



Flight Operations Standards Directorate
General Aviation & Training Section – FTO/TRTO (A) Training Organization
Initial Approval Issuance Process Form

· FTO/TRTO (A) Training Organization			
· TRTO Focal Point	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	FTO/TRTO Training Organization to Submit the Training Approval Letter of Intent	
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(1)	FTO/TRTO Training Organization making an initial inquiry by submitting the training approval letter of intent to CARC Chief Commissioner	
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(2)	The Chief Commissioner will forward the training approval training letter of intent to Director Flight Operations Standards	
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b	Initial Meeting	
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(1)	Director Flight Operations Standards will call for an initial meeting	
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(2)	Meeting arrangements	· Date		· Time	
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(3)	Training approval team	
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(a)	Director Flight Operations Standards focal point name	
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(4)	FTO/TRTO n training organization focal point name	
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(5)	Objective. To advise the FTO/TRTO Training Organization focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance on training approval requirements. FTO/TRTO Training Organization focal point will be briefed by Director Flight Operations Standards focal point on:	
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(a)	The training approval process	
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(b)	The requirements of flight operations standards directorate; and	
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(c)	The prospective operator’s pre-assessment statement	
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(6)	The flight operations standards focal point will provide the FTO/TRTO Training Organization focal point with the prospective operator’s pre- assessment statement form	
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1	PHASE ONE - PRE APPLICATION PHASE				Remarks					
c FTO/TRTO Training Organization Forward the Prospective Operator’s Pre-assessment Statement										
(1) Flight operations standards focal point will assess the prospective operator’s pre-assessment statement; and										
(a) If accepted, Director Flight Operations Standards will recommends in writing to CARC Chief Commissioner to nominate training approval project manager and training approval team, or										
(b) If rejected; Director Flight Operations Standards will recommends in writing to CARC Chief Commissioner the rejection of the FTO/TRTO organization prospective operator’s pre-assessment statement including reason(s)										
d Pre Application Meeting										
(1) Training approval project manager will call for the pre-application meeting										
(2) Meeting arrangements										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">Date</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">Time</td> <td style="width: 25%;"></td> </tr> </table>							Date		Time	
	Date		Time							
(3) Training approval team										
(a) Training approval project manager name										
(b) Flight operations inspector team member name										
(c) Economic regulatory directorate focal point										
(4) FTO/TRTO Training Organization team										
(a) FTO/TRTO n training organization focal point name										
(b) Nominated head of raining name										
(c) Nominated chief of flight instructors										
(d) Nominated chief of ground instructors										
(e) Nominated quality manager										
(f) Nominated safety management system manager										
(5) Objective. To determine that, the FTO/TRTO Training Organization has sufficient knowledge of the appropriate CARC regulations and implementation procedures for the training approval. The FTO/TRTO Training Organization will be briefed in details by the training approval team member on the 5 phase of the training approval process, technical requirements and implementation procedures for each phase. The training approval team will provide the FTO/TRTO Training Organization with training approval guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable										



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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
e	Document Preparations During Pre application Phase	
(1)	Economic Regulatory Directorate Documents – Financial Assessment	
(a)	The economic regulatory directorate training approval focal point will define the financial requirements to obtain training approval in accordance with JCAR Part 201	

(a)	Training approval application form	
(b)	Training approval process form - this form	
(c)	Operations manual	
(d)	Training manual	
(e)	Quality manual	
(f)	Safety management system manual	
(g)	Airplane flight manual(s) (AFM)	
(h)	Flight crew operations manual(s) (FCOM)	
(i)	Flight crew quick reference hand book(s) (QRH)	
(j)	A valid FSTD(s) level C or D certificate	
(k)	FSTD(s) ownership or lease agreement	
(l)	Accountable manager acceptance form	
(m)	Head of training approval application form	
(n)	Chief of flight instructors acceptance application form	
(o)	Chief of ground instructors acceptance application form	
(p)	Quality manager acceptance application form -	
(q)	Safety management system manager approval application form	

f	Pre-application Meeting Summary
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(1)	The training approval project manager will prepare a minutes of meeting signed by the training approval team member and the FTO/TRTO Training Organization focal point that declare the following:	
(a)	The training approval team statement that, they had briefed the FTO/TRTO Training Organization team about Director Flight Operations Standards requirements for each phase of the training approval and had provided the FTO/TRTO Training Organization team with and/or guided them to CARC website for the directorate guide(s), application(s), form(s), compliance list(s) etc. applicable for the training approval	
(b)	The FTO/TRTO Training Organization focal point statement that, the FTO/TRTO Training Organization team had been briefed about Director Flight Operations Standards requirements for each phase of the training approval and had received and/or guided to CARC website for the directorate guide(s), application(s), form(s), compliance list(s) etc. applicable for the training approval	



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g	Document Evaluation During Pre application Phase
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(1)	After the signatory of the training approval project manager minutes of meeting by the training approval team and the FTO/TRTO Training Organization applicant focal point	
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(a)	The FTO/TRTO Training Organization applicant starts the preparation for financial assessment	
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(b)	The Economic regulatory training approval focal point will conduct the applicable financial assessment in accordance with JCAR Part 201 that ensure applicant meets JCARs requirements	
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h	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
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(1)	The pre-application phase completion date is the date when the FTO/TRTO Training Organization completion of formal application preparation			
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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks
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a	Formal Application Meeting
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(1)	The training approval project manager will call for the formal application meeting coordinated with the FTO/TRTO Training Organization focal point. The formal application meeting date will be on the same day of the FTO/TRTO Training Organization submitting the formal application	
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(2)	Meeting arrangements	Date		Time		
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(3)	Training approval team
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(a)	Training approval project manager name		
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(b)	Flight operations inspector team member name		
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(4)	FTO/TRTO Training Organization team
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(a)	FTO/TRTO Training Organization focal point name		
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(b)	Nominated head of raining name		
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(c)	Nominated Chief of flight instructors		
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(d)	Nominated Chief of flight instructors		
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(e)	Nominated quality manager		
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(f)	Nominated safety management system manager		
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(5)	Objective. To ensure that, the FTO/TRTO Training Organization has submitted the training formal application, formal application attachments, review the approval process and establish a common understanding on the future procedure for the training approval	
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b	Formal Application Attachments	Submitted Date	Initial	Remarks
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(1)	Copy of the Economic Regulatory Directorate Financial Statement Acceptance			
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(2)	Copy of the Training Approval Study Fee Slip			
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(3)	Training Approval Application Form			
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(4)	Cover Letter for the Formal Application			
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(5)	Training Approval Process Form - This Form			
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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
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(6)	Director Flight Operations Standards Formal Application Attachments
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(a)	Operations manual			
(b)	Operations manual compliance list			
(c)	Training manual			
(d)	Training manual compliance list			
(e)	Quality manual			
(f)	Quality manual compliance list			
(g)	Safety management system manual			
(h)	Safety management system manual compliance list			
(i)	Airplane flight manual(s) (AFM)			
(j)	Flight crew operations manual(s) (FCOM)			
(k)	Flight crew quick reference hand book(s) (QRH)			
(l)	A valid FSTD(s) level C or D certificate			
(m)	FSTD(s) ownership or lease agreement			
(n)	Accountable manager acceptance application form			
(o)	Head of training approval application form			
(p)	Chief of flight instructors acceptance application form			
(q)	Chief of ground instructors acceptance application form			
(r)	Quality manager acceptance application form			
(s)	Safety management system manager approval application form			

c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
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(1)	The training approval team member will review the submitted formal application and formal application attachments and define any missing attachment(s)			
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d	Acceptance/ Rejection of the Formal Application. The training approval project manager will inform the FTO/TRTO Training Organization verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected			
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e	If the formal application was verbally accepted			
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(1)	The training approval team member will review the training approval process with the FTO/TRTO team in details , and			
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(2)	The training approval team member(s) will inform the FTO/TRTO Training Organization in writing of any missing attachment(s)			
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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
f	Formal Application Phase Summary			
(1)	The formal application phase completion date is the date of the training approval team member letter to the FTO/TRTO n training organization of any missing attachment(s)			
(2)	The training approval project manager will inform in writing the training approval team member and the FTO/TRTO Training Organization focal point the start of phase three - document evaluation phase			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
d Document Evaluation Phase Summary				
(1)	The document evaluation phase completion date is based on the date of training approval team member letter to the training approval project manager for the satisfactory completion of phase three - document evaluation phase. Documents or manuals that are satisfactory will be approved or accepted, as required by JCARs. Approval/acceptance shall be indicated by a signed document or manual and a letter of approval or acceptance of the document or manual			
(2)	The training approval project manager will inform the training approval team member and the FTO/TRTO focal point in writing the start of phase four – demonstration and inspection phase			



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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
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a	Demonstration and Inspection Schedule
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(1)	The training approval team member will provide the FTO/TRTO Training Organization with the flight operations standards directorate demonstration and inspections required for the training approval, and will ask the FTO/TRTO Training Organization to provide them with the demonstration and inspection schedule and to copy the training approval project manager			
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(2)	The training approval team member will review the demonstration and inspection schedule proposed by the FTO/TRTO Training Organization and to agrees on with them			
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b	Director Flight Operations Standards Inspection
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|-----|--|--|--|--|
| (1) | Organization and infrastructure inspection | | | |
| (2) | Theoretical training inspection | | | |
| (3) | Flight training inspection | | | |
| (a) | Quality system inspection | | | |
| (b) | Safety management system inspection | | | |

c	Demonstration and Inspection None Compliance. The training approval team member shall provide the FTO/TRTO Training Organization with the demonstration and inspection none compliance in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the training approval project manager			
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d	Completion of Phase Four - Demonstration and Inspection Phase The training approval team member will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
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e	Demonstration & Inspection Phase Summary
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(1)	The demonstration and inspection phase completion date is based on the date training approval team member letter to the training approval project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, FTO/TRTO Training Organization meets JCARs requirements for training approval issuance			
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(2)	The training approval project manager will inform the training approval team member in writing the start of phase five - certification phase, to prepare Director Flight Operations Standards documents required for the training approval certificate issuance that is needed to be part of the training approval report and setting a date for the final certification meeting			
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Accountable Manager Name	Signature	Date



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5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Certification Meeting		
(1)	The training approval project manager will call for the final certification meeting		
(2)	Meeting arrangements	Date	Time
(3)	Training approval team		
(a)	Training approval project manager name		
(b)	Flight operations inspector team member name		
(4)	Objective. The training approval team member to provide the training approval project manager with Director Flight Operations Standards documents required for the training approval certificate issuance that is needed to be part of the training approval report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Director Flight Operations Standards Documents		
(a)	Copy of the training approval letter of intent		
(b)	Copy of the training approval study fee		
(c)	Copy of the training approval application form		
(d)	Copy of the training approval process form		
(e)	Copy of the training approval fee slip		
(f)	Copy of the training manual approval letter		
(g)	Copy of the operations manual approval letter		
(h)	Copy of the quality manual approval letter		
(i)	Copy of the safety management system manual approval letter		
(j)	Copy of the flight operations standards training approval letter		
(2)	Director Flight Operations Standards Issuance of the Training Approval Certificate		
(a)	Copy of the training approval certificate		
Training Approval Project Manager Name		Signature	Date