



# **RWANDA CIVIL AVIATION REGULATION**

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## **PART 9: APPROVED TRAINING ORGANIZATIONS**

Consolidated to include Special Regulations issued since last amendment of Ministerial Order N°01/CAB.M/019 OF 06/02/2019 Establishing Civil Aviation Regulations.

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**SUBPART A: GENERAL****9.001 CITATION & APPLICABILITY**

- (a) These regulations may be cited as Civil Aviation (Approved Training Organizations) Regulations
- (b) This Part prescribes the requirements of Rwanda for—
  - (1) Obtaining approval for the conduct of required aviation training by organisations; and
  - (2) Maintaining and amending the basis for that approval.
- (c) This Part is applicable to—
  - (1) Persons seeking licences under these Regulations; and
  - (2) Organisations that provide the required training and qualification of aviation personnel; and
  - (3) Persons that administer the required training and qualification on behalf of the organisations.
- (d) Competency-based approved training for flight crew, aircraft maintenance personnel, cabin crew, officer/flight dispatcher and air traffic controllers personnel shall be conducted with an approved training organization.
 

*Note.— Procedures supporting the development of competency-based training and assessment for aeroplane flight crew, air traffic controllers, aircraft maintenance personnel, remote flight crew and flight operations officers/flight dispatchers, including ICAO competency frameworks, are contained in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG).*

*New::Annex 1: Special Regulation RSR/01/2020: Effective 15 November 2020*
- (e) Civil Aviation Technical Standards published by the Authority are also applicable for operations in the airspace of Rwanda and operations of Rwanda-registered aircraft.

**9.003 SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS**

- (a) The summary of amendments and revision highlights to this Part are contained in Appendix 1 to 9.003.

*New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020*

**9.005 DEFINITIONS**

- (a) All definitions applicable to this Part are contained in Part 1 (Appendix 1 to 1.015).

**9.010 ACRONYMS & ABBREVIATIONS**

- (a) The following acronyms are used in this Part—
  - IFR** – Instrument Flight Rules
  - AME** = Aircraft Maintenance Engineer
  - AOC** = Air Operator Certificate
  - AOC holder** = The holder of an AOC certificate
  - ATO** = Aviation Training Organization
  - ATO Certificate Holder** = The holder of an ATO certificate

**9.015 STUDENT ATTENDANCE**

- (a) The ATO certificate holder may not require any student to attend classes of instruction more than 8 hours in any consecutive 24-hour period or more than 6 total days or 40 hours in any period of 7 calendar days.

## **SUBPART B: ATO CERTIFICATE**

### **9.020 APPLICABILITY**

- (a) This Subpart prescribes the requirements that are applicable to the certificate issued to an Approved Training Organisation.

### **9.025 CERTIFICATE REQUIRED**

- (a) No person may operate an aviation training organisation providing training to other organisations without, or in violation of, an ATO certificate and training specifications issued under this Part.
- (b) Except for an organisation approved by the Authority for training its own flight crews, no organisation may conduct training, testing, or checking in flight simulation training devices without, or in violation of, the certificate and training specifications required by this Part.

### **9.030 CONTENTS OF AN ATO CERTIFICATE**

- (a) The ATO certificate will consist of two documents—
  - (1) A certificate for public display signed by the Authority, and
  - (2) Training specifications containing the terms, conditions, and authorizations applicable to the ATO certificate.
- (b) The ATO certificate will contain—
  - (1) The organisation's name and location (main place of business);
  - (2) The date of issue and period of validity for each page issued;
  - (3) The terms of approval, including—
    - (i) Authorised locations of operations; and
    - (ii) Training specifications, as applicable:  
*See Appendix 1 to 9.030 for the contents of training specifications.*
  - (4) Other authorizations, approvals and limitations issued by the Authority in accordance with the standards which are applicable to the training conducted by the ATO certificateholder.

### **9.035 DURATION OF CERTIFICATE**

- (a) Except as shown in paragraph (b), the Authority will issue an ATO certificate which expires, unless surrendered, suspended, or revoked—
  - (1) On the last day of the 24th calendar month from the month the certificate was issued;
  - (2) Except as provided in paragraph (b), on the date that any change in ownership of the ATO occurs;
  - (3) On the date of any significant change in the ATO certificate holder's facilities; or
  - (4) Upon notice by the Authority that the ATO certificate holder has failed to maintain the required facilities, aircraft, or personnel for more than 60 calendar days.
- (b) A change in the ownership of an ATO does not terminate that ATO certificate holder's certificate if, within 30 calendar days, the new ATO certificate holder—
  - (1) Notifies the Authority in writing; and
  - (2) Makes no significant change in the management, facilities, operating personnel, or approved training courses which requires re-certification.

### **9.040 APPLICATION FOR ORIGINAL ATO CERTIFICATION**

- (a) An applicant for an ATO certificate and training specifications shall apply at least 60 calendar days before the beginning of any proposed training.

- (b) Each applicant for an ATO certificate and training specification shall provide the application in the correct form and manner prescribed by the Authority.

*See Appendix 1 to 9.040 for certificate information needed by the Authority.*

- (c) The Authority will issue to an applicant who meets the requirements—
  - (1) An ATO certificate containing all business names included on the application under which the ATO certificate holder may conduct operations and the address of each business office used by the organisation; and
  - (2) Training specifications issued by the Authority to the ATO certificate holder, outlining the pertinent authorisations.
- (d) The Authority may issue an ATO certificate to an applicant—
  - (1) For an ATO inside or outside of Rwanda; and
  - (2) Whose business office or primary location, or both are located inside or outside Rwanda.

#### **9.045 AMENDMENT OF AN ATO CERTIFICATION**

- (a) At any time, the Authority may amend an ATO certificate—
  - (1) On the Authority's own initiative, under applicable Rwanda legislation; or
  - (2) Upon timely application by the ATO certificate holder.
- (b) The ATO certificate holder shall submit an application to amend an ATO certificate at least 30 calendar days prior to the applicant's proposed effective amendment date, unless a different submission period is acceptable to the Authority.

#### **9.050 RENEWAL OF AN ATO CERTIFICATE**

- (a) The training organization shall make the application for a renewal of an ATO certificate at least 30 days prior to the date of expiration of their ATO.
- (b) The training organization applying to the Authority for renewal of an ATO certificate shall submit an application—
  - (1) In a form and manner prescribed by the Authority; and
  - (2) Containing any information, the Authority requires the applicant to submit.

#### **9.055 DISPLAY OF CERTIFICATE**

- (a) The holder of an ATO certificate shall display that certificate in a location that is normally accessible to the public and that is not obscured.

#### **9.060 CERTIFICATE PRIVILEGES**

- (a) The ATO certificate holder may advertise and conduct approved training courses in accordance with the certificate and any ratings that it holds.

#### **9.065 LOSS OF CERTIFICATE PRIVILEGES**

- (a) The Authority may deny, suspend, revoke, or terminate a certificate under this Part if the Authority finds that the ATO certificate holder—
  - (1) Does not meet, or no longer meets, the requirements of this Part for the certificate and/or ratings held;
  - (2) Employs or proposes to employ a person who controlled or was previously employed in a management or supervisory position in an organisation that had its certificate revoked, suspended, or terminated within the previous 36 calendar months; or
  - (3) Application provided was incomplete or inaccurate, or contained fraudulent or false information.
- (b) An ATO certificate holder whose certificate has been surrendered, suspended, revoked, or terminated shall promptly—
  - (1) Remove all indications, including signs, wherever located, that the ATO was certified by

## Civil Aviation Regulations

- the Authority;
- (2) Notify all advertising agents, and advertising media employed by the ATO certificate holder to cease all advertising indicating that the organisation is certified by the Authority; and
  - (3) Return the certificate to the Authority within five working days after being notified that the certificate is suspended, revoked, or terminated.

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**SUBPART C: CERTIFICATION****9.070 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the certification of an Approved Training Organisation.

**9.075 INITIAL CERTIFICATION REQUIRED**

- (a) Prior to the issuance of an ATO certificate, the applicant must be originally certificated in accordance with the system of certification prescribed by the Authority.
- (b) The approval of an organisation as an ATO by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements of this Part.
- (c) The Authority may issue an applicant an ATO certificate and training specifications if the applicant demonstrates compliance with the requirements of this Part.

**9.080 NO AOC RELATIONSHIP REQUIRED**

- (a) An applicant may request evaluation, qualification, and continuing evaluation for qualification of flight simulation training devices without—
  - (1) Holding an AOC certificate; or
  - (2) Having a specific relationship to an AOC holder.

**9.085 [RESERVED]****9.090 TRAINING PROGRAM APPROVALS**

- (a) The applicant for an ATO certificate or added authority shall apply to the Authority for training program approval.
- (b) The applicant for training program approval shall indicate in the application—
  - (1) Which courses are part of the core curriculum and which courses are part of the speciality curriculum;
  - (2) Which requirements of Parts 5, 8, 11, 14 or 18 would be satisfied by the curriculum or curricula; and
  - (3) Which requirements of these regulation would not be satisfied by the curriculum or curricula.
- (c) The applicant may apply for a training program that allows an alternative means of compliance with the experience requirements established by Part 8 or Part 14, provided that the ATO demonstrates a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.
- (d) The applicant may apply for a training program for a multi-crew pilot licence, provided that the training provides a level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilots.
- (e) The training program established by the ATO certificate holder shall include training in knowledge and skills related to human performance.

**9.095 TRAINING PROGRAM CURRICULUM REQUIREMENTS**

- (a) The applicant shall ensure that each training program curriculum submitted to the Authority for approval meets the applicable requirements and contains—
  - (1) A syllabus for each proposed curriculum;
  - (2) Minimum aircraft and flight training equipment requirements for each proposed curriculum;
  - (3) Minimum instructor and evaluator qualifications for each proposed curriculum;
  - (4) A curriculum for initial training and continuing training of each instructor or evaluator



- employed to instruct in a proposed curriculum; and
- (5) For each curriculum that provides for the issuance of a licence or rating in fewer than the minimum hours prescribed by Part 8—
- (i) A means of demonstrating the ability to accomplish such training in the reduced number of hours; and
  - (ii) A means of tracking student performance.

### **9.100 CURRICULUM**

- (a) The Authority may approve the following courses of instruction for licensing, rating and special preparation to an applicant who meets the prescribed requirements for implementation of the curriculum—

*A training curriculum that prepares a pilot for operations that does not require a licence or rating is considered a special preparation course, for example: agricultural application.*

- (1) Private pilot;
  - (2) Commercial pilot;
  - (3) Instrument rating;
  - (4) Multi-crew pilot;
  - (5) Airline transport pilot;
  - (6) Flight instructor;
  - (7) Ground instructor;
  - (8) Additional aircraft category or class rating;
  - (9) Aircraft type rating;
  - (10) Flight engineer;
  - (11) Cabin crew member;
  - (12) Aircraft Maintenance Engineer
    - (i) Category A: Line mechanic (airframes and engines);
    - (ii) Category B1: Licensed engineer (airframes and engines).
    - (iii) Category B2: Licensed engineer (avionics)
    - (iv) Category B3: Licensed engineer for piston-engine nonpressurised aeroplanes of 2 000 kg MTOM and below;
    - (v) Category C: Licensed engineer (base)
- New: Internal: Special Regulation P21.02.2020: Effective 15 November 2020*
- (13) Aviation repair specialist;
  - (14) Parachute rigger;
  - (15) Test pilot;
  - (16) Any preparation or recurrent curriculum required for AOC holders;
  - (17) Any preparation curriculum for aerial work;
  - (18) ATC;
  - (19) Flight Dispatcher;
  - (20) Any other training curriculum approved by the Authority.
- (b) The Authority may approve an applicant as a Level 2 ATO for any course for licensing or for any rating for which the applicant can show an effective curriculum and for which the Authority has qualified the flight training simulation media.
- (c) The Authority may approve an applicant for a special course of instruction provided the course will contain features that are beneficial to Rwanda' aviation community.
- (d) To the greatest extent possible, training curriculums shall be competency-based, including at least the competency units with quantifiable competency elements.

**9.105 DEVIATIONS OR WAIVERS**

- (a) The Authority may issue an applicant deviations or waivers from any of the requirements of this Part.
- (b) The applicant for a deviation or waiver under this Part shall provide information acceptable to the Authority that shows—
  - (1) Justification for the deviation or waiver; and
  - (2) That the deviation or waiver will not adversely affect the quality of instruction or evaluation.

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## **SUBPART D: SURVEILLANCE & ON-GOING VALIDATION**

### **9.110 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the on-going validation of an Approved Training Organisation.

### **9.115 INSPECTIONS & OBSERVATIONS**

- (a) The Authority may, at any time, inspect an ATO to determine the organisation's compliance with this Part.
- (b) The ATO certificate holder and personnel shall allow the authorized representative of the Authority unrestricted access to all locations, equipment, documents and personnel, including all training in progress, in the accomplishment of these inspections and observations.
- (c) The continued validity of the original certification approval shall depend upon the ATO certificate holder being in compliance with the requirements of this Part.

### **9.120 MONITORING OF TRAINING & CHECKING ACTIVITIES**

- (a) To enable adequate supervision of its training and checking activities, the ATO certificate holder shall forward to the Authority at least 48 hours prior to the scheduled activity the dates, report times and report location of all—
  - (1) Training for which a curriculum is approved in the ATO certificate holder's training program;
  - (2) End of course knowledge tests; and
  - (3) Skill tests, including proficiency, competency and line checks.
- (b) Failure to provide the information required by paragraph (a) may invalidate the training or check and the Authority may require that it be repeated for observation purposes.
- (c) The Authority may approve a reduced prior notification requirement if it will not interfere with the proper surveillance of such activities.

### **9.125 CONTINUOUS QUALIFICATION**

- (a) The ATO certificate holder shall not provide training to a student who is enrolled in an approved course of training unless each requirement for instructors, evaluators, facilities and equipment continuously meets the requirements and the standards specified in the organisation's training specifications.

### **9.130 QUALITY OF TRAINING**

- (a) The ATO certificate holder shall provide training at a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.
- (b) The ATO certificate holder should ensure that the quality of the trainees graduated demonstrate a consistent level of knowledge and performance.

### **9.135 MANDATORY REVISIONS TO TRAINING PROGRAMS**

- (a) After an ATO certificate holder begins operations under an approved training program, the Authority may require revisions to that training program if it determines that the organisation is not meeting the provisions of its approved training program.
- (b) If the Authority requires an ATO to make revisions to an approved training program and the ATO certificate holder does not make those required revisions within 30 calendar days, the Authority may suspend, revoke, or terminate the organisation's certificate.

**9.140 CHANGES REQUIRING NOTICE TO THE AUTHORITY**

- (a) The ATO certificate holder shall notify the Authority prior to any of the following changes—
  - (1) The accountable manager;
  - (2) Management personnel required by this Part;
  - (3) The instructional and evaluation staff; and
  - (4) The housing, training facilities and equipment, procedures, curricula, and work scope that could affect the approval.
- (b) The Authority may prescribe the conditions under which the ATO certificate holder may operate during such changes unless the Authority determines that the approval should be suspended.
- (c) The Authority may suspend an ATO certificate for failure to make these required notifications.

**9.145 [RESERVED]**

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## **SUBPART E: ATO ADMINISTRATION**

### **9.150 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the on-going administration of an Approved Training Organisation.

### **9.155 MANAGEMENT PERSONNEL REQUIRED FOR ATO ORGANISATIONS**

- (a) The ATO certificate holder shall have an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that it is in compliance with the requirements for an ATO.
- (b) When providing approved training, the ATO certificate holder shall have qualified management personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent—
  - (1) Manager of Training;
  - (2) Chief Instructor (for each specialty of training provided);
  - (3) Quality Assurance Manager;
  - (4) Safety Manager; and
  - (5) Any other position the Authority may require.
- (c) The Authority may approve positions or numbers of positions, other than those listed, if the ATO certificate holder is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to—
  - (1) The kind of training curriculum involved;
  - (2) The number of aircraft used; and
  - (3) Other complexities of operation.

### **9.160 CHIEF INSTRUCTOR RESPONSIBILITIES**

- (a) The instructor serves under the supervision of the chief instructor or the assistant chief instructor who is present at the facility when the training is given.
- (b) During flight training in an aircraft, the ATO certificate holder shall ensure that the chief instructor or an assistant chief instructor is available—
  - (1) At the aerodrome, or
  - (2) By telephone, radio, or other electronic means.

### **9.165 PRINCIPAL BUSINESS OFFICE**

- (a) An ATO certificate holder shall maintain a principal business office that is physically located at the address shown on the ATO certificate.
- (b) The principal business office may not be shared with, or used by, another person who holds an ATO certificate.

### **9.170 SATELLITE LOCATIONS**

- (a) The ATO certificate holder may conduct training in accordance with a training program approved by the Authority at a satellite location if—
  - (1) The facilities, equipment, personnel, and course content of the satellite location meet the applicable requirements;
  - (2) The instructors and evaluators at the satellite ATO are under the direct supervision of management personnel of the ATO certificate holder's principal location;
  - (3) The ATO certificate holder has in place procedures for ensuring that the training at the satellite location meets the same level of quality that is possible at the

principal location;

- (4) The ATO certificate holder notifies the Authority in writing that a particular satellite location is to begin operations at least 30 calendar days prior to proposed commencement of operations at that location; and
- (5) The ATO certificate holder's training specifications reflect the name and address of the satellite location and the approved courses offered at that location.

**9.175 CHANGE IN LOCATION**

- (a) An ATO certificate holder may not make any change in the organisation's location unless the change is approved by the Authority in advance.
- (b) If the organisation desires to change an authorised location, the ATO certificate holder shall notify the Authority, in writing, at least 30 calendar days before the date of the relocation.
- (c) The Authority may prescribe the conditions under which the ATO may operate while it is changing its location or housing facilities.

**9.180 TRAINING & PROCEDURES MANUAL**

- (a) The ATO certificate holder shall provide a training and procedures manual for the use and guidance of personnel concerned.
- (b) This manual may be issued in separate parts and shall contain at least the information prescribed by the Authority.

*See Appendix 1 to 9.180 regarding contents of the training and procedures manual.*

- (c) The ATO certificate holder shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
- (d) The ATO certificate holder shall furnish copies of all amendments to the training and procedures manual to all organisations or persons to whom the manual has been issued.

**9.185 ADHERENCE TO THE APPROVED CURRICULUM**

- (a) The ATO certificate holder and his personnel shall adhere to the approved curriculum.
- (b) The ATO certificate holder may not change its approved curriculum unless the change is approved by the Authority in advance.

**9.190 ADVERTISING LIMITATIONS**

- (a) The ATO certificate holder may not—
  - (1) Make any statement relating to the ATO certificate and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO; or
  - (2) Advertise that the ATO is certified unless it clearly differentiates between courses that have been approved under this Part and those that have not been approved under this Part.

**9.195 SAFETY MANAGEMENT SYSTEM**

- (a) The ATO certificate holder shall have a safety management system acceptable to the Authority which implements requirements and framework specified in Part 30.
- (b) The ATO certificate holder's safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.
- (c) The ATO certificate holder shall maintain a quality assurance system, as a part of the Safety Management System which ensures that training and instructional practices comply with all relevant requirements.
- (d) To meet the requirement of paragraph (a), the ATO certificate holder may contract for the services of a quality auditing organisation that is acceptable to the Authority. Those services shall be implemented applying acceptable practices and at intervals will ensure that the quality of the training remains consistent with the minimum standards of this Part.

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**SUBPART F: ATO CERTIFICATE HOLDER RECORDS****9.200 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the records of an Approved Training Organisation.

**9.205 STUDENT RECORDS**

- (a) The ATO certificate holder shall maintain, in current status, a detailed record for each student that contains all contents prescribed by the Authority.

*See Appendix 1 to 9.205 regarding contents of students records.*

- (b) The Authority does not consider a student's logbook as sufficient for the records required by paragraph (a).

**9.210 TRAINING & CHECKING STAFF RECORDS**

- (a) The ATO certificate holder shall maintain a system for recording the qualifications and training of instructor and examining staff to indicate that each person has met the applicable requirements of this Part.

*See Appendix 1 to 9.210 for the contents of the training and checking staff records.*

**9.215 RECORDS RETENTION**

- (a) The detailed student records shall be retained for a minimum period of 24 calendar months after completion of the training.
- (b) The required records of the ATO training and checking staff shall be retained for a minimum period of 24 calendar months after the instructor or examiner ceases to perform a function for the training organisation.
- (c) The records required by this Part shall be stored at a location acceptable to the Authority in facilities adequate for that purpose.

**9.220 PROVISION OF RECORDS**

- (a) The ATO certificate holder shall provide to a student, upon request and at a reasonable time, a copy of his or her training records.
- (b) The ATO certificate holder shall provide the records required by this Part to the Authority upon request, within a reasonable time.

**9.225 CREDIT FOR PRIOR INSTRUCTION OR EXPERIENCE**

- (a) Upon enrolment of a student, the ATO certificate holder may credit a student with instruction or previous experience in accordance with the methods prescribed by the Authority.

*See Appendix 1 to 9.225. regarding crediting of previous experience. See Appendix 2 to 9.225 regarding transfer privileges.*

**9.230 GRADUATION CERTIFICATES & TRANSCRIPTS**

- (a) The ATO certificate holder shall issue upon completion of training a graduation certificate to each student who completes its approved course of training.
- (b) That graduation certificate shall contain the contents prescribed by the Authority.

*See Appendix 1 to 9.230. regarding contents of graduation certificates*

- (c) The ATO certificate holder may not issue a graduation certificate to a student, or recommend a student for a licence or rating, unless the student has—
  - (1) Completed the training specified in the approved course of training; and



- (2) Passed the required final tests.

**9.235 TRANSCRIPTS**

- (a) Upon request, the ATO certificate holder shall provide a transcript of a student's grades to each student who is graduated from that ATO or who leaves it before being graduated.
- (b) The ATO certificate holder shall include in the transcript required by paragraph (a)—
  - (1) The curriculum in which the student was enrolled;
  - (2) Whether the student satisfactorily completed that curriculum;
  - (3) The final grades the student received; and
  - (4) An authentication by an official of the organisation.

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**SUBPART G: PERSONNEL****9.240 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the training and checking personnel employed by an Approved Training Organisation.

**9.245 GENERAL REQUIREMENTS FOR ATO PERSONNEL**

- (a) The ATO certificate holder shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
- (b) The competence of instructional personnel shall be in accordance with procedures approved by the Authority and to a level acceptable to the Authority.
- (c) The ATO certificate holder shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
- (d) When the ATO certificate holder has been authorised to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel—
  - (1) Authorised by the Authority; or
  - (2) Designated by the ATO in accordance with criteria approved by the Authority.

**9.250 INSTRUCTOR & EVALUATOR PERSONNEL**

- (a) The personnel used by the ATO certificate holder to provide instruction and evaluation shall—
  - (1) Be at least 18 years of age;
  - (2) Have demonstrated language proficiency equal to Level 4 in the language used for the instruction.
- (b) The ATO certificate holder shall have and maintain for each proposed curriculum a sufficient number of instructors who meet the prescribed qualifications to perform the duties to which they are assigned;
- (c) Each ATO certificate holder shall have a sufficient number of evaluators to provide required checks and tests to graduation candidates for 7 calendar days following training completion for any curriculum leading to airman licences or ratings, or both;
- (d) The persons listed in this Part may serve in more than one position for the ATO certificate holder, provided that person is qualified for each position;
- (e) To meet the requirements of this Part, the ATO certificate holder may employ no more than 50 per cent of these persons on a part-time basis;
- (f) The persons required by this Part shall be approved by the Authority prior to the use of their services by the ATO certificate holder.

**9.255 DESIGNATION OF AN ATO INSTRUCTOR**

- (a) The ATO certificate holder shall designate each instructor, in writing, for each approved course, prior to that person functioning as an instructor in that course.
- (b) Prior to initial designation, each flight and simulator flight instructor shall complete the prescribed requirements.

**9.260 ATO INSTRUCTOR PRIVILEGES & LIMITATIONS**

- (a) The ATO certificate holder may allow an instructor to provide—
  - (1) Instruction for each curriculum for which that instructor is qualified;
  - (2) Testing and checking for which that instructor is qualified; and
  - (3) Instruction, testing, and checking intended to satisfy the requirements of this Part.
- (b) The ATO certificate holder whose instructor or evaluator is designated in accordance with the requirements to conduct training, testing, or checking inflight may allow its instructor or

evaluator to give endorsements required by Parts 5, 8, 11, 14 or 18 if that instructor or evaluator is authorized by the Authority to instruct or evaluate in a curriculum that requires such endorsements.

- (c) The ATO certificate holder may not allow an instructor to—
- (1) Excluding briefings and debriefings, conduct more than 8 hours of instruction in any 24-consecutive-hour period, or more than 6 days total or 40 hours in any period of 7 calendar days;
  - (2) Provide flight training equipment instruction unless that instructor meets the applicable requirements; or
  - (3) Provide flight instruction in an aircraft unless that instructor—
    - (i) Meets the prescribed requirements;
    - (ii) Holds a flight instructor licence;
    - (iii) Holds pilot licences and ratings applicable to the category, class, and type of that aircraft;
    - (iv) If instructing or evaluating in an aircraft in flight, while occupying a required crew member seat, holds at least a valid second class medical certificate; and
    - (v) Meets the recency of experience requirements of Part 10.
  - (4) Provide training in aircraft or aircraft component maintenance, unless that instructor—
    - (i) Holds an AME licences with ratings appropriate to the subjects;
    - (ii) Have 5 total years of experience in the maintenance and inspection of aircraft and components, of which at least 2 total years of practical experience.

#### **9.265 INSTRUCTOR QUALIFICATIONS (LEVEL 1 OR LEVEL 2)**

- (a) The ATO certificate holder shall have adequate personnel, including licenced flight instructors, licenced ground instructors, and holders of a commercial pilot licence with a lighter-than-air rating, if applicable, and a chief instructor who is qualified and competent to perform the duties assigned in each approved training course.
- (b) The ATO certificate holder may allow instructors and evaluators to meet recency of experience requirements through the use of a flight simulation training device if that training device is used in an approved course.
- (c) Each instructor for ground or flight training shall hold a flight instructor licence, ground instructor licence, or commercial pilot licence with a lighter-than-air rating, as appropriate, with ratings for the approved training course and any aircraft used in that course.

#### **9.270 ATO INSTRUCTOR TRAINING & TESTING REQUIREMENTS**

- (a) Except as provided in paragraph (c), prior to designation and every 12 calendar months beginning the first day of the month following an instructor's initial designation, the ATO certificate holder shall ensure that each instructor meets the following requirements—
  - (1) Each instructor shall satisfactorily complete an approved course of ground instruction in at least—
    - (i) The fundamental principles of the learning process;
    - (ii) Elements of effective teaching, instruction methods, and techniques;
    - (iii) Instructor duties, privileges, responsibilities, and limitations;
    - (iv) Training policies and procedures;
    - (v) Human factors considerations as applied to specific technical specialities; and
    - (vi) Evaluation of trainees.
  - (2) Each instructor shall satisfactorily demonstrate to an authorised evaluator knowledge of, and proficiency in, instruction in a representative segment of each curriculum for which that instructor is designated.
  - (3) Each instructor who instructs in a flight simulation training device shall satisfactorily

complete an approved course of training in the operation of the training device, and an approved course of ground instruction, applicable to the training courses the instructor is designated to instruct, which shall include—

- (i) Proper operation of flight simulation training device controls and systems;
  - (ii) Proper operation of environmental and fault panels;
  - (iii) Limitations of simulation; and
  - (iv) Minimum equipment requirements for each curriculum.
- (4) Each flight instructor who provides training in an aircraft shall satisfactorily complete an approved course of ground instruction and flight training in an aircraft, flight simulation training device, which shall include—
- (i) Performance and analysis of flight training procedures and manoeuvres applicable to the training courses that the instructor is designated to instruct;
  - (ii) Technical subjects covering aircraft subsystems and operating rules applicable to the training courses that the instructor is designated to instruct;
  - (iii) Emergency operations;
  - (iv) Emergency situations likely to develop during training; and
  - (v) Appropriate safety measures.
- (5) Each instructor who instructs inflight training equipment shall pass a knowledge test and annual proficiency check—
- (i) In the flight training equipment in which the instructor will be instructing; and
  - (ii) On the subject matter and manoeuvres of a representative segment of each curriculum for which the instructor will be instructing.
- (6) Each instructor shall have participated in an approved line-observation program, and that—
- (i) Was accomplished in the same aircraft type as the aircraft represented by the flight simulator in which that instructor is designated to instruct; and
  - (ii) Included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.
- (7) In addition to the requirements of paragraphs (a)(1) through (a)(5), each ATO certificate holder shall ensure that each instructor who instructs in a flight simulation training device that the Authority has approved for all training and all testing for the airline transport pilot licensing test, aircraft type rating test, or both, has met at least one of the prescribed requirements.
- (b) The Authority will consider completion of a curriculum required by paragraph (a) or (b) taken in the calendar month before or after the month in which it is due as taken in the month in which it was due for the purpose of computing when the next training is due.
- (c) The Authority may give credit for the requirements of paragraph (a) or (b) to an instructor who has satisfactorily completed an instructor training course for an AOC holder if the Authority finds such a course equivalent to the requirements of paragraph (a) or (b).

#### **9.275 ATO EVALUATOR REQUIREMENTS**

- (a) Except as provided by paragraph (c), the ATO certificate holder shall ensure that each person authorised as an evaluator—
- (1) Is approved by the Authority;
  - (2) Is in compliance with the prescribed requirements;
  - (3) Prior to designation, satisfactorily completes a curriculum within 12 calendar months that includes the following—
    - (i) Evaluator duties, functions, and responsibilities;
    - (ii) Methods, procedures, and techniques for conducting required tests and checks;
    - (iii) Evaluation of pilot performance; and

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- (iv) Management of unsatisfactory tests and subsequent corrective action; and
- (4) If evaluating in-flight training equipment, satisfactorily pass a knowledge test and annual proficiency check in a flight simulator or aircraft in which the evaluator will be evaluating.
- (b) For the purpose of computing when evaluator training is due, the Authority will consider that an evaluator who satisfactorily completes a curriculum required by paragraph (a)(3) in the calendar month before or the calendar month after the month in which it was due, to have taken it in the month it was due.
- (c) The Authority may give credit for the requirements of paragraph (a)(3) to an evaluator who has satisfactorily completed an evaluator training course for an AOC holder if the Authority finds such a course equivalent to the requirements of paragraph (a)(3).

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## **SUBPART H: FACILITIES & EQUIPMENT**

### **9.280 APPLICABILITY**

- (a) This Subpart prescribes the general requirements that are applicable to the facilities and equipment of an Approved Training Organisation.

### **9.285 ACCEPTABLE FACILITIES**

- (a) The ATO certificate holder's facilities and working environment shall be—
  - (1) Appropriate for the task to be performed; and
  - (2) Acceptable to the Authority.
- (b) The ATO certificate holder shall provide facilities, equipment, and material equal to the standards currently required for the issue of the certificate and rating that it holds.
- (c) The ATO certificate holder have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which the organisation is approved.
- (d) The ATO certificate holder may not make a substantial change in facilities, equipment, or material that have been approved for a particular curriculum, unless that change is approved by the Authority in advance.
- (e) The ATO certificate holder shall have a technical library adequate for the level of training conducted.

### **9.290 CLASSROOM & BRIEFING FACILITIES**

- (a) The ATO certificate holder shall show that the classrooms and briefing facilities—
  - (1) Used for instructional purposes are heated, lighted, and ventilated to conform to local building, sanitation, and health codes;
  - (2) Are not routinely subject to significant distractions caused by flight operations and maintenance operations at the aerodrome; and
  - (3) Include audio and visual training equipment appropriate to the training conducted, including computer- projected documents.
- (b) The ATO certificate holder conducting pilot flight training shall show that it has continuous use of a briefing area located at each aerodrome at which training flights originate that is—
  - (1) Adequate to shelter students waiting to engage in their training flights;
  - (2) Arranged and equipped for the conduct of pilot briefings; and
  - (3) For an ATO with an instrument rating course or commercial pilot course, equipped with adequate communication to sources of weather and flight planning information

**9.295 ACCEPTABLE FLIGHT SIMULATION DEVICES**

- (a) Flight simulation training devices shall be qualified according to requirements prescribed by the Authority.
- (b) The use of flight simulation training devices shall be approved by the Authority to ensure that they are appropriate to the task.

**9.300 FLIGHT SIMULATION TRAINING DEVICES**

- (a) When approved by the Authority, the ATO certificate holder shall have available exclusively, for adequate periods of time and at a location approved by the Authority, adequate flight training equipment and courseware, including at least one flight simulation training device suitable for the approved curriculum.
- (b) The ATO certificate holder shall show that each flight simulation training device used for training, testing, and checking will be or is specifically qualified and approved by the Authority for—
  - (1) Each maneuver and procedure for the make, model, and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
  - (2) Each curriculum or training course in which the flight simulation training device is used, if that curriculum or course is used to satisfy any requirement of these regulations.
- (c) The ATO certificate holder shall ensure, prior to use, that the approval required by this Part includes—
  - (1) The set of aircraft or type aircraft;
  - (2) If applicable, the particular variation within type for which the training, testing, or checking is being conducted; and
  - (3) The particular maneuver, procedure, or crew member function to be performed.

**9.305 USE OF SIMULATORS & TRAINING DEVICES**

- (a) Each aeroplane simulator and other training device that is used for training shall—
  - (1) Be specifically approved by the Authority for—
    - (i) The AOC holder;
    - (ii) The type aeroplane, including type variations, for which the training or check is being conducted;
    - (iii) The particular maneuver, procedure, or crew member function involved;
  - (2) Maintain the performance, functional, and other characteristics that are required for approval;
  - (3) Be modified to conform with any modification to the aircraft or component being simulated that results in changes to performance, functional, or other characteristics required for approval;
  - (4) Be given a daily functional pre-flight check before use; and
  - (5) Have a daily discrepancy log kept by the appropriate instructor or evaluator at the end of each training or skill test.
- (b) Unless otherwise authorised by the Authority, the ATO certificate holder shall ensure that each component on a flight simulator or flight training device used by an ATO is operative if the component is essential to, or involved in, the training, testing, or checking of airmen.

**9.310 AERODROME REQUIREMENTS**

- (a) The ATO certificate holder of Level 1 authority shall maintain continuous use of each aerodrome at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.

*See Appendix 1 to 9.310 for specific runway and equipment requirements.*

**9.315 AIRCRAFT REQUIREMENTS**

- (a) An ATO certificate holder shall ensure that each aircraft used for flight instruction and solo flights—
  - (1) Has the appropriate Rwanda certificate of airworthiness or the foreign equivalent;
  - (2) Is maintained and inspected in accordance with the requirements of Part 4; and
  - (3) Is equipped as provided in the training specifications for the approved course for which it is used.
  - (4) Except as provided in paragraph (d), is at least a two-place aircraft with engine power controls and flight controls that are easily reached and that operate in a conventional manner from both pilot stations.
- (b) An ATO certificate holder may use aeroplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots for flight instruction if the ATO certificate holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their non-conventional operation, or both.
- (c) Each ATO certificate holder shall ensure that each aircraft used in a course involving IFR operations is equipped and maintained for IFR operations.
- (d) The Authority may approve aircraft with a restricted airworthiness certificate for use in the agricultural aircraft operations, external-load operations, test pilot, and special operations courses, if its use for training is not prohibited by the aircraft's operating limitations

**9.320 AME INSTRUCTIONAL EQUIPMENT**

- (a) An applicant for, or holder of, an ATO certificate with approved AME courses shall have and maintain the following instructional equipment as is appropriate to the rating sought—
  - (1) Various kinds of airframe structures, airframe systems and components, powerplants, and powerplant systems and components (including propellers), of a quantity and type suitable to complete the practical projects required by its approved curricula.
  - (2) At least one aircraft of a type acceptable to the Authority.
- (b) The required equipment need not be in an airworthy condition, and if damaged prior to use by the ATO, shall have been repaired enough for complete assembly.
- (c) An applicant for, or holder of, an ATO certificate with an AME rating shall have airframes, powerplants, propellers, appliances, and components thereof, to be used for instruction and from which students will gain practical working experience, and shall insure that the airframes, powerplants, propellers, appliances, and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection, and operation when installed in an aircraft for use.
- (d) Each applicant for, or holder of, an ATO certificate with an AME rating shall ensure that it maintains a sufficient number of units of the material so that no more than eight students will work on any one unit at one time.
- (e) Each applicant for, or holder of, an ATO certificate with an AME rating using an aircraft for instructional purposes that does not have retractable landing gear and wing flaps, shall provide training aids, or operational mock-ups of the retractable landing gear and wing flaps which are acceptable to the Authority.
- (f) An applicant for an ATO certificate with an AME rating, or and applicant seeking an additional AME rating, shall have at least the facilities, equipment, and materials appropriate to the rating sought.
- (g) An applicant for, or holder of, an ATO certificate with an AME rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools,



and shop equipment used in construction and maintenance of aircraft, as is appropriate, to the approved curriculum of the ATO, in order to assure that each student will be properly instructed.

- (h) An applicant for, or holder of, an ATO certificate with an AME rating shall ensure that the required special tools and shop equipment are in satisfactory working condition for instructional and practice purposes.

*See appendix 1 to 9.320: facilities for AME courses*

**9.325 OTHER TRAINING EQUIPMENT REQUIREMENTS**

- (a) The ATO certificate holder that is approved for Cabin Crew training curriculums shall have displays, mock- ups and simulation that is appropriate to the approved curriculum.

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**APPENDICES****APPENDIX 1 TO 9.003. - SUMMARY OF AMENDMENTS AND REVISION HIGHLIGHTS**

This Appendix contains a summary of all amendments and revision highlights to this Part since the issuance of the original regulation.

<b>Amended Regulation</b>	<b>Amendment Source</b>	<b>Revision</b>	<b>Description of Revision</b>
9.001(d)	Annex 1	Special Regulation RSR/01/2020 Effective 15 November 2020	Citation & Applicability: Competency- based training and note to address procedures supporting its development.
9.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Inserted a new summary of Amendments and Highlight of Revisions.
9.100	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Aligning Part 9 to Part 7 Curriculum requirements.
APPENDIX 1 TO 9.003	Internal	Special Regulation RSR/01/2020 Effective 15 November 2020	Added a new Appendix providing details to the summary of Amendments and Highlight of Revisions.

*New: Internal: Special Regulation RSR/01/2020: Effective 15 November 2020*

**APPENDIX 1 TO 9.030: CONTENTS OF TRAINING SPECIFICATIONS**

- (a) The contents of the training specifications issued by the Authority will contain—
- (1) Authorization for the ATO certificate holder to function as a Level 1, 2 or 3 ATO;
  - (2) The type of training authorized, including approved courses;
  - (3) The category, class, and type of aircraft that may be used for training, testing, and checking;
  - (4) For each flight simulation training device, the make, model, and series of aircraft or the set of aircraft being simulated and the qualification level assigned, or the make, model, and series of rotor craft, or set of rotor craft being simulated and the qualification level assigned;
  - (5) For each flight simulation training device subject to qualification evaluation by the Authority, the identification number assigned by the Authority;
  - (6) The name and address of each satellite ATO, and the approved courses offered at each satellite ATO;
  - (7) Authorised deviations or waivers from this Part; and
  - (8) Any other items the Authority may require or allow.

**APPENDIX 1 TO 9.040: APPLICATION FOR ATO CERTIFICATE**

- (a) Each applicant for an ATO certificate and training specification shall provide to the Authority the following information—
- (1) A statement showing that the minimum qualification requirements for each management position are met or exceeded.
  - (2) A statement acknowledging that the applicant may notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions.
  - (3) The proposed training specifications requested by the applicant.
  - (4) The proposed evaluation authorization.
  - (5) A description of the flight training equipment that the applicant proposes to use.
  - (6) A description of the applicant's training facilities, equipment, and qualifications of personnel to be used, and proposed evaluation plans.
  - (7) A training program curriculum, including syllabi, outlines, courseware, procedures, and

- documentation to support the required items upon request by the Authority.
- (8) A description of a record keeping system that will identify and document the details of training, qualification, and licensing of students, instructors, and evaluators.
  - (9) A description of quality control measures proposed.
  - (10) A method of demonstrating the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in Part 8 if the applicant proposes to do so.

**APPENDIX 1 TO 9.100: TRAINING COURSE CONTENTS**

- (a) The Level 1 or Level 2 ATO certificate holder shall ensure that each training course contains—
  - (1) A description of each flight simulation training device used for training;
  - (2) A listing of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the students and personnel at each of those aerodromes;
  - (3) A description of the type of aircraft including any special equipment used for each phase of training;
  - (4) The minimum qualifications and ratings for each instructor assigned to ground or flight training; and
  - (5) A training syllabus that includes—
    - (i) The prerequisites for enrolling in the ground and flight portion of the course that include the pilot licence and rating (if required by this Part), training, pilot experience, and pilot knowledge;
    - (ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
    - (iii) Course learning objectives;
    - (iv) Stage learning objectives and standards; and
    - (v) A description of the checks and tests to be used to measure learning after each stage of training.
- (b) A Level 1 ATO certificate holder may—
  - (1) Include training in a flight simulation training device, provided it is representative of the aircraft for which the course is approved, meets the requirements of this paragraph, and the training is given by an authorised instructor; and
  - (2) Permit a student to credit training in a flight simulator that meets the requirements for a maximum of 25 percent of the total flight training hour requirements of the approved course.

**APPENDIX 1 TO 9.180: CONTENTS OF TRAINING & PROCEDURES MANUAL**

- (a) Manual administration—
  - (1) Management introductory policy
  - (2) Revision summary
  - (3) List of pages (page control)
  - (4) Table of contents
  - (5) Procedures for revision of manual
  - (6) Method for identification of revisions within the manual
  - (7) Description of page layout including page numbering, display of revision number
  - (8) Description of header and paragraph structure and numbering
  - (9) Glossary of terms and abbreviations
- (b) ATO organization and management—

- (1) Organization chart showing management positions and relationships to instructors, evaluators and trainees
  - (2) Duties and responsibilities of the Accountable Manage
  - (3) Duties and responsibilities of the Manager of Training
  - (4) Duties and responsibilities of a Chief Instructor
  - (5) Safety and Quality Assurance manager
  - (6) Duties and responsibilities of instructors
  - (7) Duties and responsibilities of evaluators
  - (8) Duties and responsibilities of the simulation of maintenance personnel.
  - (9) Listing of management and supervisory personnel, including contact numbers, emails and addresses
  - (10) Listing of instructors and general qualifications
  - (11) Listing of evaluators and general qualifications
- (c) Training Approvals
- (1) Copy of current Training Specifications (with approvals)
  - (2) Copy of each course summary and course curriculum outline
- (d) Training Administration
- (1) Procedures for notifying the Authority of the intent to conduct and dates of approved training
  - (2) Procedures for notifying the Authority of the intent to conduct, and dates for specific checking or testing events
  - (3) Instructions for accommodating access and inspections of the Authority
  - (4) Policy and instructions for notifying the Authority of changes relating to approved training.
  - (5) Procedures for scheduling and publishing of training sessions
  - (6) Procedures for requesting additional training authorizations
  - (7) Instructions for application for renewal of ATO certificate and/or course curriculums.
  - (8) Procedures for assessment and crediting previous training and experience
  - (9) Instructions for completion of the graduation certificate
  - (10) Procedures for providing a transcript of training records to the trainee
  - (11) Policies and procedures for retention of records
  - (12) Security procedures for trainee training and qualification records
  - (13) Security procedures for instructor and evaluator training and qualification records.
  - (14) Security procedures for original documents approved by the Authority
- (e) Description of Training facilities
- (1) Location and address of principal business office
  - (2) Location and address of primary training facilities
  - (3) Location and address of all satellite training facilities
  - (4) Pictorial layout of training facilities and rooms
  - (5) Description of technical library and self-study areas and equipment
  - (6) Description of classrooms and classroom training equipment
  - (7) Description and number of briefing areas and equipment
  - (8) Description of aerodrome(s) which will be used for flight training
  - (9) Pictorial description of operating areas which will be used for flight training
  - (10) Description of other areas such as simulator bays and emergency demonstrations
  - (11) Description of areas that are suitable to maintenance training functions
- (f) Flight Simulation and/or Aircraft Equipment
- (1) Listing the aircraft approved for use by the training organization
  - (2) Listing of the approved simulators and the approved maneuvers and procedures

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- (3) Listing of all aviation maintenance mockups and other training aids
- (g) Training of Trainees
  - (1) Limitations to trainee ground training periods each day
  - (2) Restrictions to instructor training and rest periods
  - (3) Procedures for suspending trainees from training program
- (h) Flight Training
  - (1) Limitations to trainee flight training periods each day
  - (2) Procedures for supervision of training flights
  - (3) Procedures for transfer of control between instructor and trainee
- (i) Checking and Testing of Trainees
  - (1) General procedures for conducting each authorized skill tests
  - (2) Evaluator conduct of progress checks
  - (3) Evaluator conduct of practical knowledge (oral) tests
  - (4) Evaluator conduct of applicable skill (performance) tests
  - (5) Limitations to the length of skill tests for best and/or flight training periods
  - (6) Procedures for continuing skill tests when at least one event has been unsatisfactory
  - (7) Procedures for terminating skill tests before completion
  - (8) Procedures for re-testing of trainees
- (j) Instructor and Evaluator Qualification
  - (1) Curriculum for qualification of instructors
  - (2) Curriculum for qualification of evaluators
  - (3) Standardization of
  - (4) Procedures for safe conduct of training and checking in the aircraft
- (k) Training Development Policies & Procedures
  - (1) Instructions for development of curriculums and curriculum segments
  - (2) Instructions for development of course summaries
  - (3) Instructions for development of training outcomes
  - (4) Instructions for determining prerequisites
  - (5) Instructions for development of lesson plans
  - (6) Instructions for development of instructional objectives
  - (7) Instructions for development of instructor presentations
  - (8) Instructions for development of trainee exercises and scenarios for competency-based training
  - (9) Instructions for development of knowledge tests and question development.
- (l) Quality Control
  - (1) Procedures for auditing instructor performance
  - (2) Procedures for assessment of lesson quality
  - (3) Procedures for assessment of end-of-course quality
  - (4) Procedures for correcting quality control issues
- (m) Safety Management System
  - (1) Safety Policies relating to safety management and quality assurance
  - (2) Checklists and instructions for audit of ATO training records
  - (3) Checklists and instructions for audit of training course documentation
  - (4) Checklists and instructions for auditing of conduct of training
  - (5) Procedures for received and addressing reported hazards
  - (6) Procedures for identification of hazards and assessment of risk

- (7) Procedures for safety promotion.

**APPENDIX 1 TO 9.205: CONTENTS OF STUDENT RECORDS**

- (a) The student records maintained by the ATO certificate holder shall contain—
- (1) The name of the student;
  - (2) A copy of the student's licence, if any, and medical certificate, if required;
  - (3) The name of the course and the make and model of flight training equipment used, if applicable;
  - (4) The student's prerequisite experience, including any prior instruction credited and the authenticated transcript of grades from a ATO previously attended;
  - (5) Course time completed;
  - (6) The date the student graduated, terminated training, or transferred to another ATO;
  - (7) The student's performance on each lesson and the name of the instructor providing instruction;
  - (8) A current progress record for each student showing the practical projects or laboratory work completed or to be completed for each subject;
  - (9) The date and result of each knowledge test and end-of-course practical test and the name of the evaluator conducting the test(s); and
  - (10) The number of hours of additional training that was accomplished after any unsatisfactory practical test.

**APPENDIX 1 TO 9.210: CONTENTS OF ATO STAFF QUALIFICATION RECORDS**

- (a) The records maintained by the ATO certificate holder for the instructor shall contain—
- (1) The name of the instructor and/ or evaluator;
  - (2) A copy of the instructor/evaluator's licence, if any, and medical certificate, if required;
  - (3) A resume of previous and current experience;
  - (4) A qualification and training history applicable to the instruction or evaluation provided;
  - (5) The records of the training required to prepare the instructor/evaluator for the duties to be performed by the ATO certificate holder;
  - (6) The approval from the Authority for that instructor/evaluator to be used by the ATO certificate holder; and
  - (7) Scope of training/evaluation that may be provided by the instructor/evaluator.

**APPENDIX 1 TO 9.225: CREDITING PAST EXPERIENCE & INSTRUCTION**

- (a) The ATO shall apply the following guidelines when giving a student credit for past experience—
- (1) Instruction satisfactorily completed at—
    - (i) An accredited university, college, or junior college;
    - (ii) An accredited vocational, technical, trade or high school;
    - (iii) A military technical school; or
    - (iv) An ATO.
  - (2) Previous aviation maintenance experience comparable to required curriculum subjects—
    - (i) By determining the amount of credit to be allowed by documents verifying previous experience; and
    - (ii) By giving the student a test equal to the one given to students who complete the comparable required curriculum subject at the ATO.
  - (3) Credit to be allowed for previous instruction—
    - (i) By an entrance test equal to one given to the students who complete a comparable required curriculum subject at the crediting ATO;
    - (ii) By an evaluation of an authenticated transcript from the student's former ATO; or in the case of an applicant from a military school, only on the basis of an entrance

test.

**APPENDIX 2 TO 9.225: CREDITING OF PREVIOUS PILOT & AME TRAINING**

- (a) A Level 1 ATO certificate holder receiving a student from another Level 1 ATO may credit that student's previous experience towards the curriculum requirements of a course subject to the following conditions—
  - (1) If the credit is based upon the prescribed requirements of this Part, the gaining ATO certificate holder may credit that student not more than 50 percent of the curriculum requirements;
  - (2) If the credit is not based upon this Part, the gaining ATO certificate holder may credit that student not more than 25 percent of the curriculum requirements;
- (b) The receiving ATO certificate holder shall determine the amount of course credit to be credited under paragraph (1) or paragraph (2), based on a proficiency test or knowledge test, or both, of the student.
- (c) The receiving ATO certificate holder may grant credit for training specified in paragraph (a)(1) or paragraph (2) only if the previous provider of the training has certified the kind and amount of training provided, and the result of each stage check and end-of-course test, if applicable, given to the student.
- (d) An AME training course holder may evaluate and grant credit for an entrant's previous training provided—
  - (1) The AME training course holder determines that the training is verifiable and comparable to portions of the training program.
  - (2) The individual requesting credit passes an examination given by the AME training course holder, which is equivalent to those examinations given by the AME training course holder for the same subject in the training program.

**APPENDIX 1 TO 9.230: CONTENTS OF GRADUATION CERTIFICATE**

- (a) The ATO certificate holder shall include in each graduation certificate—
  - (1) The name of the ATO and the certificate number;
  - (2) The name of the graduate to whom it was issued;
  - (3) The approved curriculum title;
  - (4) The date of graduation;
  - (5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
  - (6) An authentication by an official of the ATO;
  - (7) A statement showing the cross-country flight training that the student received in the course of training, if applicable;
  - (8) If required, of the same type replicated by the approved flight simulator in which that instructor is designated to instruct;
  - (9) Each instructor shall have participated in an approved line-observation program, and that—
    - (i) Was accomplished in the same aircraft type as the aircraft represented by the flight simulator in which that instructor is designated to instruct; and
    - (ii) Included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.

**APPENDIX 1 TO 9.310: AERODROME REQUIREMENTS**

- (a) For the original authorization, the ATO certificate holder shall show that the aerodrome at

which training flights originate has the following—

- (1) At least one runway or takeoff area that allows training aircraft used by the ATO certificate holder to safely make a normal takeoff and landing at the aircraft's maximum certified takeoff gross weight;
- (2) The performance calculation to establish the maximum safe performance requirement for this runway shall be determined using the following performance conditions—
  - (i) Headwind component is not more than 5 knots;
  - (ii) Temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
  - (iii) If applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and
  - (iv) In the case of a takeoff—
    - (A) With smooth transition from liftoff to the best rate of climb speed without exceptional piloting skills or techniques; and
    - (B) Clearing all obstacles in the takeoff flight path by at least 50 feet.
- (3) A wind direction indicator that is visible from the end of each runway at ground level.
- (4) A traffic direction indicator when—
  - (i) The aerodrome does not have an operating control tower; and
  - (ii) Traffic and wind advisories are not available.
- (5) Except as provided in paragraph (a)(5), permanent runway lights if that aerodrome is to be used for night training flights.

Adequate non-permanent lighting or shoreline lighting for an aerodrome or seaplane base for night training flights in seaplanes, if approved by the Authority.

#### **APPENDIX 1 TO 9.320: FACILITIES FOR AME COURSES**

- (a) An applicant for, and holder of, an ATO certificate shall have facilities the Authority determines are appropriate for the maximum number of students expected to be taught at any time, as follows—
  - (1) An enclosed classroom.
  - (2) Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles.
  - (3) Suitable area for application of finishing materials, including paint spraying.
  - (4) Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment.
  - (5) Suitable facilities for running engines.
  - (6) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service, and inspect—
    - (i) Ignition systems, electrical equipment, and appliances;
    - (ii) Carburettors and fuel systems; and
    - (iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances.
  - (7) Suitable space with adequate equipment, including tables, benches, stands, and jacks, for disassembling, inspecting, and rigging aircraft.
  - (8) Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting, and timing engines.



*END OF RCAR PART 09*