



Islamic Republic of Afghanistan  
Civil Aviation Authority

# EVALUATION AND APPROVAL OF AN APPROVED TRAINING ORGANIZATION (ATO)

Afghanistan Civil Aviation Directive  
(CAD)

CAD-AIR-002.1

Airworthiness

31 MAY 2016

Revision 1

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Director General  
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Approved:





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## 0 Administration and Control

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The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

### 0.1 Abbreviations

A/C..... Aircraft

AC..... Approval Certificate

AIR..... Airworthiness

ATO ..... Approved Training Organization

CAD ..... Civil Aviation Directive

CPC ..... Certification Project Coordinator



**0.2 Record of Revision**

The table below provides a record of amendments.

<b>Location</b>	<b>Date</b>	<b>Description</b>	<b>Entered by</b>
ALL	10 JAN 2015	Original Version	
ALL	31 MAY 2016	Updated References	



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## **1 Purpose**

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This Directive is issued to provide basic information and guidance to Authority inspectors when evaluating Aviation Training Organization (ATO) for certification and approval under the Civil Aviation Regulations.



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## 2 References

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Regulations 3.2.1.2 and 3.2.1.5 of Part 3 of the Afghanistan Civil Aviation Regulations;

Directive CAD-OPS-002 Certification of an Air Operator;

Directive CAD-AIR-052 Statement of Compliance

Directive CAD-AIR-004 Reviewing, Accepting and Approving Manuals



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## 3 Guidance Information

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### 3.1 General

The ATO approval and certification is carried out in accordance with the standard certification Five Phases Process.

### 3.2 Pre Application Phase

After the applicant has made contact with the Authority on the intention to apply for an ATO approval. The Authority will evaluate the complexity of the proposed operation for the establishment of a certification team. The Authority will assign an inspector who will be the Certification Project Coordinator (CPC) and contact person for the Authority during the certification process.

### 3.3 Pre Application Meeting

The CPC shall arrange for a pre application meeting with the applicant to discuss the formal application requirements. These shall include the following:

Personnel – Regulation 3.2.1.14 of Part 3 of the Afghanistan Civil Aviation Regulations make reference to competent and qualified Staff and should include the

- [1] Accountable manager;
- [2] Quality control manager;
- [3] Head of Training or Chief Instructor
- [4] Adequate number of instructors relevant to the courses provided, qualified in accordance with the requirements of Part 2 of the Afghanistan Civil Aviation Regulations.

Facility and Equipment: The ATO facility and equipment make reference to Regulation 3.2.1.13 of Part 3 of the Afghanistan Civil Aviation Regulations:

- [1] Adequately equipped classrooms for the maximum number of students expected to be taught;
- [2] A well-equipped library;
- [3] Workshops, Equipment, General and Special Tools, adequate supply of materials that are required for the rating sought;
- [4] Adequate Office Facilities; and
- [5] Examination facilities and Training records.

Training program: The Training Program makes reference to Regulation 3.2 of Part 3 of the Afghanistan Civil Aviation Regulations and shall include:

- [1] Pre-requisite entry qualification;
- [2] The course syllabus;
- [3] Proposed training schedules;
- [4] Type of facility to be used for training (ATO);
- [5] Special training requirement i.e. simulator, internship etc;



[6] Assessment and certification.

Each trainee shall maintain an engineer's record of experience log book and have it available for inspection by the Authority.

Documentation and Manuals: The manuals make reference to Regulation 3.2.1.18, 3.3.5.1 and 3.4.5.1 of Part 3 of the Afghanistan Civil Aviation Regulations, these will include the following:

- [1] Procedures manual;
- [2] Training manual;
- [3] Quality manual;
- [4] Training programs; and

Additional information to the applicant:

- [1] The formal application form and the necessary advisory material;
- [2] The approval fee;
- [3] The approval process facilitation; and
- [4] The approval process schedule of events.

Formal application:

- [1] The application package and proof of approval fee shall be forwarded to the inspector assigned.
- [2] A cursory review will be carried out by the team on the application package to determine its acceptance.
- [3] On rejection the inspector will give a summary of the observed shortcomings in writing and return the package to the applicant.
- [4] The formal application is submitted to the Authority at least 90 days before the intended date of commencement.

Note: The 90 days are effective after acceptance of the application.

Document evaluation: On acceptance the team will carry out an in-depth evaluation of the application package to ensure conformity to the regulatory requirements.

Demonstration and Verification: During the demonstration and evaluation inspection it is required to establish that the procedures, facilities, equipment and personnel are in accordance with those stipulated in the associated manuals and documents evaluated.

Certification:

- [1] When the applicant has met all regulatory requirements, the assigned inspector will accomplish the following:
- [2] Complete the audit form and recommend for the issuance of the approval.
- [3] Prepare the Training Specifications showing the ratings and limitations.





- [4] Prepare the Approval Certificate Form: ACAF-AIR-002.0-1 which will be signed by the Authority.
- [5] Ensure that the records kept in the organization's file contains the following:
  - [6] A completed copy of the audit form;
  - [7] A copy of the statement of compliance;
  - [8] A copy of the certificate issued;
  - [9] A copy of the training specifications issued.
- [10] If the applicant is unsuccessful in obtaining the approval the CPC will write a summary report to the Director responsible for safety oversight and the applicant will be notified in writing explaining the reasons for the rejection.

Validity: The period of validity of the certificate of approval shall be 12 months unless otherwise specified by the Authority.

Approval renewal: An approved Training Organization may apply for renewal of its certificate at least 30 days before the expiry date in order to ensure continuity of the training. On receipt of the application the Authority shall assign inspector(s) to carry out the pre-renewal audit. The approval will be renewed when the Authority establishes that the ATO still meets the regulatory requirements and operates in conformity with the approved training specifications and ratings.

Amendments to the Approval: A holder of an ATO certificate shall not make any change to approved training specifications, ratings and limitations unless such changes are approved by the Authority.



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## Appendix I NIL (No Item Listed)

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No appendices in this document.



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