



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
Theoretical Training Organization Initial Approval Process Form

When the proposed approval process has been accepted by CARC, it becomes the official schedule which will be used during the certification process

• Organization Name			
• Address			
• Type of Training			
• Contact Details	Name	Telephone Number	E-Mail

1	PRE-APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
a	Applicant making an initial inquiry by letter or personal visit to CARC				
b	Initial Orientation Meeting				
(1)	Objective. advise the applicant to thoroughly review the CARC regulations, directives and advisory materials and provide guidance concerning personnel, facilities, equipment and technical data requirements and an explanation of the certification process				
(2)	Receive Certification Advisory Pamphlet				
c	Forward the letter on intents				
(1)	Certification Team members name				
(a)	Flight crew licensing Inspector - Project manager				
(b)	Flight crew licensing Inspector				
(c)	Economic regulatory officer				
(2)	Certification team review of the applicant letter of intents				
d	Pre-application Meeting				
(1)	Objective. determine applicant has sufficient knowledge of the appropriate CARC regulations and requirements				
(2)	Attendees				
(a)	Certification team				
(b)	Organization Applicant and if possible applicant head of training				
(3)	Verify the applicant letter of intents				
(4)	Overview of certification process				
(5)	The reception of certification package:				
(a)	Formal application form				
(b)	Management acceptance form				
(c)	Approval process form				



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2	FORMAL APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
a	Approval issue fees slip				
b	Formal Application Form				
c	Management Acceptance Forms				
(1)	Head of Training				
(2)	Quality Manager				
d	Formal Application Attachments				
(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				
(3)	Approval process form				
(4)	Training manual				
(5)	Training manual compliance list				
d	Evaluation of CARC Resources Based on Approval Process Form				
e	Formal Application Meeting				
(1)	Date		Time		
(2)	Objective. resolve any questions on the part of either CARC, or the applicant, to establish a common understanding on the future procedure for the application process				
(3)	Attendees:				
(a)	Certification team				
(b)	Applicant management personnel				
(4)	Formal application baggage review				
(5)	Approval process form				
(6)	Certification process review				
i	Receive Letter for Acceptance or Rejection of the Application				



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3	DOCUMENT EVALUATION PHASE - FOR CARC USE ONLY	Proposed date	Accomplished date	Initial	Remarks
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a	Flight Operations				
(1)	Training manual				
(2)	Management Approval/Acceptance Forms				
(a)	Head of Training				
	If accepted, interview	Date		Time	
(b)	Quality Manager				
	If accepted, interview	Date		Time	

b	Economic Regulatory Officer				
(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				

4	DEMONSTRATION & INSPECTION PHASE	Proposed date	Accomplished date	Initial	Remarks
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(1)	Organization and infrastructure inspection				
(2)	Theoretical training inspection				
(3)	Quality system inspection				

Accountable Manager Name	Signature	Date

FOR CARC USE ONLY

5	CERTIFICATION PHASE
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a	Certification Report Contents				
(1)	Copy of formal application form				
(2)	Copy of approval process form				
(3)	Copy of evidence of sufficient funding				
(5)	Copy of approval issue study fees slip				
(6)	Copy of approval certificate issue fees slip				
(7)	Certification audit report				

b	Chief Commissioners approval for the issue				
(1)	Theoretical training organization approval certificate				