



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Flying Training Organizations**  
**FTOs & TRTOs Approval Revalidation Process Form**  
 FOR CARC USE ONLY

<b>• Organization Name</b>		<b>• Type of Operations</b>	<input type="checkbox"/> FTO	<input type="checkbox"/> TRTO
<b>• Address</b>				
<b>• Head of Training Contact Details</b>	Name	Phone No	E-Mail	

<b>1</b>	<b>APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	Submit approval revalidation application form	
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<b>b</b>	Approval revalidation fees slip	
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<b>c</b>	Approval revalidation team members preparations meeting		
(1)	Date	Time	
(2)	Objective. Define certification renewal date, duration, opening and closing meeting and audit schedule details		
(3)	Certification team member		
(a)	Flight operations inspector - Team Leader		
(b)	Flight Operations Inspector		
(c)	Airworthiness inspector		
(d)	Economic regulatory officer		

<b>2</b>	<b>DOCUMENTS REVIEW PHASE</b>	<b>Date</b>	<b>Time</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Flight Operations</b>				
(1)	Operations manual				
(2)	Training manual				
(3)	Safety management system manual				
(3)	Quality Manual				

<b>b</b>	<b>Airworthiness</b>				
(1)	Refer to airworthiness team member				

<b>c</b>	<b>Economic Regulatory Officer</b>				
(1)	A forecast financial operating statement for the business for which approval is sought				
(2)	Details of any other financial trading arrangement on which the viability of the approved organization may be dependent				



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<b>3</b>	<b>INSPECTION PHASE</b>	<b>Date</b>	<b>Time</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Flight Operations</b>				
(1)	Ground School Accommodation				
(2)	Operational Accommodation				
(3)	Administration				
(4)	Air Craft Check				
(5)	Flight Synthetic Training device (FSTD)				
(6)	Approved Course Flying Staff				
(7)	Approved Course Ground Staff				
(8)	Course Material				
(9)	Training Equipments				
(10)	Training Program				
(11)	Instructional Standards				
(12)	Training Records and Log Books				
(13)	Document and Publication/Operations Information				
(14)	Quality System				

<b>b</b>	<b>Airworthiness</b>				
(1)	Refer to airworthiness team member				

<b>4</b>	<b>CERTIFICATION PHASE</b>
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<b>e</b>	<b>Approval Revalidation Report Contents</b>
(1)	Copy of approval revalidation application form
(2)	Copy of approval revalidation process form
(3)	Copy of Evidence of Sufficient Funding
(4)	Copy of approval revalidation fees slip
(5)	Copy of CAMO approval
(6)	Approval revalidation audit report

<b>f</b>	<b>Chief Commissioners approval for the issue</b>
(1)	Flight Training Organization ( FTO) Approval revalidation issue, or
(2)	Type Rating Training Organization (TRTO) Approval revalidation issue