

Procedure for approval of an ATO

Reference: Commission Regulation (EU) No 1178/2011, as amended.

CIVIL AVIATION DIRECTORATE

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

1.0 INTRODUCTION

The European Regulation (EU) 1178/2011, as amended, details the rules for the licensing of aircrew subject to EASA regulation. Part-ORA contains information with regards to the approval of Pilots Approved Training Organisations and Part-FCL the licensing of pilots including courses of training.

Organisations wishing to conduct training for a non-EASA rating are required to demonstrate equivalence with the Part-ORA requirements and to follow the same application process.

1.1 Purpose of This Document

The documents has been established to serve the following purposes:

- Give guidance to new organisations to ensure that an application made for the initial approval will satisfy EASA Part-ORA requirements
- Give guidance of administrative arrangements and legal matters particular to Malta
- ensure the process and procedures are understood by the organisation TM-CAD regulates and to ensure continued compliance

1.2 General

All organisations offering courses to which information in this document relates must be approved as an ATO.

Organisation seeking approval are to be in possession of the latest version of EASA Aircrew Regulation Part-FCL, Part-ARA, Part-ORA and the Basic Regulation.

1.3 Who can apply

An organisation must be an “Approved Training Organisation” (ATO) in order to provide training for the issue or renewal of European professional pilot’s licences (e.g. CPL, MPL, ATPL) and the associated ratings (e.g. IR and type ratings).

Organisations that wish to conduct pilot training with a Malta ATO must have their principal place of business located in Malta.

For organisations that have their “principle place of business” outside of the member states of the European Union the approval must be issued by EASA.

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2.0 PREPARATION FOR INITIAL APPROVAL OR VARIATION TO AN EXISTING APPROVAL

2.1 Prior to Application

The following information shall be considered prior to application:

- The organisation must first determine if the application of the ATO is for a complex or non-complex organisation according to AMC1 ORA.GEN.200(b).
- Where training is coconducted at multiple locations, all sites will be subject to approval and oversight (included contracted organisations)

2.2 Applying

The process flow chart in Appendix 1 shall be followed for the initial application. In detail guidance shall be provided by TM-CAD PEL department upon application.

2.3 Fees

Fees and charges are published under the 16th Schedule of the Malta ANO and are payable upon application, thereafter a continuation charge is made on the 1st week of each year. Please note for reasons of security only e-banking transfer to our account are accepted or by visiting our accounts department in person with a cheque or an EPOS for credit/debit card transaction.

2.4 Timescale

When making an application for initial approval, or to vary an existing approval an ATO shall ensure that any documents provided are compliant to the EASA regulation, manufacturer documentation (if applicable) and to TM-CAD procedures. Applications are processed in order of receipt. If documentation is not compliant this will delay the approval process.

2.5 Language

TM-CAD will only approve courses and documentation in the English language.

2.6 Items Required for Submission for Initial Application

- 3 year Business plan
- Application Form TM/CAD/0159 completed and signed
- ATO Manuals (OMM, OM and TM)
- Fee according to ANO
- Application Form TM/CAD/0143 completed and signed for each nominated person including CVs and relevant certificates
- TM-CAD completed checklists
- Proof of agreements with Contracted Organisations including with Operators for ZFTT
- Simulator qualification certificates

Additional Items Required

- The manual shall contain a floor plan with dimensions and maximum number of students per room. AMC1 ORA.GEN.215
- Training material, including PPTs, handouts, and CBT access.

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2.7 Nominated persons

The key personnel in an organisation must be notified to TM-CAD. See flow chart above for documentation needed and the guidance from the EASA regulations with regards to requirements for nominated person positions. TM-CAD interviews the below persons:

Accountable Manager

The requirements and qualifications for the Accountable Manager can be found in Part-ORA.GEN.210 and PEL notice 62.

Head of Training

The requirements and qualifications for the Head of Training can be found in Part-ORA.ATO.210(a) and associated AMC and GM material.

Chief Flight Instructor

The requirements and qualifications for the Chief Flight Instructor can be found in Part-ORA.ATO.210(b) and associated AMC and GM material.

Chief Theoretical Knowledge Instructor

The requirements and qualifications for the Chief Theoretical Knowledge Instructor can be found in Part-ORA.ATO.210(c) and associated AMC and GM material.

Safety Manager

The requirements and qualifications for the Safety Manager can be found in PEL notice 62.

Compliance Manager

The requirements and qualifications for the Compliance Manager can be found in AMC1 ORA.GEN.210(a)(6)(c)(3)(iii).

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2.8 Flight Instructors general requirements and pre-requisites

Reference for the requirements and pre-requisites for Flight Instructors can be found in Commission Regulation 1178/2011 Part-FCL as listed below:

Instructor	Reference
FI certificate requirements	Part-FCL.900
FI prerequisite and general requirements	Part-FCL.915
MPL Instructor additional requirements	Part-FCL.925 AMC1 & GM1 FCL.925
FI specific requirements	Part-FCL.905.FI FCL.910.FL
FI revalidation and renewal	Part-FCL.940
TRI specific requirements	Part-FCL.905.TRI; FCL.910.TRI
TRI revalidation and renewal	Part-FCL.940.TRI
CRI specific requirements	Part-FCL.905.CRI
CRI revalidation and renewal	Part-FCL.940.CRI
IRI specific requirements	Part-FCL.905.IRI
IRI revalidation and renewal	Part-FCL.940.IRI
SFI specific requirements	Part-FCL.905.SFI; FCL.910.SFI; FCL.915.FSI
SFI revalidation and renewal	Part-FCL.940.SFI
MCCI specific requirements	Part-FCL.905.MCCI
MCCI revalidation and renewal	Part-FCL.940.MCCI
STI specific requirements	Part-FCL.905.STI; FCL.910.STI
STI revalidation and renewal	Part-FCL.940.STI
MI specific requirements	Part-FCL.905.MI
MI validity	Part-FCL.940.MI
FTI specific requirements	Part-FTI.905FTI
FTI revalidation and renewal	Part-FCL.940FTI

2.9 Flight Time Limitations

The ATO shall detail the flying duty periods and limitation of instructors and students.

2.10 Records

Records shall be maintained in Malta and these shall be easily accessible for inspections, including any ad-hoc inspections.

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3.0 PROGRESS OF APPLICATION

3.1 Review of manual, Examinations and Supporting Documentation

Manuals put forward for initial approval shall be in electronic format and placed on our NAS server (Access codes will be provided once application is received).

3.2 Inspection of Facilities

Prior to the approval an inspection of the facilities shall be conducted to ensure full compliance with the applicable requirements. When more than one facility is applied for then the inspection of some of these facilities may be conducted at a later stage after the ATO approval has been issued.

3.3 Inspection of Training

Once an ATO approval is given the organisation shall keep TM-CAD informed of the first training planned and TM-CAD has the authority to attend this training as part of the approval process.

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4.0 CONTINUED OVERSIGHT

Once an ATO has been issued with an approval it is subject to continued oversight of the management system, documentation, training and other areas required by TM-CAD.

4.1 Oversight Planning Cycle

The frequency of the audit is based on a risk-based concept. Nevertheless the first oversight inspection will be conducted after 12 months of the issue date of the ATO.

4.2 Desk-top audits

At any stage TM-CAD may conduct desk-top audits of the ATO.

4.3 Ad-hoc inspections

TM-CAD may conduct ad-hoc inspections to any ATO approved under TM-CAD.

4.4 Changes to the organisation

All changes requiring prior approval must be submitted to the authority for approval. For other changes not-requiring prior approval, the ATO must have a procedure in the manual for these changes in accordance with ORA.GEN.130.

4.5 Procedure for Approval of Training Aircraft

The Head of Training is responsible for ensuring the fleet of aircraft is suitable for the scope of training being conducted. Items checked during an operational suitability Inspection include but not limited to the below:

- Equipment
 - o General Condition
 - o Flight & navigational equipment
 - o Flight crew interphone system
 - o Seats, seat safety belts, restraint systems and child restraint devices
 - o First-aid kit
 - o Supplemental oxygen (if applicable)
 - o Hand fire extinguishers
 - o ELT
 - o Life-Jackets & Other equipment (if applicable)
 - o Survival Equipment
 - o Radio comm equipment
 - o Navigation Equipment
 - o Transponder
 - o other equipment as per AFM/POH for Operation Equipment List
- External Inspection
- Documents to be carried on board

4.6 Procedure for Approval of FSTDs

TM-CAD does not currently approve simulators and thus approval from EASA is required.

4.7 Aerodromes and Operating Sites

Unlicensed aerodromes cannot be used for training purposes.

All aerodromes must be approved prior to training being conducted.

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5.0 REVOCATION, SUSPENSION OR VARIATION/ LIMITATION OF AN APPROVAL

In case of any significant non-compliance to the regulations or with the terms of approval which reduces safety or seriously hazards flight safety (ARA.GEN.350(b) and/or ARA.GEN.330(b)) TM-CAD will raise a Level 1 finding and thus TM-CAD will prohibit, limit or suspend activities of the organisation. When the non-compliance “could” reduce safety or hazard flight safety as indicated in ARA.GEN.350(c), the competent authority will raise a Level 2 finding.

5.1 Non-compliances

Any Findings shall be issued and addressed through Centrik. Access codes shall be provided upon approval of the ATO to the compliance manager.

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6.0 CONTINUATION OF APPROVAL

6.1 Approval validity period

Organisation approvals are non-expiring, however this is subject to a continuation recommendation every 12 or 24 months from the date of issue. This is raised by the TM-CAD Inspector following the audit programme.

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7.0 USEFUL INFORMATION

Malta ANO

PEL Notice 62

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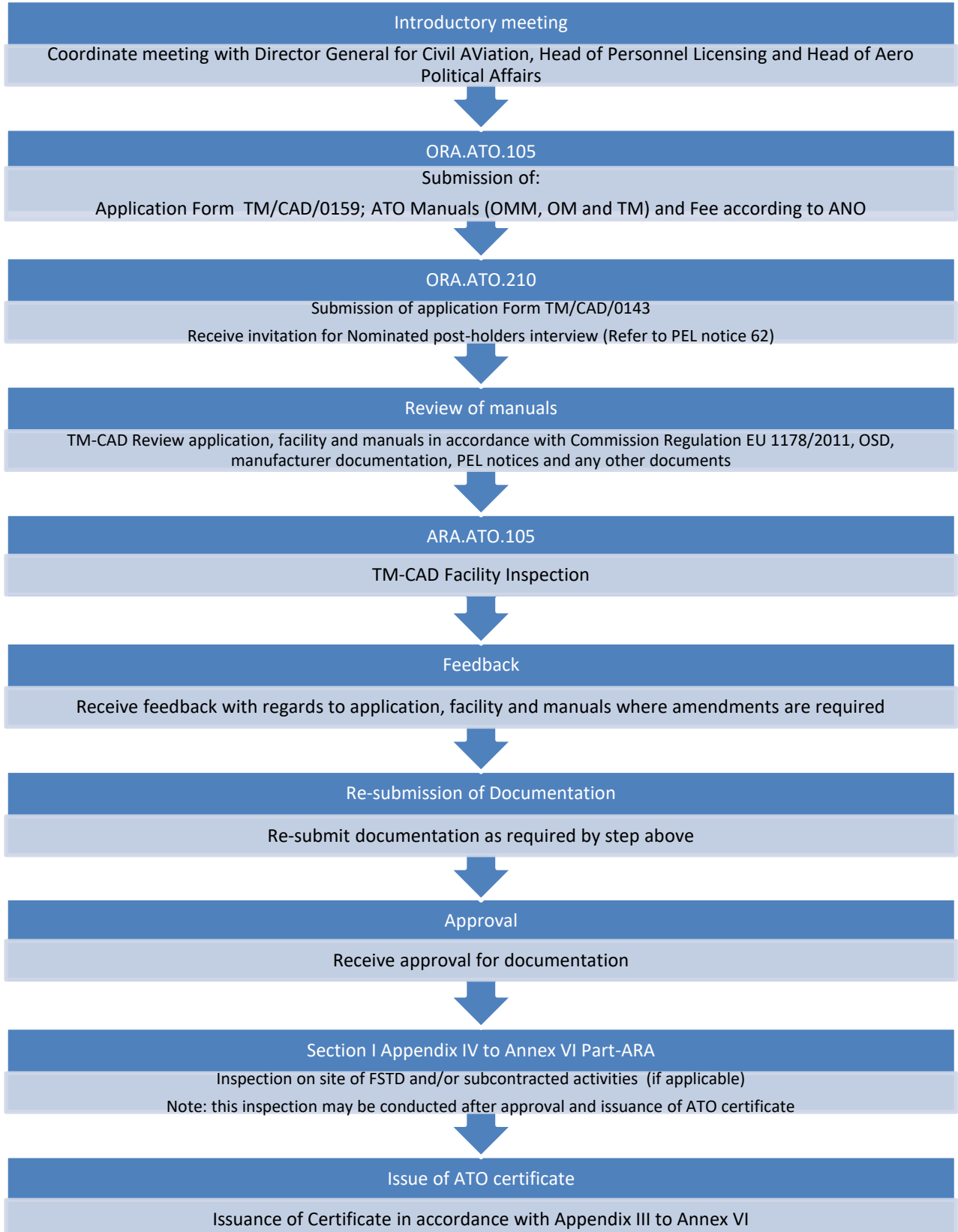
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APPENDIX 1



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APPENDIX 2

Summary Table of References

LAPL (General)	Aeroplanes
FCL.100	-
FCL.105	FCL.105.A
FCL.110	FCL.110.A
FCL.115	-
FCL.120	-
FCL.125	-
-	FCL.135.A
-	FCL.140.A

PPL (General)	Aeroplanes
FCL.200	-
FCL.205	FCL.205.A
FCL.210	FCL.210.A
FCL.215	-
FCL.235	-

CPL (General)	Aeroplanes
FCL.300	-
FCL.310	-
FCL.315	-
FCL.320	-
-	FCL.325.A

MPL(A)
FCL.400.A
FCL.405.A
FCL.410.A
FCL.415.A

ATPL (General)	Aeroplanes
FCL.500	-
FCL.505	FCL.505.A
-	FCL.510.A
FCL.515	-
-	FCL.520.A

IR (General)	Aeroplanes
FCL.600	-
FCL.605	-
FCL.610	-
FCL.615	-
FCL.620	-
FCL.625	FCL.625.A

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Class and Type Ratings (General)	Aeroplanes
FCL.700	-
FCL.705	-
FCL.710	-
-	FCL.720.A
FCL.725	FCL.725.A
-	FCL.730.A
-	FCL.735.A
FCL.740	FCL.740.A

Instructor Certificates (General)	FI	TRI	CRI	IRI	SFI	MCCI
FCL.900	-	-	-	-	-	-
-	FCL.905.FI	FCL.905.TRI	FCL.905.CRI	FCL.905.IRI	FCL.905.SFI	FCL.905.MCCI
-	FCL.910.FI	FCL.910.TRI	FCL.910.CRI	FCL.910.IRI	FCL.910.SFI	FCL.910.MCCI
FCL.915	FCL.915.FI	FCL.915.TRI	FCL.915.CRI	FCL.915.IRI	FCL.915.SFI	FCL.915.MCCI
FCL.920	-	-	-	-	-	-
FCL.925	-	-	-	-	-	-
FCL.930	FCL.930.FI	FCL.930.TRI	FCL.930.CRI	FCL.930.IRI	FCL.930.SFI	FCL.930.MCCI
FCL.935	-	FCL.935.TRI	-	-	-	-
FCL.940	FCL.940.FI	FCL.940.TRI	FCL.940.CRI	FCL.940.IRI	FCL.940.SFI	FCL.940.MCCI

PERSONNEL LICENSING SECTION