

## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

Name   Telephone No.   E-Mail	Aviation Tr	• Aviation Training Organization Name						
PHASE ONE - PRE APPLICATION PHASE  A viation Training Organization to Submit the CRM Training Letter of Intent  (1) Aviation training organization making an initial inquiry by submitting the CRM training letter of intent to CARC chief commissioner  (2) The chief commissioner will forward the CRM training letter of intent to director flight operations standards  b Initial Meeting  (1) Director flight operations standards will call for an initial meeting  (2) Meeting arrangements  • Date  • Time  (3) CRM training approval team  (4) Aviation training organization focal point's name  (4) Aviation training organization focal point's name  (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:  (a) The CRM training approval process  (b) The requirements of flight operations standards directorate; and  (c) The prospective operator's pre-assessment statement  (6) The flight operations standards focal point will provide the aviation training organization focal point with the prospective operator's pre-	Aviation '	Training Organization Focal	Name		T	elephone No.		E-Mail
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Initial Meeting	(1)							
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The flight operations standards focal point will provide the aviation training organization focal point with the prospective operator's pre-	(b) The r	b) The requirements of flight operations standards directorate; and						
	(c) The p	prospective operator's pre-assessmen	t statement					
assessment statement form	The f	flight operations standards focal po-	int will provide the aviation traini	ing organization	focal point with	the prospective	operator's pre-	
	assess	sment statement form					_	

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## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

1	PHASE ONE - PRE APPLICATION PHASE				Remarks	
С	c Aviation Training Organization Forward the Prospective Operator's Pre-assessment Statement					
(1)	Flight operations standards focal point will assess the prospective operator'	s nre-assessment s	tatement: and			
(1)	1 fight operations standards focus point will assess the prospective operator	s pre assessment s	reaction, and			
(a)	If accepted, director flight operations standards will recommends in we approval project manager, or	riting to CARC c	hief commissioner to nominate	CRM training		
(b)	If rejected; director flight operations standards will recommends in writing organization prospective operator's pre-assessment statement including rea		mmissioner the rejection of the a	viation training		
d	Pre Application Meeting					
(1)	(1) CRM training approval project manager will call for the pre-application meeting					
(2)	Meeting arrangements	• 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			CRM training procedures for		

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# Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

1	PHASE ONE - PRE APPLICATION PHASE		Remarks
Г			
e	Document Preparations/Amendment During Pre application Phase		
(1)	Flight Operations Standards Directorate Documents		
			<del>,</del>
(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 avia point that declare the following:	ation training organization focal	
	The CRM training approval project manager statement that, they had briefed the aviation training organization	ion team about flight operations	
(0)	standards directorate requirements for each phase of the CRM training approval and had provided the avia		
(a)	with and/or guided them to CARC website for the directorate guide(s), application(s), form(s), compliance list	st(s) etc applicable for the CRM	
	training approval		
			<u>,                                      </u>
	The aviation training organization focal point statement that, the aviation training organization team had been		
(b)	standards directorate requirements for each phase of the CRM training approval and had received and/or g	guided to CARC website for the	
	directorate guide(s), application(s), form(s), compliance list(s) etc applicable for CRM training approval		
		T	
g	Pre-application Phase Summary	Accomplished Date   Initial	Remarks
			1
(1)	The pre-application phase completion date is the date when the aviation training organization completion of		
(-)	formal application preparation		

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## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

2	PHASE TWO - FORMAL APPLICATION PHASE					Remarks
a	a Formal Application Meeting					
(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					
(2)	Meeting arrangements	• Date		• Time		
(2)	Meeting arrangements	• Date		• Time		
(3)	CRM training approval team					
(0)	Cran duming upprovide count					
(a)	CRM training approval project manager name					
(4)	Aviation training organization team					
		1				
(a)	Aviation training organization focal point's name					
(b)	Nominated/approved head of training name					
(c) (d)	Nominated/approved quality manager  Nominated CRM training manager					
(u)	Nominated CRM training manager					
(5)	Objective. To ensure that, the aviation training organization has submattachments, review the approval process and establish a common understand					
b	Formal Application Attachments			<b>Submitted Date</b>	Initial	Remarks
(1)	Copy of the CRM Training Study Fee Slip					
(2)	CDACT				1 1	
(2)	CRM Training Approval Application Form					
(3)	Cover Letter for the Formal Application					
(3)	Cover Letter for the Pormai Application					
(4)	CRM Training Approval Process Form - This Form					
(-)	Oxid Training approved to the Time Lorin					
(5)	Flight Operations Standards Directorate Formal Application Attachme	ents				
(a)	CRM training manual					
(b)	CRM training manual compliance list					
(c)	Quality manual - if the aviation training organization offering other than CF	RM training				
(d)	Quality manual compliance list - if applicable					
(e)	Accountable manager acceptance form - if applicable					

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## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

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			
(1)	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			
(1)	application attachments and define any missing attachment(s)			
	Acceptance/Rejection of the Formal Application. The CRM training approval project manager will			
d	inform the aviation training organization verbally and in writing the acceptance/rejection of the formal			
	application including reason(s) if rejected			
		T	ı	
e	If the formal application was verbally accepted			
(1)	The CRM training approval project manager will review the CRM training approval process with the			
(1)	aviation training organization team in details; and			
(2)	The CRM training approval project manager will inform the aviation training organization in writing of any			
(2)	missing attachment(s)			
f	Formal Application Phase Summary			
(1)	The formal application phase completion date is the date of the CRM training approval project manager			
(1)	letter to the aviation training organization of any missing attachment(s)			
	The CRM training approval project manager will inform in writing the CRM training approval team			
(2)	member and the aviation training organization focal point the start of phase three - document evaluation			
	phase			

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## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date Initia	Remarks		
a	Flight Operations Standards Directorate Application Attachments				
(1)	CRM training manual				
(2)	Quality manual - if the aviation training organization offering other than the CRM training				
(3)	List of the training facilities				
(4)	Utilization training facilities agreement - If applicable				
(6)	Management approval/acceptance application forms				
\(\frac{1}{2}\)					
(a)	Accountable manager acceptance application form - if applicable				
(")	If accepted, interview • Date • Time				
	Head of training approval application form - if applicable				
(b)	If accepted, interview • Date • Time				
(c)	CRM training manager approval application form				
	If accepted, interview • Date • Time				
(1)	Quality manager acceptance application form - if applicable				
(d)	If accepted, interview • Date • Time				
(e)	Flight crew CRM instructor(s) authorization application form(s)  If accepted, interview • Date • Time				
	If accepted, interview • Date • Time				
	<b>Documents None Compliance.</b> The CRM training approval project manager shall provide the aviation				
b	training organization focal point with the documents contents none compliance in writing and to set a				
	meeting(s) for the none compliance debrief if needed				
	Completion of Phase Three - Document Evaluation Phase. The CRM training approval project manager	1			
c	will inform the aviation training organization focal point in writing the satisfactory completion of phase				
	three - document evaluation phase				
d	Document Evaluation Phase Summary				
u	Document Evaluation 1 hase Summary				
	The document evaluation phase completion date is based on the date of CRM training approval project				
(4)	manager letter to the aviation training organization focal point for the satisfactory completion of phase three				
(1)	- 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				
		1	•		
(2)	The CRM training approval project manager will inform the aviation training organization focal point in				
(-)	writing the start of phase four - demonstration & inspection phase				

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# Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

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 operations standards directorate demonstration and inspections required for the CRM train will ask the aviation training organization to provide them with the demonstration and inspections.	ing approval, and			
(2)	The CRM training approval project manager will review the demonstration and ins proposed by the aviation training organization and to agrees on with them	pection schedule			
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  Completion of Phase Four - Demonstration and Inspection Phase. The CRM training approval project				
d	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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## Commercial Air Transport Section - Aviation Training Organization - CRM Training Approval CRM Training Approval Issuance Process Form

### FOR CARC USE ONLY

5	PHASE FIVE - CERTIFICATION PHASE Rema			:ks	
	Certification Report Contents			Documen	ts Status
a	Certification Report Contents			YES	NO
(1)	Flight Operations Standards Directorate Documents				
(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 Certifica	nte			
(a)	Copy of the CRM training approval certificate				
	CRM Training Approval Project Manager Name	Signature	Date	9	

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