



CIVIL AVIATION AUTHORITY OF BANGLADESH

AIR NAVIGATION ORDER

**ANO ON APPROVED
TRAINING ORGANISATION
(ATO)**

**Initial Issue
January 2024**

FOREWORD

ICAO Annex-1 (Para 1.2.8 and Appendix-2) describes the requirements for approved training and approved training organization (ATO), while Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. ICAO Doc 9841 gives the guidance on approval of a training organization. CA Act 2017 Chapter-II, Section-8 authorizes the establishment of approved training organization in Bangladesh. Therefore, this ANO ATO has been prepared as per the SARPS in Annex-1 (Amendments 1 to 178) and Annex-19 (second edition) and following the ICAO Doc 9841 for the approval of Approved Training Organization.

In exercise of the powers conferred by section 14 of Civil Aviation Act 2017, Chairman, Civil Aviation Authority of Bangladesh (CAAB) is pleased to issue this ANO ATO. ANO ATO is divided into 3 parts; ANO ATO Part-1 (Flight Training School), ANO ATO Part-2 (Aircraft Maintenance Engineering Training), and ANO ATO Part-3 (other than Flight Training School and Aircraft Maintenance Engineering Training). ANO ATO Part-1 shall deal with the requirements to be met by flight training schools dedicated to train professional pilots of aeroplanes and helicopters to obtain their flight crew licenses. This ANO shall be followed by all ATOs those are related the conduct of flight training.

Chairman
Civil Aviation Authority, Bangladesh

ANO ATO PART-1
(FLIGHT TRAINING SCHOOL)

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GENERAL

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GENERAL

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GENERAL

1.1 AUTHORITY

This **ANO ATO (Part-1)** on Flight Training School is issued by the Chairman, Civil Aviation Authority, Bangladesh in pursuance of the powers vested in him under **Section 14 of Civil Aviation Act 2017**

1.2 SCOPE

- 1.2.1 The purpose of this document is to explain the procedure for the issuance, renewal and variation of approval of a Flight School, by Civil Aviation Authority, Bangladesh conducting a course of training for the PPL, CPL, Instrument Rating, Multi- Engine Rating, Night **flying** and Flight Instructor Ratings. It is also to indicate the minimum requirements to be met by schools conducting such a course in respect of equipment, organization, staffing, training and other matters affecting the operation of the course of training.
- 1.2.2 This ANO ATO (Part-1) on Flight Training School relates to the conduct of Ground and Flight Training required for the issuance of Personnel Licenses, Certificates and Ratings.
- 1.2.3 This ANO ATO (Part-1) on Flight Training School relates to the management and approval of flight schools conducting training for the issuance of Personnel Licenses, Certificates and Ratings.
- 1.2.4 This ANO ATO (Part-1) on Flight Training School relates to the Modular courses conducted for the issuance of Private Pilot **License**, Commercial Pilot **License**, Instrument **Rating**, Flight Instructor **Rating**, Ground Instructor **Authorization** and Multi- Engine Ratings etc.
- 1.2.5 All persons desiring to become a pilot shall comply with the instructions contained in this ANO ATO (Part-1) on Flight Training School as well as the rules mentioned in **ANO 1** and any other instructions issued by CAA, Bangladesh.

1.3 EFFECTIVE DATE

This ANO ATO (Part-1) on Flight Training School shall be effective **from the date as approved by the** Chairman Civil Aviation Authority, Bangladesh.

1.4 DEFINITIONS

‘Accepted/Acceptable’ means not objected to by the Authority as suitable for the purpose intended.

‘Aircraft’ means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface.

‘Approved by the Authority’ means documented by the Authority as suitable for the purpose intended.

‘Authority’ means Civil Aviation Authority, Bangladesh.

‘Aeroplane’ means a power-driven heavier than air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

‘Aircraft Category’ means **classification** of aircraft according to specified basic characteristics, e.g., aeroplane, helicopter, glider, free balloon.

‘Approved Training Program’ means a training program approved by CAAB.

‘Approved Training’ means training carried under a special curriculum and supervision approved by Chairman.

‘Approved Flight Simulator’ means a Flight Simulation Training Device approved by CAAB.

‘Aviation Training Centre’ means a training centre approved by CAAB; and whose training is acceptable to CAAB for the purposes of issue, renewal and revalidation of a License, Certificate, Rating or an Endorsement.

‘CAAB’ means Civil Aviation Authority, Bangladesh.

‘CHAIRMAN’ means Chairman Civil Aviation Authority, Bangladesh.

‘CAAB Inspector’ means a CAAB official employed for regulatory inspection, work or a person authorized by Chairman to perform a regulatory function.

‘Centre-line Thrust Aeroplane’ means an aeroplane that has the following characteristics:

- the aeroplane has two or more engines;
- and the failure of one or more of the engines does not produce asymmetric handling qualities in the aeroplane.

‘Civil Aircraft’ means any aircraft on the Civil register of a State, other than those, which that State treats as being in the service of the State, either permanently or temporarily.

‘Commercial Air Transportation’ means the transportation by air of passengers, cargo or mail for remuneration or hire.

‘Co-Pilot (P-2)’ means a licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

‘Flight Check’ means a test of practical knowledge and proficiency of a pilot during flight.

‘Flight Test’ means a check-ride carried out by an Instructor.

'FI (Flight Instructor)' means a pilot certificated by the Authority with an Instructor rating who can conduct training of ab-initio and other pilots, within the scope of his privileges, on aircraft of weight category of 5700 KG and below and to carry a maximum of nine passengers.

'Head of training' The individual responsible for the organization's activities, policies, practices and procedures while ensuring the continued maintenance of the training organization's approval status.

Note.— The head of training is normally the accountable executive; however, in complex corporate structures it may be possible that the accountable executive is located at company headquarters and oversees the operation of several different ATOs. In this case, the head of training is designated by the accountable executive.

"Helicopter" means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

Licensing Authority' means the Authority, established by Chairman, Civil Aviation Authority Bangladesh, responsible for licensing of personnel in accordance with ANO-1.

Flight Training School means an organization established for the purpose of providing ground and flight trainings to student pilots that is acceptable to the CAAB for the purpose of issuance, renewal, conversion of a License, Certificate, Authorization, Rating or an Endorsement.

'Pilot-in-Command (P-1)' means the pilot responsible for the operation and the safety of the aircraft during flight.

'Rating' means an authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

'Synthetic Flight Trainer' means any one of the following three type of an approved apparatus in which flight conditions are simulated on the ground:

'A Flight Simulator/Flight Simulation Training device' which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical / electronic, etc., aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

'A flight procedures trainer' which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

'A basic instrument flight trainer' which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions;

1.5 PROCESS FOR THE APPROVAL OF A FLIGHT TRAINING SCHOOL AUTHORIZATION

1.5.1 APPROVAL PHASES

1.5.1.1 No person may establish and operate a flight training school for the purpose of providing ground and flight trainings without Authorization by CAAB. Authorization of the Certificate of Approval will be given in five phases as described in subsequent paragraphs.

1.5.1.2 PHASE 1: PRE-APPLICATION PHASE

1.5.1.2.1 First letter informing the intention and requesting a meeting with CAAB.

1.5.2.1.2 First meeting and requesting the minutes of the meeting for communication with concerned/detailed CAAB personnel.

1.5.1.3 PHASE 2: APPLICATION PHASE

1.5.1.3.1 Arranging manpower and setting up the organogram.

1.5.1.3.2 Purchase process of training aids.

1.5.1.3.3 Infrastructure development.

1.5.1.3.4 Application with CAAB's format. (Appendix: D)

1.5.1.4 PHASE 3: DOCUMENT EVALUATION PHASE

1.5.1.4.1 Composition and submission of all manuals including Training and Procedure Manual (TPM).

1.5.1.4.2 Policy formulation as per working handbook.

1.5.1.4.3 Corrective action plan.

1.5.1.5 PHASE 4: INSPECTION AND DEMONSTRATION PHASE

1.5.1.5.1 ATO approval/certification audit by CAAB.

1.5.1.5.2 Satisfactory demonstration of Training curriculum.

1.5.1.6 PHASE 5: CERTIFICATION PHASE

1.5.1.6.1 Issuance of Certificate of Approval (Appendix: H)

1.5.1.7 The applicant for establishing a Flight Training School, during the approval phases, shall fulfill the requirements as mentioned in 1.5.2 of this section.

1.5.2 CERTIFICATION **APPROVAL** PROCEDURE FOR THE ESTABLISHMENT OF FLIGHT **TRAINING** SCHOOL.

1.5.2.1 FORMAL APPLICATION PHASE

1.5.2.1.1 An entrepreneur shall duly fill up the application form for the establishment of a flight **training** school and submit it to the CAAB giving details in writings of the schedule of events listing when aircraft, activities and facilities will be ready for inspection by the Authority.

1.5.2.1.2 The application forms and any further information that may be required can be obtained from the **Flight Standard & Regulations Division** of CAAB.

1.5.2.1.3 The applicant shall fulfill the following requirements and provide the necessary documents as stated below:

- i) A document certifying the applicant is Bangladeshi or documents that certify the nationality of the applicant (if the enterprise is established in a joint venture in accordance with the existing laws of Bangladesh).
- ii) The document certifying the nationalities of the board members of the enterprise.
- iii) The document certifying the principal place of business of the enterprise is in Bangladesh.
- iv) A copy of Company Registration issued by the company registrar office of Bangladesh if required.
- v) A copy of Industry Registration issued by the concerned office of the Industry Ministry of Bangladesh.
- vi) A copy of TIN/VAT Registration as applicable.
- vii) Description of the corporate structure and financial status of the entrepreneur with names of individuals having major financial interest in the company and specified financial data like capital, assets, liabilities etc. **The entrepreneur shall have a paid up capital of minimum five crore taka to be shown during the application phase.**
- viii) A Feasibility Study Report that provides a detailed analysis which proves the potentialities of the projects and extends the recommendation for the establishment of a flight school.
- ix) All manuals mentioned in **para** 1.15 are required to be submitted.
- x) A description of the inventory, spare parts store facilities and logistics.
- xi) Insurance Requirements:

No entrepreneur shall operate a flight training school unless every accident or an incident related in operation of the aircraft has been insured as mentioned below:

- a) Liability insurance covering the risks of injury to or death of student pilot, instructor pilot, any other crew and any observer(s)/**non-revenue passenger** on board, in an amount that is not less than the amount determined by Warsaw Convention for air service. In addition the insurance certificate that must show the details on Insurance companies (if more than one), Policy number, types of

amount and period of coverage and special conditions, exclusions and limitations.

- b) Third party Liability insurance i.e. as of required for domestic air service.

xii) Financial report requirements:

An applicant who desires to operate a flight **training** school shall be required to submit the following financial information

- a) the source of operating and non operating expenses;
- b) the estimated amount of operating and non operating expenses; and the estimated net profit and loss;
- c) a proposed balance sheet of the enterprise which shall contain cash flow statement, profit & loss and assets and liabilities.
- d) Cost benefits analysis of the project.
- e) **Paid up capital of Taka Five Crore**
- f) Any other relevant information that ensures the sustainability of the enterprise.
- g) Any other financial information that Chairman, CAAB requires to determine that the applicant has sufficient financial resources to conduct the enterprise with the required degree of safety.

1.5.2.1.4 Inspection and assessment:

- a) Inspection
 - i) An inspection will cover examination of all required manuals, technical data, training facilities and programs, **aircraft**, aircraft maintenance facilities, support equipment, records, stores, key personnel, administrative and operational set up, financial viability etc.
 - ii) **The cost of audit/inspection shall be borne by the applicant as per para 1.17.**
- b) Facility Inspection - The following facilities will be inspected.
 - 1) Operation planning and roster office for trainee pilots.
 - 2) Management and Administrative offices.
 - 3) Flight Planning and Dispatch offices.
 - 4) Training Facilities.
 - 5) Aircraft Maintenance facility.
 - 6) Ground equipment (fixed & mobile).
- c) Assessment

A preliminary assessment will be made to ensure that the applicant has:

- 1) A level of service that meets a need or demand and is in the public interest.
- 2) A level of financial resource that ensures the proposed entrepreneurship is economically viable and successful.
- 3) The organization, manpower, training program, curriculum and all other facilities and requirements mentioned in the procedure manual of the company is adequate to initiate the training program.

1.5.2.2 ISSUANCE OF AUTHORIZATION FOR THE ESTABLISHMENT OF A FLIGHT TRAINING SCHOOL:

1.5.2.2.1 Chairman CAAB: The final authority.

An authorization in the form of a **Certificate of Approval** to operate a flight training school **will** be issued by the Chairman, Civil Aviation Authority, Bangladesh, if it is satisfied that:

- a) The requirements mentioned **in para 1.5.2 above is** met by the applicant.
- c) The appropriate fee as per Civil Aviation Authority, Bangladesh is deposited by the applicant.

1.5.2.2.2 The following items are mentioned in an authorization to establish a flight training school (As per the COA Template in Appendix-H):

- a) Name of the enterprise
- b) The various types of trainings authorized to be conducted.
- c) The types of aircraft authorized for use.
- d) Airport authorizations.
- e) Airport Limitations.
- f) Any other item that Chairman, CAAB determines is necessary to cover a particular situation.

1.5.2.2.3 Restrictions on commercial flight operations:

A flight **training** school is not authorized to operate any type of commercial flights i.e. schedule, non-schedule, charter etc. and to extend its aircraft on lease as a lessee to other air operator(s) of Bangladesh or abroad. **However, training category aircraft for CAT operations may be utilized for conducting training under ATO having MOU duly approved by CAAB.**

1.6 DURATION OF AUTHORIZATION

1.6.1 The duration of a Flight Training School authorization after initial certification shall be for a period of one year which may be maximum for a period of two years on renewal, unless:

- (a) surrendered, suspended or revoked
- (b) the school has failed to maintain for more than 60 days, the facilities, aircraft or personnel required for any one of the school's approved training courses.
- (c) any major change is made to the school's facilities upon which the school's authorization is based, without the prior approval of Chairman, CAAB.

- (d) in case of change of ownership of the school, no application is submitted to CAAB **and no fresh approval process has taken place.**
- 1.6.2 In case of suspension or revocation of the certificate by the Chairman, authorization holder shall return it to the Chairman.
- 1.6.3 Continuation of validity of the authorization shall depend on compliance of all the conditions by the **COA** holder under which it was issued. Noncompliance with operating conditions or failure to maintain an adequate standard or failure to maintain the requirements mentioned in this requirement shall result in the revocation or suspension of the authorization.
- 1.6.4 Chairman, CAAB may revoke the authorization or alter any condition in operation if he considers it is necessary to do so in the interest of nation and on account of flight safety.
- 1.6.5 Ownership granted for the establishment of a flight training school is not transferable from one party to another party **without a prior application and undergoing a full approval process.**

1.7 VARIATION OF THE AUTHORIZATION:

- 1.7.1. If the authorization holder of a flight **training** school wishes to apply for a variation in the authorization, the holder should apply to Chairman, CAAB giving full details on the amendment proposed, at least 60 days prior to effect the proposed amendment.
- 1.7.2 On receipt of an application for variation, the authorized officers assigned for inspection will normally be directed to make a special investigation and to submit a report before Chairman, CAAB to reach a decision in the matter of the fulfillment or deficiency in the requirement.
- 1.7.3 A change in the key management personnel, partners, promoters, major share holders and flight crew should be immediately notified to CAAB either through a letter or through amendment in the required manual.
- 1.7.4 Each authorization holder shall notify Chairman, CAAB in writing, at least 30 days in advance, of any change in the address of its principal business office and other related information mentioned in the authorization.

1.8 RENEWAL OF THE AUTHORIZATION:

- 1.8.1 The authorization of a flight training school before expiry is to be renewed for which application with the requisite fee must be submitted at least 60 days prior to expiry of authorization, provided the school meets the requirements prescribed in Section 1.8.2 for renewal of its authorization and ratings.
- 1.8.2 Requirement for the renewal of the authorization:
- a) Financial Report Requirements:
- i) A balance sheet that shows assets liabilities and net worth as of a date not more than 60 days before the date of application.
- ii) A profit and loss statement with separation of items covering the date up to 60 days before the date of application.

- iii) A cash flow statement covering the date up to 60 days before the date of application.
 - iv) Any other financial information that Chairman, CAAB requires to enable him to determine that the applicant has sufficient financial resources to conduct his flight school with a degree of safety required.
- b) The documents on clearing dues or modes on clearing dues.
 - c) The correct data showing clearly the annual output of the company and other related activities.
 - d) Valid document on insurance coverage showing insurance company's policy numbers, types, amounts and periods of coverage and special conditions, exclusions and limitations.
 - e) Valid document on the arrangement of equipment (aircraft and FSTD).
 - f) Document of clearance of income tax.
 - g) Receipt of appropriate renewal fee as per Civil Aviation Rules.
 - h) Satisfactory Inspection Report presented by authorized inspectors.
- 1.8.3 A flight training school may have its school authorization and ratings renewed for the maximum validity period if the Authority determines the school's personnel, aircraft, facility, approved training programs, training records and recent training ability and quality meet the requirements.

1.9 DISPLAY OF THE AUTHORIZATION

- 1.9.1 A holder of a Flight Training School authorization must display that certificate in a place in the school that is clearly visible to the public and not obstructed.
- 1.9.2 The authorization must be made readily available for inspection, upon request by the CAAB or any other governmental agency.

1.10 RESPONSIBILITIES OF A FLIGHT TRAINING SCHOOL AUTHORIZATION HOLDER

- 1.10.1 A Flight training School authorization holder should ensure that the training/courses it imparts to its students should be of international standards and must therefore conform to current ICAO and CAAB requirements.
- 1.10.2 It is the responsibility of an authorization holder to ensure that its successful students must achieve levels of skill, proficiency and knowledge appropriate to the license granted and that those students who are inadequately prepared are not allowed to present themselves for license examination and tests.
- 1.10.3 A Flight Training School authorization holder shall ensure that in order to produce graduates of the highest standards in today's complex and demanding aviation scenario, it will not compromise in the quality of equipment, technology and training methods employed.

- 1.10.4 It is the responsibility of the authorization holder to ensure that the training is carried out in **standard and quality** training environment where all necessary educational resources can be assembled and where student training can be properly controlled and supervised while following a training syllabus approved by CAAB. **The authorization holder is also ensure a congenial training environment persists in the total training environment including the class rooms and students' dormitory etc.**
- 1.10.5 The Flight School authorization holder is to ensure that during the period of validity of the approval, capability of the institute is not degraded in any way. CAAB **will conduct scheduled or non-schedule surveillance** of the organization at any time. During such **surveillance**, access shall be given to CAAB inspector(s) to all training records, authorization sheets, technical logs, lectures, study notes and briefings, **flying training monitoring** and to any other relevant **aspects/activities**.
- 1.10.6 The authorization holder shall develop and present for approval, all training programs to the CAAB.
- 1.10.7 The primary responsibility for the security of the personnel, aircraft and any other physical assets of the Flight training School shall lie with the authorization holder.

1.11 FLIGHT TRAINING SCHOOL RATINGS

- 1.11.1 Provided that the applicant for a Flight training School Authorization meets all the requirements of this ANO, the applicant may be authorized to conduct the following courses:
- 1.11.1.1 Certification and Rating Courses:
- a) Private Pilot **License** Course
 - b) Commercial Pilot **License** Course
 - c) Instrument Rating Course
 - ~~d) Ground Instructor **Authorization** Course~~
 - e) Flight Instructor Rating Course
 - f) Multiengine Rating Course**
 - g) Aircraft type rating or class rating course
 - h) Synthetic Flight Training**

1.12 INSPECTIONS AND SURVEILLANCE

- 1.12.1 The authorization holder shall allow scheduled and unscheduled inspections by the Authority at any time of the year to determine its compliance with the Civil Aviation Regulations, related Annexes and Manuals.
- 1.12.2 The Inspector(s) shall be given full and unhindered access during inspections, to the school's personnel, facilities, equipment and records to determine that the authorization holder has been complying with the requirements as stipulated in the regulatory documents of the CAAB for the purpose of continuance of eligibility of the authorization.
- 1.12.3 Furthermore, Inspectors may require **conduct/monitor** sample training flights with students to assess the standard of training imparted to the students. In such instances, sample training flights will be **conducted/monitored** in a manner that is least disruptive to the student's training program.

- 1.12.4 To keep Chairman, CAAB informed regarding the fulfillment of the requirement, the inspectors of the CAAB will visit flight **training** schools frequently to check that the requirements laid down in this requirement is being fulfilled.
- 1.12.5 If the inspection procedure reveals a significant deficiency which cannot be readily dealt within discussion between the authorization holder and **inspector/s**, Chairman, CAAB will advise the permission holder in writing, of the nature of deficiency and the action required for rectification of that deficiency.
- 1.12.6 Chairman, CAAB may issue an inspection to be conducted, to confirm that the authorization holder is maintaining a satisfactory level of performance, to submit periodic financial reports by the authorization holder. Financial report submitted in such cases should be similar to the reports mentioned at the requirement for renewal of authorization.

1.13 ORGANIZATION AND MANAGEMENT

- 1.13.1 The Flight **training** School **is to** have a satisfactory management structure comprising of a minimum of an Accountable Manager, a **Head of Training (HOT)**, a Chief Ground Instructor (**CGI**), a Chief Flight Instructor (**CFI**), a **Head of SMS and** allows supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high professional standards. The Training and Procedure Manual shall contain besides others, in detail, the management structure, an organization chart (organogram), duties and responsibilities of the management personnel. See Appendix - F the examples of Organization structure.
- 1.13.2 A Flight **training** School shall satisfy the Authority that an adequate number of qualified and competent staff is employed.
- 1.13.3 The school shall submit to the CAAB the names of key management personnel at the time of their induction into the company specifying their qualification and experience. Any transfers, promotions, terminations and new inductions of key management personnel **and newly enrolled students pilots** should immediately be notified to CAAB.

1.14 QUALITY ASSURANCE SYSTEM

The training organization shall establish a quality assurance system, acceptable to **the Licensing Authority CAAB** granting the approval, which ensures that training and instructional practices comply with all relevant requirements. Details on the contents of a quality assurance system for Bangladesh Flight **training** School can be found in **Appendix – B** to this ANO.

1.15 ATO MANUALS

- 1.15.1 Training and Procedure Manual is to be prepared as per the requirements of **ANO-01 Appendix-2, Para-2** and guidelines mentioned in **Appendix – A of this ANO ATO Part-01..**
- 1.15.2 Airworthiness Exposition Manual/Engineering Manual shall provide the standard safety oversight procedures in respect of maintenance/airworthiness of aircraft operated by the Flight Training School. The manual shall be prepared as per ANO (AW) Part -145.

1.15.3 The ATO (Flying Training School) is also to prepare a Safety Management System Manual as per ANO-19 (proposed) and get approval from CAAB for implementation.

1.16 AMENDMENTS

This ANO ATO (Part-1) on Flying Training School, may be updated or revised as necessary and would be displayed through the webpage of the Authority. It shall be the responsibility of the authorization holder to ensure that the school is in possession of the latest amendment to this ANO.

1.17 TIME FRAME FOR COMPLETION OF TRAINING

ATOs are to announce time frame for completion of prescribed courses and to remain liable for its completion within the time frame unless there is reasonable causes acceptable to CAAB.

1.17 EXPENDITURE FOR CONDUCTING SURVEILLANCE, AUDIT, INSPECTION, MEETING

An applicant or Certificate of Approval (COA) holder shall make necessary arrangement for the nominated CAAB officials to attend meeting and/or conduct surveillance, audit or inspection.

END OF CHAPTER -1

CHAPTER -2

PERSONNEL, AIRCRAFT & FACILITIES

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CHAPTER -2

PERSONNEL, AIRCRAFT & FACILITIES

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PERSONNEL, AIRCRAFT & FACILITIES

2.1 FLIGHT TRAINING SCHOOL – BASIC CONCEPT

- 2.1.1 A Flight **training** School, as described in this ANO, is a training center for ground and flight training of Pilots for the issuance of certificates for aircraft of weight category below 5700 KG and authorized to carry up to nine passengers.
- 2.1.2 A Flight **training** School may be authorized by the Authority to conduct Flight Instructor Course (FIC) provided it meets the prescribed requirements for conducting such a course.
- 2.1.3 It should be quite clear that the training aircraft used by a Flight **training** School is normally not designed for aerobatic maneuvers and any misuse of the performance capabilities of a school's training aircraft shall be considered an illegal act.
- 2.1.4 The authorization holder of a Flight **training** School is strictly prohibited to utilize a student pilot's training hours to carry out charter or other commercial operations.

2.2 FACILITIES REQUIREMENTS

- 2.2.1 Each holder of a Flight School authorization must maintain a principal business office with a mailing address in the name shown on its authorization.
- 2.2.2 The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the school.
- 2.2.3 The principal business office may not be shared with, or used by, another **flight training** school.
- 2.2.4 A authorization holder may not change the location of the principal business office or the operations base, unless the authorization holder has been duly authorized by Chairman, CAAB subsequent to the following conditions having been fulfilled:
 - (a) submitting an application to Chairman, CAAB in writing, prior to 30 working days before the date of change of location;
 - (b) submission of any amendment(s) needed for the authorization holder's approved training course outline;
 - (c) CAAB Inspectors having inspected and approved the new location or base for use by the authorization holder and have recommended for such relocation,
 - (d) the course of training and any needed amendment(s) having been approved for use at that base.

2.3 SCHOOL PERSONNEL

- 2.3.1 **Training Personnel:** The school will be required to satisfy the Authority that, bearing in mind its size, an adequate number of staff including **Head of Training**

(HOT), Chief Flight Instructor (CFI), Flight Instructors (FI), Chief Ground Instructor (CGI) and Ground Instructors are employed to impart a high standard of training. It is particularly important that a satisfactory instructor/student ratio is maintained, preferably 1:5 and that all grades of training personnel are both qualified and currently competent both in their specialization and in training techniques.

2.3.1.0 Head of Training (HOT)

Responsible for overall training curriculum and quality training standard. The HOT shall fulfil at least the minimum qualifications of a CFI as mentioned in para 2.3.1.1.1 The HOT seeking an approval shall undergo an interview by CAAB or as considered appropriate by Chairman.

2.3.1.1 Chief Flight Instructor Qualifications

2.3.1.1.1 Overall responsibility regarding flight training shall lie with the Chief Flight Instructor who shall have the following minimum qualifications, in addition to his having a flight record free of any accident attribute to his proficiency:

- a) CPL/IR or ATPL
- b) Flight Instructor Rating
- c) Total Flight Experience: **Minimum** 1500 hrs.
- d) Instructional Experience: **Minimum** 750 hrs.
- f) Multi-Engine Rating (when applicable)

2.3.1.1.2 Privileges of a Chief Flight Instructor:

- a) The Chief Flight Instructor is authorized to conduct internal check-rides in addition to imparting normal flight training to students and other prospective instructors/instructors.
- b) The Chief Flight Instructor is authorized to release students for their initial solo.
- c) To conduct internal examinations.
- d) To carry out periodical progress checks of a student.
- e) To authorize flights of the aircraft operated by the school.
- f) To authenticate the entries in a pilot's logbook.
- g) To carry out standardization checks of the Flight Instructors in the Flight **training** School.
- h) To sign out students for an external (CAAB) check-ride.

2.3.1.1.3 The Flight Instructor seeking approval for the post of Chief Flight Instructor (CFI) should be free from prejudices capable of recording fair assessment of the trainee pilots.

2.3.1.1.4 The Flight Instructor seeking approval as CFI and meeting the experience requirements shall undergo an oral and flight test for approval conducted as considered appropriate by Chairman.

2.3.1.1.5 If a Chief Flight Instructor changes from one institute to another,

He/**she** may be approved by CAAB in the same capacity without undergoing the oral and flight tests provided that the training activities of the new training institute is not higher than that of the previous institute.

2.3.1.1.6 CFI approval may be suspended or cancelled by the Authority if he/**she** is found lacking in any of the requirements or if found unfit in any manner **in discharging his/her responsibilities** or in case of serious safety violations.

2.3.1.1.7 The duties and responsibilities of the Chief Flight Instructor shall be determined by the Flight School.

2.3.1.2 Flight Instructor Qualifications

2.3.1.2.1 The Flight Instructor employed by a Flight Training School for flight instruction purposes shall have a flight record free of any accident attributable to his proficiency in handling any type of aircraft within the preceding two years.

2.3.1.2.2 The Flight Instructor shall possess the following valid license/ratings:

- a) Current CPL/IR or ATPL
- b) Flight Instructor Rating

2.3.1.2.3 Privileges of a Flight Instructor:

- a) authorized to impart trainings for the issuance of a Private Pilot License
- b) authorized to impart trainings for the issuance of a Commercial Pilot License
- c) authorized to impart trainings for the issuance of an Instrument Rating
- d) authorized to impart trainings for the issuance of a Multi-Engine Rating
- e) authorized to impart trainings for the issuance of a Flight Instructor Certificate
- f) release students on solo flights upon receiving due clearance from the Chief Flight Instructor

2.3.1.2.4 Requirements to exercise the privileges as specified in 2.3.1.2.3

- a) to impart trainings for CPL students - a minimum of 100 hours instructional experience is required.
- b) to impart trainings for Flight Instructor students - a minimum of 200 hrs instructional experience is required.
- c) a CAAB authorization for imparting trainings to Flight Instructor students is required.
- d) The Chief Flight Instructor must make a pre-solo check-ride prior to any instructor releasing a student for an initial solo.

2.3.1.3 Chief Ground Instructor

The Chief Ground Instructor shall have a practical background in aviation and

have :

- (i) undergone a course of training in instructional techniques; or,
- (ii) have had extensive previous experience in giving theoretical knowledge instruction.

2.3.1.3.1 The privileges of a Chief Ground Instructor include conduct of all theoretical knowledge instruction, standardization of all theoretical ground instruction and the supervision of all ground instructors.

2.3.1.4 **Ground Instructors**

Ground Instructors including the authorization process for pilot license/ratings subjects, shall have to have ground instructor authorization as per Annexure-12 to ANO-01.

2.3.2 **Administrative Personnel:** In addition, a flight training school will be required to employ a reasonable number of administrative personnel for the purpose of maintaining satisfactory records of students regarding their training and examinations.

2.3.3 **Privilege of Pilot License application for Flight Instructor:** Any flight instructor of an ATO will have the privilege to exercise his/her pilot license until reaching of 70th birthday provided he/she continues to fly the training aircraft with another pilot.

2.4 **GROUND TRAINING FACILITY**

2.4.1 A Ground Training Facility should consist of a minimum of the following facilities regarding a pilot school:

- a) Classrooms that include Equipment Demonstration Room and Audio/Visual Room
- b) Management and Instructors' office rooms
- c) Technical Library
- d) Printing and Copying Room/facility
- e) Lavatory
- f) Store

2.4.2 All rooms used for the purpose of teaching and studying including audio/visual rooms should be located such that they are least disturbed by external noise and interference.

2.5 **FLIGHT OPERATIONS CENTRE (FOC)**

2.5.1 The Flight Operations Centre is a facility comprising of several services dedicated to the safe operations of flight training programs. The Flight Operations Centre of a school shall be located at or very close to an airport used for training. If a school uses Flight Training Devices or Simulators, they should also be located here. Following accommodations are all required for the establishment of an FOC:

- a) Operations Control Centre (OCC) that is fully equipped and staffed to control all flight activities.
- b) Flight Planning Room that:
 - i. is equipped with aeronautical maps and charts,
 - ii. has access to current AIS information,
 - iii. has access to current meteorological information,
 - iv. has communications with ATC and Operations Control Centre
 - v. has a large chronometer displaying UTC time
 - vi. has any other relevant material
- c) Briefing / Debriefing Room - with white-boards and cockpit posters of training aircraft, which may also be used as classrooms
- d) Flight Crew Lounge for flight crew to relax when not engaged in actual flight.
- e) Offices for Management Pilots and Instructors
- f) Administrative offices
- g) Flight Simulation Training Device (FSTD) Room
- h) Lavatory
- i) Store

2.6 AIRCRAFT

- 2.6.1 Each aircraft **operated by** the Flight Training School must be registered as a civil aircraft of Bangladesh.
- 2.6.2 Each aircraft used in flight training must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations.
- 2.6.3 Each aircraft used in **ATO and** involved in **instrument training as per the training syllabus, conduct of IFR**, en-route operations and instrument approaches must be equipped **with minimum equipment required** for IFR operations **as per Appendix G of this ANO ATO Part-01. All aircraft conducting instrument flight training should also have partial panel instrument training flight facility.**
- 2.6.4 An adequate number of fleet training aircraft appropriate to the courses of training offered shall be made available. It is the Flight Training School Authorization holder's responsibility to ensure that the ratio between the number of students enrolled and the number of training aircraft maintained by the school in airworthy condition not be a factor for dispute as to the timely completion of a student's training.
- 2.6.5 The fleet for training courses leading to a CPL in single engines shall include aeroplanes that are able to demonstrate stall and spin avoidance. For multi-engine aeroplanes whip stalls, spins and 60 degree banks are not required. **The fleet for training courses leading to a CPL in single engines shall include helicopters that are able to demonstrate auto-rotation followed by landing and vortex ring with avoidance. For multi-engine helicopters vortex ring with avoidance and 60 degree banks are not required.**
- 2.6.7 Single-engine training **aircraft** should be equipped with an engine of at least 100 h.p. with conventional engine handling.

- 2.6.8 Aircraft to be used for night flying should be suitably equipped.
- 2.6.9 Micro-light or Ultra-light aircraft shall not be used for professional pilot training courses that are approved under this document.
- 2.6.10 Each aircraft must carry at least, a pre-takeoff and pre-landing checklist and a Pilot's Operating Handbook (POH) of that aircraft.
- 2.6.11 The school should preferably have at least two single-engine **or combination of Single and multi engine** aeroplane for every 10 students.

2.7 AIRPORT/HELIPORT OR HELIPAD FACILITIES

- 2.7.1 The base airport/**heliport** and alternate airport/**helipad or helipad** at which flight training is to be conducted shall have at least the following facilities:
 - 2.7.1.1 at least one runway or take-off area that allows training aeroplanes **and at least one heliport/helipad with TLOP and FATO area that allows training helicopters** to make a normal take-off and landing at the maximum take-off and maximum landing mass authorized under the following conditions:
 - a) under calm (i.e. not more than **five** knots) wind conditions
 - b) temperature equal to the mean high temperature for the hottest month of the year in the operating area;
 - c) with the power plant, landing gear and flaps operation as recommended by the manufacturer,
 - d) in the case of a take-off:
 - (i) with smooth transition from lift off to the best rate of climb speed without exceptional piloting skills or techniques
 - (ii) clearing all obstacles in the takeoff flight path by at least 50 feet
 - 2.7.1.2 each airport/**heliport or helipad** must have a wind direction indicator that is visible from the end of each runway at ground level;
 - 2.7.1.3 an air traffic control service except where, with the approval of the Authority, the training requirements may be satisfied safely by another means of air - ground communications and VOR or NDB facilities.
 - 2.7.1.4 each airport/**heliport or helipad** used for night training flights must have permanent lights **suitable for night operations**.

2.8 FLIGHT SIMULATION TRAINING DEVICES

- 2.8.1 A Flight **Training** School who wishes to use Flight Simulation Training Devices (FSTD) for training purposes, is required to meet the following requirements:
 - 2.8.1.1 Full compliance with the requirements as laid down in the **ANO(OPS)A7A**.
 - 2.8.1.2 Approval from the Chairman, CAAB

2.9 AIRCRAFT TYPE RATING TRAINING

- 2.9.1 Aircraft type rating training includes theoretical knowledge instruction and flight instruction, part or all of which may be conducted in FSTD. Any applicant who wishes

to conduct aircraft type rating training, is required to fulfill an approval process of the ATO and approval of the FSTD as per the below requirements:

2.9.1.1 If the applicant wishes to conduct aircraft type rating training in Bangladesh shall fulfill the laid down requirements and procedure as per Appendix H.

2.9.1.2 If the applicant wishes to conduct aircraft type rating training outside Bangladesh shall fulfill the laid down requirements and procedure as per Appendix J.

END OF CHAPTER-2

CHAPTER -3

TRAININGS, EXAMINATIONS & RECORDS

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TRAINING, EXAMINATIONS & RECORDS

3.1 TRAINING

- 3.1.1 The Flight Training School authorization holder must prepare a Training Program for every type of course intended to be conducted by that school for the purpose of issuing a certificate and submit it to the Chairman, CAAB, for approval.
- 3.1.2 Upon receiving the Training Program and after having found it to be satisfactory and meeting the stipulated requirements, CAAB will grant an approval permitting the school to conduct its trainings as per the approved program.
- 3.1.3 A CAAB observer shall be present whenever a new training program is being conducted for the first time.
- 3.1.4 The Flight Training School authorization holder must prepare a Training and Procedure Manual and submit it to CAAB for approval.
- 3.1.5 The Training and Procedure Manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following:
- (a) the structure of the Training Department
 - (b) the details of the training programs/courses being conducted by the school.
 - (c) pre-flight briefings, description of air exercises and post-flight briefings or de-briefings.
 - (d) flight simulation training device programs, where applicable
 - (e) training forms
 - (f) check-ride forms
 - (g) examination procedure
- 3.1.6 Chief Flight Instructors (CFI) are required to regularly carry out flight checks of the trainee pilots to ensure that the flight training institute is imparting standardized flight training. The CFI should carry out regular flight checks on Flight Instructors to ensure that standardized flight training is being imparted to the trainee pilots.
- 3.1.7 An applicant for any of the courses is required to complete a full-time course of training at a school approved by the Authority to conduct such courses. However, if an applicant has previous flight training experience, he/she may be credited as per the prevailing rules and regulations upon satisfactory presentation of documentary evidence.

3.2 REQUIREMENTS FOR ENTRY TO TRAINING

- 3.2.1 A student accepted for training shall possess the appropriate medical certificate for the license required and shall meet the entrance requirements set by the Flight Training School as approved by the Authority.
- 3.2.2 Educational qualifications for entry:

A Class 12 or equivalent with Physics and mathematics is required for initial entry to the CPL course. A good command of spoken and written English is an essential requirement. Criteria on proficiency in English Language, specified by CAAB, shall be fulfilled by each student.

3.3 TRAINING EQUIPMENT/AIDS

Each training aid, including any audiovisual aid, projector, tape recorder, mockup and chart or aircraft component listed in the approved training course outline must be accurate and appropriate to the course for which it is used.

3.4 TRAINING RECORDS

3.4.1 A Flight Training School shall maintain and retain the following records for a period of at least 5 years:

- (a) details of ground, flight and simulated flight trainings given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, flight tests and ground examinations; and
- (c) personal information, e.g. expiry dates of medical certificates, ratings etc.

3.4.2 The format of the student training records and Flight safety Documentation System shall be as prescribed in the CAAB regulations.

3.4.3 The Flight Training School shall submit training records and reports as required by the CAAB.

3.5 TRAINING PROGRAMS (COURSES); APPLICATIONS AND AMENDMENTS

3.5.1 Training programs (courses) must be submitted independently or collectively in the form of a Training and Procedure Manual to Chairman, CAAB for initial approval prior to implementation.

3.5.2 An application should be submitted for approval for any amendment to any existing program (course) prior to its implementation.

3.5.3 Such applications for new training programs or amendments to existing training programs should be made at least 30 working days prior to its implementation date.

3.5.4 Following the approval, the amendment must be duly indicated in the Record of Amendments page of the affected manual.

3.5.5 A training program may be granted an initial approval for a period of 24 calendar months. Upon successful demonstration of the implementation of the program, the school may apply for a final approval of the training program. The 24 months provisional period may be taken as the period to assess and if required, to make any amendments prior to applying for the final approval.

3.6 TRAINING PROGRAMS (COURSES): CONTENTS

3.6.1 Each training program for which approval is sought, must meet the minimum ground and flight requirements in accordance with the appropriate [paragraphs 2.3, 2.4, 2.7 & 2.8 of ANO-01](#).

3.6.2 Each training program for which approval is to be granted must contain:

- (a) The title of the course
- (b) A description of the maximum number of students in the class and the training aids to be used for that course
- (c) A description of the synthetic flight trainers to be used for that class
- (d) A description of the type of aircraft including any special equipment used for each phase of training
- (e) The minimum qualifications and ratings for each instructor assigned to ground and flight training
- (f) A training syllabus that includes the following information:
 - (i) the prerequisites for enrolling in the ground and flight portion of the course that include the pilot certificate and rating (if required), training, pilot experience and knowledge;
 - (ii) a detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
 - (iii) a description of what the student is expected to have learned upon completion of the course;
 - (iv) the expected accomplishments and the standards for each stage of training; and
 - (v) a description of the checks and tests to be used to measure a student's accomplishment for each stage of training.
 - (vi) an estimated timeframe in hours of the required ground classes and/or flight training

3.7 TRAINING ZONES

3.7.1 In the interest of safety to those on the ground as well as to other traffic, the school shall conduct all its maneuvers and air exercises within the boundaries of the airspace demarcated and allocated by the CAAB as 'Training or Practice Zones' specifically for this purpose.

3.7.2 Such 'Training Zones' shall be demarcated by latitude and longitude and the upper and lower limits shall be expressed in 'feet above mean sea level'.

3.8 MODULAR TRAINING PROGRAMS

Flight Training Schools within Bangladesh shall follow the 'modular' system of training method.

3.9 EXAMINATIONS AND FLIGHT TESTS

3.9.1 The school shall conduct internal checks and examinations prior to assessing the student as 'fit' to appear for a CAAB examination.

3.9.2 Similarly, the Chief Flight Instructor or a senior Flight Instructor duly authorized by the Chief Flight Instructor shall conduct one or several assessment flight checks before recommending the student for a skill test for issuing PPL/CPL/IR/FIR.

3.9.3 Any license related knowledge test on initial issue and skill test shall be conducted upon receiving an application from the ATO (Flight Training School) that has the necessary information and the required fees attached.

3.9.4 Any license related knowledge test on initial issue shall be conducted within the CAAB premises.

3.9.5 The skill test shall be conducted by CAAB Examiner including Designee who is rated and current on class/type. In all cases, conflict of interest must be avoided for the conduct of skill test.

3.10 EXAMINING AUTHORITY

Civil Aviation Authority, Bangladesh (CAAB) shall be the final Examining Authority for the issuance and renewal of licenses.

END OF CHAPTER-3

CHAPTER-4

OPERATING RULES

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OPERATING RULES

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4.1 APPLICABILITY

This section prescribes the requirements for Operating Rules for the Flight Training Schools of Bangladesh.

4.2 PRIVILEGES

The holder of a Flight Training School Authorization may advertise and conduct approved pilot training courses in accordance with the certificate and ratings held.

4.3 STUDENT PILOT LICENSE (SPL)

4.3.1 Upon accepting a new student for the Private Pilot License program, the school shall **inform CAAB for conduct of the PPL program and** submit a copy of the medical, student **resume/biodata** and other relevant documents to the Authority. The school will then issue a Student Pilot License (**SPL**) to the student. This will entitle the student to receive ground and flight training for the PPL.

4.3.2 Once the student completes his/**her** PPL training successfully, he/she will be issued with a Private Pilot License and the Student Pilot **License (SPL)** will no longer be valid.

4.4 MINIMUM AGE AND MEDICAL REQUIREMENTS

The minimum age and medical requirements for the respective licenses shall be as per the specifications outlined in **ANO-1 para 5.1.1.1**.

4.5 AIRCRAFT REQUIREMENTS

4.5.1 Besides other documents to be carried on board, every training aircraft shall carry:

- a) a pre-takeoff and pre-landing checklist; and
- b) a Pilot's Operating Handbook (POH) and/or Aircraft Flight Manual (AFM) produced by the manufacturer.

4.6 LIMITATIONS

4.6.1 The holder of a Flight School Authorization is limited to:

- a) issue Certificates to graduates of its approved training programs (courses leading to the acquisition of a license or rating) with the exception of the Student Pilot License; and
- b) recommend to CAAB for the issuance of Licenses and Ratings.

- 4.6.2 The holder of a Flight **training** School Authorization is limited to issuing Certificates only to students who have:
- a) completed the course for which the student has applied; and
 - b) passed in all the stage checks and the final checks or examinations
- 4.6.3 The Authorization holder shall not issue any form of university, college or any other academic degree to its students under this section.

4.7 GROUND TRAINING

- 4.7.1 A Ground Training Course may be conducted only by a person who has a Ground Instructor **authorization** or by a Flight Instructor **having privileges to conduct ground training**, or by both with the appropriate rating/**authorization**.

4.8 FLIGHT TRAINING

- 4.8.1 A Flight Training Course may be conducted only by a licensed person who has a Flight Instructor Rating with the appropriate ratings.
- 4.8.2 For a student to be released for a first time solo flight:
- a) the Chief Flight Instructor must have carried out at least one pre-solo check-ride,
 - b) the Instructor of the student must be present at the airport during the time of the solo flight.

4.9 RECURRENCE TRAINING REQUIREMENTS FOR INSTRUCTORS

- 4.9.1 The Flight Training School shall conduct a Refresher Training **to instructors as applicable which is for Flying Instructor in Annexure 8 (table 3-1) and for ground instructor Annexure 12 (para 7 & 8)**.

4.10 CHANGE OF CHIEF INSTRUCTORS

- 4.10.1 The school shall notify to CAAB at least 7 working days prior to changing the Chief Ground Instructor or Chief Flight Instructor.
- 4.10.2 The school shall be permitted to operate without a Chief Flight or Chief Ground Instructor for a maximum period of 60 days, following which the authorization of the Flight **Training** School may be suspended or revoked.

4.11 ENROLLMENT

- 4.11.1 The Flight Training School Authorization holder shall maintain a current record of the name list of the students enrolled and instructors employed at the school.
- 4.11.2 Upon enrollment, the holder of a Flight School Authorization shall, in addition to providing a student with the required text books and study material, also provide the student with the following:
- a) a certificate of enrollment containing:
 - i) the name of the student and the course applied for; and
 - ii) the date of the enrollment
 - b) a copy of the student's training syllabus;
 - c) a copy of the safety procedures and practices that describe use of the school's facilities and the operation of the aircraft that includes:
 - i) the weather minimums required by the school for dual and solo flights;
 - ii) the procedures for starting and taxiing/hover aircraft on the ramp;
 - iii) fire precautions and procedures;
 - iv) re-dispatch procedures after un-programmed landings, on and off airports;
 - v) aircraft discrepancies and approval for return-to-service determinations;
 - vi) securing of aircraft when not in use;
 - vii) fuel reserves necessary for local and cross-country flights;
 - viii) avoidance of other aircraft in flight and on the ground;
 - ix) minimum altitude limitations and simulated emergency landing instructions; and
 - x) a description of and instructions regarding the use of assigned practice areas (Training Zones).

4.12 COURSE COMPLETION CERTIFICATE

- 4.12.1 A Flight Training school shall issue upon completion of training, a Certificate to each student who completes its approved course of training.
- 4.12.2. The Certificate shall include:
- a. The name of the organization;
 - b. The Certificate number;
 - c. The name of the graduate to whom it was issued;
 - d. The approved curriculum title;
 - e. The date of graduation;
 - f. A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;

- g. An authentication by an official of the school; and
- h. A statement showing the cross-country flight training that the student received in the course of training, if applicable.
- i. Any other relevant detail.

4.13 CARRIAGE OF NARCOTIC DRUGS, MARIJUANA, DEPRESSANTS, STIMULANT DRUGS OR SUBSTANCES

Any authorization / certificate holder found to be permitting its aircraft, leased or owned, to be used for the purpose of transportation, storage or any other illegal operation of these items shall have its authorization / certificate suspended or revoked.

4.14 SECURITY

4.14.1 A authorization holder shall, in addition to fulfilling the security requirements of **chapter** 1.10.7 of this ANO, take all necessary measures to ensure that no unauthorized person(s) be allowed to enter its premises nor to have access to its official documents or equipment.

4.14.2 The authorization holder shall also take all adequate security measures to prevent the school's aircraft from being modified or utilized as a weapon of terror.

4.15 ADVERTISING LIMITATIONS

4.15.1 The holder of a Flight Training School Authorization may not make any statement, or advertise any service offered by the school, that is false or designed to mislead any applicant.

4.15.2 An authorization holder must promptly remove all its signboards and other indications from those premises upon:

- (a) change of location or after having vacated a particular location;
- (b) having its authorization expired, surrendered, suspended or revoked.

4.16 AVIATION GASOLINE

It shall be the responsibility of the flight school authorization holder to provide aviation gasoline or approved Fuel.

4.17 TRAINING IN MONSOON

As the weather during the monsoon will not be favorable for flight training in this part of the hemisphere, it is strongly advised that the school provide special briefing to students on pre, mid and post monsoon weather activity and programme the flight schedule in a manner so as to exercise extreme safety measures during flight operations.

END OF CHAPTER-4

CHAPTER - 5

MAINTENANCE PERSONNEL & FACILITIES

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MAINTENANCE PERSONNEL & FACILITIES

5.1 APPLICABILITY

This section shall be applicable to Flight **Training** Schools operating and maintaining owned or leased training aircraft.

5.2 RESPONSIBILITY OF THE AUTHORIZATION HOLDER

5.2.1 The Engineering Department of the flight **training** school shall be responsible to keep the aircraft airworthy at all times.

5.2.2 The maintenance of the aircraft shall be in accordance with the approved maintenance organization exposition (MOE)/ Maintenance Organization Manual (MOM).

5.3 APPROVAL

The engineering department shall be approved for the purpose of maintenance of fleet aircraft.

5.4 PERSONNEL

5.4.1 The engineering department shall be headed by suitably qualified engineering personnel i.e. Maintenance Engineer. The engineering department shall comprise of suitably rated licensed maintenance personnel and other assisting manpower.

5.4.2 The organization shall appoint a key post holder in Quality Assurance with designation "Quality Assurance Manager" or equivalent and shall report directly to Accountable Manager in matters of quality. He shall be acceptable to CAAB and his approval by CAAB is mandatory.

5.4.3 The Quality Assurance Manager shall conduct the internal audit of the facilities and make sure that all the discrepancies noted are rectified within the stipulated timeframe. He shall forward a copy of the report to CAAB. The internal audit report is subject to scrutiny by the CAAB.

5.4.4 The Engineering Executives shall meet the qualifications prescribed in the ANO (AW) B7.

5.5 MAINTENANCE

5.5.1 The aircraft of the flight school shall be registered in Bangladesh. The registration process shall be in accordance with **CAD-PEL 7/2022**.

5.5.2 The aircraft shall be maintained in accordance with the approved maintenance schedule. All the applicable provisions of **ANO (AW) Part M** and other pertinent rules and regulations shall be applicable.

- 5.5.3 The maintenance and operation of the aircraft are subject to periodic, announced and unannounced inspections by CAAB.
- 5.5.4 The maintenance shall be carried out by the appropriately authorized AME. In case of a foreign national aircraft maintenance engineer license, he shall obtain validation of license from CAAB.

5.6 FACILITIES

- 5.6.1 The Base maintenance shall be performed in the hangar.
- 5.6.2 The approval holder shall establish all the supporting workshops for the purpose of maintenance.
- 5.6.3 The Engineering Department shall establish its separate Technical Library which shall be equipped with a complete set of latest publications in hard and soft formats related to the maintenance of all the types of aircraft being operated.
- 5.6.4 A classroom shall be maintained for the purpose of conducting recurrent/refresher trainings to the maintenance personnel.
- 5.6.5 The engineering department shall comply with requirements of the ANOs (AW) Part M, Part 145, Part 66 as may be applicable and any other applicable ANOs.

5.7 REPORTING OF DEFECTS

All the reportable defects shall be reported to CAAB within stipulated time in the prescribed format. The list of reportable defects and procedure for the defect reporting is amplified in ANO(AW) Part-B Chapter B.5.

5.8 ACCIDENT/INCIDENT INVESTIGATION

- 5.8.1 It shall be the responsibility of the approval holder to notify immediately any case of accident, serious incident or incidents of any of their aircraft to CAAB.
- 5.8.2 The approval holder shall fully cooperate in the course of investigation of accident, serious incident and incidents and shall bear the cost involved for the investigation.

END OF CHAPTER-5

APPENDIX-C**CIVIL AVIATION AUTHORITY OF BANGLADESH****ATO AUDIT CHECKLIST****APPLICABILITY**

This audit check list is applicable for initial issue as well as for renewal for a certificate of approval (COA) for ATOs. Certain items may not be applicable for a certain types of approved training organization (ATO) and or types of audit. In such cases, those may be omitted.

INSTRUCTION TO USE

This check list is divided into different distinct divisions. Each division is having a heading and if applicable sub-headings. Divisions are divided in columns. Column headings are SL NO, ITEMS, RESPONSE and REMARKS.

SL NO column begins with new serial numbers for every division or sub-headings. Sub-headings are prefixed by small letters in the SL NO column. ITEMS column is the description of the area to be audited. This column may have sub-headings as mentioned above for easy identification of the topics to be audited. RESPONSE column is normally filled up by the ATOs. However, this may also be done by the CAAB inspectors in collaboration with the ATO management. Some response may be given by manual or document references. REMARKS column may contain some significant information, which may be filled up by either the CAAB inspectors or the ATO management. Remarks column shall be concluded by assigning S/U/NA and signed by the relevant CAAB inspector. 'S' being 'satisfactory' and no further action required. 'U' denotes 'un- satisfactory' and actions required to rectify the short falls before a COA can be issued or renewed. 'NA' denotes 'not applicable'.

Note; if required, separate sheet may be used.

Date of Audit Inspection:

- a. Principle Place of Business:
- b. Operations Base:

1.GENERAL INFORMATION OF THE ATO

SL.NO	ITEMS	RESPONSE	REMARKS
01	Name and address of the ATO		
02	Company registration number		
03	Name of Chairman of the Board/President of the executive		
04	Names of the Board Members		

05	Whether there were any changes of Board Members since previous Audit?		
06	If any, has it been approved by CAAB?		
07	Number and Validity of the COA		
08	Date of previous Audit		
09	Dates of previous surveillances and findings, if any		
10	Does the ATO have any other operator's certificate?		
11	Whether the ATO has advertised without having a valid COA?		
12	Whether the ATO has advertised beyond the scope of its approval?		
13	Whether the ATO has carried out internal Quality audit?		
14	Whether the ATO has developed a feedback system from the customers?		
15	Whether the ATO successfully mitigates customer's queries and complaints?		
16	Whether the ATO has displayed the approval certificate (COA) in a prominent place in the principal place of business, operation base and satellite base, as applicable		

2. MANAGEMENT AND ORGANIZATION

SL.NO	ITEMS	RESPONSE	REMARKS
a	Key Post Holders:		
01	Name of the Managing Director/Accountable Manager		
02	Name of the Head of Training		
03	Name of the Chief Flight Instructor		
04	Name of the Chief Ground Instructor		
05	Name of the Quality and Compliance Officer		
06	Name of the SMS Manager and Flight Safety Officer		
07	Are the Key Post holders adequately qualified?		

08	Are the required Key Post holders approved by CAAB?		
B	<i>ATO Staff Information:</i>		
01	Number of Flight Instructors		
02	Number of Ground Instructors		
03	Whether of part-time Instructors are engaged for ground training?		
04	Number of Engineering staff		
06	Are there any Foreign Instructors engaged by the ATO?		
07	If yes, are they properly cleared and certified by the Government and CAAB?		
08	Are the Instructors and Engineering staffs adequately qualified?		
09	Are the Instructors and Engineering staffs approved by CAAB?		
10	Are the students properly licenced/certified/medically assessed		
11	Are there any Foreign Students being trained by the ATO?		
12	If yes, are they properly cleared and certified by the Government and CAAB?		
C	<i>Aircraft Information:</i>		
01	Aircraft Type/Registration/MSN/Year of manufacture/Hours		
02	Whether the aircraft are owned by the ATO?		
03	If not whether there is a contract between the owner and the ATO approved/accepted by CAAB?		
D	<i>Establishment:</i>		
01	Principal place of Business and address		
02	Operational Base and Address		
03	Satellite Base and address		
04	Is the ATO maintaining principal place of business and operational base at the same place and location mentioned in the COA?		
05	Does the ATO use any other place, base or facilities in addition to those mentioned		
06	If yes, are those approved by CAAB?		
07	Are the ATO facilities being used or shared by others?		
08	If yes, has proper approval been obtained from CAAB?		
E	<i>Class and briefing room facilities:</i>		
01	Whether the number of class rooms sufficient for the courses offered by the ATO?		

02	Whether the space of the class rooms is sufficient?		
03	Whether the seating arrangement of the class rooms is adequate?		
04	Whether the class rooms are well ventilated with proper temperature controls, sufficiently noise proof and properly lighted?		
05	Whether proper audio-visual training aids are available in the class rooms?		
06	Whether other equipment required for training is available?		
07	Whether a proper library containing manuals, documents, aviation related books and journals available and readily accessible to the students and instructors?		
08	Whether the facilities mentioned above from item no. 01 to 07 also available in the operations and satellite bases (as applicable)?		

3. DOCUMENTS AND MANUALS

SL.NO	ITEMS	RESPONSE	REMARKS
a.	<i>Documents and Equipment:</i>		
01	Whether the latest CAR, relevant ANOs available with the ATO?		
02	Whether the AIP with the latest revision available with the ATO?		
03	Whether all circulars, instructions, notices issued by CAAB, relevant to ATO, available?		
04	Are the circulars, instructions, notices issued by CAAB relevant to students, available to them?		
05	Whether the ATO issued any circular to the students since the last renewal of COA and disseminated those to the students?		
06	Does the ATO have any information disseminating policy in place?		
07	How does ATO obtain navigational data (if applicable), maps and charts?		
08	Whether maps and charts available for x-country flights?		
09	Whether navigational equipment available for the students?		
b.	<i>Manuals:</i>		
01	Whether an approved TPM is available with revisions?		
02	Does the TPM contain syllabus for all the courses approved?		

03	Whether POH of all types of aircraft operated by the ATO with latest revision available?		
04	Whether a master folder maintained having a list of all documents and revision in the ATO?		
05	Whether the ATO has approved manuals for all approved courses it offers?		
06	Is the UPRT and TEM training included in the TPM?		

4. TRAINING RECORDS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Students:</i>		
01	Does the ATO has a student enrolment policy and maintains the enrolment		
02	Is there a policy to check that the students meet the educational qualification, age and medical standards		
03	Whether a record is maintained to show that all trainings are being conducted in accordance with the approved syllabus prescribed in the training manual?		
04	Whether a record is maintained to show that each student has gone through an organized training course, as appropriate?		
05	Whether a record is maintained to show the ground and flight training hours completed for each student for each phase of training?		
06	Whether a record is maintained to show that the ATO conducted exams/tests for each student?		
07	Whether a record is maintained to show that the ATO recommends a student for CAAB exam/test only after passing in house exams/tests?		
08	Whether a complete and updated dossier is maintained for each student?		
B	<i>Instructors:</i>		
01	Whether the ATO maintains records for instructor's initial and refresher training?		
02	Whether the ATO maintains records for instructor's category?		
03	Does the ATO maintain a dossier for each instructor with up-to-date records?		
04	Are the instructors qualified to conduct UPRT		
05	How many skill test examiners available in the ATO?		
c	<i>Flight training:</i>		

01	Whether a record is maintained to show that pre-flight briefing and post flight de-briefing is conducted for each flight?		
02	Whether a record is maintained to show that all training flights have been authorized by CFI or in his absence as per approved TPM?		
03	Whether the ATO maintains a record of authorization for student's solo flights?		
04	Does the ATO maintain a record for solo, x-country, instrument and night		
05	Whether a record is maintained for all check flights?		
06	Are the training progress as per commitment of the ATO		

5. OPERATIONS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Ops procedure:</i>		
01	Whether procedures have been in place to ensure adequate fuel and oil is carried on board?		
02	Whether a procedure is set to obtain Met, NOTAM and CG before a training flight?		
03	Whether up-to-date checklist available for normal, abnormal and emergency		
04	Whether MEL and CDL procedures have been established?		
05	Whether a checklist is available to show the manuals, equipment and documents to be on board the flight?		
06	Whether procedures have been established to ensure that the manuals, equipment and documents required to be on board are available?		
07	Whether proper communication system established including communication with the ATC?		
08	Whether SMS is implemented in the ATO		
b	<i>Flight Procedure:</i>		
01	Whether proper briefing and de-briefing procedures have been established?		
02	Whether procedures have been established to release a student pilot for the first solo and subsequent solo flights?		
03	Whether procedures have been established to release a student pilot for the first X-country flight?		

04	Whether procedures have been established to release a student pilot for instrument and night solo flights?		
05	Whether procedures have been established to carry out flight checks for the student pilots?		
06	Whether procedures have been established to carry out flight checks for the flight instructors?		
07	Whether check flight reports are available?		
c	<i>Airports of Operations:</i>		
01	Does the ATO use any remote airport for training purposes?		
	If yes, whether (a) Security is available? (b) Safety and fire service is available? (c) ATC service available? (d) Wind socks and Met service available? (e) Runway surface is smooth with RWY marking available? (f) Night flying facilities available?		
02	Whether traffic pattern has been established for circuit and landing		
03	Whether flying zone has been established for the ATO?		
04	Whether communication procedure has been established with ATC?		
d.	<i>FSTD:</i>		
01	Whether FSTD is being used for training?		
	If yes, (a) Make, model and number of FSTD? (b) CAAB approval number and validity? (c) Approval category? (d) Whether training syllabus for different aircraft and different phase of training is available and approved? (e) Whether FSTD instructors are approved? (f) Whether FSTD functioning properly? (g) Whether hours are credited as per regulations?		
e.	<i>Emergency response plan:</i>		

01	<p>Whether the emergency services available at suitable locations of the ATO:</p> <p>(a) At the principal place of business? (b) At the operation base? (c) At the satellite base?</p> <p>The following emergency services:</p> <p>(a) Alarm bell or siren? (b) Fire extinguishers of appropriate specifications and in sufficient numbers? (c) First aid kits with validity? (d) No-smoking sign displayed?</p>		
02	Whether manpower has been developed to handle emergency situations and equipments?		
03	Whether procedures have been developed to co-ordinate with the local fire stations?		
04	<p>Whether an emergency procedures have been developed to handle:</p> <p>(a) Aircraft accident and incident? (b) Removal of disabled aircraft? (c) Any other emergency?</p>		
05	Whether an emergency response plan has been developed and the procedure is displayed in suitable locations?		

COMMENT

SATISFACTORY		NAME	DATE	SIGNATURE	S E A L
UNSATISFACTORY					

6. AIR WORTHINESS

SL.NO	ITEMS	RESPONSE	REMARKS
a	Man power:		
01	Whether the ATO has adequate number of qualified Engineers and Technicians?		
02	Whether the Engineers and Technicians are subjected to refresher courses?		
03	Whether the Quality Control Manager is approved by CAAB and a regular employee of the ATO?		
04	Whether the training records are maintained?		
b	Manuals:		
01	Whether the ATO has an approved and valid AMO?		
02	Whether the AMO approval certificate is displayed?		
03	Whether there is any change of aircraft type, Manpower since the approval of AMO?		
04	Whether a Maintenance Schedule and Maintenance Program are followed?		
05	Whether the above are CAAB approved?		
06	Are those amended as per the Maintenance Manual?		
07	Whether SBs and Ads are received by the ATO and are complied?		
08	Whether the log books are complete in respect of periodic inspections and replacement of parts?		
c	Documents:		
01	Whether the owner's name plates are same as in the C of R?		
02	Whether the following documents are available and valid? (a) C of R (b) C of A (c) Radio licence (d) Insurance (e) W and B certificate (f) Journey log book (g) Flight release certificate (h) POH/AFM		

SL.NO	ITEMS	RESPONSE	REMARKS
d	<i>Aircraft Inspection:</i>		
01	Whether all emergency equipment on board: (a) First aid kit? (b) Shoulder harness? (c) Fire extinguishers? (d) Torches?		
02	Whether 'no-smoking' sign is placarded in the cockpit?		
03	Whether the following items are available and serviceable: (a) Basic flight and engine instruments and markings? (b) Cockpit and instrument lights? (c) Navigation lights? (d) Taxi and landing lights? (e) Compass card?		
04	Whether propeller tips are painted?		
05	Whether there is any exterior damage, fuel- oil leak, damaged tire observed?		
06	Whether door operation is normal?		
e	<i>Maintenance:</i>		
01	Whether the ATO maintains its aircraft or contracted out?		
02	If contracted out, whether there is an agreement and approved by CAAB?		
03	Whether the operation is spread at more than one aerodrome?		
04	If yes, (a) Whether every set-up is equipped with maintenance facility for the type of operation certified? (b) Whether store maintains proper account of spare transfer?		
05	Whether engine condition trend monitoring (ECTM) is maintained for turbine engines?		
06	Whether the ATO maintains a record of fuel and oil?		
07	Whether the ATO stocks fuel in barrel?		

08	If yes, (a) Whether licence has been obtained for explosive? (b) Whether a standard procedure is followed for keeping fuel in barrel? (c) Whether proper procedure is followed for barrel fueling? (d) Whether a chapter in QC manual exists for barrel fueling?		
09	Whether a defect register is maintained?		
10	Whether defect is rectified promptly?		
f	<i>Hangar and shop Facilities:</i>		
01	Whether the ATO has its own hangar space for housing the aircraft?		
02	If yes, whether hangar space is: (a) Available on permanent basis? (b) Properly ventilated and lighted? (c) Having fire protection facilities? (d) Sufficient for housing all its aircraft? (e) Sufficient to carry out scheduled maintenance work?		
03	If not, whether the ATO has hangar arrangement with others to comply with all the requirements mentioned		
04	If yes, is there an agreement approved by CAAB?		
05	Whether quarantine stores are properly tagged?		
06	Whether bonded stores are well arranged and neat and clean?		
07	Whether tires are stored properly and a record of rotation is maintained?		
08	Whether adequate quantity of equipment such as steps, trestles, work-benches available to carry out work properly?		
09	Whether the ATO has a battery shop?		
11	Whether precision instruments for maintenance are serviceable and periodically calibrated?		

COMMENT:

SATISFACTORY		NAME	DATE	SIGNATURE	S E A L
UNSATISFACTORY					

7. FINANCIAL

01	Whether financial audit have been carried out?		
07	Whether a insurance policy exist?		
02	Whether all the aircraft and the seats are insured?		
03	Whether instructors and students are insured?		
04	Whether the ATO is making payment to all its employees regularly?		
05	Whether payment is made regularly to fuel suppliers?		
06	Whether the ATO is making regular payment to all other vendors, suppliers and land lords?		

COMMENT:

SATISFACTORY		NAME	DATE	SIGNATURE	S E A L
UNSATISFACTORY					

CONTENTS OF THE TRAINING AND PROCEDURES MANUAL

The Training and Procedures Manual should include the following elements as far as they are appropriate to the type of the training to be provided.

A.1 GENERAL

- 1.1 Preamble relating to use and authority of the manual.
- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual.
 - a) procedures for amendment;
 - b) amendment record page;
 - c) distribution list; and
 - d) list of effective pages.
- 1.4 Glossary of significant terms and definitions.
- 1.5 Description of the structure and layout of the manual, including:
 - a) various parts, sections, their contents and use; and
 - b) the paragraph numbering system.
- 1.6 Description of the scope of training authorized under the organization's terms of approval.
- 1.7 Organization (chart of the management organization ref. Appendix-F).
- 1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to;
 - a) Accountable manager;
 - b) Head of training;
 - c) Chief flight instructor;
 - d) Chief ground instructor;
 - e) CAMO manager;
 - f) Quality Assurance manager; and
 - g) Instructors – ground, flight and flight simulation training device.
- 1.9 Policies;
 - a) policy regarding approval of flights;
 - b) responsibilities of the pilot-in-command;
 - c) flight planning procedures – general;
 - d) policy regarding carriage of passengers;
 - e) operational control system;
 - f) policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
 - g) flight duty period and flight time limitations for flight staff and students; and
 - h) rest periods for flight instructors and students,
 - i) policy on logbook recording

- 1.10 Description of the facilities available, including;
 - a) the number and size of classrooms;
 - b) training aids provided; and
 - c) flight simulation training devices and training aircraft.

- A.2 AIRCRAFT OPERATING INFORMATION
 - 2.1 Certification and operating limitations.
 - 2.2 Aircraft handling, including;
 - a) performance limitations;
 - b) use of checklists; and
 - c) aircraft maintenance procedures.
 - 2.3 Instructions for aircraft loading and securing of load.
 - 2.4 Fueling procedures.
 - 2.5 Emergency procedures.
- A.3 ROUTES
 - 3.1 Performance criteria, e.g.: take-off, route, landing, etc.
 - 3.2 Flight planning procedures including;
 - a) fuel and oil requirements;
 - b) minimum safe altitudes; and
 - c) navigation equipment.
 - 3.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
 - 3.4 Weather minima for all student training flights at various stages of training.
 - 3.5 Training routes and practice areas.

- A.4 STAFF TRAINING
 - 4.1 Persons responsible for standards and competency of instructional personnel.
 - 4.2 Details of the procedures to determine competency of instructional personnel.
 - 4.3 Details of the training programme for instructional personnel.
 - 4.4 Procedures for proficiency checks and upgrade training.

- A.5 TRAINING PLAN
 - 5.1 Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.
 - 5.2 Pre-entry requirements, including;
 - a) minimum age;
 - b) education requirements;
 - c) medical requirements; and

- d) linguistic requirements.

- 5.3 Credits for previous experience, which should be obtained from the Licensing Authority before the training commences.
- 5.4 Training curricula, including the;
- a) flight curriculum (single engine);
 - b) flight curriculum (multi-engine);
 - c) theoretical knowledge curriculum; and
 - d) flight simulation training curriculum.
- 5.5 The general arrangements of daily and weekly programmes for flight training, ground training and flight simulation training.
- 5.6 Training policies in terms of:
- a) bad weather constraints;
 - b) maximum student training times – flight, theoretical knowledge and synthetic flight training, per day/week/month;
 - c) restrictions in respect of training periods for students;
 - d) duration of training flights at various stages;
 - e) maximum student flight hours in any day or night period;
 - f) maximum number of student training flights in any day or night period; and
 - g) minimum rest periods between training periods.
- 5.7 Policy for the conduct of student evaluation, including:
- a) procedures for flight progress checks and skill tests;
 - b) procedures for knowledge progress tests and knowledge tests;
 - c) procedures for authorization for tests;
 - d) procedures for refresher training before retest;
 - e) test reports and records;
 - f) procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
 - g) procedures for question analysis and review and issuing replacement exams; and
 - h) knowledge test re-write procedures.
- 5.8 Policy regarding training effectiveness, including:
- a) individual student responsibilities;
 - b) liaison procedures between training departments;
 - c) procedures to correct unsatisfactory progress;
 - d) procedures for changing instructors;
 - e) maximum number of instructor changes per student;

- f) internal feedback system for detecting training deficiencies;
- g) procedures for suspending a student from training;
- h) requirements for reporting and documentation; and
- i) completion standards at various stages of training to ensure

A.6 FLIGHT TRAINING SYLLABUS

- 6.1 Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.
- 6.2 Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.
- 6.3 Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercise are repeated at the proper frequency.
- 6.4 Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.
- 6.5 Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flight.
- 6.6 Requirements for instructional methods, particularly with respect to pre-flight and post-flight briefings, adherence to syllabi and training specifications, and authorization of solo flights.
- 6.7 Instruction in respect to the conduct and documentation of all progress checks.
- 6.8 Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

A.7 FLIGHT SIMULATION TRAINING SYLLABUS

- 7.1 Syllabus for flight simulation training should be structured generally as in paragraph 6 of this Appendix.

A.8 THEORETICAL KNOWLEDGE SYLLABUS

8.1 The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject.

A.9 TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING

9.1 When CAAB has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, it should include;

- a) name(s) of the personnel with testing authority and scope of the authority;
- b) role and duties of the authorized personnel;
- c) if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and
- d) applicable requirements established by the Licensing Authority such as:
 - procedures to be followed in the conduct of checks and tests; and
 - methods for completion and retention of testing records as required by the Licensing Authority.

A.10 QUALITY ASSURANCE SYSTEM

10.1 Provide a brief description of the quality assurance system, as per Appendix-B, with reference to a separate quality assurance manual or include the full quality assurance system in the Training and Procedures Manual.

A.11 RECORDS

11.1 Policy and procedures regarding:

- a) attendance records;
- b) student training records;
- c) staff training and qualification records;
- d) person responsible for checking records and student personal logs;
- e) nature and frequency of record checks;
- f) standardization of record entries;
- g) personal log entries; and
- h) security of records and documents.

QUALITY ASSURANCE

B.1 QUALITY ASSURANCE SYSTEM (Quality Policy and Strategy)

- 1.1 A Flight Training School ATO shall describe how the organization formulates, deploys and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organization. A formal written quality policy statement should be prepared, establishing a commitment by the head of the training organization as to the goals of the quality assurance system. The quality policy should reflect the achievement and continued compliance with relevant parts of Appendix 2 to Annex 1, together with any additional standards specified by the ATO.
- 1.2 The accountable manager of the training organization will have the overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks defined under paragraph 2 of this Appendix to a quality assurance manager. Depending on the size and scope of the organization and the requirements of the Licensing Authority, the accountable manager and quality assurance manager may interact in different ways as illustrated in the organizational charts in Appendix F.

B.2 QUALITY ASSURANCE MANAGER

- 2.1 The primary role of the quality assurance manager is to verify, by monitoring activities in the field or training that the standards as established by the ATO and any additional requirements of the CAAB are being carried out properly.
- 2.2 The quality assurance manager should be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 2.3 The quality assurance manager should:
 - a) have direct access to the accountable manager; and
 - b) have access to all parts of the ATO.
- 2.4 The quality manager should be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

B.3 QUALITY ASSURANCE SYSTEM

- 3.1 The quality assurance system of the ATO should ensure compliance with requirements, conformity with standards and adequacy of the training activities conducted.
- 3.2 Every process that assists the ATO to achieve its results should be identified and the activities and training activities conducted.
- 3.3 The ATO should specify the basic structure of the quality assurance system applicable to all training activities conducted.

B.4 FEEDBACK SYSTEM

- 4.1 The quality assurance system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-conformity in each particular case and the procedure to be followed if corrective action is not completed within an appropriate timescale.

B.5 QUALITY ASSURANCE AUDIT PROGRAMME

- 5.1 The quality assurance audit programme should include all planned and systematic actions necessary to provide confidence that all training is conducted in accordance with all applicable requirements, standards and procedures.

B.6 QUALITY INSPECTION

- 6.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.
- 6.2 Typical subject areas for quality inspections could be:
 - a) actual flight and ground training;
 - b) maintenance;
 - c) technical standards; and d) training standards.

B.7 MONITORING AND CORRECTIVE ACTION

- 7.1 The aim of monitoring within the quality system is primarily to investigate and **assess** its effectiveness and thereby ensure that defined policy and training standards are continuously complied with. Monitoring and corrective action functions fall under the responsibilities of the **quality manager**. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The **ATO** should establish and publish a quality procedure to monitor compliance with requirements and conformity with standards on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.
- 7.2 Any non-conformity identified as a result of monitoring should be communicated by the quality **assurance** manager to the manager responsible for taking corrective action or, if appropriate, the head of the training organization/ **—accountable manager**). Such non-conformity should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective and preventive action.
- 7.3 The quality assurance audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. Personnel implementing these procedures should monitor such actions to verify their effectiveness and ensure that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organization (accountable manager) will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformity with the standard required by the **ATO** and any additional requirements established by the CAAB or the **ATO**.
- 7.4 The **ATO** should identify internal and external customers and monitor their satisfaction by measurement and analysis of feedback.

B.8 RECORDING

- 8.1 Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme should be maintained by the ATO. Records are essential data to enable ATO to analyze and determine the root causes of non-conformity so that areas of non-compliance can be identified and subsequently addressed.
- 8.2 Records should be retained at least for the period, mentioned in ANO ATO. The relevant records include:

- (a) audit schedules;
- (b) quality inspection and audit reports;
- (c) responses to findings;
- (d) corrective and preventive action reports;
- (e) follow-up and closure reports; and
- (f) management review and analysis reports.

B.9 THE FUNCTIONING OF THE QUALITY STSTEM IN THE ATO

- 9.1 Time should be provided to train every individual involved in quality assurance and to brief the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

-----END-----

Appendix-D

APPLICATION FORM FOR ATO PART-1 (FLIGHT TRAINING SCHOOL)

(While providing information extra sheets may be used)

1. Name of Applicant :
2. Address :
3. Proposed place of operation :
 - 3.1. Ground Training :
 - 3.2. Flight Training :
4. Proprietorship :
 - 4.1 Company name
(Attach copy of the Articles of Association) :
 - 4.2 Name, address and percentage of share for
each partner :
5. Financial Data :
 - 5.1 Paid up capital /Net Investment in
Bangladesh:
 - 5.2 Authorized capital :

Note: Shall be supported by a certificate from the banker or chartered accountant :
6. Information on management of the organization and key staff members including their names, titles, educational qualifications and practical experiences. As a minimum, the background of the following personnel's should be included:-
 - 6.1 Chief Executive/ Accountable Manager :
 - 6.2 Directors or board members :
 - 6.3 Major shareholders :
 - 6.4 Office and management personnel :
7. Particulars of Aircraft
 - 7.1. Type :
 - 7.2. Model :

- 7.3. Maximum all up weight :
 - 7.4. Seat capacity :
 - 7.5. ACN :
 - 7.6. Maximum Landing and Take-off run:
 - 7.7. Present Registration :
8. Detailed information on flight operations under the following headings:
- 8.1 Aircraft flying hours :
 - 8.2 Date of manufacture :
 - 8.3 Arrangement for maintenance and inspection of aircraft and associated equipment.
 - 8.4 State of Registry of the aircraft; if foreign registered, and/or leased, a copy of the lease agreement should be enclosed.
9. Detailed description of how the applicant intends to show compliance with each provision of the applicable ANO-01 and ANO ATO (Part-1)
10. Feasibility report and plan indicating the trend of traffic and load factor that would be economically viable commensurate with the proposed operation:
11. Proposed date of operation :
12. Detail proposal to maintain security, safety of aircraft, ground handling of aircraft at the base and out station which would include Ramp Operation, Weight & Balance control, Ground Support and Fuel Services:
13. Particulars of the non-refundable Bank draft amounting to Tk. 50,000/- (Fifty thousands) only issued in favour of Civil Aviation Authority, Bangladesh.

SIGNATURE, NAME & DESIGNATION OF APPLICANT

DECLARATION

I, hereby declare that the proposed operation, if permitted, will be conducted in accordance with ICAO standards, ANO 1, ANO ATO (Part-1) and any other directive issued by the Civil Aviation Authority, Bangladesh from time to time.

SIGNATURE, NAME & DESIGNATION OF APPLICANT

Note : 1) CAAB reserves the right to reject or cancel any application & permission without assigning any reason.

2) Mailing Address : The Chairman
Civil Aviation Authority, Bangladesh
Headquarters, Kurmitola, Dhaka-1229.
Bangladesh

SCHEDULE OF EVENTS

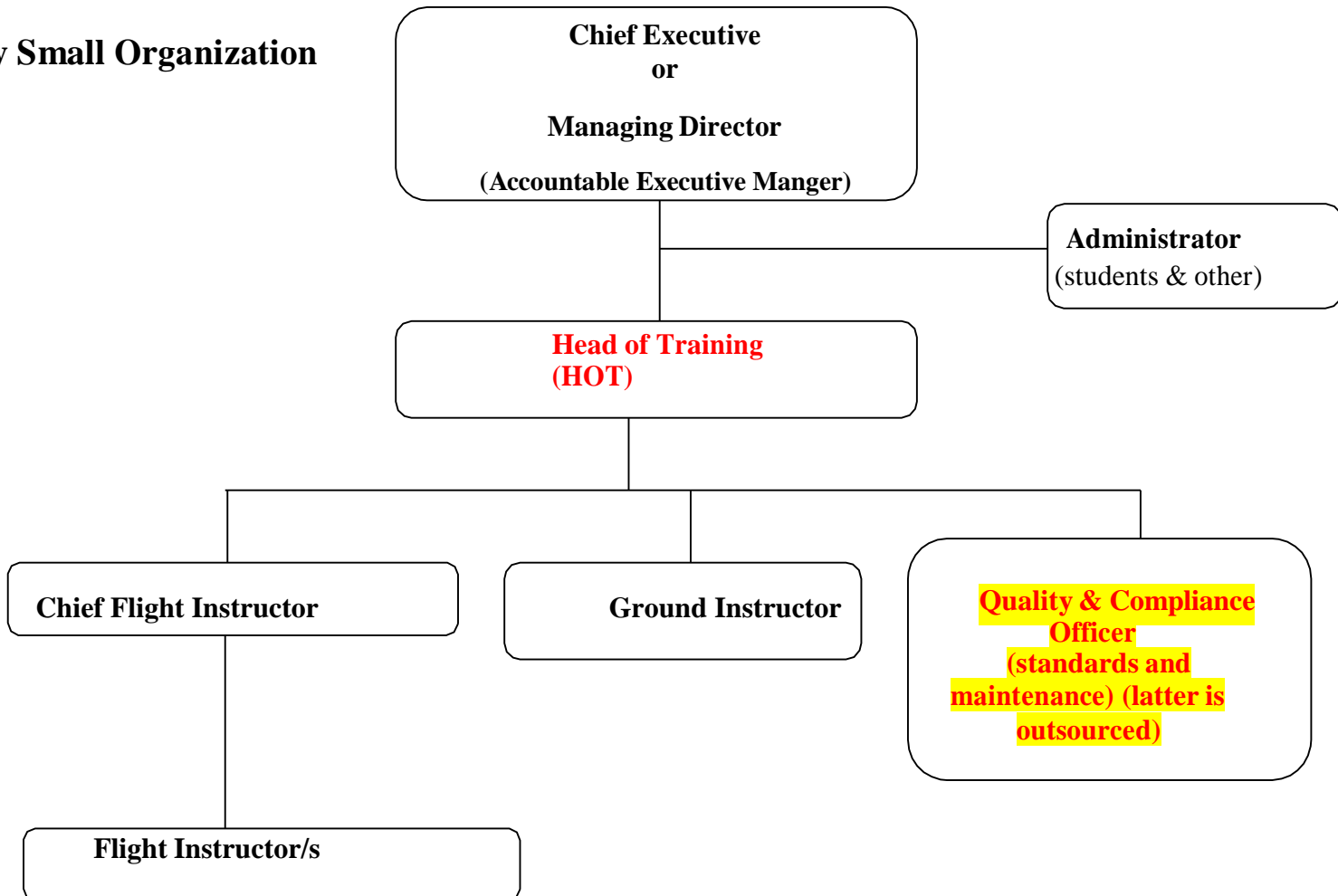
The following documents/ manuals are to be submitted to CAAB by the applicant as per the schedule given below:

Sl. No.	Description of events	Submission/completion date
1	Training & Procedures Manual	
2	Safety Management System Manual	
3	SOP, Check lists,	
4	Maintenance Schedule/Program	
5	Minimum Equipment List(If applicable)	
6	Maintenance Procedures Manual and Maintenance Control Manual	
7	Aircraft Lease Agreement and/or Purchase Documents	
8	Process for Airworthiness Certification of aircraft (if applicable)	
9	Presentation of aircraft and its documents for CAAB's Inspection for Technical Clearance and/or Registration	
10	Aircraft Maintenance Engineer Readiness	
11	Maintenance facilities for CAAB inspections	
12	Plan for emergency evacuation & demonstration	
	Head of Training (HOT) Approval	
13	Chief Ground Instructor approval	
14	Chief Flight Instructor approval	
15	Ground Instructor approval agreement	
16	Flight Instructor approval agreement	
	Safety Manager approval	
	Quality assurance manager approval	
17	Inspection of Ground training facilities	
18	Inspection of Flight training facilities	
19	Approval of Ground & Flight training syllabus	
20	Issue of C of A & C of R	
21	Proposed start : a) Ground class b) Flight training	
22	Any other events that may be applicable	

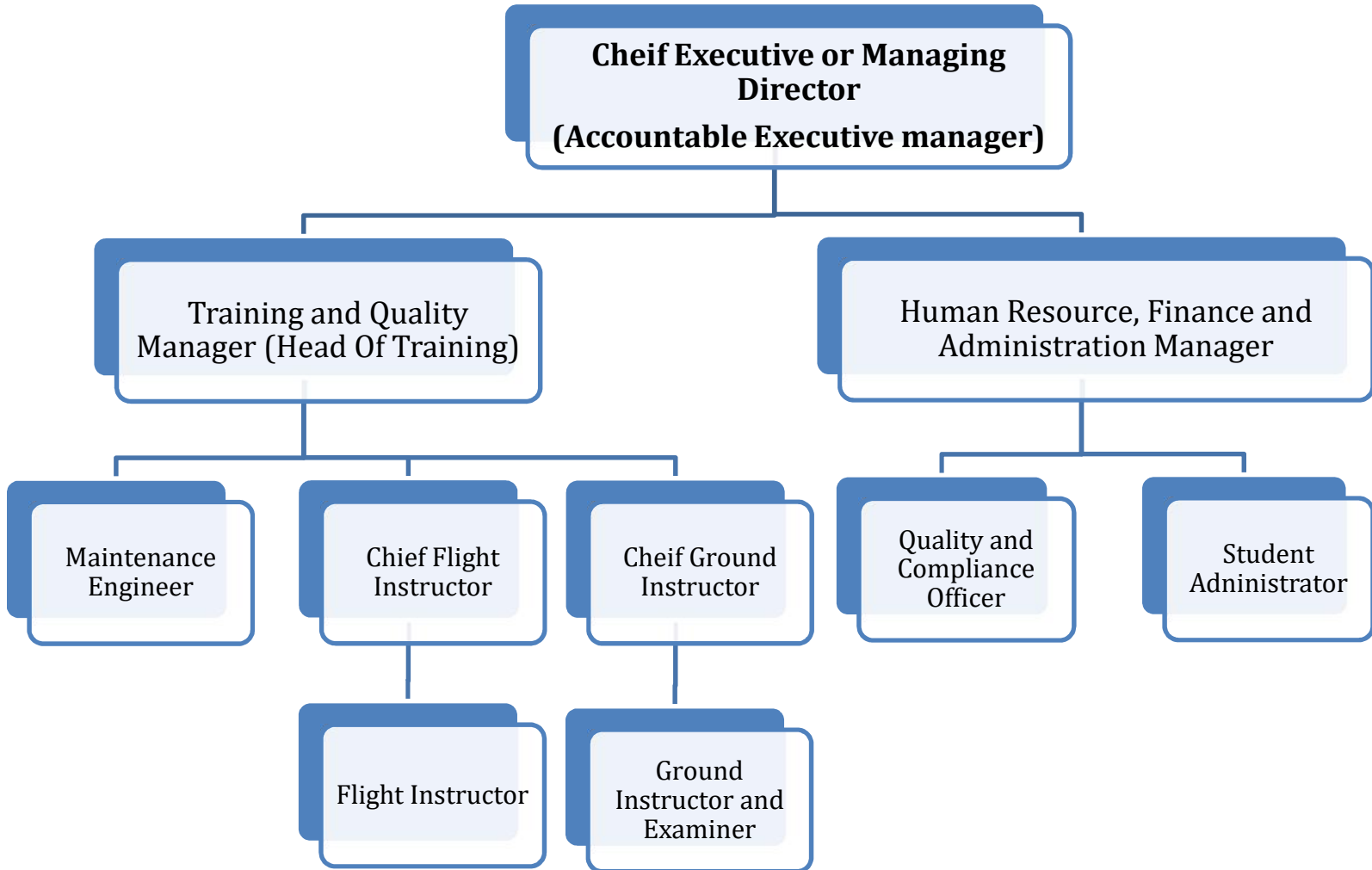
BANGLADESH FLIGHT SCHOOL
ORGANIZATION CHARTS

Example 1

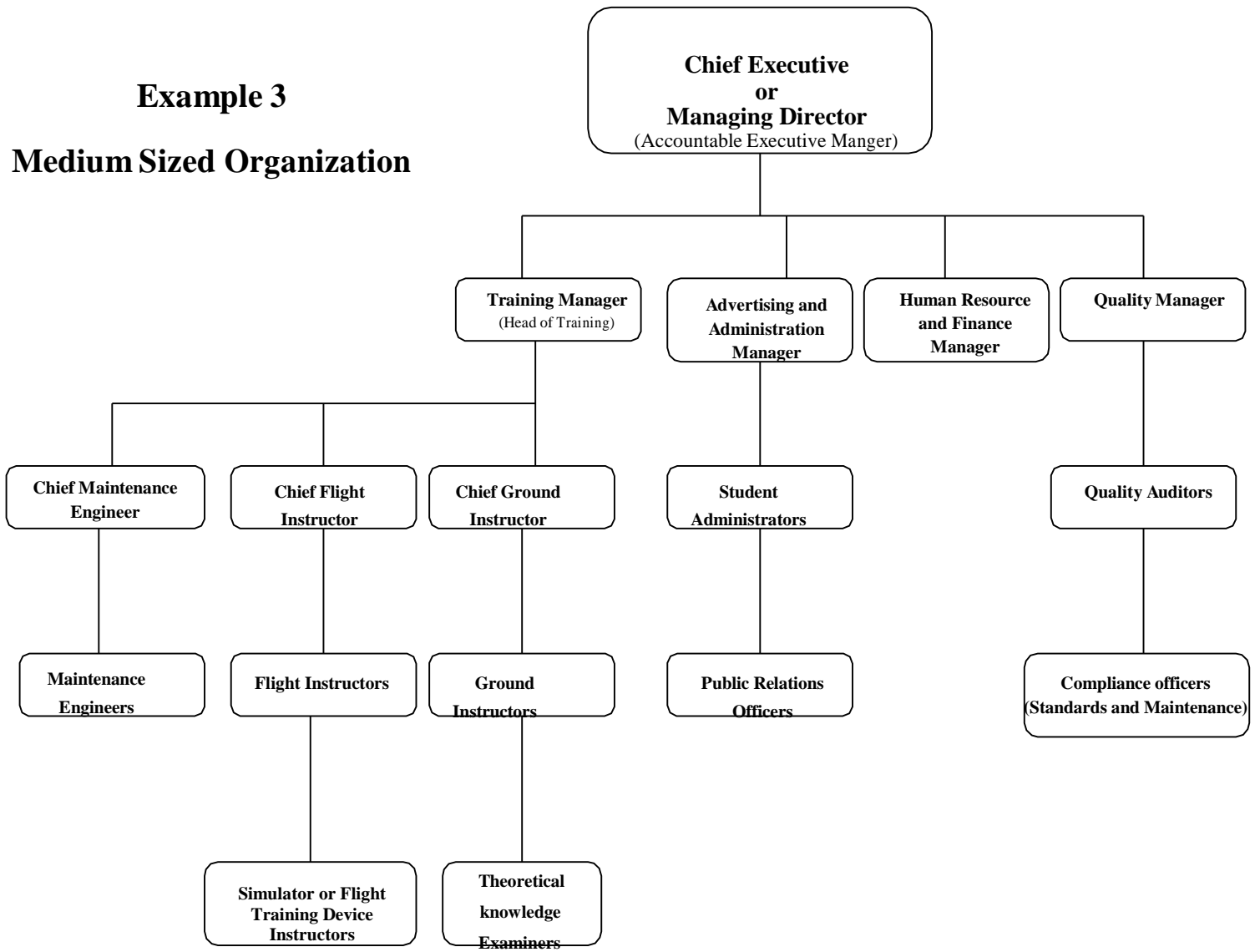
Very Small Organization



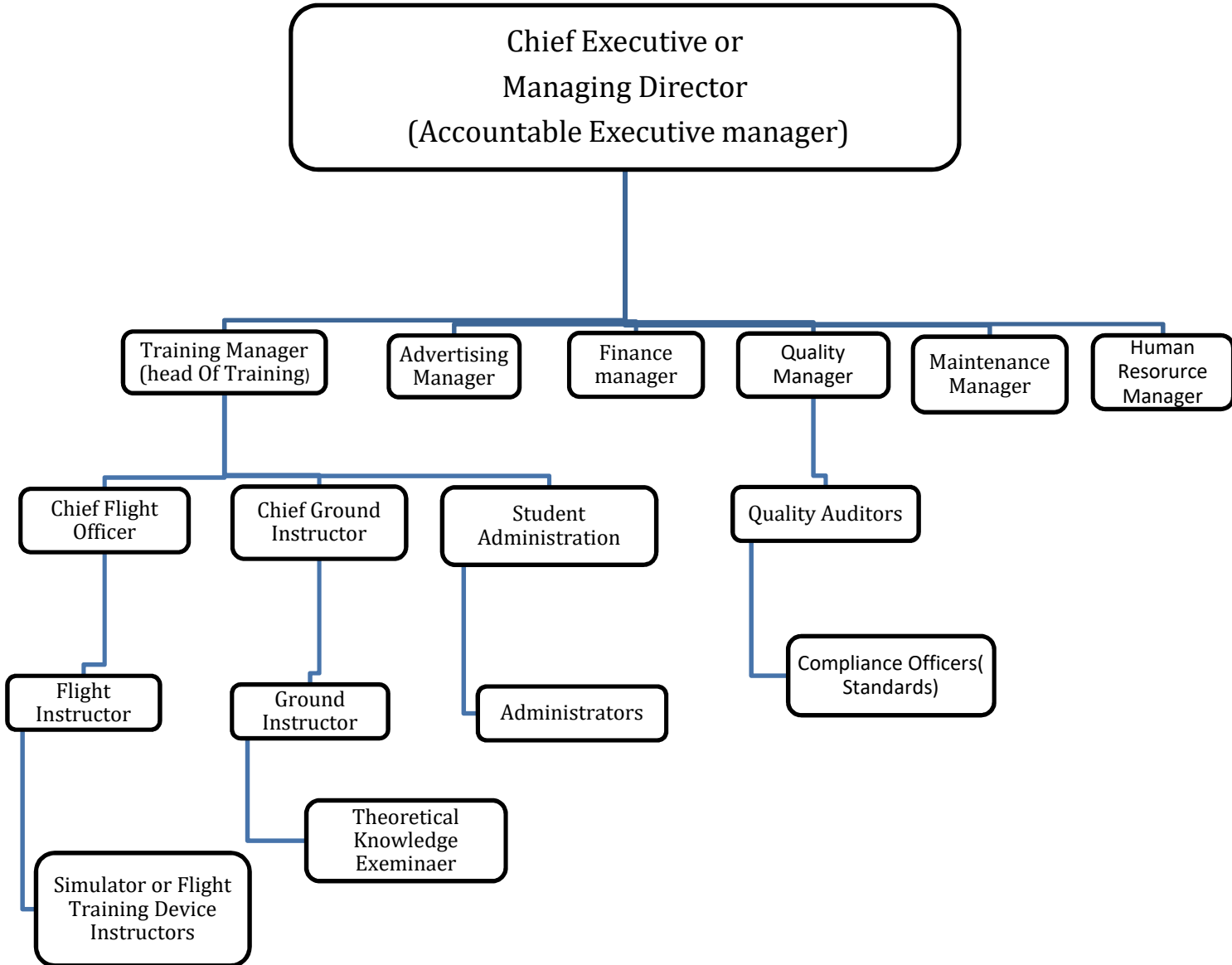
Example 2 Small Organization



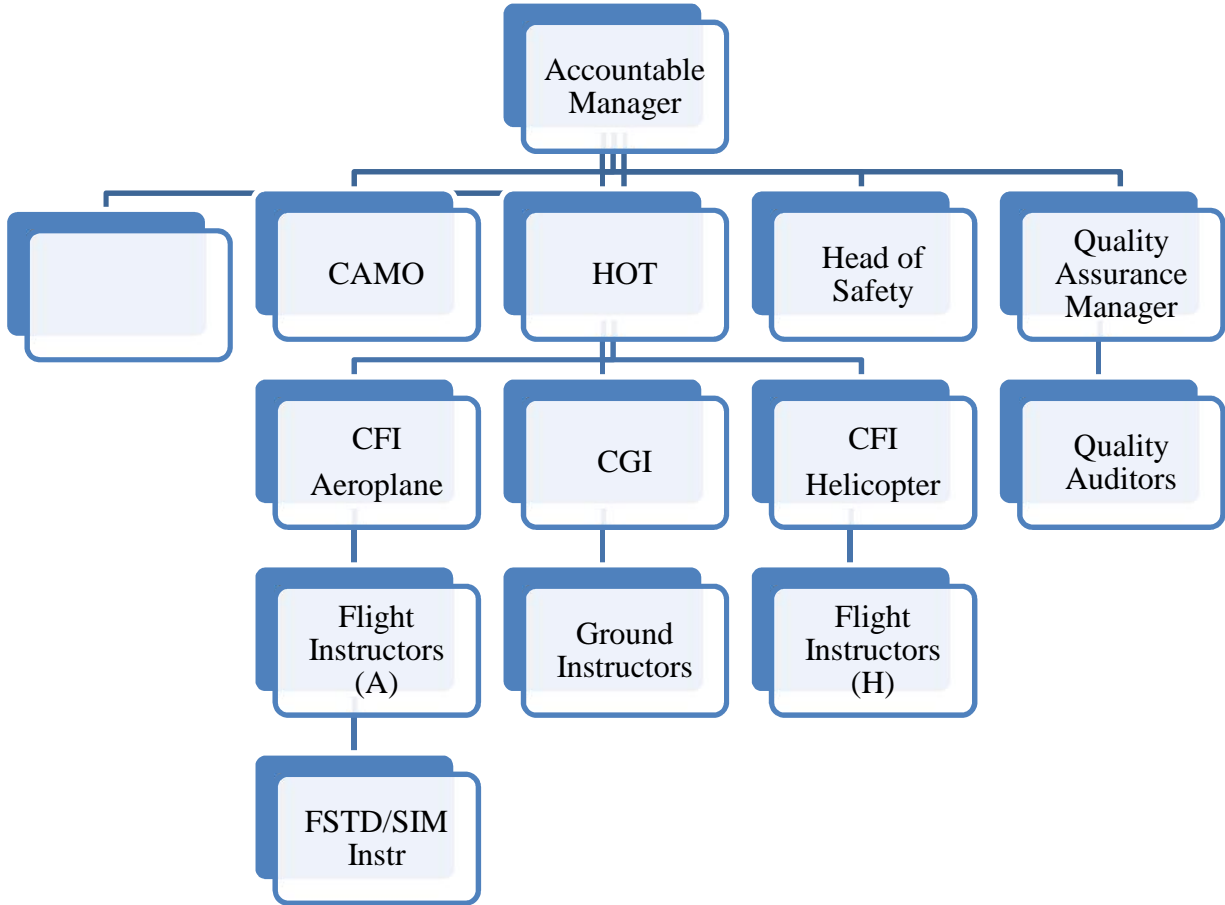
Example 3
Medium Sized Organization



Example of Large Organization 4



EXAMPLE OF COMPOSIT ATO ORGANOGRAM



MINIMUM EQUIPMENT REQUIRED FOR IFR OPERATIONS

SI No	Equipment	IFR Day	IFR Night
01	ASI		
02	Altimeter		
03	Magnetic Direction indicator		
04	Tachometer for each engine		
05	Oil pressure gauge each engine		
06	Temperature gauge for liquid cooled engine		
07	Oil temperature gauge for each air cooled engine		
08	Fuel gauge indicating the quantity of fuel in each tank		
09	An approved safety belt with an approved metal to metal latching device		
10	An ELT		
11	Gyroscopic Ret of turn indicator		
12	Slip and turn indicator		
13	Sensitive altimeter adjustable for barometric pressure.		
14	Gyroscopic pitch and bank indicator		
15	Gyroscopic direction indicator		
16	A clock displaying hours, minutes and seconds		
17	Two way radio communication system		
18	Approach position light		
19	Landing light		
20	VOR, DME, IFR Certified GPS with updated database, ILS		

TEMPLATE CERTIFICATE OF APPROVAL
CIVIL AVIATION AUTHORITY OF BANGLADESH



Approved Training Organization (ATO)
Certificate of Approval (COA)
No. XX

This certificate is issued to: (Name of the ATO)

Whose principle place of business is located at: (Address in full)

Upon finding that the organization complies in all the respects with the regulations of Bangladesh Civil Aviation Authority related to the establishment and continuation of any approved training organization at empowered to operate as an approved training organisation in accordance with the training specifications issued herewith, and may conduct the following courses:

- a) Private Pilot License Course;
- b) Commercial Pilot License Course;
- c) Instrument Rating Course;
- d) Flight Instructor Rating Course.
- e) Simulator Training

This certificate, unless cancelled, suspended or revoked, shall continue in effect until xxxxxxxx (Date of expiry).

Date of Issue: XXXX.

Name.....

Member
Flight Standard & Regulations

Date of Initial Issue: xxxxx (Date)

APPENDIX-J

**REQUIREMENTS FOR APPROVAL OF AIRCRAFT TYPE RATING TRAINING
LOCATED IN BANGLADESH**

1. INTRODUCTION

1.1 This Appendix-J of ANO ATO Part-1 is applicable for approval of a training organization conducting aircraft type rating training located in Bangladesh which includes theoretical knowledge instruction and flight instruction, partly or in full of which are conducted in FSTD.

2. APPROVAL REQUIREMENTS OF ATO AND FSTD IN BANGLADESH

2.1 Organization seeking approval for ATO, shall apply to CAAB and fulfil the requirement as per ANO ATO Part-1;

2.2 For conducting training in FSTD, all instructors and examiners are required to be approved or authorised as per Annexure-16 or 17 of ANO-1, as applicable.

3. ESTABLISHMENT AND FACILITIES

3.1 A separate machine room or rooms shall be provided where FSTD are installed;

3.2 Emergency exits and evacuation routes, particularly in FSTD bays, shall be clearly marked and kept free from obstruction whenever training is taking place;

3.3 Lavatory and washroom facilities are to be provided as well as facilities for rest and refreshment.

4. APPROVAL OF FSTD

4.1 Synthetic training devices, when substituting for an aircraft training, shall be inspected and approved as per ANO (OPS) A-7A.

5. VALIDITY OF APPROVAL

5.1 The validity of the approval shall be as per ANO ATO Part-1 para 1.6.1.

6. PRIVILEGES

6.1 ATOs are authorized to conduct only training courses that are approved by the authority;

6.2 ATOs are authorized to conduct Theoretical Knowledge test for Aircraft Type/Class rating.

6.3 ATOs are authorized to conduct Aircraft Type/Class rating training in authorised FSTD.

APPENDIX-K

**REQUIREMENT OF APPROVAL FOR AIRCRAFT TYPE RATING TRAINING
LOCATED OUTSIDE BANGLADESH**

1. INTRODUCTION:

1.1 This Appendix-K to ANO ATO Part-1 is applicable for approval of a training organization and FSTD to conduct aircraft type rating training outside Bangladesh which includes theoretical knowledge instruction and flight instruction, partly or in full of which are conducted in FSTD.

2. APPROVAL REQUIREMENTS OF ATO AND FSTD OUTSIDE BANGLADESH

2.1 Operators, seeking approval for ATO and FSTD outside Bangladesh, shall apply to CAAB;

2.2 On acceptance of the application, the ATO and FSTD shall be inspected by the authority. The inspection shall include the following and not limited to:

3. ACCOUNTABLE MANAGER

3.1 An ATO shall have a designated accountable manager.

4. SUBMISSION OF DOCUMENTS AND CERTIFICATE OF APPROVALS

4.1 The operator shall submit:

4.1.1 The copy of signed agreement or equivalent document concluded between the operator and the ATO;

4.1.2 The copy of certificate confirming approval of the ATO along with the privileges to conduct training courses issued by the contracting state;

4.2 If training is conducted in FSTD, submit the copy of qualification, specification and evaluation certificate confirming approval of the FSTD issued by the contracting state.

5. MANAGEMENT AND TRAINING PERSONNEL

5.1 The organization structure shall allow supervision of related personnel having the experience and qualities necessary to ensure required standards;

5.2 The ATO shall have a designated person, who shall be responsible for ensuring the training standards and compliance;

5.3 If training is conducted by foreign instructors, authorization of the instructors shall be granted as follows:

5.3.1 Instructors approved by the ATO may conduct Theoretical Knowledge Instruction;

5.3.2 For conducting training in FSTD, the foreign SFI/TRI/SFE/TRE or equivalents, shall require to be validated as per Annexure-7 of ANO-1.

6. ESTABLISHMENT AND FACILITIES

6.1 The ATO shall be staffed, equipped and operated in a suitable environment and meet at least the following standards;

6.1.1 All accommodation must be sited within permanent structures and not shared with the general public;

6.1.2 All class/briefing rooms are to be suitably equipped and furnished with provision for cooling/heating, lighting, ventilation and are not to be combined with any accommodation used for the administrative staff;

6.2 Class/briefing rooms shall be of adequate size relative to the maximum student capacity;

6.3 Training equipment shall be available for use in class/briefing rooms. The precise range of training equipment will depend upon the courses approved;

6.4 Operational publications and course materials shall be available in the appropriate places;

6.5 A separate machine room or rooms shall be provided where FSTD are installed;

6.6 Emergency exits and evacuation routes, particularly in FSTD bays, shall be clearly marked and kept free from obstruction whenever training is taking place;

7. TRAINING AND PROCEDURES MANUAL (TPM)

7.1 The air operator shall provide the ATO with updated copy of Training Manual, SOP, Normal, Abnormal and Emergency Checklist related to the training to be conducted;

7.2 The Training manual shall include a breakdown of the training program and a syllabus summary.

7.3 The training manual shall state the standards and training objectives for each phase of training that the trainees are required to comply with, including entry requirements for each course, as applicable;

7.4 The Training Manual shall include the following, as a minimum:

7.4.1 Training Plan;

7.4.2 Training objectives;

7.4.3 Theoretical Knowledge Instruction;

7.4.4 Briefings;

7.4.5 Air Exercises;

7.4.6 Synthetic Flight Training;

7.4.7 Skill Test.

8 EVALUATION AND CHECKING

8.1 When an approved training organization is authorized to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by CAAB.

9. QUALITY ASSURANCE SYSTEM

9.1 The Quality System is intended to ensure that the ATOs' operations and training are conducted efficiently, effectively and in accordance with ANO ATO Part-1. The training organization shall have a quality assurance system which ensures that training and instructional practices comply with all relevant requirements and shall be responsible for conducting audit assessment of the approved training organization.

10 TRAINING RECORDS

10.1 The ATO shall ensure that adequate procedures are established to maintain records of all training conducted and retained for a period of at least 3 years. The form and content of training records are to be specified in the training manual/TPM of the applicant air operator/COA holder;

10.2 ATO shall maintain personal folder (when applicable) of all flight crew members in a manner that they contain successive training and performance reports of the flight crews in order to keep a good track record of their professional performance.

11 FSTD

11.1 FSTD, when substituting for an aircraft training, shall be inspected and approved by CAAB as per **ANO (OPS) 7A**.

12. ISSUE OF APPROVAL

12.1 The issuance of an approval for a training organization along with the FSTD and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this ANO. On satisfactory inspection, approval may be awarded to the organization as ATO to conduct training in FSTD for aircraft type rating.

12.2 The approval document shall contain at least the following:

- i. organization's name and location;
- ii. date of issue and period of validity (where appropriate);
- iii. FSTD specifications;
- iv. terms of approval.

13. VALIDITY

13.1 The validity of the approval shall be for a period of maximum period of 2 years unless revoked or suspended.

14. **PRIVILEGES OF THE ATO**

14.1 ATOs are authorized to conduct only training courses that are approved by the authority;

14.2 ATOs are authorized to conduct Theoretical Knowledge test for Aircraft Type/Class rating;

14.3 ATOs are authorized to conduct Aircraft Type/Class rating training in designated FSTD.

15. **RENEWAL**

15.1 Approval may be renewed after satisfactory inspection by the CAAB that the ATO and FSTD have maintained the standards for initial issuance of the approval.

16. **INSPECTION AND OVERSIGHT**

16.1 In addition to the initial and renewal inspection, CAAB shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

17. **REVOCATION, SUSPENSION OR VARIATION OF APPROVAL**

An approval, issued by the authority may be revoked, suspended or varied, at any time, if the requirements cease to be met in part or in whole, or if the standards on which approval was granted are not maintained. The organization will be notified of the non-conformances and, if necessary, a 'restricted approval' may be issued to permit the remedial action to be taken within a specified time. Should the organization fail to take remedial action within the specified time, revocation or suspension of the approval will be followed.

7. **RENEWAL**

7.1 Approval may be renewed after satisfactory inspection by the authority that the ATO has maintained the standards for initial issuance of the approval.

8. **INSPECTION AND OVERSIGHT**

8.1 In addition to the initial and renewal inspection, CAAB shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance as per ANO ATO Part-1 with the approval requirements.

9. **REVOCATION, SUSPENSION OR VARIATION OF APPROVAL**

9.1 An approval, issued by the authority may be revoked, suspended or varied, at any time, if the requirements cease to be met in part or in whole, or if the standards on which approval was granted are not maintained. The organization will be notified of the non-conformances and, if necessary, a 'restricted approval' may be issued to permit the remedial action to be taken within a specified time. Should the organization fail to take remedial action within the specified time, revocation or suspension of the approval will be followed.