**SUBPART ATO.** **APPROVED TRAINING ORGANISATIONS**

**Section****I.**  **General**

**ORA. ATO. 100 Scope**

This Subpart establishes the requirements to be met by organizations providing training for pilot Licences and associated Ratings and Certificates.

 **ORA. ATO. 105 Application**

***a )*** Applicants for the issue of a certificate as an Approved Training Organization *( ATO )* shall provide the GDCA of RA with :

1 ) the following information :

( i ) name and address of the training organization ;

( ii ) date of intended commencement of activity ;

( iii ) personal details and qualifications of the Head of Training *( HT ),* the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s) ;

( iv ) name(s) and address(es) of the aerodromes(s) and / or operating site(s) at which the training is to be conducted ;

( v ) list of aircraft to be operated for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable ;

( vi ) list of Flight Simulation Training Devices *( FSTD’s )* that the training organization intends to use, if applicable ;

( vii ) the type of training that the training organization wishes to provide and the corresponding training programme ; *and*

2 ) the Operations and Training Manuals.

***b )*** Flight Test Training Organizations.

Notwithstanding *( a ) ( 1 ) ( iv ) and ( v ),* training organizations providing flight test training shall only need to provide :

1 ) the name(s) and address(es) of the main aerodromes and / or operating site(s) at which the training is to be conducted ; *and*

2 ) a list of the types or categories of aircraft to be used for Flight Test Training.

***c )*** In the case of a change to the certificate, applicants shall provide the competent Authority with the relevant parts of the information and documentation referred to in *( a ).*

**ORA. ATO. 110 Personnel Requirements**

***a )*** An Head of Training shall be nominated. The HT shall have extensive experience as an instructor in the areas relevant for the training provided by the ATO and shall possess sound managerial capability.

***b )*** The HT’s responsibilities shall include :

1 ) ensuring that the training provided is in compliance with Part - FCL and, in the case of Flight Test Training, that the relevant requirements of Part - 21 and the training programme have been established ;

2 ) ensuring the satisfactory integration of flight training in an aircraft or a Flight Simulation Training Device *( FSTD )* and theoretical knowledge instruction ; *and*

3 ) supervising the progress of individual students.

***c )*** Theoretical knowledge instructors shall have :

1 ) practical background in aviation in the areas relevant for the training provided and have

 undergone a course of training in instructional techniques ; *or*

2 ) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.

***d )*** Flight instructors and flight simulation training instructors shall hold the qualifications required by Part - FCL for the type of training that they are providing.

**ORA. ATO. 120 Record - keeping**

The following records shall be kept for *a period of at least* ***3*** *years* after the completion of the training :

***a )*** details of ground, flight, and simulated flight training given to individual students ;

***b )*** detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations ; *and*

***c )*** information on the licences and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

**ORA. ATO. 125 Training programme**

***a )*** A training programme shall be developed for each type of course offered ;

***b )*** The training programme shall comply with the requirements of Part - FCL and, in the case of flight test training, the relevant requirements of Part - 21.

**ORA. ATO. 130 Training Manual and Operation’s Manual**

***a )*** The ATO shall establish and maintain a Training Manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements ;

***b )*** The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO’s approval documentation ;

***c )*** In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part - 21 ;

***d )*** The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with ARM - OPS ( Part - ORO ).

**ORA. ATO. 135 Training aircraft and FSTD’s**

***a )*** The ATO shall use an adequate fleet of training aircraft or FSTD’s appropriate to the courses of training provided ;

***b )*** The ATO shall only provide training in FSTD’s when it demonstrates to the GDCA :

*1 )* the adequacy between the FSTD specifications and the related training programme ;

*2 )* that the FSTD’s used comply with the relevant requirements of Part - FCL ;

*3 )* in the case of Full Flight Simulators *( FFS’s ),* that the FFS adequately represents the relevant type of aircraft ; *and*

*4 )* that it has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.

***c )*** If the aircraft used for the Skill Test is of a different type to the FFS used for the visual flight training, the maximum credit shall be limited to that allocated for flight and navigation procedures trainer II ( FNPT II ) for aeroplanes and FNPT II / III for helicopters in the relevant flight training programme ;

***d )*** Flight Test Training Organizations. Aircraft used for flight test training shall be appropriately equipped with flight testing instrumentation, according to the purpose of the training.

**ORA. ATO. 140 Aerodromes and operating sites**

When providing flight training on an aircraft, the ATO shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used.

**ORA. ATO. 145 Pre - requisites for Training**

***a )*** The ATO shall ensure that the students meet all the pre-requisites for training established in Part -Medical, Part - FCL, and, if applicable, as defined in the mandatory part of the operational suitability data established in accordance with CR-EU No 748 / 2012 ;

***b )*** In the case of ATO’s providing Flight Test Training, the students shall meet all the pre - requisites for training established in accordance with CR-EU No 748 / 2012.

**ORA. ATO. 150 Training in Third Countries - *( reserved )***

When the ATO is approved to provide training for the Instrument Rating *( IR )* in third countries :

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**Section****II.**  **Additional Requirements for ATO’s Providing Training for CPL,**

 **MPL and ATPL and the Associated Ratings and Certificates**

**ORA. ATO. 210 Personnel Requirement’s**

***a )*** *Head of Training* *( HT ).*

Except in the case of ATO’s providing flight test training, the nominated HT shall have extensive experience in training as an instructor for professional pilot licences and associated Ratings or Certificates ;

***b )*** *Chief Flight Instructor* ( CFI ).

The ATO providing flight instruction shall nominate a CFI who shall be responsible for the supervision of flight and flight simulation training instructors and for the standardization of all flight instruction and flight simulation instruction.

The CFI shall hold the highest professional pilot licence and associated ratings related to the flight training courses conducted and hold an instructor certificate with the privilege to instruct for at least one of the training courses provided ;

***c )*** *Chief Theoretical Knowledge Instructor* ( CTKI ).

 The ATO providing theoretical knowledge instruction shall nominate a CTKI who shall be responsible for the supervision of all theoretical knowledge instructors and for the standardization of all theoretical knowledge instruction.

The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided by the ATO.

**ORA. ATO. 225 Training Programme**

***a )*** The training programme shall include a breakdown of flight and theoretical knowledge instruction, presented in a week-by-week or phase layout, a list of standard exercises and a syllabus summary ;

***b )*** The content and sequence of the training programme shall be specified in the Training Manual.

**ORA. ATO. 230 Training Manual and Operations Manual**

***a )*** The Training Manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall address the following subjects :

- training plan ;

- briefing and air exercises ;

- flight training in an FSTD, *if applicable* ;

- theoretical knowledge instruction.

***b )*** The Operations Manual shall provide relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

**Section****III.** **Additional Requirements for ATO’s Providing Specific Types**

 **of Training**

 **C h a p t e r 1 - Distance Learning Course**

**ORA. ATO. 300 General**

The ATO may be approved to conduct Modular Course programmes using distance learning in the following cases :

a ) Modular Courses of theoretical knowledge instruction ;

***b )***  courses of additional theoretical knowledge for a Class or Type Rating ; *or*

***c )*** courses of approved pre - entry theoretical knowledge instruction for a first Type Rating for a multi - engined helicopter.

**ORA. ATO. 305 Classroom instruction**

***a )*** An element of classroom instruction shall be included in all subjects of Modular Distance Learning Courses ;

***b )*** The amount of time spent in actual classroom instruction shall not be less than 10 % of the total duration of the course ;

***c )*** To this effect, classroom accommodation shall be available either at the principal place of business of the ATO or within a suitable facility elsewhere.

**ORA. ATO. 310 Instructors**

All instructors shall be fully familiar with the requirements of the Distance Learning Course Programme.

 **C h a p t e r 2 - Zero Flight - Time Training**

**ORA. ATO. 330 General**

***a )*** Approval for Zero Flight - Time Training *( ZFTT ),* as specified in Part - FCL, shall only be given to ATO’s that also have the privileges to conduct commercial air transport operations or ATO’s having specific arrangements with commercial air transport operators ;

***b )*** Approval for ZFTT shall only be given if the Operator *has at least* ***90*** *days* of operational experience on the aeroplane type ;

***c )*** In the case of ZFTT provided by an ATO having a specific arrangement with an Operator, the ***90*** *days of operational experience* requirements will not apply if the Type Rating Instructor *( TRI ( A ) )* involved in the additional take-offs and landings, as required in Part - ORO, has operational experience on the aeroplane type.

**ORA. ATO. 335 Full Flight Simulator *( FFS )***

***a )*** The FFS approved for ZFTT shall be serviceable according to the management system criteria of the ATO ;

***b )*** The motion and the visual system of the FFS shall be fully serviceable, in accordance with the applicable certification specifications for FSTD as mentioned in ORA. FSTD. 205.

 **C h a p t e r 3 - Multi - Crew Pilot Licence ( MPL ) Courses**

**ORA. ATO. 350 General**

The privileges to conduct MPL Integrated Training Courses and MPL Instructor Courses shall only be given to the ATO if it also has the privilege to conduct commercial air transport operation’s or a specific arrangement with a commercial air transport Operator.

 **C h a p t e r 4 - Flight Test Training**

**ORA. ATO. 355 Flight Test Training Organizations**

***a )*** The ATO that has been approved to provide Flight Test Training for the issue of a *Category* ***1*** or ***2*** *Flight Test Rating* in accordance with Part - FCL may have its privileges extended to providing training for other categories of flight tests and other categories of flight test personnel, provided that :

*1 )* the relevant requirement’s of Part - 21 are met ; *and*

*2 )* a specific arrangement exists between the ATO and the Part - 21 organization that employ’s, or intends to employ, such personnel.

***b )*** The training records shall include the written reports by the student, as required by the training programme, including, where applicable, data processing and analysis of recorded parameters relevant to the type of flight test.