



Flight Operations Standards Directorate
Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval
CRM 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 CRM Training Letter of Intent	
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(1)	Aviation training organization making an initial inquiry by submitting the CRM training letter of intent to CARC chief commissioner	
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(2)	The chief commissioner will forward the CRM 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)	CRM training approval team	
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(a)	Flight operations standards directorate focal point's name	
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(4)	Aviation training organization focal point's 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 CRM 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 CRM 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 CRM training approval project manager, 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)	CRM 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: 10%; text-align: center;">• Date</td> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;">• Time</td> <td style="width: 35%;"></td> </tr> </table>		• Date		• Time	
	• Date		• Time				
(3)	CRM training approval team						
(a)	CRM training approval project manager name						
(4)	Aviation training organization team						
(a)	Aviation training organization focal point name						
(b)	Nominated/approved head of training name						
(c)	Nominated/approved quality manager						
(d)	Nominated CRM training manager						
(5)	Objective. To determine that, the aviation training organization has sufficient knowledge of the appropriate CARC regulations and implementation procedures for CRM training approval. The aviation training organization will be briefed in details by the CRM training approval project manager on the 5 phase of the CRM training approval process, technical requirements and implementation procedures for each phase. The CRM training approval project manager will provide the aviation training organization with CRM 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/Amendment During Pre application Phase	
(1)	Flight Operations Standards Directorate Documents	
(a)	CRM training approval application form	
(b)	CRM training approval process form - this form	
(c)	CRM training manual	
(d)	Quality manual - if the aviation training organization offering other than CRM training	
(e)	Accountable manager acceptance form - if applicable	
(f)	Head of training approval form - if applicable	
(g)	Quality manager acceptance form - if applicable	
(h)	CRM training manager	
(i)	Flight crew CRM instructor(s) authorization application form(s)	
(j)	List of the training facilities	
(k)	Utilization training facilities agreement -If applicable	
f	Pre-application Meeting Summary	
(1)	The CRM training approval project manager will prepare a minutes of meeting signed by the CRM the aviation training organization focal point that declare the following:	
(a)	The CRM training approval project manager statement that, they had briefed the aviation training organization team about flight operations standards directorate requirements for each phase of the CRM 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 CRM training approval	
(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 CRM 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 CRM training approval	
g	Pre-application Phase Summary	Accomplished Date Initial Remarks
(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 CRM 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)	CRM training approval team
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(a)	CRM training approval project manager name	
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(4)	Aviation training organization team
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| (a) | Aviation training organization focal point's name | |
| (b) | Nominated/approved head of training name | |
| (c) | Nominated/approved quality manager | |
| (d) | Nominated CRM training manager | |

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



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(f)	Head of training approval form - if applicable			
(g)	Quality manager acceptance form - if applicable			
(h)	CRM training manager			
(i)	Flight crew CRM instructor(s) authorization application form(s)			
(j)	List of the training facilities			
(k)	Utilization training facilities agreement - If applicable			
(l)	CRM training approval applications attachments compliance list			

c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The CRM training approval project manager will review the submitted formal application and formal application attachments and define any missing attachment(s)			

d	Acceptance/Rejection of the Formal Application. The CRM 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	Accomplished Date	Initial	Remarks
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(1)	The CRM training approval project manager will review the CRM training approval process with the aviation training organization team in details; and			
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(2)	The CRM training approval project manager will inform the aviation training organization in writing of any missing attachment(s)			
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f	Formal Application Phase Summary	Accomplished Date	Initial	Remarks
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(1)	The formal application phase completion date is the date of the CRM training approval project manager letter to the aviation training organization of any missing attachment(s)			
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(2)	The CRM training approval project manager will inform in writing the CRM training approval team member and the aviation training organization focal point the start of phase three - document evaluation phase			
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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
a	Demonstration and Inspection Schedule			
(1)	The CRM training approval project manager will provide the aviation training organization with the flight operations standards directorate demonstration and inspections required for the CRM training approval, and will ask the aviation training organization to provide them with the demonstration and inspection schedule			
(2)	The CRM training approval project manager 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 material assessment			
(3)	Flight crew CRM instructor assessment			
c	Demonstration and Inspection None Compliance. The CRM training approval project manager 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 CRM training approval project manager			
d	Completion of Phase Four - Demonstration and Inspection Phase. The CRM training approval project manager will inform the aviation training organization			
e	Demonstration & Inspection Phase Summary			
(1)	The demonstration and inspection phase completion date is based on the date of CRM training approval project manager letter to the aviation training organization 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 CRM training approval issuance			
(2)	The CRM training approval project manager will prepare flight operations standards directorate documents required for the CRM training approval certificate issuance that is needed to be part of the CRM training approval report			
Accountable Manager Name		Signature		Date



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FOR CARC USE ONLY

5	PHASE FIVE - CERTIFICATION PHASE	Remarks
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a	Certification Report Contents	Documents Status	
		YES	NO

(1)	Flight Operations Standards Directorate Documents
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(a)	Copy of the CRM training letter of intent		
(b)	Copy of the CRM training approval study fee		
(c)	Copy of the CRM training approval application form		
(d)	Copy of the CRM training approval process form		
(e)	Copy of the CRM training approval fee slip		
(f)	Copy of the CRM training manual approval letter		
(g)	Copy of the quality manual approval letter - if applicable		
(h)	Copy of the flight operations standards CRM training approval letter		

(2)	Director Flight Operations Standards Issuance of the CRM Training Approval Certificate
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(a)	Copy of the CRM training approval certificate		
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CRM Training Approval Project Manager Name	Signature	Date