



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
Theoretical Training Organization Approval Variation 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			
• *Variation Approval for	<input type="checkbox"/> Organization name is changed	<input type="checkbox"/> Organization location is changed	<input type="checkbox"/> New training course add
• Contact Details	Name	Telephone Number	E-Mail

*For Expiration date of the approval period of validity refer to approval initial issuance

1	PRE APPLICATION PHASE	Remarks			
a	Submit variation application form				
(1)	Assessment of Legal Matters – if applicable				
(2)	Initial acceptance/rejection of the AOC variation				
b	Pre application meeting, if variation accepted				
(1)	Date _____ Time _____				
(2)	CARC team				
(a)	Flight crew licensing inspector - Variation team leader				
(3)	Operator post holders				
(4)	Objective. determine applicant has sufficient knowledge of the appropriate CARC regulations and requirements				
2	FORMAL APPLICATION PHASE	Proposed date	Accomplished date	Initial	Remarks
a	Variation fees slip				
b	Variation application form				
c	Variation approval process form				
d	Submit variation application package				
(1)	Training manual				



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2	FORMAL APPLICATION PHASE <i>Continue</i>	Proposed date	Accomplished date	Initial	Remarks
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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)	Attendance				
(a)	Variation team				
(b)	Organization post holder				
(4)	Formal Application baggage review				
(5)	Variation approval process form review				
(6)	Variation Process Review				

f	Evaluation of CARC Resources Based on Variation Approval Process Form				
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4	DEMONSTRATION AND INSPECTION PHASE. As applicable	Proposed date	Accomplished date	Initial	Remarks
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a	Organization name change				
(1)	Inspection is not required				

b	Organization location change				
(1)	Organization and infrastructure inspection				

b	New training course add				
(1)	Theoretical training inspection				

Accountable Manager Name		Signature		Date	

FOR CARC USE ONLY

5	CERTIFICATION PHASE
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a	Certification report contents				
(1)	Copy of the variation application form				
(2)	Copy of variation approval process form				
(3)	Copy of variation study fees slip				
(4)	Variation audit report				

b	Chief Commissioners approval for the issue				
(1)	Theoretical training center Approval Certificate				