



Type Rating Training Organizations for the Issue of Type Ratings only to Pilot License Holders or Associated Instructor Ratings/Authorizations for TRI, SFI or MCCI
This Guide gives the requirements for the issue, revalidation and variation of the approval of TRTOs

Introduction

1. A Type Rating Training Organization (TRTO) is an organization staffed, equipped and operated in a suitable environment offering type rating training, and/or MCC-training, and/or synthetic flight instruction (STD) and, if applicable, theoretical instruction for specific training programs.

1. A TRTO wishing to offer approved training to meet JCAR-FCL 1 requirements shall obtain the approval of CARC. No such approval will be granted by CARC unless:
 - (a) CARC can enforce the JCAR-FCL 1 requirements;
 - (b) The TRTO meets all requirements of JCAR-FCL 1.

Obtaining Approval

2. A TRTO seeking approval shall provide to CARC operations and training manuals, including quality systems, and descriptions of its training schemes as required by paragraph 17 and 25 through 27. After consideration of the application, the TRTO will be inspected to ensure that it meets the requirements set out in this Appendix. Subject to satisfactory inspection, approval of the TRTO will be granted for a period of (2) year, revalidation of the approval may be granted for a further period of (2) years (see AMC TO JCAR-FCL 1.055 and IEM No. 1 to JCAR-FCL 1.055). CARC is not obliged to grant an approval for a TRTO outside Jordan if the personnel resources are not available or the cost of processing the application for approval and inspections puts undue burden on CARC.

3. All training courses shall be approved.

4. Approval will be varied, suspended or revoked by CARC if any of the approval requirements or standards ceases to be maintained to the minimum approved level.



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5. If a TRTO wishes to make changes to an approved course or to its operations or training manual the approval of CARC shall be obtained before the changes are implemented. TRTOs need not to advise CARC of minor changes in day-to-day operations. Where any doubt exists as to whether a proposed change is minor, CARC shall be consulted.
6. A TRTO may make training arrangements with other training organizations or make use of alternative base aerodromes as part of its overall training organization, subject to the approval of CARC.

Financial Resources

7. (a) A TRTO shall satisfy CARC that sufficient funding is available to conduct training to the approved standards (see IEM No. 2 to JCAR-FCL 1.055).
(b) A TRTO shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard. Such person shall be known as the accountable manager.

Inspection

8. In addition to the initial inspection, CARC will make certain inspections to determine the TRTO's compliance with JCARs and the approval.
9. During such visits, access shall be given by the TRTO to training records, authorization sheets, technical logs, lectures, study notes and briefings and any other relevant material. A copy of any report on a visit to a TRTO will be made available to that TRTO.

Management and Staffing

10. The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual.



11. A Head of Training (HT) acceptable to CARC shall be nominated. The HT's responsibilities shall include ensuring that the TRTO complies with JCAR-FCL 1 requirements. This person is ultimately directly responsible to CARC.
12. The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented.

Type Rating Instructor

13. Type Rating Instructors (TRI) shall hold:
 - (a) A professional pilot license and rating(s) related to the flying training courses they are appointed to conduct;
 - (b) A type rating instructor rating for the airplanes used on the course(s); or
 - (c) An authorization from CARC to conduct specific training in a TRTO. (see JCAR-FCL 1 1.300)

Instructors for Synthetic Flight Training

14. For flight training duties on a FTD, instructors shall have instructional experience appropriate to the training courses they are appointed to conduct and hold or have held (3) years prior to the first appointment, a professional pilot license, except for instructors having an authorization according to item 3 and/or 4 of Appendix 1 to JCAR-FCL 1.005. For multi-pilot type rating and/or MCC flight training on a flight simulator and/or FTD and/or FNPT II, instructors shall hold a TRI rating or a SFI authorization.

Theoretical Knowledge Instruction

15. The theoretical knowledge instruction shall be conducted by an authorized instructor holding the appropriate type/class rating or any instructor having appropriate experience in aviation and knowledge of the aircraft concerned, e.g. flight engineer, maintenance engineer, flight operations officer.



Training Standards

16. The TRTO shall establish a system to ensure that the training centre operations and training are run efficiently and effectively. The quality system shall determine the effectiveness of TRTO policies, procedures, and training.

Records

17. A TRTO shall maintain the following records and retain for a period of at least (5) years, using appropriate administrative staff; and
- (a) Pilot trainee's assessments before and during the course;
 - (b) Details of theoretical knowledge, flying, and simulated flight training given to individual trainees;
 - (c) Personal information, (expiry dates of medical certificates, ratings, etc.) related to TRTO's personnel.
18. The format of the trainee's training records shall be specified in the Training Manual.
19. The TRTO shall submit training records and reports as required by CARC.

Training Program

20. A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and ground training in a week-by-week or phase presentation, a list of standard exercises and a syllabus summary. In particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that trainees shall be able to apply to flying exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered in instruction can be resolved during subsequent flight training.



Training Airplanes

21. Each airplane must be equipped as required in the training specifications concerning the approved course in which it is used.

Facilities

22. Suitable training facilities shall be provided.

Requirements for Entry to Training

23. The TRTOs shall be responsible for ensuring that trainees meet at least the pre-requisite conditions for type rating training as set out in JCAR-FCL1.250.

Training Manual and Operations Manual

24. A TRTO shall provide and maintain a Training Manual and Operations Manual containing information and instructions to enable staff to perform their duties and to give guidance to trainees on how to comply with course requirements. A TRTO shall make available to staff and, where appropriate, to trainees the information contained in the Training Manual, the Operations Manual and the TRTO's approval documentation. The amendment procedure shall be stated and amendments properly controlled.
25. The Training Manual shall state the standards, objectives and training goal for each phase of training that the trainees are required to comply with, including stating the entry requirements for each course, as applicable. It shall include the following:

Part 1 - The Training Plan

Part 2 - Briefing and Air Exercises

Part 3 - Synthetic Flight Training

Part 4 - Theoretical Knowledge Instruction



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26. The Operations Manual shall provide relevant information to particular groups of staff, e.g. TRIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc. and shall contain the following:
- (a) General.
 - (b) Technical.
 - (c) Route.
 - (d) Staff Training.

For further guidance, see IEM No. 3 to JCAR-FCL 1.055.