



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - Initial Safety Training Approval
Initial Safety Training Approval Process Form

• Operator Name			
• AOC Applicant/Holder Focal Point	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	AOC Applicant/holder to Submit the AOC Certification/Variation Letter of Intent	
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(1)	AOC Applicant/holder making an initial inquiry by submitting the AOC certification/variation letter of intent to CARC chief commissioner	
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| (a) | <input type="checkbox"/> For AOC initial certification. Submit AOC certification letter of intent, subject AOC initial certification | |
| (b) | <input type="checkbox"/> For AOC variation. Submit AOC variation letter of intent, subject AOC variation - Initial safety training approval | |

(2)	The chief commissioners will forward the letter of intent to the 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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| (a) | <input type="checkbox"/> For AOC initial certification. The meeting will be part of the AOC certification initial meeting | |
| (b) | <input type="checkbox"/> For AOC variation. The meeting will be specific for initial safety training certification initial meeting | |

(2)	Meeting arrangements	• Date		• Time	
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(3)	AOC/ Initial safety training certification team	
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(a)	Flight operations standards directorate focal point name		
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(4)	AOC applicant/holder focal point name		
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(5)	Objective. To advise the AOC applicant/holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning initial safety training certification requirements. AOC applicant/holder will be briefed by flight operations standards directorates focal points on:	
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|-----|--|--|
| (a) | The initial safety training certification process | |
| (b) | The requirements of flight operations standards directorate; and | |
| (c) | <input type="checkbox"/> For AOC variation. AOC variation application form - prospective operator's pre-assessment statement
<input type="checkbox"/> For AOC certification. The prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form | |



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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
(6)	The flight operations standards focal point will provide the AOC applicant/holder focal point with the prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form or AOC variation application form - prospective operator's pre-assessment statement	
c AOC Applicant/Holder Forward the Prospective Operator's Pre-assessment Statement		
(1)	<input type="checkbox"/> For AOC variation. Flight operations standards focal point will assess the AOC variation application form - prospective operator's pre-assessment statement; and:	
(a)	If accepted, director flight operations standards will inform the AOC holder focal point with the AOC variation initial acceptance subject to conduct a satisfactory quality system inspection; or	
(b)	If rejected; director flight operations standards will recommends in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s)	
(2)	<input type="checkbox"/> For AOC certification. It will part of AOC applicant prospective operator's pre-assessment statement assessment	
d <input type="checkbox"/> Quality System Inspection - AOC Variation only		
(1)	Inspection arrangements	• Date
(2)	CARC will conduct quality system inspection on the AOC holder; and	• Time
(a)	If operator meets JCAR OPS 1 requirement; director flight operations standards will recommends in writing to CARC chief commissioner to nominate initial safety training certification project manager and initial safety training certification team ; or	
(b)	If operator did not meet JCAR OPS 1 requirement; director flight operations standards will inform the AOC holder focal point in writing the rejection of the variation including reasons(s)	
e Pre Application Meeting		
(1)	The AOC/Initial safety training certification project manager will call for the pre-application meeting	
(2)	Meeting arrangements	• Date
(3)	AOC/Initial safety training certification team	• Time
(a)	*AOC/ Initial safety training certification project manager name	
(b)	Cabin safety inspector team member name	

*For AOC variation the cabin safety inspector team member is the initial safety training certification project manager



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(4)	AOC applicant/holder team	
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(a)	AOC applicant/holder focal point name		
(b)	Crew training post holder name		

(5)	Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for initial safety training certification. The AOC applicant/holder will be briefed in details by the AOC/Initial safety training certification team member on the 5 phase the initial safety training approval process, technical requirements and implementation procedures for each phase. The AOC/Initial safety training certification team will provide the AOC applicant/holder with initial safety training approval guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable	
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f	Document Preparations/Amendment During Pre application Phase
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(1)	Flight Operations Standards Directorate Documents
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(a)	Initial safety training approval application form	
(b)	Initial safety training approval process form - this form	
(c)	Operations manual part D - initial safety training program	
(d)	List of operator training facilities	
(e)	List of operator training devises	
(f)	Utilization training facilities agreement (If applicable)	
(g)	Cabin safety instructor authorization application form or copy of valid cabin safety instructor authorization	
(h)	Cabin crew CRM instructor authorization application form or copy of valid Cabin crew CRM instructor authorization	
(i)	First aid instructor authorization application form or copy of valid first aid instructor authorization	
(j)	Aviation security instructors authorization application form or copy of valid aviation security instructor authorization	
(k)	Dangerous goods instructors authorization application form or copy of valid dangerous goods instructor authorization	
(l)	Cabin safety examiners authorization application form or copy of valid cabin safety examiner authorization	
(m)	Initial safety training approval applications attachments compliance list	

g	Pre-application Meeting Summary
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(1)	The AOC/Initial safety training certification project manager will prepare a minutes of meeting signed by the AOC/Initial safety training certification team member and the AOC applicant/holder focal point that declare the following:	
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(a)	The AOC/Initial safety training certification team statement that, they had briefed the AOC applicant/holder team about flight operations standards directorate requirements for each phase of the initial safety training certification and had provided the AOC applicant/holder 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 initial safety training certification	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks		
(b)	The AOC applicant/holder focal point statement that, the AOC applicant/holder team had been briefed about flight operations standards directorate requirements for each phase of the initial safety training certification and had received and/or guided to CARC website for the directorate guide(s), application(s), form(s), compliance list(s) etc applicable for AOC variation/certification			
h	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
(1)	The pre-application phase completion date is the date when AOC applicant/holder completion of formal application preparation			



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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks								
a	Formal Application Meeting									
(1)	The AOC/Initial safety training certification project manager will call for the formal application meeting coordinated with the AOC applicant/holder focal point. The formal application meeting date will be on the same day of the AOC applicant/holder submitting the formal application									
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">• Date</th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">• Time</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	• Date		• Time					
• Date		• Time								
(3)	AOC/Initial safety training certification team									
(a)	AOC/ Initial safety training certification project manager name									
(b)	Cabin safety inspector team member name									
(4)	AOC applicant/holder team									
(a)	AOC applicant/holder focal point name									
(b)	Crew raining post holder name									
(5)	Objective. To ensure that, the AOC applicant/holder has submitted the initial safety training formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the initial safety training certification									
b	Formal Application Attachments	Submitted Date Initial Remarks								
(1)	Copy of the AOC Variation Study Fee Slip - AOC variation only									
(2)	Initial Safety Training Approval Application Form									
(3)	Cover Letter for the Formal Application									
(4)	Initial Safety Training Approval Process Form - This Form									
(5)	Flight Operations Standards Directorate Formal Application Attachments									
(a)	Operations manual part D - initial safety training program									
(b)	List of operator training facilities									
(c)	List of operator training devises									
(d)	Utilization training facilities agreement (If applicable)									
(e)	Cabin safety instructors authorization application form or copy of valid cabin safety instructor authorization									



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(f)	Cabin crew CRM instructors authorization application form or copy of valid Cabin crew CRM instructor authorization			
(g)	First aid instructors authorization application form or copy of valid first aid instructor authorization			
(h)	Aviation security instructors authorization application form or copy of valid aviation security instructor authorization			
(i)	Dangerous goods instructors authorization application form or copy of valid dangerous goods instructor authorization			
(j)	Cabin safety examiners authorization application form or copy of valid cabin safety examiner authorization			
(k)	Initial safety training approval applications attachments compliance list			
c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The AOC/Initial safety training certification team member will review the submitted formal application and formal application attachments and define any missing attachment(s)			
d	Acceptance/ Rejection of the Formal Application. The AOC/Initial safety training certification project manager will inform the AOC applicant/holder verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected			
e	If the formal application was verbally accepted			
(1)	The AOC/Initial safety training certification team member will review the initial safety training approval process with the AOC applicant/holder team in details; and			
(2)	The AOC/Initial safety training certification team member(s) will inform the AOC applicant/holder in writing of any missing attachment(s)			
f	Formal Application Phase Summary			
(1)	The formal application phase completion date is the date of the AOC/Initial safety training certification team member letter to the AOC applicant/holder of any missing attachment(s)			
(2)	The AOC/Initial safety training project manager will inform in writing the AOC/Initial safety training certification team member and the AOC applicant/holder focal point the start of phase three - document evaluation phase			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Flight Operations Standards Directorate Application Attachments			
(1)	Operations manual part D - initial safety training program			
(2)	List of operator training facilities			
(3)	List of operator training devises			
(4)	Utilization training facilities agreement - If applicable			
(5)	Instructors/examiner authorization application forms - as applicable			
(a)	Cabin safety instructors authorization application form			
	If accepted, interview	• Date	• Time	
(b)	Cabin crew CRM instructors authorization application form			
	If accepted, interview	• Date	• Time	
(c)	First aid instructors authorization application form			
	If accepted, interview	• Date	• Time	
(d)	Aviation security instructors authorization application form			
	If accepted, interview	• Date	• Time	
(e)	Dangerous goods instructors authorization application form			
	If accepted, interview	• Date	• Time	
(f)	Cabin safety examiners authorization application form			
	If accepted, interview	• Date	• Time	
b	Documents None Compliance. The AOC/Initial safety training certification team member shall provide the AOC applicant/holder with the documents contents none compliance in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/Initial safety training certification project manager:			
c	Completion of Phase Three - Document Evaluation Phase. The AOC/ Initial safety training certification team member will inform the AOC/ Initial safety training certification project manager in writing the satisfactory completion 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 AOC/Initial safety training certification team member letter to the AOC/Initial safety training certification 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 AOC/ Initial safety training certification project manager will inform the AOC/Initial safety training certification team member and the AOC applicant/holder focal point in writing the start of phase four - demonstration & 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 AOC/Initial safety training certification team member will provide the AOC applicant/holder with the flight operations standards directorate demonstration and inspections required for the initial safety training certification, and will ask the AOC applicant/holder to provide them with the demonstration and inspection schedule and to copy the AOC/Initial safety training certification project manager			
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(2)	The AOC/Initial safety training certification team member will review the demonstration and inspection schedule proposed by the AOC applicant/holder and to agrees on with them			
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b	Flight Operations Standards Directorate Inspection
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|-----|--|--|--|--|
| (1) | Training facilities inspection | | | |
| (2) | Training devises inspection | | | |
| (3) | Ground instructors and examiners assessment to include training material and equipments: | | | |
| (a) | Cabin safety instructor assessment | | | |
| (b) | Cabin crew CRM instructor assessment | | | |
| (c) | First aid instructor assessment | | | |
| (d) | Dangerous goods instructor assessment | | | |
| (e) | Cabin safety examiners assessment | | | |
| (4) | Initial safety training records inspection | | | |

c	Demonstration and Inspection None Compliance. The AOC/Initial safety training team member shall provide the AOC applicant/holder 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 AOC/Initial safety training certification project manager:			
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d	Completion of Phase Four - Demonstration and Inspection Phase The AOC/Initial safety training certification 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 of AOC/Initial safety training certification team member letter to the AOC/Initial safety training certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC applicant/holder meets JCARs requirements for initial safety training approval issuance			
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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
(2)	The AOC/ Initial safety training certification project manager will inform the AOC/Initial safety training certification team member in writing the start of phase five - certification phase, to prepare flight operations standards directorate documents required for the operations specification issuance/amendment that is needed to be part of the initial safety training certification report and setting a date for the final certification meeting			

Accountable Manager Name	Signature	Date



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FOR CARC USE ONLY

5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Certification Meeting		
(1)	The AOC/Initial safety training certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	AOC/Initial safety training certification team		
(a)	AOC/ Initial safety training certification project manager name		
(b)	Cabin safety inspector team member name		
(4)	Objective. The AOC/ Initial safety training certification team member to provide the AOC/Initial safety training certification project manager with flight operations standards directorate documents required for the initial safety training approval issuance that is needed to be part of the initial safety training certification report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Flight Operations Standards Directorate Documents		
(a)	Copy of the AOC variation application form - Prospective operator's pre-assessment statement - AOC variation only		
(b)	Copy of the AOC variation study fee slip - AOC variation only		
(c)	Copy of the initial safety training approval application form		
(d)	Copy of the initial safety training approval process form		
(e)	Copy of the initial safety training approval fee slip		
(f)	Copy of the flight operations standards initial safety training approval letter		
(2)	Director Flight Operations Standards Issuance/Amendment of the OPS SPECS for Initial Safety Training Approval		
(a)	Copy of the Operations Specification (OPS SPECS)		
c	AOC/ Initial Safety Training Certification Project Manager to Copy Airworthiness Standards Directorate with	Documents Status	
		YES	NO
(1)	The Operations Specification (OPS SPECS)		
AOC/Initial Safety Training Certification Project Manager Name		Signature	Date