



Flight Operations Standards Department
General Aviation & Training Section
FTOs & TRTOs 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		• Type of Operations	<input type="checkbox"/> FTO	<input type="checkbox"/> TRTO
• Address				
• Head 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 operations Inspector - Project manager				
(b)	Flight operations inspector				
(c)	Airworthiness inspector				
(d)	Airworthiness inspector				
(e)	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)	FTO Applicant and if possible applicant post holders				
(3)	Verify the prospective operator's pre-assessment statement information				
(4)	Overview of certification process				
(5)	The reception of certification package:				
(a)	Formal application form				
(b)	Management acceptance form				
(c)	Schedule of events 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	Proposed Approval Process Form				
d	Management Acceptance Forms				
(1)	Head of Training				
(2)	Chief Flying Instructor				
(3)	Chief Ground Instructor				
(4)	Safety Management System Manager				
(5)	Quality Manager				
e	Formal Application Attachments				
(1)	Flight operations				
(a)	Approval process form				
(b)	Operations manual				
(c)	Training manual				
(d)	Quality manual				
(e)	Safety management system manual				
(f)	Operations manual compliance checklist				
(g)	Training manual compliance checklist				
(h)	Quality manual compliance checklist				
(i)	Safety management system manual compliance checklist				
(j)	Airplane flight manual				
(k)	Flight crew Quick reference hand book (checklists)				
(2)	Airworthiness.				
(a)	Refer to airworthiness team member				
(3)	Economic Regulatory Officer				
(a)	A forecast financial operating statement for the business for which approval is sought				
(b)	Details of any other financial trading arrangement on which the viability of the approved organization may be dependent				
f	Evaluation of CARC Resources Based on Schedule of Events				





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2	FORMAL APPLICATION PHASE. <i>Continue</i>	Proposed date	Accomplished date	Initial	Remarks
g	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 key management personnel				
(5)	Formal application baggage review				
(6)	Schedule of events review				
(7)	Certification process review				
i	Receive Letter for Acceptance or Rejection of the Application				
3	DOCUMENT EVALUATION PHASE - FOR CARC USE ONLY	Proposed date	Accomplished date	Initial	Remarks
a	Flight operations				
(1)	Operations manual				
(2)	Training manual				
(3)	Quality manual				
(4)	Safety management system manual				
(5)	Airplane flight manual				
(6)	Flight crew Quick reference hand book (checklists)				
b	Airworthiness.				
(1)	Refer to airworthiness team member				
c	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				
d	Management Approval/Acceptance Forms				
(1)	Head of Training				
	If accepted, interview Date _____ Time _____				
(2)	Chief Flying Instructor				
	If accepted, interview Date _____ Time _____				
(3)	Chief ground instructor				
	If accepted, interview Date _____ Time _____				
(4)	Safety manager				
	If accepted, interview Date _____ Time _____				
(5)	Quality Manager				
	If accepted, interview Date _____ Time _____				



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4	DEMONSTRATION & INSPECTION PHASE	Proposed date	Accomplished date	Initial	Remarks
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a	Flight Operations				
(1)	Ground School Accommodation				
(2)	Operational Accommodation				
(3)	Administration				
(4)	Aircraft check (sample)				
(5)	Aerodrome(s)				
(6)	Flight Synthetic Training device (FSTD)				
(7)	Approved Course Flying Staff				
(8)	Approved Course Ground Staff				
(9)	Course Material				
(10)	Training Equipments				
(11)	Training Program				
(12)	Instructional Standards				
(13)	Training Records and Log Books (sampling cross reference of records)				
(14)	Document and Publication/Operations Information				
(15)	Quality System				

b	Airworthiness.				
(1)	Refer to airworthiness team member				

Accountable Manager Name	Signature	Date





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5	CERTIFICATION PHASE
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a	Certification Report Contents
(1)	Copy of Formal Application form
(2)	Copy of initial approval process form
(3)	Copy of Evidence of Sufficient Funding
(4)	Copy of CAMO approval
(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)	Flight Training Organization (FTO) Approval Certificate, or
(2)	Type Rating Training Organization (TRTO) Approval Certificate

