

**ADVISORY CIRCULAR**

No. : AC-28-01-023

Date : 1 March 2016

**A. SUBJECT.**

**Approval of Outsource Training and Checking**

**B. PURPOSE.**

This Advisory Circular (AC) provides guidance for Air Operator Certificate (AOC) holder/applicant to obtain approval of outsource the training and checking.

**C. STATUS.**

This is the third edition of AC - 28 - 01 - 023, dated 1 March 2016, and it will remain current until withdrawn or superseded.

**D. CONTENTS.**

1.0 Approval of outsource training and checking to foreign type rating training organization (TRTO).

2.0 Approval of outsource training and checking to a local type rating training organization (TRTO).

**E. REFERENCES.**

The following documents are used as reference material:

- JCAR FCL 1.
- JCAR FSTD A.

## **Approval to Outsource the Training and Checking**

### **1.0 Approval of Outsource Training and Checking to Foreign Type Rating Training Organization (TRTO).**

All training and checking required by OMD training programs shall be conducted by the operator approved training and checking personnel. Operator intended to outsource training and checking to type rating training organization (TRTO) must obtain approval from CARC - Approval of outsource training and checking type rating training organization

#### **1.1 Approval Requirements.**

- a. The AOC holder/applicant holds valid approval to use flight synthetic training device (FSTD) - ZFTT approval for the foreign FSTD belonging to the same TRTO where the outsourcing for the training and checking is required.
- b. The TRTO flight instructors and examiners are qualified in accordance with ICAO annex 1 requirements.
- c. The AOC holder/applicant is required to provide the TRTO flight instructors and examiners with guidance pamphlet summarizing the AOC holder/applicant training records, checking reports and related training and checking procedures in accordance with its operations manual part D.
- d. The training and checking standards of the flight instructors and examiners of the foreign TRTO will be assessed to ensure that it meets JCAR FCL 1 standards.

#### **1.2 Approval Supporting Documents.**

- a. AOC holder/applicant applies for approval to outsource training and checking to a foreign TRTO.
- b. Copy of a valid approval authorizing the use of the foreign FSTD - ZFTT approval belonging to the same TRTO where the outsourcing for the training and checking are required.
- c. Copy of a valid TRTO approval certificate.
- d. Copies of a valid flight instructors (TRIs and SFIs) licenses and ratings.
- e. Copies of a valid flight examiners (TREs and SFEs) licenses, ratings and examiners authorization.

### 1.3 Approval Conditions.

- a. The approval of outsource training and checking to a foreign TRTO will be validated based on the supporting documents and technical assessment of training and checking standards to ensure meeting JCARs requirements to include:
  - (1) Observation of one training session for type rating instructor / Synthetic flight instructor.
  - (2) Observation of one skill test/proficiency check for type rating examiner / synthetic flight examiner.
- b. TRTO training and checking conditions:
  - (1) The training and checking shall be conducted in accordance with the AOC holder/applicant operations manual part D.
  - (2) The training and checking shall be conducted by the TRTO approved flight instructors and examiners.
  - (3) The AOC holder/applicant training and checking reports detailed in the operations manual part D shall be used for the training and checking records.
  - (4) CARC proficiency check report and applications shall be used for rating revalidation.
- c. The flight instructors and examiners shall be part of the AOC holder/applicant annual quality system inspection program.
- d. The TRTO shall continue to meet the approval conditions for the FSTD, the flight instructors and examiners during the period of the approval - 24 calendar months.

### 1.4 Approval Renewal.

Subject to the agreement between AOC holder and the foreign TRTO; approval may be renewed providing that the flight instructors and examiners continue to meet the initial approval conditions.

## **1.5 Approval Privileges.**

- a. Authorizes the training and checking in accordance with the AOC holder/applicant operations manual part D.
- b. Authorizes the revalidation of type rating, type rating instructor rating and synthetic flight instructor rating for the AOC holder/applicant in accordance with JCAR FCL 1 revalidation requirements.

## **2.0 Approval of Outsource Training and Checking to a Local Type Rating Training Organization (TRTO).**

### **2.1 Approval Requirements.**

- a. The AOC holder/applicant holds valid approval to use flight synthetic training device (FSTD) - ZFTT approval for the local FSTD belonging to the same TRTO where outsourcing for the training and checking is required.
- b. The AOC holder/applicant is required to provide the TRTO flight instructors and examiners with a guidance pamphlet summarizing the AOC holder/applicant training records, checking reports and related training and checking procedures in accordance with operations manual part D.

### **2.2 Approval Supporting Documents.**

- a. The AOC holder/applicants apply for approval to outsource training and checking to the local TRTO.
- b. Copy of a valid TRTO approval certificate.
- c. A valid copy of the approval to use flight synthetic training device (FSTD) - ZFTT approval for the local FSTD belonging to the same TRTO where outsourcing for the training and checking is required.

### **2.3 Approval Conditions.**

- a. The approval of outsource training and checking to a local TRTO will be validated based on the supporting documents subject to the following training and checking conditions:
  - (1) The training and checking will be conducted in accordance with the AOC holder/applicant operations manual part D.

- (2) The training and checking will be conducted by the type rating training organization (TRTO) flight instructors and examiners.
  - (3) The AOC holder/applicant training and checking report detailed in the operations manual part D shall be used for the training and checking records.
  - (4) CARC proficiency check report and applications shall be used for rating revalidation.
- b. The flight instructors and examiners shall be part of the AOC holder/applicant annual quality system inspection program.
  - c. The TRTO shall continue to meet the approval conditions for the FSTD the flight instructors and examiners during the period of the approval - 24 calendar months.

#### **2.4 Approval Renewal.**

Subject to the agreement between the AOC holder and the local TRTO, approval may be renewed providing that continues to meet the initial approval conditions.

#### **2.5 Approval Privileges.**

- a. Authorizes the training and checking in accordance with the AOC holder/applicant operations manual part D.
- b. Authorizes the revalidation of the type rating, type rating instructor rating and synthetic flight instructor rating for the AOC holder/applicant in accordance with JCAR FCL 1 revalidation requirements.

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