



Flight Operations Standards Directorate
Commercial Air Transport Section - Aviation Training Organization - Initial Safety Training Approval
Initial Safety Training Approval Issuance Process Form

• Aviation Training Organization Name			
• Aviation Training Organization Focal Point	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	Aviation Training Organization to Submit the Initial Safety Training Letter of Intent	
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(1)	Aviation training organization making an initial inquiry by submitting the initial safety training letter of intent to CARC chief commissioner	
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(2)	The chief commissioner will forward the initial safety 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)	Initial safety training approval team	
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(a)	Flight operations standards directorate focal point name		
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(4)	Aviation training organization focal point name		
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(5)	Objective. To advise the aviation training organization focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance on initial safety training approval requirements. Aviation training organization focal point will be briefed by flight operations standards directorate focal point on:	
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(a)	The initial safety 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 aviation 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	Aviation 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 initial safety training approval project manager and initial safety training approval team, or					
(b)	If rejected; director flight operations standards will recommends in writing to CARC chief commissioner the rejection of the aviation training organization prospective operator's pre-assessment statement including reason(s)					
d	Pre Application Meeting					
(1)	Initial safety 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: 10%; text-align: center;">• Date</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">• Time</td> <td style="width: 50%;"></td> </tr> </table>	• Date		• Time	
• Date		• Time				
(3)	Initial safety training approval team					
(a)	Initial safety training approval project manager name					
(b)	Cabin safety inspector team member name					
(4)	Aviation training organization team					
(a)	Aviation training organization focal point name					
(b)	Nominated/approved head of raining name					
(c)	Nominated/approved quality manager					
(d)	Nominated initial safety training manager					
(5)	Objective. To determine that, the aviation training organization has sufficient knowledge of the appropriate CARC regulations and implementation procedures for initial safety training approval. The aviation training organization will be briefed in details by the initial safety training approval team member on the 5 phase of the initial safety training approval process, technical requirements and implementation procedures for each phase. The initial safety training approval team will provide the aviation training organization 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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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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e	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)	Initial safety training manual	
(d)	Quality manual - if the aviation training organization offering other than initial safety training	
(e)	Accountable manager acceptance form - if applicable	
(f)	Head of training approval form - if applicable	
(g)	Quality manager acceptance form - if applicable	
(h)	Initial safety training manager approval form	
(i)	Cabin safety instructor(s) authorization application form(s)	
(j)	Cabin crew CRM instructor(s) authorization application form(s)	
(k)	First aid instructor(s) authorization application form(s)	
(l)	Aviation security instructor(s) authorization application form(s)	
(m)	Dangerous goods instructor(s) authorization application form(s)	
(n)	Cabin safety examiner(s) authorization application form(s)	
(o)	List of the training facilities	
(p)	List of the training devises	
(q)	Utilization training facilities agreement -If applicable	

f	Pre-application Meeting Summary
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(1)	The initial safety training approval project manager will prepare a minutes of meeting signed by the initial safety training approval team member and the aviation training organization focal point that declare the following:	
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(a)	The initial safety training approval team statement that, they had briefed the aviation training organization team about flight operations standards directorate requirements for each phase of the initial safety training approval and had provided the aviation 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 initial safety training approval	
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(b)	The aviation training organization focal point statement that, the aviation training organization team had been briefed about flight operations standards directorate requirements for each phase of the initial safety 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 initial safety training approval	
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g	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
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(1)	The pre-application phase completion date is the date when the aviation 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 initial safety training approval project manager will call for the formal application meeting coordinated with the aviation training organization focal point. The formal application meeting date will be on the same day of the aviation training organization submitting the formal application	
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(2)	Meeting arrangements	• Date		• Time	
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(3)	Initial safety training approval team
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(a)	Initial safety training approval project manager name		
(b)	Cabin safety inspector team member name		

(4)	Aviation training organization team
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(a)	Aviation training organization focal point name		
(b)	Nominated/approved head of raining name		
(c)	Nominated/approved quality manager		
(d)	Nominated initial safety training manager		

(5)	Objective. To ensure that, the aviation training organization has submitted the initial safety training formal application, formal application attachments, review the approval process and establish a common understanding on the future procedure for the initial safety training approval	
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b	Formal Application Attachments	Submitted Date	Initial	Remarks
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(1)	Copy of the Initial Safety Training Study Fee Slip			
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(2)	Initial Safety Training Approval Application Form			
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(3)	Cover Letter for the Formal Application			
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(4)	Initial Safety Training Approval Process Form - This Form			
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(5)	Flight Operations Standards Directorate Formal Application Attachments
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(a)	Initial safety training manual		
(b)	Initial safety training manual compliance list		
(c)	Quality manual - if the aviation training organization offering other than initial safety training		
(d)	Quality manual compliance list - if applicable		



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(e)	Accountable manager acceptance form - if applicable			
(f)	Head of training approval form - if applicable			
(g)	Quality manager acceptance form - if applicable			
(h)	Initial safety training manager approval form			
(i)	Cabin safety instructor(s) authorization application form(s)			
(j)	Cabin crew CRM instructor(s) authorization application form(s)			
(k)	First aid instructor(s) authorization application form(s)			
(l)	Aviation security instructor(s) authorization application form(s)			
(m)	Dangerous goods instructor(s) authorization application form(s)			
(n)	Cabin safety examiner(s) authorization application form(s)			
(o)	List of the training facilities			
(p)	List of the training devises			
(r)	Utilization training facilities agreement - If applicable			
(s)	Initial safety training approval applications attachments compliance list			

c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The initial safety training approval 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 initial safety training approval project manager will inform the aviation 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 initial safety training approval team member will review the initial safety training approval process with the aviation training organization team in details; and			
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(2)	The initial safety training approval team member(s) will inform the aviation training organization in writing of any missing attachment(s)			
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f	Formal Application Phase Summary			
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(1)	The formal application phase completion date is the date of the initial safety training approval team member letter to the aviation training organization of any missing attachment(s)			
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(2)	The initial safety training approval project manager will inform in writing the initial safety training approval team member and the aviation 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
a	Flight Operations Standards Directorate Application Attachments			
(1)	Initial safety training manual			
(2)	Quality manual - if the aviation training organization offering other than the initial safety training			
(3)	List of the training facilities			
(4)	List of the training devises			
(5)	Utilization training facilities agreement - If applicable			
(6)	Management approval/acceptance application forms			
(a)	Accountable manager acceptance application form - if applicable			
	If accepted, interview • Date		• Time	
(b)	Head of training approval application form - if applicable			
	If accepted, interview • Date		• Time	
(c)	Quality manager acceptance application form - if applicable			
	If accepted, interview • Date		• Time	
(d)	Initial safety training manager approval application form			
	If accepted, interview • Date		• Time	
(7)	Ground instructors/examiner authorization application forms			
(a)	Cabin safety instructor(s) authorization application form(s)			
	If accepted, interview • Date		• Time	
(b)	Cabin crew CRM instructor(s) authorization application form(s)			
	If accepted, interview • Date		• Time	
(c)	First aid instructor(s) authorization application form(s)			
	If accepted, interview • Date		• Time	
(d)	Aviation security instructor(s) authorization application form(s)			
	If accepted, interview • Date		• Time	
(e)	Dangerous goods instructor(s) authorization application form(s)			
	If accepted, interview • Date		• Time	
(f)	Cabin safety examiner(s) authorization application form(s)			
	If accepted, interview • Date		• Time	



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
b	Documents None Compliance. The initial safety training approval team member shall provide the aviation training organization 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 initial safety training approval project manager			
c	Completion of Phase Three - Document Evaluation Phase. The initial safety training approval team member will inform the initial safety training approval project manager in writing the satisfactory completion of phase three - document evaluation phase			
d	Document Evaluation Phase Summary			
(1)	The document evaluation phase completion date is based on the date of initial safety training approval team member letter to the initial safety 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 initial safety training approval project manager will inform the initial safety training approval team member and the aviation training organization 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
a Demonstration and Inspection Schedule				
(1)	The initial safety training approval team member will provide the aviation training organization with the flight operations standards directorate demonstration and inspections required for the initial safety training approval, and will ask the aviation training organization to provide them with the demonstration and inspection schedule and to copy the initial safety training approval project manager			
(2)	The initial safety training approval team member will review the demonstration and inspection schedule proposed by the aviation training organization and to agrees on with them			
b Flight Operations Standards Directorate Inspection				
(1)	Training facilities inspection			
(2)	Training devises inspection			
(3)	Ground instructors and examiners assessment to include training and checking material/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			
c	Demonstration and Inspection None Compliance. The initial safety training approval team member shall provide the aviation 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 initial safety training approval project manager			
d	Completion of Phase Four - Demonstration and Inspection Phase The initial safety training approval team member will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
e Demonstration & Inspection Phase Summary				
(1)	The demonstration and inspection phase completion date is based on the date of initial safety training approval team member letter to the initial safety training approval project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, aviation training organization meets JCARs requirements for initial safety training approval issuance			



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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
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(2)	The initial safety training approval project manager will inform the initial safety training approval team member in writing the start of phase five - certification phase, to prepare flight operations standards directorate documents required for the initial safety training approval certificate issuance that is needed to be part of the initial safety 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
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a	Final Certification Meeting
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(1)	The initial safety training approval project manager will call for the final certification meeting
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(2)	Meeting arrangements	• Date		• Time	
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(3)	Initial safety training approval team
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(a)	Initial safety training approval project manager name	
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(b)	Cabin safety inspector team member name	
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(4)	Objective. The initial safety training approval team member to provide the initial safety training approval project manager with flight operations standards directorate documents required for the initial safety training approval certificate issuance that is needed to be part of the initial safety training approval report	
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b	Certification Report Contents	Documents Status	
		YES	NO

(1)	Flight Operations Standards Directorate Documents
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(a)	Copy of the initial safety training letter of intent		
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(b)	Copy of the initial safety training approval study fee		
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(c)	Copy of the initial safety training approval application form		
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(d)	Copy of the initial safety training approval process form		
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(e)	Copy of the initial safety training approval fee slip		
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(f)	Copy of the initial safety training manual approval letter		
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(g)	Copy of the quality manual approval letter - if applicable		
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(h)	Copy of the flight operations standards initial safety training approval letter		
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(2)	Director Flight Operations Standards Issuance of the Initial Safety Training Approval Certificate
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(a)	Copy of the initial safety training approval certificate		
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Initial Safety Training Approval Project Manager Name	Signature	Date