



# Technical Circular

## CT 141-001 APPLICATION AND CERTIFICATION PROCESS FOR APPROVED TRAINING ORGANISATION

### APPROVAL OF AVIATION TRAINING ORGANIZATION

#### 1.0 OBJECTIVE

- 1.1 This Technical Circular describes the application and certification process for obtaining an Approved Training Organization Certificate to conduct aviation training under the MOZ-CAR Part 141 Regulations. It provides basic information applicable to the certification process.
- 1.2 Applicants will be briefed in as much detail as necessary regarding the preparation of the Training and Procedures Manual and other documents during meetings with the Authority personnel. The information in this Technical Circular and the material referenced therein will assist the applicant in completing the process with minimal delays and complications.

#### 2.0 APPLICABILITY

- 2.1 This TC prescribes the form and manner in which application for approvals of organizations (domestic and foreign) required under MOZCAR Part 141.
- 2.2 The TC also describes the process to be used to ensure that the ATO approval applicant demonstrates compliance to all regulatory and safety requirements before the approval certificate is issued.

#### 3.0 REFERENCES

- 3.1 MOZCAR/MOZCAT 141  
3.2 MOZCAR/MOZCAT 61, 65, 66  
3.3 Annex 1 to the Chicago Convention  
3.4 ICAO Doc 9841

#### 4.0 CHANGES

This is an original issuance of this TC.

## 5.0 BACKGROUND

- 5.1 The certification process is designed to ensure that a prospective holder of an Approved Training Organization Certificate understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant is able to comply with the applicable requirements of MOZ-CAR Part 141 Regulations and the international standards applicable to the operation of an Approved Training Organization (ATO).
- 5.2 The certification comprises 5 phases and 3 “gates”. A phase separates the process into related sequential activities supporting a specific function. A gate is a set of precise requirements that must be met prior to proceeding to the next phase in the process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) phases are:
- 5.2.1 Pre-application;
  - 5.2.2 Formal Application;
  - 5.2.3 Document Evaluation;
  - 5.2.4 Demonstration and Inspection; and
  - 5.2.5 Certification.
- 5.3 An example flowchart of the certification process is at Appendix A. It is important to note that regardless of the type or complexity of the courses and training specifications applied for, the certification process will always follow the 5-phase, 3 gate processes. In some cases, the guidance and suggested sequence of events in this TC may not be entirely appropriate, for example rigid application of the gates in recertification of an existing ATO under the new Regulations. In such situations, the Authority and the applicant would proceed in a manner that considers existing conditions and circumstances. Likewise also is for the approval of foreign based training organization requiring approval for training personnel for us by Mozambican certificated operators or intending to get Mozambican licenses/certificate, an abridged process will be used as it will be explained in this Circular. The applicant, however, should not expect to be certified until the Authority is assured that the Mozambique Flight Safety Law and pertinent Mozambique Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

## 6.0 PRE-APPLICATION PHASE

### 6.1 Pre-Application Statement of Intent (PASI)

6.1.1 As far in advance as possible of the anticipated start of aviation training, a prospective ATO certificate applicant should contact the Authority office and inform the Authority of his intention to apply for an ATO certificate. The prospective certificate applicant will be invited to meet briefly with the Authority personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective certificate holder intends to proceed with the certification application, Form: MZ 141-01 – Pre Application Statement of Intent (PASI) will be provided to him/her. Instructions for the completion of the PASI form are at Appendix B. A sample PASI Form is at Appendix C. The PASI should be completed, signed by the accountable manager, or a person authorized by him in writing, of the prospective ATO certificate holder, and returned to the Authority Offices.

6.1.2 The Authority personnel will review the PASI form. If the information is incomplete or erroneous, the PASI form will be returned to the prospective ATO certificate applicant with the reasons for its return noted in section 2. If the information is complete and acceptable, the Authority will determine the team which will be assigned to the certification project and schedule a pre-application meeting with the applicant and the selected Authority certification team members.

6.1.3 The Director responsible for Safety will designate one certification team member as the Project Manager (PM).

6.1.4 The purpose of the pre-application meeting is to confirm the information on the PASI and to provide critical certification information to the applicant. It is recommended that the applicant's proposed key management staff attends the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certified as an ATO. Besides verifying the PASI information at the meeting, the Authority team would -

- a) Ensure that the applicant is aware of what is expected and all Regulations that are applicable to the proposed training;
- b) Provide an overview of the certification process and the formal application;
- c) Answer any questions raised by the applicant;
- d) Evaluate the results of the meeting and take appropriate action;
- e) Provide the applicant with an ATO application information package.

6.1.5 The Authority considers it important to establish good working relationships and clear understanding between itself, the aviation industry and persons who have an interest in aviation and aviation safety and security. The Authority recognizes that a wide range of capabilities and expertise in aviation exists in Mozambique. Therefore, background experience of an applicant will be considered by the Authority and adjusted to during these initial meetings.

6.1.6 To help promote a clear understanding throughout the certification process, the application information package includes the following:

- a) An application form for an ATO Certificate and Training Specifications;
- b) The applicable certification checklist which will be used by the Authority inspectors during the certification project;

- c) A schedule of events (SOE) template which must be completed by the applicant and submitted with the formal application;
- d) Guidance on developing a Training Programme;
- e) A sample core curriculum;
- f) Other publications, documents and references the Authority thinks would be useful.

6.1.7 During the pre-application meeting, participating inspectors will assist the applicant in identifying all elements that accurately describe the applicant's intended operation. The applicant will then use this information to develop his draft training specifications. This information will be submitted as a part of his formal application package. The Authority certification team will guide the applicant on the application requirements.

6.1.8 If at any time during the pre-application phase the applicant formally terminates all efforts toward certification, or a period of 90 days has elapsed without any perceived activity by the applicant, or the Authority otherwise determines that the applicant will not proceed with the certification process, the PASI form will be returned to the applicant. The Authority will notify the applicant in writing that this action terminates the pre-application process and that the applicant would have to submit a new PASI form in order to re-initiate the certification process. Should the applicant again request to apply, a new pre-certification number will be assigned.

## 6.2 Application Requirements

6.2.1 MOZ-CAR Part 141 specifies that an applicant for an ATO certificate shall apply to the Authority in the prescribed form. The applicant must complete application Form: MZ 141-02 for an ATO Certificate and Training Specifications (See Appendix D). The completed form must be accompanied by any information the Authority requires the applicant to submit and shall be submitted to the Authority at least 90 days before the date of intended commencement of training by the applicant. The form must be signed by the Accountable Manager.

6.2.2 It is important that the applicant familiarizes himself with the relevant Parts of MOZ-CAR Part 141 Regulations, the MOZ-CAT as well this Technical Circular to determine the minimum documentation necessary to be considered acceptable for a formal application. The Authority team will also give him guidance at the pre-application meeting. MOZ-CAT 141.02.7 Regulations requires that certain documents accompany the application. The required documents are as follows:

### a) Training and Procedures Manual

The purpose of the Training and Procedures Manual (TPM) is to set forth the procedures and methods for the use and guidance of personnel concerned. Two copies of the Training Procedures Manual (TPM) must accompany the application. The TPM may be considered as comprising two manuals for use by the ATO personnel – a Training Manual and a Procedures Manual. The TPM may be issued as a single document or in separate parts. The ATO must have a system in place to ensure that the TPM is amended as necessary to keep the information contained therein up to date. The system must ensure that copies of all amendments to the TPM are furnished promptly to all organizations or persons to whom the manual has been distributed. The TPM must use the definitions at Appendix E and contain information stated in the MOZCAT 141.

### B) List of Training Functions to be Performed by the ATO

The required list of training functions would be included in the TPM. This item is identified here separately to emphasize the training specifications that accompany an ATO certificate. The list should also indicate details on the type of course, the equipment used for training and which courses would result in recommendation for the issue of an airman license under the MOZ-CAR Part 61 Regulations. Since this attachment will be used for the drafting of Training Specifications it should contain sufficient detail to allow the Authority to accurately describe the applicant's intended training courses, authorizations, limitations, provisions and privileges specific to the organization. Training specifications will contain details of the following:

- (i) The type of training authorized, including approved courses;
- (ii) The category, class, and type of aircraft that may be used for training, testing, and checking where applicable;
- (iii) For each flight simulator or flight training device, the make, model, and series of aeroplane or the set of aeroplanes being simulated and the qualification level assigned, or the make, model, and series of rotorcraft, or set of rotorcraft being simulated and the qualification level assigned;
- (iv) For each flight simulator and flight training device subject to qualification evaluation by the Authority, the identification number assigned to that equipment;
- (v) The name and address of each satellite ATO and the approved courses offered at each;
- (vi) Authorized deviations or waivers from these Regulations; and
- (vii) Any other items the Authority may require.

**c) ATO Schedule of Events Attachment**

The Schedule of Events (SOE) (See Appendix F) is a key document that lists activities, programmes, required flight training equipment, description of the applicant's training facilities, equipment, qualifications of personnel to be used, proposed evaluation plans, tool acquisitions and other requirements that must be accomplished or made ready for the Authority's inspection before certification. A SOE template is provided as part of the application package. The applicant will enter the estimated date and timelines in consultation with his management team and the Authority. The estimated dates in the SOE must be logical in terms of sequence. Reasonable time for the Authority to review, inspect and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the SOE could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the SOE, the Authority should be notified as soon as possible. There will be a process of negotiation between the Authority and the applicant to agree certain items in the SOE with respect to certification timelines.

**d) Statement of Compliance**

This attachment is a document showing how the applicant intends to comply with the relevant Civil Aviation Regulations applicable to the proposed training operations. Pertinent regulations, sub regulations, and each relevant section of any schedules should be identified and accompanied by a brief description, or preferably a specific

reference, in the applicant's manuals or other documents. The brief description or reference must describe the method of compliance for each regulation or schedule listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will be satisfactory at this point, if the date provided is reasonable and acceptable to the Authority. Appendix G is one example of how relevant sections of the Regulations may be presented in a Statement of Compliance. This Technical Circular gives other acceptable options for completing a compliance statement.

e) **Documents of Purchase, Leases, Contracts, or Letters of Intent Attachments**

These attachments should provide evidence that the applicant is in the process of actively procuring facilities, equipment and tools, aircraft, manuals and services appropriate to training functions to be performed and the training specifications requested. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority when the final valid documents must be presented for the certification process to proceed. The facilities, equipment, tools and other support items must be of such type that support the training specifications requested. These documents may be attachments to the Training Procedures Manual (TPM).

f) **Resumes of key Management Personnel, Instructors**

Appendix H is a sample biographical data form which would accompany the resumes of key management personnel, instructors and examiners.

g) **Completed Vital Information Data Forms**

These forms contain information on names, addresses and contact numbers of key personnel, facilities and functions which need to be completed by the applicant.

## 7.0 FORMAL APPLICATION PHASE

**7.1** The formal application must be submitted on Form: MZ 141-02 at least 90 days before training is planned to begin, although preferably it should be submitted to the Authority more than 90 days and as far in advance of the proposed start-up date as possible. The form must be accompanied by all the required Appendices and attachments. The information required in the Appendices is shown at block 5 of the application form. Each Appendix applicable to the training specifications must be identified by the Appendix letter shown for that item on the application form.

**7.2** The Authority will review the application to determine that it contains the required information and attachments. If there are major omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission or open question to be resolved during the formal application meeting.

**7.3** The formal application meeting would reinforce open communication and working relationships. The applicant's key management personnel would be expected to attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies and open questions. Date conflicts on the SOE would also be resolved here. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The Authority would respond to any questions the applicant may have and reinforce the

certification process. Based upon the results of the meeting, the Authority certification team will determine the acceptability of the application package, but the PM will not formally accept the application during the meeting. This delay allows the prospective certificate holder time to resolve any omissions or any discrepancies discussed during the meeting.

- 7.4** The applicant will be notified by letter stating whether the formal application is accepted or denied. The Authority acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not acceptable, it will be returned with all attachments and a written explanation of the reasons for its return.

**8.0 DOCUMENT EVALUATION PHASE**

- 8.1 After the formal application has been accepted, inspectors will begin a thorough evaluation of –

8.1.1 The qualifications of management, training and quality control personnel;

8.1.2 Training Curricula and their assessments;

8.1.3 All the manuals and documents that have been submitted to the Authority in support of the application;

8.1.4 Aircraft lease contracts where applicable;

8.1.5 Final compliance statement.

8.2 The Authority will endeavor to complete these evaluations in accordance with the applicant's SOE. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the Manual or document is satisfactory, it will be approved or accepted, as required by MOZ-CAR Part 141 Regulations. Approvals will be indicated by letter or by initial approval of specific Training Specifications where appropriate. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the Authority's objection to the information.

8.3 The initial Statement of Compliance which was submitted with the formal application should have progressed to a final Statement of Compliance by the end of the document evaluation phase. The fully completed final Statement of Compliance ensures that each applicable regulatory requirement has been adequately addressed in the appropriate manual, programmes and procedures.

**9.0 DEMONSTRATION AND INSPECTION PHASE**

9.1 An applicant will need to demonstrate his ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by Authority Inspectors. This includes on-site evaluations of at least the following:

9.1.1 Aircraft proposed for conduct of training as applicable;

9.1.2 Flight simulator and training devices as applicable;

9.1.3 Training facilities and training equipment;

9.1.4 Training curricula;

9.1.5 Training in progress;

9.1.6 Testing and examinations;

9.1.7 Record keeping system;

9.1.8 Quality Control system.

9.2 During these demonstrations and inspections, the Authority evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the applicant's manual and other documents. Emphasis is placed on the applicant's management of systems, quality control and overall management and training effectiveness during this phase. Discrepancies will be brought to the attention of the applicant and corrective action must be taken before a certificate is issued.

## **10.0 CERTIFICATION PHASE**

After the document evaluation and demonstration and inspection phases have been completed satisfactorily, the Authority will prepare the ATO Certificate and approve the Training Specifications. The Training Specifications contain the courses, authorizations, limitations, and provisions specific to the certificate holder's operation. The certificate holder must acknowledge receipt of these documents.

## **11.0 SURVEILLANCE**

After certification of an ATO, the Authority is responsible for conducting periodic inspections of its operations to ensure continued compliance with the Regulations, the provisions of the ATO certificate and training specifications and safe operating practices. The Authority may also carry out spot checks of the operations of an ATO to determine whether it continues to comply with the Regulations. Such spot checks will generally be of short duration to minimize any disruption to the certificate holder's activities.

## **12.0 RENEWAL OF AN ATO CERTIFICATE**

The ATO certificate is valid for 12 months. An application for renewal of an ATO certificate will be submitted on Form: MZ 141-02 to the Authority at least 30 days before the expiration date of the existing ATO certificate. The Authority will conduct a formal audit of the ATO to ensure that it continues to meet the certification requirements. If the audit is successful, the ATO Certificate and applicable training specifications will be renewed.

## **13.0 AMENDMENT OF AN ATO CERTIFICATE**

13.1 The ATO must continually be in compliance with the MOZ-CAR Part 141 Regulations, other relevant Regulations, and the authorizations, and provisions of its certificate and training specifications. Where the Authority determines that an ATO is not meeting the requirements of a curriculum specified in its Training Procedures Manual, the Authority may direct the certificate holder to amend the training specification.

13.2 As an ATO's operation changes, the ATO may apply to the Authority for amendment of its training specifications. The process for amending training specifications is similar to the

certification process. In some cases it may be a less complex procedure depending on the subject of the amendment.

#### **14.0 SATELLITE ATO**

If an ATO certificate holder proposes to conduct training at a facility other than his main base of operations, the Authority must be notified in writing at least 60 days prior to the proposed commencement of operations at the proposed satellite location. The facilities, equipment, personnel and course content of the ATO must meet the applicable requirements for the issue of training specifications to conduct specific training at that satellite location. The satellite of an ATO may be located outside the country and this shall be subject to the requirements of this Technical Circular, but it will not be treated as a foreign ATO described in section 16.

#### **15.0 CHANGES TO AN ATO**

15.1 An ATO must give the AUTHORITY at least 30 days notification of the following:

15.1.1 The appointment of a new accountable manager, or

15.1.2 Quality manager or;

15.1.3 Change of any training instructor or examiner; or

15.1.4 Variation or changes of housing, training facilities and equipment, procedures, curricula or work scope which might potentially affect its training specifications.

15.2 The Authority may prescribe the conditions under which the ATO may operate during such changes, or may determine that suspension of the ATO Certificate would be more appropriate.

15.3 An ATO must give the Authority at least 10 working days' notice of any changes made in the assignment of persons in the required management positions.

#### **16.0 APPROVAL/AUTHORISATION OF A FOREIGN ATO**

16.1 A need may arise for IACM to approve an ATO that is located outside Mozambique. This may be for various reasons including, non-availability of specialized training and facilities or the need for a locally approved operators seeking training for its personnel outside the country.

16.2 The procedure for approval of such foreign based ATO should in principle cover the elements already mentioned in this Technical Circular for approval of an ATO. The following steps should be followed:

16.2.1 The applicant must complete application Form: MZ 141-02 for an ATO Certificate and Training Specifications (See Appendix D). The completed form must be accompanied by any information the Authority requires the applicant to submit and shall be submitted to the Authority well before the date of intended commencement of training by the applicant (at least 90 days is recommended). The form must be signed by the Accountable Manager.

16.2.2 The application form shall be accompanied by the following documents:

- (a) Training and Procedures Manual (TPM);
- (b) Quality Manual, if not part of the TPM;
- (c) Training Programme/curriculum needed to be approved as part of the approval;
- (d) Management and instructional staff qualifications and experience (see Appendix H);

- (e) Completed checklist (provided by IACM) which indicates how the ATO complies with applicable MOZCAR/CATS and any relevant requirements issued by IACM; and
- (f) Approval certificate and training specifications (or its equivalent) issued by the relevant Authority of the State in which the ATO is based.

16.2.3 IACM after receipt of the above documents, will nominate a team of inspectors headed by a project manager (PM) to carry out a documentary review to evaluate the ATO policies and procedures if they are consistent with the MOZCAR/CATs and safety requirements. The team nominated should be based on the type of training to be provided by the applicant.

16.2.4 During review the IACM team and the applicant or his representative shall be in constant consultation for any needed clarification or review of any material required including submission of additional information which may be required by IACM team.

16.2.5 The IACM team will only schedule a demonstration and inspection of the Training Organization when it is satisfied that the review of the documentation has indicated documented policies and procedures of the applicants meeting the requirements stipulated in MOZCAR/CATS and any other safety requirements issued by IACM.

16.2.5 After demonstration and inspection of the applicant facilities have been completed satisfactorily, IACM will prepare the ATO Certificate and approve the Training Specifications.

16.2.6 IACM will schedule surveillance for foreign ATO as per its surveillance plan and mostly coincide with renewal of the approval. Further, IACM will also depend on any information and development obtained from the responsible Authority of the State of the ATO.

## 17.0 EXPLANATION OF APPENDICES IN THIS MOZ-CAT

17.1 The following Appendices accompany this document:

17.1.1 Appendix A is an example Certification Process Flow Chart;

17.1.2 Appendix B provides instructions on how Authority Form MZ141-01:- Prospective Applicant Statement of Intent (PASI) form should be completed;

17.1.3 Appendix C is a sample PASI form;

17.1.4 Appendix D is a sample application Form: MZ141-02 for the issue of an Approved Training Organization Certificate;

17.1.5 Appendix E is a list of definitions of some key terms used in ATO certification;

17.1.6 Appendix F is a sample of an ATO certification checklist and SOE;

17.1.7 Appendix G is an example of a compliance statement;

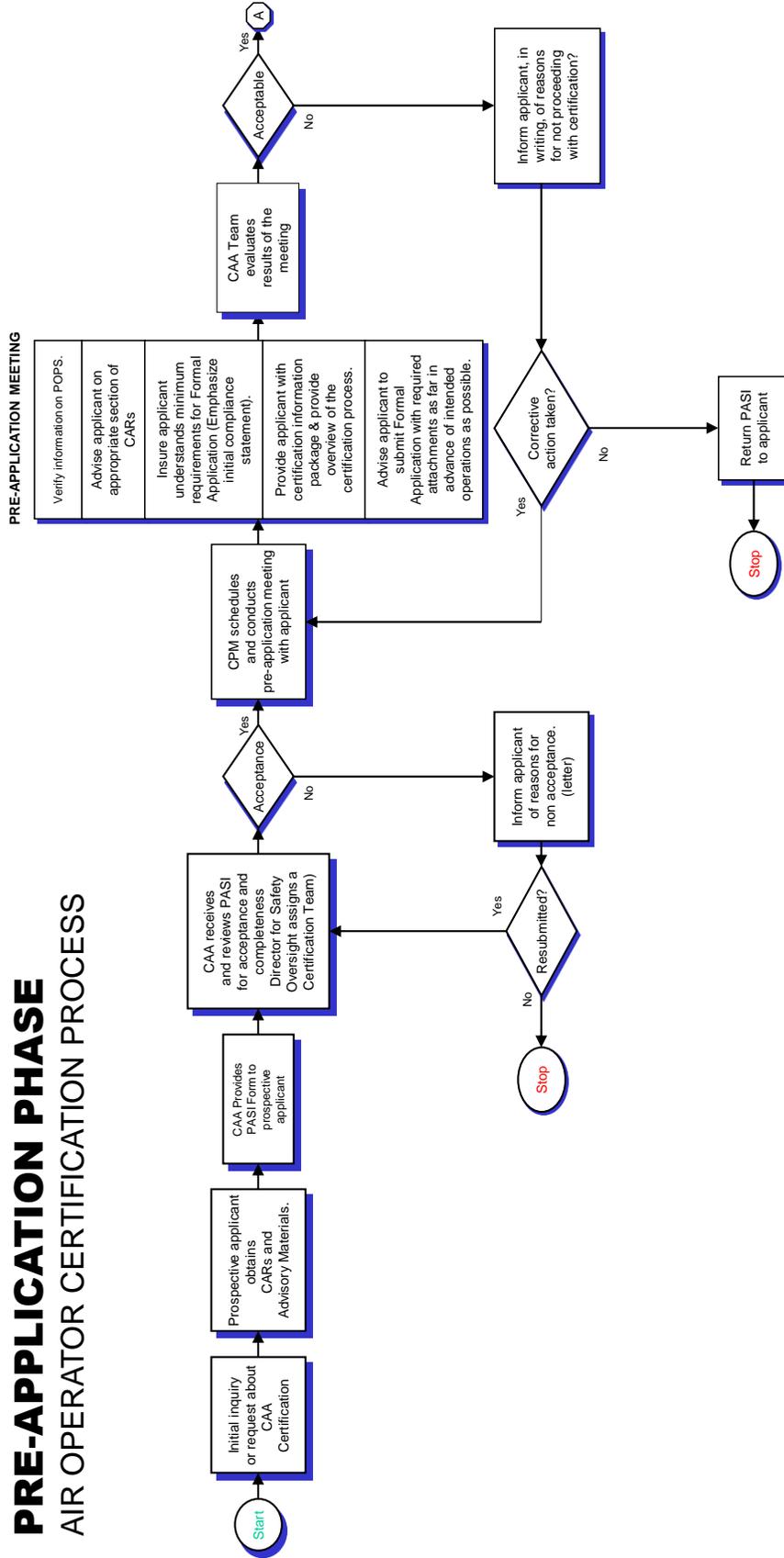
17.1.8 Appendix H is a sample Biographical Data Form;

17.1.9 Appendix I is a sample of training specifications

APPROVED BY  
THE CHAIRMAN OF THE BOARD AND CEO  
  
Cmdte. João Martins de Abreu

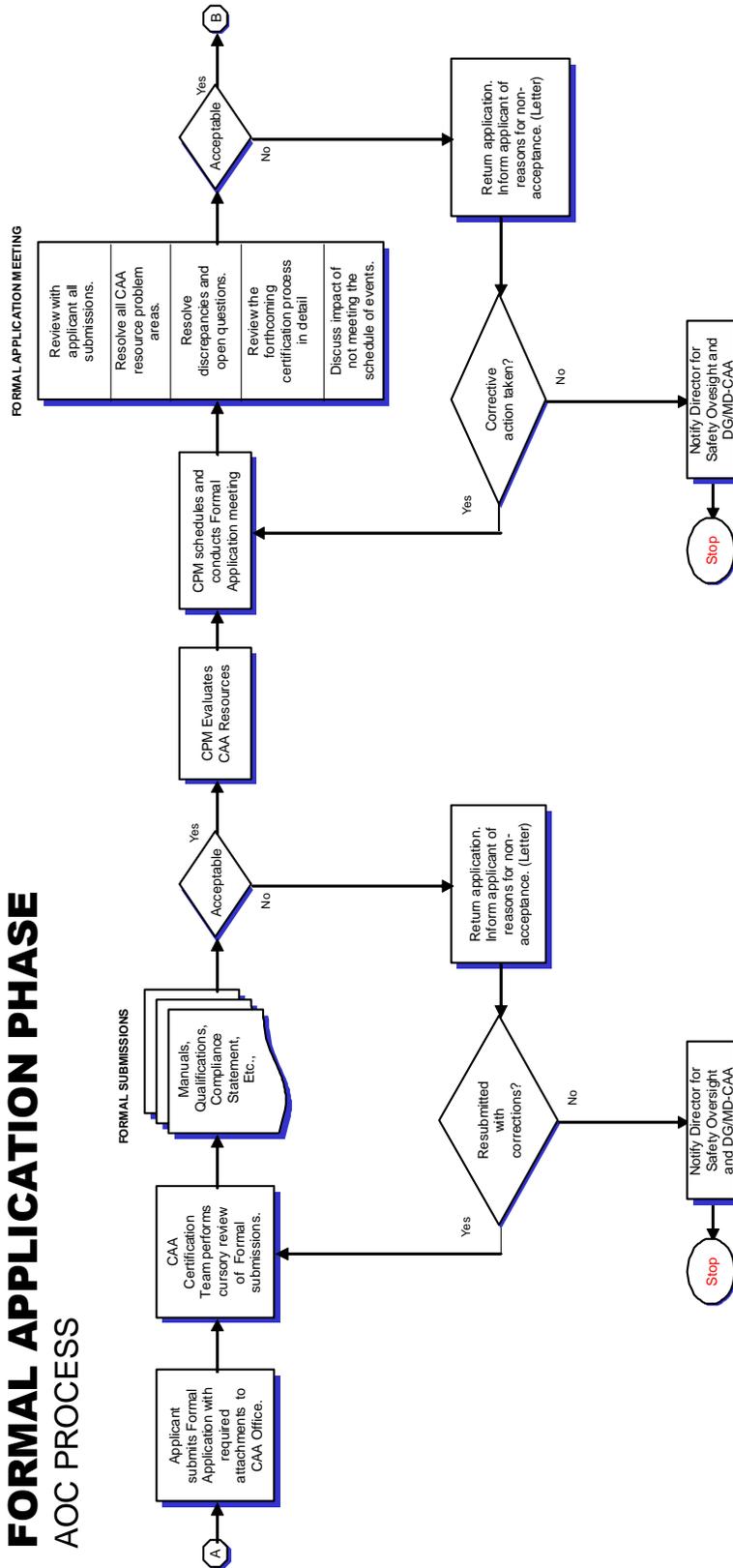
The flow charts on the following pages are representative of the Air Operator Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organisation and an ATO.

## PRE-APPLICATION PHASE AIR OPERATOR CERTIFICATION PROCESS



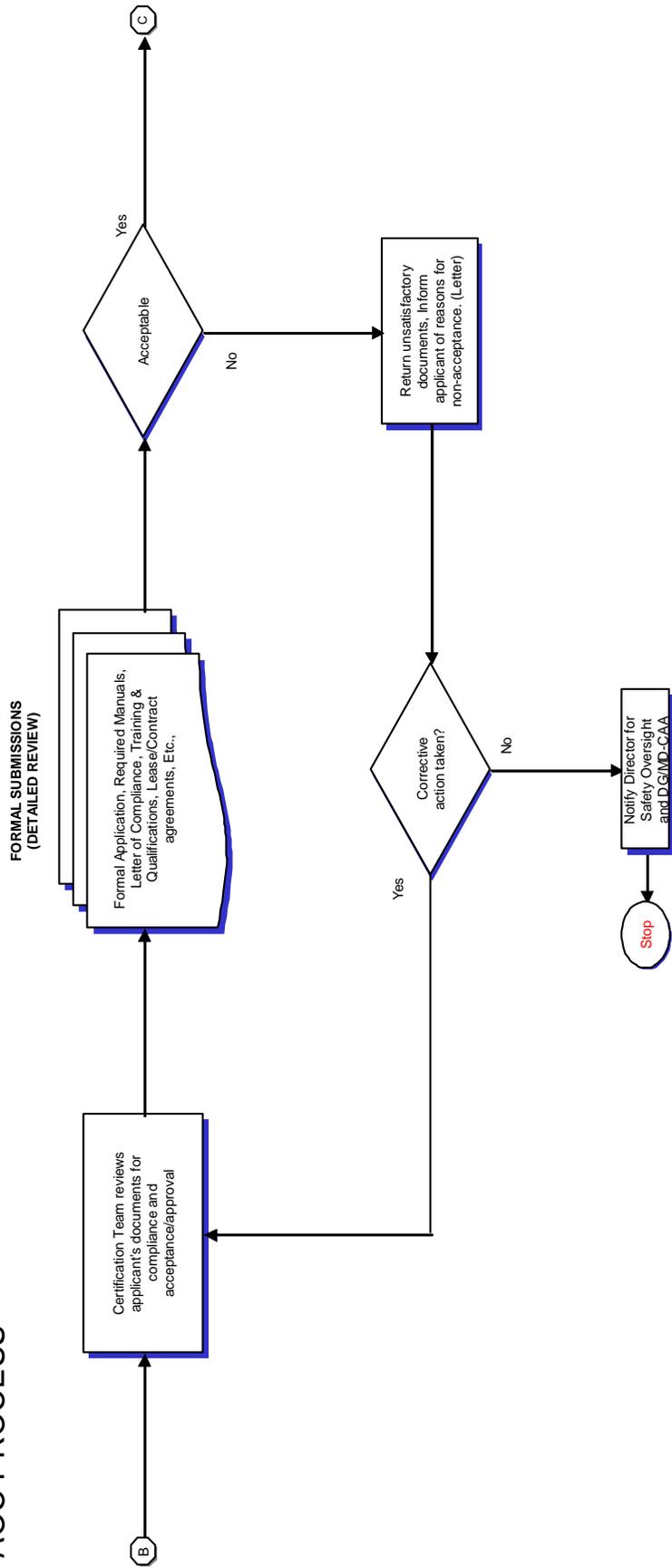
APPENDIX A -  
CERTIFICATION  
PROCESS FLOW  
CHART.  
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**FORMAL APPLICATION PHASE**  
AOC PROCESS



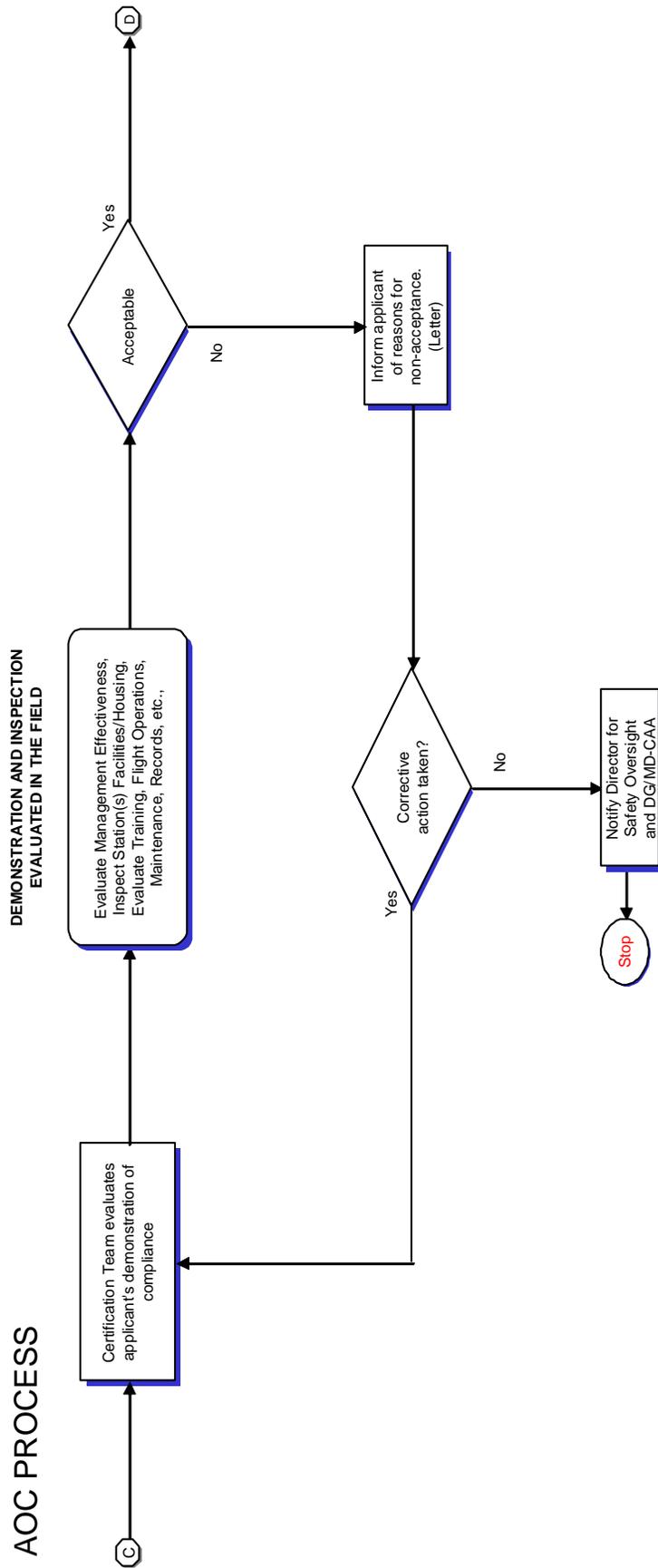
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CERTIFICATION  
PROCESS FLOW  
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# DOCUMENT COMPLIANCE PHASE AOC PROCESS



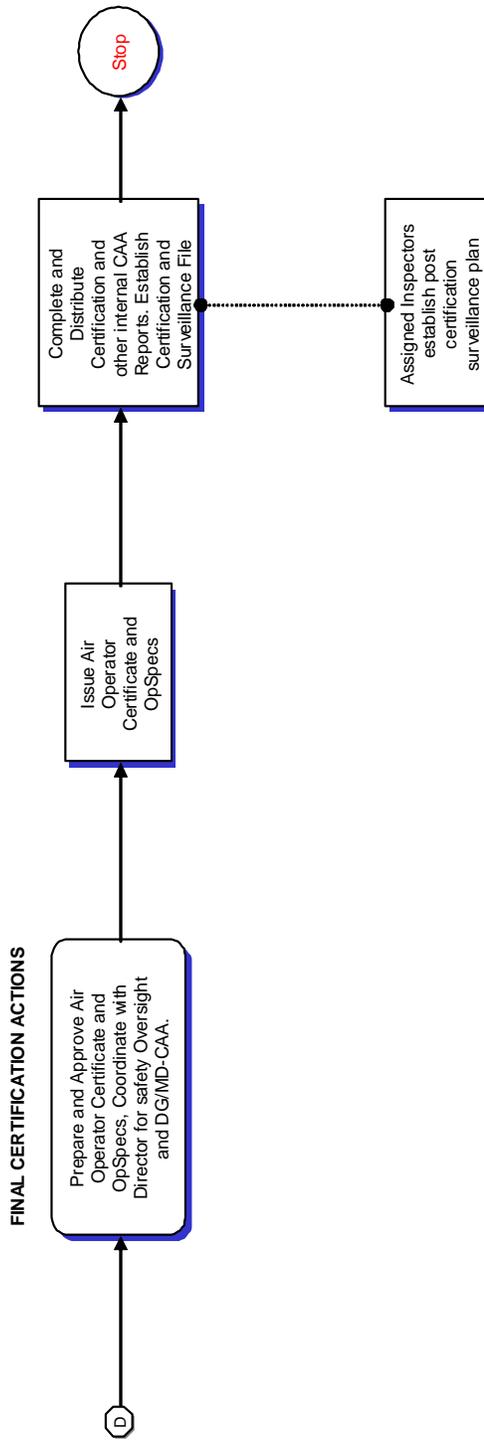
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**DEMONSTRATION AND  
INSPECTION PHASE  
AOC PROCESS**



APPENDIX A -  
CERTIFICATION  
PROCESS FLOW  
CHART.  
Page 5 of 5

**CERTIFICATION PHASE**  
AOC PROCESS



**Appendix  
B**

**INSTRUCTIONS FOR COMPLETING AUTHORITY FORM: MZ 141-01 Pre- Application  
Statement of  
Intent (PASI)**

**(TO BE COMPLETED BY AN APPLICANT FOR AN ATO CERTIFICATE) SECTION 1A:**

1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same." State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Provide the address of any Satellite training Organization.
4. Identify the training that will be conducted at the satellite ATO.
5. Enter the estimated commencement date of operations.
6. The information provided in this block in (1), (2), or (3) will be used to assign a company designator.  
The applicant may indicate up to three (3), 3-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to another ATO, a randomly selected or next available 3-letter identifier will be assigned.
7. Enter the names, titles, and telephone numbers of management personnel.

**SECTION 1B:**

8. The proposed type of ATO training specifications shall be indicated. Check as many boxes as applicable. Refer to Appendix H for examples of training specifications. If the proposed training is not listed, it must be specified in the blank field with additional detail provided in block 10 where necessary.

**SECTION 1C.**

9. Identify the type of aircraft and/or simulators.

An applicant for an ATO Certificate with flight training specifications should identify the type of aircraft to be used for training by make, model and Series and the number of units of each type. Where a flight simulator is to be used, details of the simulator are to be provided. Additional details on aircraft and simulators should be entered in block 11.

**SECTION 1D**

10. Show any information that would assist Authority personnel in understanding the type and scope of operation or services to be performed by the applicant. If an applicant intends to arrange for maintenance and inspections of his aircraft and/or associated equipment, identify the AMO

selected and a list of the maintenance or inspections he proposes to perform. Also provide copies of all written contracts with this form, if applicable. An applicant for an ATO Certificate should identify prospective maintenance contractors he intends to use and their locations.

11. The Pre-Application Statement of Intent (PASI) denotes intent to seek Authority certification as an

ATO. It must be signed as follows:

<u>Type of Organization</u>	<u>Authorized Signature</u>
Individual,	Owner,
Partnership	At least one partner,
Company, corporation, association, etc officer	At least one authorized

The Accountable Manager – MOZ-CAR 141.02.5 Regulations must sign the PASI Form. If the PASI Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the PASI Form a letter authorizing the signatory to sign on his behalf.

### **5.0 SECTIONS 2 – For Authority use**

The prospective applicant must address this PASI form to the Office of the Director General of Civil Aviation. Upon receipt of the PASI the fields in this section are filled out. The form is then forwarded to the Director responsible for Safety oversight.

### **6.0 SECTIONS 3 – For Authority use**

Upon receipt of the PASI form the Office of the Director responsible for Safety oversight will fill out the fields in this section. The Director will complete the “Pre-application number”, “Assigned Project Manager” and the date the completed form was forwarded to the assigned PM. The “Assigned Certification Number” field will be filled out during the Certification Phase of the ATO.

**APPENDIX C  
PRE-APPLICATION STATEMENT OF INTENT (PASI) FORM: MZ 141-01**

**PRE-APPLICATION STATEMENT OF INTENT (PASI)**

Telephone number: **258 21465416** Fax Number: **258 21465415**  
 Physical address: Alameda do Aeroporto, Maputo  
 Postal address: Caixa Postal 227, Maputo E-mail: [iacm@tv cabo.co.za](mailto:iacm@tv cabo.co.za)

<b>Pre-application Statement of intent</b> (To be completed by an applicant for an ATO Certificate)				
<b>Section 1A. Name and Key Personnel</b>				
1. Name and mailing address of company (include business name if different from company name).			2. Address of the principal (main) base where operations will be conducted.	
3. Address of Satellite Location for the conduct of specific training.			4. Training Specifications requested at each Satellite Location:	
5. Proposed Start-up Date:		6. Requested company identifier in order of preference. (1) (2) (3)		
<b>7. Management and Key Personnel.</b>				
Name (Surname/First/Middle Initial)			Proposed position in the ATO	Telephone & address (if different from company include country code)
Surname	First Name	MI		
			Accountable Manager	
			Chief Instructor	
			Quality Manager	
<b>Section 1B. Proposed Courses of Instruction</b>				
8. Applicant intends to conduct: (Tick as required)				
<input type="checkbox"/>	Pilot Training with Level 1 Flight Training Specifications			
<input type="checkbox"/>	Pilot Training with Level 2 Flight Training Specifications			
<input type="checkbox"/>	Aircraft Maintenance Personnel Training			
<input type="checkbox"/>	Flight Operations Officer Training			
<input type="checkbox"/>	Air Traffic Services Training			
<input type="checkbox"/>	Cabin Crew Training			
<input type="checkbox"/>	Aviation Security Personnel Training			
<input type="checkbox"/>	Ground Services Personnel Training			
<input type="checkbox"/>	Material Handler Training			
<input type="checkbox"/>	Training* as an ATO (*Specify training)			
<b>Section 1C. Aircraft and Simulator Information</b> (to be completed by Prospective Pilot Training ATO and prospective Maintenance Training ATO).				
9. Aircraft Data (			Simulator Information	

[Authority Assigned ID] :  
 \_\_\_\_\_

Aircraft Type (M/M/S).	Number of Aircraft Type	Make, model and series of aircraft being simulated	Qualification Level Assigned

**SECTION 1D. Additional Information**

10. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).

11. Proposed Training (Aircraft and/or Simulator).

12. The statement and information contained on this form denotes an intention to apply for a Authority Certificate for the operation of an ATO.

Name and Title (Block Letters)	Signature	Date (dd/mm/yy).
--------------------------------	-----------	------------------

**SECTION 2. To Be Completed By Director Flight Safety Office.**

Received by (Name and Office):	Date received (dd/mm/yy)
--------------------------------	--------------------------

Assigned Project Manager:

Date forwarded to Manager Flight Operation (dd/mm/yy).	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only.
--	---

Remarks:

**SECTION 3. To be completed by the Office of the Manager Flight Operations**

Received by:	Date (dd/mm/yy).
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Pre-application Number:	Assigned Certification Number:
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Assigned FOI:	Date:
---------------	-------

Remarks:

**APPENDIX D**

**APPLICATION FOR AN APPROVED TRAINING ORGANISATION CERTIFICATE FORM: MZ 141-02**



File Number

Telephone number: **258 21465416** Fax Number:  
 Physical address: Alameda do Aeroporto, Maputo  
 Postal address: Caixa Postal 227, Maputo E-mail: [acm@tvcabo.co.mz](mailto:acm@tvcabo.co.mz)

18009- /  
**258 21465415**

**APPLICATION FOR ISSUE OR RENEWAL OF AN APPROVED TRAINING ORGANISATION CERTIFICATE**

**SECTION 1**

**1. NAME AND ADDRESS OF ATO**

(a) Name and mailing address of company (include business name if different from company name).	(b). Address of the principal (main) base where operations will be conducted.
(c) Name and address of Satellite 1	(d) Name and Address of Satellite 2

**3. MANAGEMENT PERSONNEL**

Name	Management Position

**4. TYPES OF TRAINING COURSES AND LOCATION**

Specific Training Course(s)	Training Location (Main Base or Satellite by Name)

**5. APPENDICES**

Details of proposed training curricula, training equipment, training facilities, qualifications of training and testing personnel, evaluation plans, record keeping system and quality control system are described in the following Appendices to this application as shown by the ticked box:

<b>Subject</b>	<b>Appendix</b>
<input type="checkbox"/> Proposed Training Curricula/Syllabuses and Courseware	A
<input type="checkbox"/> Training Equipment/Device	B
<input type="checkbox"/> Aircraft	C
<input type="checkbox"/> Training Facilities	D

Qualifications of Instructors, Examiners and Quality Control Personnel	E
Evaluation Plans	F
Recordkeeping System	G
Quality Control System	H

<b>6. ATTACHMENTS AND ADDITIONAL INFORMATION</b>	
<b>Accompanying Attachments</b>	<b>Attachment</b>
Training Procedures Manual	1
List of Training functions	2
Schedule of Events	3
Statement of Compliance	4
Documents of Purchase, Leases, Contracts or Letters of Intent	5
Resumes of Management Personnel	6
Vital information Data Forms	7
<b>Additional Information:</b>	

<b>7. STATEMENT BY ACCOUNTABLE MANAGER</b>			
<p>The details in this form, its Appendices and accompanying documents are in support of my (our) application for an Approved Training Organization Certificate. I (We) shall notify the Authority within 10 working days of any change made in the assignment of persons to the required management positions in the ATO.</p>			
Name	Position	Signature	Date
Name	Position	Signature	Date

<b>SECTION 2 - TO BE COMPLETED BY THE AUTHORITY OFFICE.</b>	
<b>Acceptance or Denial</b>	
Application Accepted	Application Denied - Reasons for Denial:
<p><i>Note: Acceptance of this application does not constitute approval or acceptance of individual Appendices or Attachments which will be evaluated during the certification phases.</i></p>	
<b>Recommendations</b>	

Licensing Inspector _____	Signature _____	-Date- _____
Operations Inspector _____	Signature _____	-Date- _____
Airworthiness Inspector _____	Signature _____	-Date- _____

## APPENDIX E DEFINITIONS

- “Accountable manager” means the manager who has corporate Authority for ensuring that all training can be financed and carried out to the standard required by the Authority;
- “Advanced flight training device” means a flight training device which has a cockpit that accurately replicates a specific make, model, and type aircraft cockpit, and handling characteristics that accurately model the aircraft handling characteristics;
- “Authorized instructor” means a person who holds a current flight instructor rating or a person who is authorized to provide ground training, flight simulator training or flight training in accordance with the provisions of the Regulations;
- “Approved Training Organization satellite” means a facility of an Approved Training Organization at a location other than primary location of such Approved Training Organization;
- “Core curriculum” means a set of courses approved by the Authority, for use by an approved Approved Training Organization and its satellite approved Approved Training Organizations consisting of training that is required for licensing or aircraft ratings but does not include training for tasks and circumstances unique to a particular user;
- “Course” means a programme of instruction to obtain an airman licence, rating, qualification or authorization;
- “Courseware” means instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programmes, audio-visual programmes, workbooks and handouts;
- “Curriculum” Curriculum is a specific course or courses of study or collectively; all the courses of study at an Approved Training Organization. It may be identified as either a core or specialty curriculum. Components of a curriculum are called curriculum segments;
- “Curriculum Segments” A curriculum segment is a subpart of a curriculum. It consists of a group of broadly-related training subjects and activities based on regulatory requirements. It is a portion of a curriculum that can be separately evaluated and approved. A segment is an integral part of a curriculum, but by itself it cannot qualify a person for a licence, rating or authorization. Some examples of segment are: systems integration training, flight simulator training periods, aircraft flight training periods, and aircraft ground training periods;
- “Examiner” means a person designated by the Authority to conduct an aeronautical knowledge or other tests for which he is qualified;
- “Flight simulator” means a device that—
- (a) is a full-size aircraft cockpit replica of a specific type, make model and series of aircraft;
  - (b) includes the hardware and software necessary to represent the aircraft in ground operations and flight operations;

## APPENDIX E – cont

“Flight training device” means an instrument that—

- (a) is a full-size replica of the instrument, equipment, panels, and controls of an aircraft, open or in an enclosed cockpit, including the hardware and software for the systems installed, that is necessary to stimulate the aircraft in ground and flight operations;
- (b) need not have a force cueing or visual system; and
- (c) has been approved or accepted by the Authority;

“Flight training equipment” means a flight simulator, a flight training device and an aircraft;

“Level 1 Flight Training Specifications” means the specific approvals of a flight training facility that conducts all or substantially all of each flight training course using aircraft;

“Level 2 Flight Training Specifications” means the specific approvals of a flight training facility that conducts all or substantially all of each flight training course using simulation media that are qualified and approved by the Director General;

“Line-operational simulation” means simulation conducted using operational-oriented flight scenarios that accurately replicate interaction among flight crew members and between flight crew members and dispatch facilities, other crew members, air traffic control, and ground operations;

“Line orientation flight training” means flight training in a simulator with a complete crew using representative flight segments that contain normal, abnormal, and emergency procedures that may be expected in line operations;

“Specialty curriculum” means a set of courses designed to comply with the Act or Regulations made thereunder which is approved by the Authority for use at an Approved Training Organisation with Level 2 Flight Training Specifications;

“Syllabus” A syllabus is a set of subjects arranged in lesson format for delivery in a learning order sequence. It is not a part of a curriculum, but it is required for implementing a curriculum. Each syllabus must include scheduled hours, media and methods of delivery, as well as courseware;

“Training programme” means a programme that consists of courses, courseware, facilities, flight training equipment, and qualified personnel necessary to accomplish a specific training objective and may include a core curriculum and a specialty curriculum;

“Training specifications” means a document issued to an approved Approved Training Organization by the Authority that specifies the checking, testing authorizations, limitations and training programme requirements for such Organization.

**APPENDIX F**  
**Approved Training Organisation Certification Checklist and Schedule of Events MZ 141-03**

Office Name of Company		Location Address				
Mailing Address (if different from location)		Pre-certification Number:				
Authority Reference		Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
<b>I. Pre-application Phase</b>						
Initial Orientation: Inspector:						
<ol style="list-style-type: none"> <li>1. Certification Advisory Circular provided to prospective ATO.</li> <li>2. Pre-Application Statement of Intent (PASI) – Forward to Director General CAA</li> </ol>						
Certification Team Designated						
	<b>Name</b>	<b>Speciality</b>				
<b>PM</b>						
Conduct <input type="checkbox"/> Pre-application Meeting <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Verify PASI Information</li> <li>2. <input type="checkbox"/> Overview of Certification Process</li> <li>3. <input type="checkbox"/> Provide Certification Package:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Certification Checklist</li> <li><input type="checkbox"/> Schedule of Events</li> <li><input type="checkbox"/> Application Form</li> <li>Other applicable publications and documents</li> </ul> </li> <li>4. Explain Formal Application Submissions</li> </ol>						

Remarks:

**APPENDIX F – Cont**  
**Approved Training Organisation Certification Checklist and Schedule of Events**

Authority Reference	II. Formal Application Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	<b>A. Review Applicant's Submission</b>					
	1. Formal Application Form					
	2. Formal Application Attachments					
	(a) Two completed Training Procedures Manuals					
	(b) List of Training Functions					
	(c) Initial compliance statement					
	(d) Completed schedule of events					
	(e) Records and qualifications of accountable manager, management positions, and training, testing and quality personnel					
	(f) Purchase, Lease, and/or contract agreement where applicable					
	(g) Vital Information Data Forms					
	<b>B. Evaluation of the Authority Resources Capability Based on Schedule of Events</b>					
Remarks:						
	<b>C. Formal Application Meeting</b> Schedule of Events Date: _____ Time _____					
	1. Discuss each Submission					
	2. Resolve Discrepancies/ open Items					
	3. Review Certification Process					
	4. Review impact if SOE timings not met					
	<b>D. Issue letter accepting/rejecting Formal Application</b>					
Remarks:						

**APPENDIX F – Cont**  
**Approved Training Organisation Certification Checklist and Schedule of Events**

Authority Reference	III. Document Evaluation Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	<b>A. ATO Personnel:</b>					
	1. Management Personnel					
	2. Examiners					
	3. Instructors					
	<b>B. Required Documents:</b>					
	1. Lease Agreements and Contracts					
	2. Training agreement with another ATO					
	3. Completed Application Form (ATO)					
	4. Schedule of Events					
	5. Completed Compliance Statement					
	6. Draft training specifications					
	<b>C. Evaluate Applicable Manual (s)</b>					
	1. Completed Training Procedures Manual					
	2. Completed Quality Control Policy and Procedures Manual					
	<b>D. Approved Programme for Maintenance and Inspection of Aircraft</b>					
	1. MEL					
	<b>2. Simulator Component Inoperative Guide (SCIG)</b>					
	E. Simulators and Flight Training Devices					
	<b>F. Training Programme</b>					
	1. Core Curriculum					
	2. Specialty Curriculum					
	3. Courseware					
	4. Deviations and Waivers					
	5. Training Records					
Remarks:						

**APPENDIX F – Cont**

**Approved Training Organisation Certification Checklist and Schedule of Events**

Authority Reference	IV. Demonstration and Inspection Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	<b>A. Facilities and Equipment:</b>					
	1. Training Facilities					
	2. Aircraft Used for Training					
	3. Equipment Used for Training					
	<b>B. Record keeping Systems</b>					
	<b>C. Flight Simulators and FTD</b>					
	<b>D. Quality Control System</b>					
	<b>E. Observation of conduct of Actual Training</b>					

Remarks:

A Reference	V. Certification Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	<b>A. Complete Form (ATO)</b>					
	<b>B. Prepare ATO Certificate</b>					
	<b>C. Prepare ATO Training specifications</b>					
	<b>D. Present signed ATO Certificate and Training specifications to ATO</b>					

Remarks:

**APPENDIX G**

**Sample Statement of Compliance**

<b>STATEMENT OF COMPLIANCE</b>				
<b>Regulation.</b>	<b>TITLE</b>	<b>APPLY</b>	<b>TPM REF.</b>	<b>REMARKS</b>
1	Citation	N	N/A	N/A
:2	Interpretation	Y	TPM Sect 1, Ch 1, Pg 2	
3	requirement for an ATO certificate	Y	TPM Sect 1, Ch 2, Pg 1	
3	Evaluation and checking			
17(1)(a)	Nomination of an Accountable Manager	Y	TPM Sect 1, Ch 2, Pg 1	
17(1)	Staffing Requirements	Y	TPM Sect 1 Ch 2, Pg 2	
22(2)	Maintain facilities, equipment and material	Y	TPM Sect 1 Ch 2, Pg 3	
22(3)	Changes to facilities equipment or material	Y	TPM Sect 1 Ch 2, Pg 3	
				It is acknowledged that the DGCA may prescribe the conditions under which the ATO may operate while it is changing location

**APPENDIX H  
Biographical Data**

<b>MANAGEMENT PERSONNEL BIOGRAPHICAL DATA</b> (To be completed by the Nominee)			
1. Company name:		2. Company address:	
3. Name of nominee:		4. Position:	
5. Address of Nominee:			
6. Status: <input type="checkbox"/> Permanent: <input type="checkbox"/> Contracted - Full Time: <input type="checkbox"/> Contracted - Part Time: <input type="checkbox"/>			
7. Qualifications relevant to item (4) position (Tick here if information is continued on reverse side of this form)		Date From	Date to
(1)			Present
(2)			
(3)			
(4)			
(5)			
8. Work experience relevant to item (4) position:		Date From	Date to
(1)			Present
(2)			
(3)			
(4)			
(5)			
(6)			
9. I,..... hereby confirm that (Print Name in full)			
(a) I have not			
(i) held a certificate or aviation document issued by a civil aviation Authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on my part; nor			
(ii) contributed materially to the revocation or suspension of an aviation document issued by a civil aviation Authority			
(b) The information provided on this form is true and correct to the best of my knowledge.			
Signature:.....			
<b>10. For CAA Official Use Only</b>			
Received by:			
Name: .....		Position: .....	
Signature:.....		Date:.....	
Attach copies of certificates/proof of experience to this form in support of information supplied.			

**APPENDIX I**

**Sample Training specifications**

**TRAINING SPECIFICATIONS**

Civil Aviation Authority

Effective Date\_\_\_\_\_

Approved Training Organisation  
Certificate No.\_\_\_\_\_



**APPENDIX I – Cont**

**SAMPLE TRAINING SPECIFICATION A003**

**Authority Control:**

**Civil Aviation Authority** \_\_\_\_\_ **Training Specifications** \_\_\_\_\_ **Authority Revision:** \_\_\_\_\_

**A003. Aircraft Authorization**

a. ABC is authorized to conduct training, testing, and/or checking, as authorized in its Training Procedures

Manual, in the following aircraft owned or leased by ABC:

<b>Registration #</b>	<b>Aircraft type</b>	<b>Owned or Leased</b>
5H-MJM	Cesna/172/310	owned

b. ABC is authorized to conduct training, testing, and/or checking, as authorized in its Training Procedures Manual, in the following aircraft that are registered to, and maintained by the holder of an air operator certificate:

<b>Aircraft type</b>	<b>Air Operator</b>
<b>Cessna/172/310</b>	<b>ABC</b>

