



Approval of an Aviation Training Organisation

Presentation by Singapore
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Singapore Aviation Landscape:

Singapore air operators operate with a mix of long and short-haul aircraft



Aircraft Type

Airbus A319 / 320

Airbus A330-300

Airbus A350-900

Airbus A380-800

Boeing 737-800/8

Boeing 747-400

Boeing 777-200/300

Boeing 787-8/9/10

Cessna 172

Socata TB9C

Diamond 40

EC 120B

As at Feb 2019

List of CAAS Approved Aviation Training Organisations

- In Singapore's context, an ATO is further classified into:
 - Flying Training Organisation (FTO) – For ab-initio training
 - Type Rating Training Organisation (TRTO) – For type rating training

Flying Training Organisation	Type Rating Training Organisation
<ol style="list-style-type: none">1. Singapore Flying College2. ST Aerospace Academy3. L3 Commercial Training Solutions	<ol style="list-style-type: none">1. Singapore Airlines2. SilkAir3. Jetstar Asia4. Airbus Asia Training Centre5. Boeing Singapore, Training & Flight Services6. ST Aerospace Academy7. Aviation Safety and Training

- Developed based on ICAO Annex 1 and Doc 9841.
- Issued pursuant to Para 20(14) of the Air Navigation Order (ANO).
- **SASP 10**: Approval of an Aviation Training Organisation
- **SASP 2**: *Licensing requirements for Professional Pilots (CPL, MPL, ATPL)*
- **SASP 11**: *Flight Simulation Training Devices (Aeroplane)*

5-Phase Approval Process

- 5 Phases
 1. Pre-application Meeting
 2. Formal Application
 3. Document Compliance
 4. Demonstration and Inspection
 5. Approval
- Typical duration for approval process: ~ 8 weeks
 - (On-site Demonstration and Inspection typically 1 week)

Phase 1: Pre-application Meeting

- Understand business intent
- Understand training operations
- Review of applicable regulations
- Review of approval process
- Review of what is required on the application and what is to be submitted with the application
- Assess applicant's readiness for the application

Phase 2: Formal Application

- Letter of application/ ATO application form
- Letter of intent
- Letter of undertaking
 - for the reimbursement of the costs of the inspectors' service charges, per diems, air tickets, transportation, incidentals, etc.
- Resumes of Key appointment Holders
 - e.g. Accountable Manager, Quality Manager, Head of Training
- List of Instructors & Qualifications
- Submission of required manuals
 - Operations Manual, Training Manual, Quality Manual etc.
- Sub-contracting/ leasing agreements
- Company's registration
- Schedule of events / Gantt Chart

Phase 3: Document Compliance

- The applicant's manuals and other documents are reviewed and assessed
- Inspector will communicate with the ATO on the documentation issues

- The following areas are assessed for each ATO approval application:
 - Organisation structure
 - Key appointment holders & instructors
 - Manuals (Operations Manual, Training Manual etc.)
 - Training Facilities and equipment (aircraft type, FSTD)
 - Aerodromes, training areas, navigation routes
 - Record keeping
 - Flight Rostering & Planning
 - Maintenance facilities (where applicable)
 - Quality assurance system (System for evaluating and enforcing the standard of training, instructional staff and training equipment)
 - Safety management system (only applies to organisations that are exposed to safety risks related to aircraft operations during the provision of their services.)

Phase 4: Demonstration and Inspection

- The audit of the training facilities is carried out by 2 officers (FOI & PEL Inspector) x 4-5 days
- Audit based on SASP 10 requirements & applicant's manuals
- Deficiencies found during the audit will be recorded and briefed at the end of the audit

- Audit deficiencies corrected and accepted
- CAAS internal process - consolidation of final documents and recommendation for approval.
- Certificate of Approval authorising the ATO to conduct the training issued upon successful evaluation, valid up to 12 months
- Certificate of Approval contains
 - Name of Organisation
 - Location
 - Training course(s)
 - Terms of approval
 - Date of issue and period of validity

Fees and Charges

- ATO fee S\$4,500
- Audit service charge S\$1,400/ day for FOI, S\$700/ day for PEL Inspector, per officer.
- Applicant to also reimburse inspectors' per diems, air tickets, transportation, incidentals, etc.

Safety Oversight Plan:

- Scheduled Audit
 - Once every year in conjunction with renewal of approval
 - Finding classification – Level 1 (Major), Level 2 (Minor), Observation
- Additional Audit(s) –
 - Conducted on organisations that are identified with higher risks:
 - High volume activities
 - Change of key appointment holders
 - Shown lapse in critical areas of the regulations/ requirements
 - Not limited to 1 unscheduled audit per organisation
 - Apply to local and overseas organisations

- Audit of ATO
 - Compliance with regulations and company documents
 - Observation of training flights/ lessons
- Follow up action – closure of findings in the audit
- FSTD Evaluation
- Flight tests for Singapore licence holders (if applicable)

Thank you