

ADVISORY CIRCULAR

No. : AC-28-01-001 Part B

Date : 01 March 2016

A. SUBJECT

Approved Training Organizations (ATOs) Certification Procedures

B. PURPOSE

This Advisory Circular (AC) details the approved training organizations (ATOs) certification procedures - JCAR OPS

C. STATUS

This is the third edition of AC - 28 - 01 - 001 Part B, dated 01 March 2016, and it will remain current until withdrawn or superseded

D. CONTENTS

- 1.0 Training approval initial issuance procedures.
- 2.0 Training approval renewal procedures.
- 3.0 Management approval/acceptance procedures.
- 4.0 Documents evaluation procedures.
- 5.0 Training and checking procedures.



Approved Training Organizations (ATOs) Certification Procedures

1.0 Training Approval Initial Issuance Procedures. For training approval initial issuance procedures refer to:

- a. **CARC Guide 28 - 01 - 0300.**
Initial safety training approval guide
- b. **CARC Guide 28 - 01 - 0301.**
Dangerous goods training approval guide
- c. **CARC Guide 28 - 01 - 0302.**
Ground handling training approval guide
- d. **CARC Form 28 - 01 - 0306.**
Prospective operator's pre-assessment statement form
- e. **CARC Form 28 - 01 - 0307.**
Initial safety training approval issuance application form
- f. **CARC Form 28 - 01 - 0308.**
Dangerous goods training approval issuance application form
- g. **CARC Form 28 - 01 - 0309.**
Ground handling training approval issuance application form
- h. **CARC Form 28 - 01 - 0313.**
Initial safety training approval issuance process form
- i. **CARC Form 28 - 01 - 0314.**
Dangerous goods training approval issuance process form
- j. **CARC Form 28 - 01 - 0315.**
Ground handling training approval issuance process form

2.0 Training Approval Renewal Procedures. For training approval renewal procedures refer to:

- a. **CARC Form 28 - 01 - 0319.**
Initial safety training approval renewal application form
- b. **CARC Form 28 - 01 - 0320.**
Dangerous goods training approval renewal application form
- c. **CARC Form 28 - 01 - 0321.**
Ground handling training approval renewal application form



3.0 Management Approval/Acceptance Procedures. For management approval/ acceptance procedures refer to:

- a. **CARC Form 28 - 01 - 0325.**
Accountable manager acceptance application form
- b. **CARC Form 28 - 01 - 0326.**
Quality manager acceptance application form
- c. **CARC Form 28 - 01 - 0327.**
Head of training approval application form
- d. **CARC Form 28 - 01 - 0328.**
Initial safety training manager approval application form
- e. **CARC Form 28 - 01 - 0329.**
Dangerous goods training manager approval application form
- f. **CARC Form 28 - 01 - 0330.**
Ground handling training manager approval application form

4.0 Documents Evaluation Procedures. For documents evaluation procedures refer to:

- a. **CARC Compliance List 28 - 01 - 0334.**
Quality manual compliance list
- b. **CARC Compliance 28 - 01 - 0335.**
Initial safety training manual compliance list
- c. **CARC Compliance 28 - 01 - 0336.**
Dangerous goods training manual compliance list
- d. **CARC Compliance 28 - 01 - 0337.**
Ground handling training manual compliance list

5.0 Training and Checking Procedures. For training and checking procedures refer to:

- a. **CARC Form 28 - 01 - 0341.**
Cabin safety instructor (CSI) authorization issuance application form
- b. **CARC Form 28 - 01 - 0342.**
Cabin safety instructor (CSI) re-authorization application form



- c. **CARC Form 28 - 01 - 0343.**
Cabin safety examiner (CSE) authorization issuance application form
- d. **CARC Form 28 - 01 - 0344.**
Cabin safety examiner (CSE) re-authorization application form
- e. **CARC Form 28 - 01 - 0345.**
Cabin crew CRM instructor (CRMI) authorization issuance application form
- f. **CARC Form 28 - 01 - 0346.**
Cabin crew CRM instructor (CRMI) re-authorization application form
- g. **CARC Form 28 - 01 - 0347.**
First aid instructor (FAI) authorization issuance application form
- h. **CARC Form 28 - 01 - 0348.**
First aid instructor (FAI) re-authorization application form
- i. **CARC Form 28 - 01 - 0349.**
Dangerous goods instructor (DGI) authorization issuance application form
- j. **CARC Form 28 - 01 - 0350.**
Dangerous goods instructor (DGI) re-authorization application form
- k. **CARC Form 28 - 01 - 0351.**
Ground handling instructor (GHI) authorization issuance application form
- l. **CARC Form 28 - 01 - 0352.**
Ground handling instructor (GHI) re-authorization application form



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