.

D. AIRCRAFT DIGITAL COMPUTER SYSTEMS. 20 HOURS (3)

4. Test and repair digital systems and components.

(3) 5. Test and troubleshoot computer systems.

II. AVIONICS SYSTEMS AND COMPONENTS COURSE

A. AIRCRAFT INSTRUMENT SYSTEMS 150 HOURS

(1) 1. Inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment.

(3) 2. Install instruments and perform a static pressure system leak test.

B. COMMUNICATION AND NAVIGATION SYSTEMS 150 HOURS

(2) 3. Inspect, check, and troubleshoot autopilot, servos and approach coupling systems.

(3) 4. Inspect, check, and service aircraft electronic communication and navigation systems, including VHF passenger address interphones, audio control devices and static discharge devices, aircraft VOR, ILS, LORAN, GPS, Radar beacon transponders, flight management computers, and GPWS. Inspect, test, troubleshoot and repair INS, IRS and other forms of inertial navigation devices and systems.

(2) 5. Inspect and repair antenna and electronic equipment installations.

C. AIRCRAFT ELECTRICAL SYSTEMS 150 HOURS

(3) 6. Repair and inspect aircraft electrical system components, cable routing and security; crimp and splice wiring to manufacturers' specifications; and repair pins and sockets of aircraft connectors.

(3) 7. Install, check, test, and service airframe electrical wiring, controls, switches, indicators, and protective devices.

(3) 8. Inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems and components.

(1) 9. Inspect, check, and troubleshoot constant speed and integrated speed drive generators.

(3) 10. Install, check, and service engine electrical wiring controls, switches, indicators, and protective devices.

D. AIRCRAFT DIGITAL COMPUTER SYSTEMS 220 HOURS

(2) 11. Install, inspect, test and repair digital systems and equipment, indicating, and switching systems and components. Install, test, inspect, repair onboard-integrated EFIS systems, entertainment systems and components, and logic and control components.

Made this 16th day of May 2024.

.....

Director-General

For the Guyana Civil Aviation Authority