

GOVERNMENT NOTICE No. 356 published on 19/5/2023

THE CIVIL AVIATION ACT,
(CAP. 80)

REGULATIONS

(Made under section 4)

THE CIVIL AVIATION (APPROVED TRAINING ORGANISATION) (AMENDMENT)
REGULATIONS, 2023

Citation
GN. No. 56 of 2017

1. These Regulations may be cited as the Civil Aviation (Approved Training Organisation) (Amendment) Regulations, 2023 and shall be read as one with the Civil Aviation (Approved Training Organisation) Regulations, 2017 hereinafter referred to as the “principal Regulations.

Amendment of regulation 2

2. The principal Regulations are amended in regulation 2 by inseting in their alphabetical order the following new definitions:

“competency-based training and assessment” means training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards;

“distance learning” means a formalized method of learning without being in regular face-to-face contact with an instructor in a classroom;

“head of training” means an individual responsible for the organization’s activities, policies, practices, and procedures while ensuring the continued maintenance for the training organization’s approval status

“ICAO competency framework” means a selected group

of competencies, developed by ICAO for a given aviation discipline, with associated description and observable behaviours.

“procedure manual” means a manual containing procedures, instructions and guidance for use by personnel of the approved training organization in the execution of their duties in meeting the requirements of the certificate;

“online course” means a program of learning that is organized according to a training syllabus and that takes place in a virtual space.

Amendment of regulation 4

3. The principal Regulations are amended in regulation 4 by adding immediately after subregulations 5 the following new subregulations:

“(6) The Authority shall only approve training organisation that provide the following:

- (a) any training activity that leads towards the issue of a licence, rating, authorization or approval;
- (b) training services necessary for an Operator to meet the requirements of the Civil Aviation (Air Operator Certification and Administration) Regulations and the Civil Aviation (Approved Maintenance Organization) Regulations;
- (c) special curricular training designated to meet.
 - (i) qualifications based training requirements including those considered

GN. No. 69 of 2017

GN. No. 55 of 2017

acceptable
through the
approval of an
alternative
compliance
mechanism; or
(ii) competency-
based training and
assessment
requirements; and
(iii) training
requirements
considered
acceptable
through approval
of an alternative
compliance.

GN. No. 757 of
2018 (7) The applicant of the
approved training organization shall
comply with the requirements of
these Regulations and the Civil
Aviation (Safety Management)
Regulations.

(8) The training organization
that is exposed to safety risks related
to aircraft operations during the
provision of its services shall
establish a Safety Management
System.”

Amendment of
regulation 7

The principal Regulations are amended in regulation 7
by -

- (a) deleting in subregulation (1) the words “or for
an amendment to an ATO certificate and
training specification,” appearing between the
words “training specification” and “shall
apply”;
- (b) adding immediately after subregulation (7)
the following new subregulations:
“(8) An applicant for amendment of

an Approved Training Organisation certificate and training specifications, shall apply to the Authority at least 45 days before the beginning of any proposed training.

(9) An application for amendment under subregulation (8) shall contain the following requirements-

- (a) statement showing management personnel meet the requirements as prescribed in the Third Schedule to these Regulations;
- (b) a description of the minimum qualifications and ratings for each instructor;
- (c) the proposed amendments of the training specifications requested by the applicant;
- (d) the proposed amendments of the training specifications requested by the applicant;
- (e) qualifications of personnel to be used under the proposed amendment;
- (f) revised Approved Training Organisation documents including training program, manuals, curricula, course outlines, courseware and procedures required to support training.
- (g) where applicable, a description of any additional quality control measures proposed;
- (h) where applicable, a method of demonstration of the applicant's qualification and ability to provide training for a licence or rating in fewer

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of 2017

than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations, and

(i) a updated statement of compliance showing how the applicant has met requirements as provided in these Regulations and Civil Aviation Regulations”.

(c) re-numbering sub regulation (8) as subregulation (10).

Amendment of regulation 10

4. The principal Regulations are amended in regulation 10 by adding immediately after sub egulation (2) the following new subregulation:

“(3) An application for renewal of a certificate made more than thirty days after the expiry of the certificate shall be treated as a new application unless the Authority directs otherwise”.

Amendment of regulation 17

5. The principal Regulations are amended in regulation 17 by deleting subregulation (3) and substituting for it the following:

“(3) Copies of amended Training Manual and Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued after being approved by the Authority”.

Amendment of regulation 18

6. The principal Regulation are amended by deleting regulation 18 and substituting for it the following:

“Safety Programme and management system
GN. No. 757

18.-(1) The approval of training organization by the Authority shall be dependent upon the applicant demonstrating compliance with the requirement of the Civil Aviation (Safety

Management) Regulations, 2018.

(2) An applicant for an ATO certificate whose training operations involve live aircraft operation or other training operations shall prepare and submit to the Authority a safety management manual.

(3) A holder of an ATO certificate shall maintain an up-to-date safety management manual approved by the Authority.

(4) The safety management manual referred to in sub regulation (1) and (2) shall be prepared in accordance with the Civil Aviation (Safety Management) Regulations.

(5) Subject to sub regulations (1) and (3), approval of a training organization by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements contained in the Civil Aviation (Safety Management) Regulations.

(6) The holder of an ATO certificate shall ensure that the safety management manual is amended as necessary to keep the information contained therein up-to-date.

(7) Copies of all amendments to the safety management manual shall be furnished promptly to all organizations or persons to whom the manual has been issued after being approved by the Authority.

(8) The training organization shall make available the safety management manual for the use and guidance of personnel concerned”.

Amendment of
regulation 19

6. The principal regulations are amended by deleting regulation 19 and substituting for it the following:

“19. -(1) The Holder of Approved Training Organization Certificate shall not

conduct the flight crew training complementary or non-complementary courses without the approval of the Authority.

(2) Subject to subregulation (1), the approved courses shall be as follows:

(i) complimentary courses: -

- (a) private pilot licence course;
- (b) commercial pilot licence course;
- (c) instrument rating course;
- (d) instrument rating-multi-crew;
- (e) airline transport pilot licence course;
- (f) multi-crew pilot licence course;
- (g) flight engineer licence course;
- (h) flight navigator licence course;
- (i) flight instructor course;
- (j) instructor course for additional type or class ratings;
- (k) Ground instructor course;
- (l) instructor course for synthetic flight training; and
- (m) any other course as the Authority may direct

(2) The Authority may authorize an ATO certificate holder to conduct non-complementary courses the in accordance with the procedure prescribed by the Authority:

- (a) Aviation Security Course;
- (b) Aircraft ground handling;
- (c) Aircraft Accident Investigation;
- (d) Crew resource management;
- (e) Safety Management systems;
- (f) Dangerous goods;
- (g) teaching and instructional;
- (h) techniques course;
- (i) Quality management;
- (j) Extended diversion time operation or EDTO;
- (k) Engine or crew resource

- management integrated course;
 - (l) refresher courses;
 - (m) category II and III Ops;
 - (n) loss of control in flight;
 - (o) upset prevention and recovery;
 - (p) class rating course;
 - (q) type rating course; and,
 - (r) any other course as may be acceptable to the Authority
 - (s) refresher courses;
- (3) The Holder of Approved Training Organisation certificate who intends to conduct the courses shall apply to the Authority in a prescribed form and manner.
- (4) The holder shall demonstrate to the Authority the capability to conduct the courses in terms of:
- (a) detailed and elaborated curriculum that meets the current industry requirements;
 - (b) a training with qualified and competent instructors appropriate to the desired courses;
 - (c) sufficient facilities and equipment appropriate to the course requirements; and
 - (d) any other requirement as the Authority may direct.
- (5) The Authority after being satisfied that, the holder meets prescribed requirements shall approve the application.”

Amendment of
regulation 20

7. The principal Regulations are amended in
regulation 20 by

- (a) deleting sub regulation (1) and substituting for it the following:

“(1) The Approved Training Organisation shall prove to the satisfaction of the Authority that it has employed adequate number of qualified and competent staff as follows:

- (i) an accountable manager;
 - (ii) a quality manager;
 - (iii) a head of training;
 - (iv) safety manager, as applicable;
 - (v) a chief flight instructor, as applicable;
 - (vi) a chief ground instructor as applicable;
 - (vii) an adequate number of ground and flight instructors; and
 - (viii) any other instructors relevant to the course provided.”
- (b) adding immediately after subregulation (2), the following new subregulation;
“(3) The instructional personnel shall receive initial and continuous training appropriate to their assigned tasks and responsibilities.”
- (c) Renumbering subregulations (3), (4), (5) and (6) as subregulations (4), (5), (6) and (7).

Addition of
regulation, 21A

(7)(1) The principal regulation are amended by adding immediatary after regulation 21 the following new regulation aperson shall not conduct any online training provided for under these Regulations and the associated Civil Aviation (Personnel Licensing) Regulations as amended unless such program has been approved by the Authority.

(2) An applicant for, or a holder of an approved training organization certificate shall-

- (a) apply to the Authority for approval of the desired online training program;
- (b) ensure that each training program submitted to the Authority for approval meets the applicable requirements as contained in the Civil Aviation (Personnel Licensing) Regulations;
- (c) submit training and procedure manual; and
- (d) indicate in the application:
- (e) courses which are part of the program;

- and
- (f) requirements of the Civil Aviation (Personnel Licensing) Regulations which may be satisfied.
 - (g) list of teaching aids and instructors
 - (h) where applicable for online courses, clearly indicate, training program (syllabus) for online courses.
- (3) Where the Authority is satisfied that the applicant's online training programme does not meet the applicable requirements, it shall require the holder to make revision in the training programme.
- (4) The Authority may approve the following online courses
- (i) flight operations officer recurrence;
 - (ii) cabin crew recurrence;
 - (iii) instrument rating recurrence;
 - (iv) crew resource management;
 - (v) dangerous goods awareness;
 - (vi) safety Management system.
- (5) Competency-based training for aircraft maintenance engineers, air traffic controllers and flight operation officers shall be conducted within an approved training organization's facilities"

Amendment of
regulation 26

8. The principal regulations are amended by deleting regulation 26 and substituting for it the following:

"26. -(1) The holder of Approved Training Organization Certificate shall not conduct the complimentary and non-complimentary training courses for licences and ratings for aircraft maintenance engineers, air traffic controllers, flight operation officers and cabin crew member without the approval of the Authority.

"(2) Subject to subregulation (1), the approved courses shall be as follows;

- (i) complimentary courses:
 - (a) aircraft maintenance engineers' basic course;

- (b) airframe rating, power plant rating, avionics rating course;
 - (c) air traffic controller licence course;
 - (d) training for ratings for air traffic controller licences;
 - (e) flight operation officer/dispatcher course;
 - (f) flight radio telephone operator course;
 - (g) cabin crew member course; and
 - (h) any other course as the Authority may direct;
- (ii) non complimentary courses:-
- (a) aviation security course;
 - (b) aircraft ground handling;
 - (c) aircraft accident investigation;
 - (d) crew resource management;
 - (e) safety management systems;
 - (f) dangerous goods;
 - (g) teaching and instructional techniques course;
 - (h) quality management ;
 - (i) extended diversion time operation;
 - (j) engine or crew resource management integrated course;
 - (k) refresher courses;
 - (l) category II and III operations;
 - (m) class rating course;
 - (n) type rating course; and,
 - (o) any other course as the Authority may direct.

(3) The holder of Approved Training Organisation certificate who intends to conduct the courses shall apply to the Authority in a prescribed form and manner.

(4) The holder shall demonstrate to the Authority the capability to conduct the courses in terms of:

- (i) detailed and elaborated curriculum that meets the

- current industry requirements;
- (ii) a training with qualified and competent instructors appropriate to the desired courses;
- (iii) sufficient facilities and equipment appropriate to the course requirements; and
- (iv) any other requirement as the Authority may direct.

(5) The Authority shall after being satisfied that, the holder meets the requirements as prescribed, approve the application.”

Amendment of regulation 29

9. The principal Regulations are amended in regulation 29 by adding immediately after subregulation (4) the following:

“(5) The holder of Approved Training Certificate shall make sure that the competency approved training course for aircraft maintenance engineers is conducted within an Approved Training Organization.”

Amendment of regulation 30

10. The principal Regulations are amended in regulation 30 by adding immediately after sub regulation (2) the following:

“(3) The holder of Approved Training Certificate shall make sure that, the competency approved training course for air traffic controllers, flight Operations Officer or flight radio telephony operator, remotely pilot and cabin crew is conducted within an Approved Training Organization.”

Amendment Of regulation 46

11. The principal Regulations are amended in regulation 46 by adding the words “an offence” immediately after the word “commits”.

Amendment of
Second Schedule

12. The principal Regulations are amended by deleting the second schedule and substituting for it the following

“SECOND SCHEDULE
(Made under Regulation 17(1))

ATO TRAINING MANNUAL AND PROCEDURE
MANNUAL CONTENTS

Part I -Content
Requirements For All
Atos

The training and procedures manual should include the elements appropriate to the type of training to be provided.

1. 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 acronyms and/or 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 authorized under the ATO's terms of approval.

1.7 Organization (chart of the ATO's management organizatio

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

- a) accountable manager;

- b) head of training;
- c) maintenance manager ; if applicable;
- d) quality manager;
- e) maintenance manager, if applicable;
- f) safety manager, if applicable;
- g) chief instructors;
- h) instructors; and
- i) evaluators, including those with examiner functions, and auditors.

1.9 Policies dealing with:

- a) the ATO's objectives, including ethics and values;
- b) the selection of ATO personnel and the maintenance of their qualifications;
- c) the training programme design and development, including the need for programme validation and review;
- d) the evaluation, selection and maintenance of training material and devices;
- e) the maintenance of the training facilities and equipment;
- f) the development and maintenance of a quality system (QS) governance model; and

g) the development and maintenance of a culture focused on safety in the workplace, including, when applicable, implementation of a safety management system (SMS).

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

Staff Training

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

2.2 Details of the procedures to validate the qualifications and determine the competency of instructional personnel

2.3 Details of the initial and recurrent training programmes for all personnel

2.4 Procedures for proficiency checks and upgrade training.

Training Programmes

Training programmes cover each individual training programme conducted by the ATO for its clients and consist of a training plan, a practical training syllabus and a theoretical knowledge syllabus as described below.

3.1 Training plan

3.1.1 The aim of the course in the form of a statement of 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.

3.1.2 Pre-entry requirements:

a) minimum age;

b) education or qualification requirements;

and

- c) medical requirements

3.1.3 Credit for previous knowledge, experience or other qualifications, proof of which should be obtained from the Authority before the training commences.

3.1.4 Training curricula:

- a) theoretical training (knowledge);
- b) practical training (skills);
- c) training in the domain of human factors;
- d) assessment and examinations; and
- e) monitoring of the training process, including assessment and examination activities.

3.1.3 Credit for previous knowledge, experience or other qualifications, proof of which should be obtained from the Authority before the training commences.

3.1.4 Training curricula

- a) theoretical training (knowledge);
- b) practical training (skills);
- c) training in the domain of human factors;
- d) assessment and examinations; and
- e) monitoring of the training process, including assessment and examination activities.

3.1.5 Training policies in terms of:

- a) restrictions regarding the duration of training periods for students and instructors; and
- b) minimum rest periods (if applicable).

3.1.6 Procedures for the conduct of student evaluation for:

- a) conditions to be met before tests;
- b) procedures for remediation training before retest and for re-writing of knowledge tests;
- c) test reports and records;
- d) skill progress checks and skill tests;
- e) knowledge progress tests and knowledge tests, including knowledge test preparation, types of questions and assessments, and standards required for a pass; and
- f) Question analysis and review and issuing of replacement exams (applicable) to knowledge

- tests.
- 3.1.7 Policy and procedures regarding training effectiveness for: Policy and procedures regarding
- a) coordination between training services; a)
 - b) requirements for reporting and documentation; b)
 - c) internal feedback for detecting training deficiencies; c)
 - d) interim performance or competency standards at various stages of training to ensure standardization; d)
 - e) individual student duties; e)
 - f) correcting unsatisfactory progress; f)
 - g) changing instructors; h)
 - h) the maximum number of instructor changes per student; and i)
 - i) suspending a student from training.
- 3.2 Syllabi for non-competency-based training programmes
- 3.2.1 Practical training syllabus
- 3.2.1.1 A statement of the phases of the course and how the phases will be arranged to ensure completion in the most suitable learning sequence, and that exercises will be repeated at the appropriate frequency.
- 3.2.1.2 The syllabus hours for each phase and for groups of lessons within each phase, and when progress tests are to be conducted.
- 3.2.1.3 A statement of the interim competency standards required before progressing from one phase to the next to include minimum experience requirements and satisfactory exercise demonstration.
- 3.2.1.4 Requirements for instructional methods, particularly with respect to adherence to syllabi and training specifications.
- 3.2.1.5 Instruction for the conduct and documentation of all progress checks.
- 3.2.1.6 Instruction, where applicable, given to all examining staff regarding the conduct of examinations and tests.
- 3.2.2 Theoretical knowledge syllabus

The syllabus for theoretical knowledge instruction should be structured with a training specification and objective for each subject.

3.3 Syllabus for competency-based training programmes

3.3.1 Ideally, training programmes should be competency-based.

3.3.2 Competency-based training programmes are based upon a training needs analysis to define the competencies required to perform a job, an activity or a task. Such programmes use an integrated approach in which the training in the underlying knowledge to perform a task is followed by practice of the task so that the trainee acquires the competencies and the underlying knowledge, skills and attitudes related to the task in a holistic way. At the end of the course, trainees must demonstrate that they have acquired the competencies necessary to perform a task and met the performance criteria identified for the job.

3.3.3 The syllabus is structured as a single document that is organized around milestones and subdivided into modules containing a training objective and applied to both the theoretical knowledge and practical training delivered by the module.

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

For conducting the testing required for the issuance of a licence or rating in accordance with the training and procedures manual, the manual should include:

- (a) the name(s) of the personnel with testing authority and the scope of the authority;
- (b) the role and duties of the authorized personnel;
- (c) 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

(d) applicable procedures:

- (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 Licensing Authority.

Records

Procedures regarding:

- (a) attendance records;
- (b) student training records;
- (c) staff training and qualification records;
- (d) persons responsible for checking records and student personal logs;
- (e) nature and frequency of record checks;
- (f) standardization of record entries;
- (g) personal log entries; and
- (h) security of records and documents.

Safety Management System

The training and procedures manual, must address the ATO's SMS by reference to a separate manual or including the SMS practices in the training and procedures manual.

Quality Assurance (QA)

Provide a brief description of the QA practices by reference to a separate quality manual or including the QA practices in the training and procedures manual.

Appendices

As required:

- (a) sample progress test forms;
- (b) sample logs, test reports and records; and
- (c) a copy of the ATO's approval document.

Part II — Additional Content For Flight Training Organizations

The training and procedures manual for ATOs that provide flight training utilizing aircraft should include additional elements as outlined below.

(Utilizing Aircraft)
Flight Training —
General

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

- (a) chief flight instructor; and
- (b) chief ground instructor.

9.2 Policies and procedures dealing with:

Policies and procedures dealing

- (a) approval of flights;
- (b) responsibilities of the pilot-in-command;
- (c) flight planning procedures — general;
- (d) carriage of passengers;
- (e) operational control system;
- (f) reporting of safety hazards, incidents and accidents.

duty periods and flight time limitations for flying staff members and students; and

- (g) minimum rest periods for flying staff members and students.

9.3 Description of the facilities and equipment available including: b)

- (a) flight simulation training devices and training aircraft;
- (b) maintenance facilities and apron parking areas for training aircraft;
- (c) computer-based classrooms; and
- (d) dispatch control and briefing areas.

Aircraft Operating
Information

10.1 Certification and operating limitations. c)

10.2 Aircraft handling, including: d)

- (a) performance limitations; e)
- (b) use of checklists; f)
- (c) standard operating procedures; and
- (d) aircraft maintenance procedures.

10.3 Instructions for aircraft loading and securing of load. g)

10.4 Fueling procedures.

10.5 Emergency procedures.

h)

11. routes
- 11.1 Performance criteria, e.g. take-off, en-route and 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, VFR 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. flight training plan
- 12.1 Training curricula including, as applicable:
 - (a) single-engine flights;
 - (b) multi-engine flights;
 - (c) theoretical knowledge for flights; and
 - (d) flight simulation.
 - 12.2 The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training.
 - 12.3 Training policies in terms of:
 - (i) weather constraints;
 - (ii) maximum student training times for flight, theoretical knowledge and flight simulation training, per day/week/month;
 - (iii) restrictions in respect of training periods for students;
 - (iv) duration of training flights at various stages;
 - (v) maximum individual student flying hours in any day or night period;
 - (vi) maximum number of individual student training flights in any day or night period; and

- (vii) minimum rest periods between training periods.

Amendment of Third
Schedule

12.- The principal Regulations are amended by deleting Third Schedule and substituting for it the following:

THIRD SCHEDULE
(Made under Regulation 20(3))
APPROVED TRAINING ORGANISATION
MANAGEMENT PERSONNEL RESPONSIBILITIES
AND QUALIFICATIONS

PART A: GENERALLY FOR ALL APPROVED
TRAINING ORGANISATIONS

Accountable
Manager

(1) The Accountable Manager:

(i) Responsibilities

- (a) is the Chief Executive and corporate authority for ensuring that all training commitments are financed and carried out to the standard required by the Authority and any additional requirements defined by the aviation training organisation; and
- (b) May delegate in writing to another person within the organization, the day-to-day management but not the overall approval management responsibility.

(ii) *qualifications:*

- (i) a background in the management of training organization
- (ii) knowledge of the Civil Aviation (Approved Training Organization) Regulations and the regulations and other materials published by the Authority that are applicable to the courses taught by the ATO; and
- (iii) a thorough understanding of the organization and training program of the ATO.

Quality Manager

2. The Quality Manager

(i) *Responsibilities*

3. have the primary role 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;
4. be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved;
5. have direct access to all parts of the ATO's organization; and
6. In the case of small ATO's, the posts of the Safety Manager and the Quality manager may be combined.
7. in the case that the posts of the Safety Manager and the Quality Manager are combined the quality audits shall be conducted by independent personnel.

(b) *qualifications*

- (a) be technically qualified person in at least one field of the training to be conducted;
- (b) have at least 2 years' experience in the training to be conducted;
- (c) have successfully completed a training in quality management recognized by the Authority

Safety Manager

(i) Safety Manager

(i) *Responsibilities*

- (a) The scope of the safety manager's duties shall include safety planning, safety programme implementation and the operation of the ATO SMS.
- (b) The safety manager, like the quality manager, should report directly to the head of training

(b) *Qualifications:*

- (i) have undergone safety Management system Course or equivalent course recognised by the Authority;
- (ii) hold an aviation licence or have proven

- knowledge and experience in the aviation environment. ; and
(iii) possess sound knowledge of safety management principles and practices; and

PART B - FLIGHT CREW TRAINING

Head of Training

1. Head of Training

(a) Responsibility:

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

(b) Qualifications:

- (i) a current professional pilot licence and ratings related to the flying training courses conducted by the ATO
- (ii) at least 3 years' experience in training as a flight instructor for professional pilot licences; and
- (iii) provide evidence of management training and experience in training supervision.

Chief Flight Instructor

2. Chief Flight Instructor

(i) Responsibility:

The Chief Flight Instructor shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction;

(ii) Qualification:

- (i) hold the highest valid professional pilot licence related to the flying training courses conducted in the ATO;
- (ii) hold the rating(s) related to the flying training courses conducted by the ATO;
- (iii) hold a valid flight instructor rating for at least one of the types of aircraft used for

training by the ATO; and people.

Flight and Synthetic
Flight Instructors

3. Flight and Synthetic Flight Instructors

(a) Flight Instructor Qualification

1. a professional valid pilot licence and ratings related to the flying training courses conducted by the ATO;
 - (i) a flight instructor rating on the types of aircraft used for training by the ATO; and
 - (ii) an instrument rating instructor endorsement where he or she is to conduct instrument rating training.
- (b) Synthetic Flight Instructor qualification: -
- (aa) hold or have held a professional pilot licence; and
 - (bb) possess an authorization from the Authority for the synthetic training as provided in the applicable Civil Aviation (Personnel Licensing) Regulations.

Chief Ground
Instructor

4. Chief Ground Instructor

(a) Responsibility

be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;

(b) Qualification

in addition to fulfilling all the requirements for ground instructor licence as provided in the Civil Aviation (Personnel Licensing) Regulations, the chief ground instructor shall have the level of knowledge commensurate with the level of training in the ATO training specifications.

Ground instructors'
qualification

5. Ground instructors'

(a) Responsibility

The Ground instructor shall be responsible for the supervision of student pilot and ensure has operational experience required.

(b) Qualification

- (a) fulfil all the requirements for ground instructor's licence as provided in Civil the Aviation (Personnel Licensing) Regulations commensurate with the level of training to be conducted; or
- (b) be a subject matter expert or hold a qualification relevant to the support subjects of instruction as prescribed by the Authority; and
- (c) subject to paragraph (ii):
 - (a) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - (b) hold at least a certificate in a teaching discipline.

Flight engineer
instructors'
qualification

6. Flight engineer instructors' qualification

(a) Responsibility

The Flight Engineer instructor shall be responsible for the supervision of student pilot and ensure has operational experience required.

(b) Qualification

- a. hold a flight engineer licence and ratings related to the training courses to be conducted;
- b. hold an instructor's endorsement in his licence from the Authority on the course to be conducted; and
- c. hold an authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations if he is to conduct training in synthetic flight trainer.

PART C – REMOTELY PILOTED AIRCRAFT TRAINING

Chief remote pilot instructor

1. Chief remote pilot instructor

(i) Responsibility:

The Chief RPAS Instructor shall be responsible for the supervision of RPAS flight and synthetic RPAS instructors and for the standardisation of all RPAS instruction and synthetic RPAS instruction;

(ii) Qualification:

The Chief RPAS Instructor shall:

- (i) hold a valid RPAS licence with the highest level of RPA category and type ratings related to the RPAS training courses conducted or sought by the training organization;
- (ii) hold a valid RPAS instructor rating;
- (iii) have at least 1 years' experience in the RPAS operations; and
- (iv) provide evidence of management training and experience in training supervision.
- (v) received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations;

Remote pilot instructor:

2. Remote pilot instructor:

The instructor should:

- (a) hold a valid remote pilot license with the category and type rating appropriate to the RPAS on which he or she is to conduct the training; and
- (b) hold an RPAS instructor rating, or
- (c) undertake instruction techniques training appropriate to the RPA and RPAS he or she is to conduct training on.

PART D - AIRCRAFT MAINTENANCE
ENGINEERING TRAINING

Head of Training

1. Head of Training

(a) Responsibility

The Head of Training shall have overall responsibility for ensuring satisfactory integration of engineering training, that includes practical and theoretical knowledge instruction and for supervising the progress of individual students.

(b) Qualification

- (i) hold or have held an AMEL with at least 3 years' experience in aircraft maintenance training, and
- (ii) provide evidence of management training and experience in training supervision;

Chief Aircraft
Maintenance
Engineering
Instructor

2. Chief Aircraft Maintenance Engineering Instructor

(a) Responsibility

The Chief Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of instructors and for the standardisation of all engineering instructions.

(b) Qualification

- (i) hold or have held a valid AMEL with ratings related to the courses to be conducted by the ATO;
- ii) have
 - 1. received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations; or
 - 2. at least a certificate in a teaching discipline.
- (iii) provide evidence of management training and experience in training supervision.

Aircraft Maintenance Engineering Instructor 3. Aircraft Maintenance Engineering Instructor

(a) Responsibility

The Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of AMEL student for all engineering instructions.

(b) qualification

- (i) hold or have held a valid AMEL with ratings related to the courses to be conducted by the ATO; or
- (ii) an academic qualification relevant to the support subjects of instruction as prescribed by the Authority; and
- (iii) have
 - 3. received training in the teaching and instructional techniques provided by Civil Aviation (Personnel Licensing) Regulations; or
 - 4. at least a certificate in a teaching discipline.

PART E - AIR TRAFFIC CONTROL TRAINING

Head of Training

1. Head of Training

(a) Responsibility

The Head of Training shall have overall responsibility for ensuring satisfactory integration of ATS training in both, theoretical and simulator training, and for supervising the progress of individual students.

(b) Qualification

- (i) hold a valid ATC licence with ratings related to the courses to be conducted by the ATO;
- (ii) have at least 3 years' experience in a training supervisory role;
- (iii) Have:
 - (aa) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing)

- Regulations; or
- bb) hold at least a certificate in a teaching discipline; and
- (iv) provide evidence of management training and experience in training supervision.

Air Traffic Control Chief Instructor 2. Air Traffic Control Chief Instructor

(a) Responsibility

The Air Traffic Control Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and simulator instructions.

(b) Qualification

- (i) hold a valid air traffic control licence with ratings related to the ATC courses conducted; and
 - (ii) have at least 2 years' experience in a training supervisory role;
- (e) have:
- (i) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
 - (ii) at least a certificate in a teaching discipline.

Air Traffic Control Instructor 3. Air Traffic Control Instructor

(a) Responsibility

The Air Traffic Control Instructor shall be responsible for the supervision of the students in all theoretical and simulator instructions.

(b) Qualification

- (iii) hold:
 - a. a valid air traffic control licence with ratings related to the ATC courses to be conducted by the ATO; or

- b. an academic qualification relevant to the support subjects of instruction such as Mathematics, geography as prescribed in the applicable technical guidance materials; and
- (iv) have:
 - c. received training in teaching and instructional techniques as provided by the civil Aviation (Personnel Licensing) Regulations; or
 - d. at least a certificate in a teaching discipline.

PART F - FLIGHT OPERATIONS OFFICER (FOO) TRAINING

Head of Training

1. Head of Training

(a) Responsibility

The Head of Training shall have overall responsibility for ensuring satisfactory integration of Flight Operations training in both, theoretical and practical training, and for supervising the progress of individual students

(b) Qualification

- (i) hold or have held:
 - a. a valid Flight Operations Officer's Licence with at least 3 years' experience in training; or
 - b. hold or have held a valid Airline Transport Pilot Licence or Commercial Pilot Licence with at least 3 years' experience in training.

(ii) provide evidence of management training and experience in training supervision;

Flight Operations
Chief Instructor

2. Flight Operations Chief Instructor

(a) Responsibility

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions

1.

Qualification

(i) hold or have held:

(aa) a valid Flight Operations Officer's Licence with at least 2 years' experience in training; or

(bb) a valid Airline Transport Pilot Licence or commercial pilot licence with at least 2 experience in training.

(ii) provide evidence of management training and experience in training supervision;

Flight Operations
Instructor

3. Flight Operations Instructor

(a) Responsibility

The Flight Operations Instructor shall be responsible for the supervision of the students during instructions and for the standardization of all theoretical and practical instructions

(b) Qualification

The Flight operations Instructor shall hold or have held:

(a) A valid flight operations officers' licence;
or

(b) A valid airline transport pilot licence or commercial pilot licence; or

(c) hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and have:

- (d) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
- (e) hold at least a certificate in a teaching discipline.

PART G – CABIN CREW MEMBER (CCM) TRAINING

Cabin Crew Member
Chief Instructor

(e) Cabin Crew Member Chief Instructor

(c) Responsibility

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions.

(d) Qualification

The chief cabin crew member chief instructor shall

(i) hold a valid cabin crew member certificate with at least 2 years' experience in training;

(ii) provide evidence of management training and experience in training and supervision;

Cabin Crew Member
Instructor

Cabin Crew Member Instructor

The Cabin Crew Member Instructor shall:

1. hold a valid cabin crew member certificate or

2. hold qualifications relevant to the support subjects of instruction as prescribed by the Authority and

(iii) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or

(iv) hold at least a certificate in a teaching discipline.

Dodoma,
11th May, 2023

MAKAME M. MBARAWA,
Minister for Works and Transport