



Civil Aviation Authority - Sultanate of Oman
Flight Safety Department - Personnel Licensing Section
ATO Approval Process Form

• ATO applicant name			
• Type of Training	<input type="checkbox"/> LAPL, PPL, SPL, BPL with the associated ratings and certificates		
	<input type="checkbox"/> CPL, MPL, ATPL with the associated ratings and certificates		
• ATO Applicant Focal Point	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE-APPLICATION PHASE	Remarks					
a	ATO Applicant to Submit the ATO Certification Letter of Intent						
(1)	ATO Applicant making an initial inquiry by submitting the ATO certification letter of intent to DGCAR						
(2)	The DGCAR will forward the letter of intent to the director flight safety management						
b	Initial Meeting						
(1)	Flight safety management will call for ATO certification initial meeting						
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">• Date</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">• Time</td> <td style="width: 25%;"></td> </tr> </table>		• Date		• Time	
	• Date		• Time				
(3)	ATO certification team						
(a)	Personnel licensing section focal point name						
(b)	<input type="checkbox"/> Airworthiness section focal point name						
(4)	ATO applicant focal point						
(5)	Objective. Advise the ATO applicant to thoroughly review CAA ATO regulations, acceptance means of compliance and guidance material (ORA-FCL) and provide guidance for personnel, facilities, equipment and technical requirements. ATO applicant will be briefed on:						
(a)	The ATO certification process						
(b)	The ATO certification requirements; and						
(c)	The prospective operator's pre-assessment statement form						
(6)	Personnel licensing section focal point will provide the applicant with:						
(a)	ATO certification advisory guide summary						
(b)	Prospective operator's pre-assessment statement form						



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1	PHASE ONE - PRE-APPLICATION PHASE	Remarks
c	ATO Applicant Forward the Prospective Operator's Pre-assessment Statement	
(1)	Personnel licensing section focal point will call for a meeting and will assess the ATO applicant prospective operator's pre-assessment statement form and:	
(a)	If accepted; director flight safety will recommend in writing to DGCAR for acceptance of the ATO applicant prospective operator's pre-assessment statement and to nominate an ATO certification project manager and certification team members; or	
(b)	If rejected; director flight safety management will recommend in writing to DGCAR for rejection of the ATO applicant prospective operator's pre-assessment statement including reason(s)	
d	Pre-application Meeting	
(1)	The ATO certification project manager will call for pre-application meeting	
(2)	Meeting arrangements	• Date
(3)	ATO certification team	• Time
(a)	ATO certification project manager name	
(b)	Personnel licensing inspector name - Team member	
(c)	<input type="checkbox"/> Airworthiness inspector name - Team member	
(4)	ATO applicant certification team	
(a)	ATO applicant focal point name	
(b)	Nominated head of training (HT) name	
(c)	*Nominated chief flight instructor (CFI) name	
(d)	*Nominated chief theoretical knowledge instructors (CTKI) name	
(e)	<input type="checkbox"/> Nominated CAMO manager	
(f)	Nominated compliance monitoring manager name	
(g)	Nominated safety management system manager name	
*Applicable for CPL, MPL, ATPL with the associated ratings and certificates		
(5)	Objective. Determine that, the ATO applicant has sufficient knowledge of the CAA regulations and implementation procedures for the ATO certification (ORA-FCL). The ATO applicant will be briefed in details on the 5 phases of the ATO certification process, certification technical requirements and implementation procedures for each phase. The ATO certification team will provide the ATO applicant with their certification guide(s), application(s), form(s), compliance list(s) etc. on soft and/or hard as applicable	



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1	PHASE ONE - PRE-APPLICATION PHASE	Remarks
e	Document Preparations During Pre-Application Phase	
(1)	Personnel Licensing Documents	
(a)	ATO certificate issuance application form	
(b)	Management approval/acceptance application forms:	
	- Accountable manager acceptance application form	
	- Head of training (HT) approval application form	
	- *Chief flight instructor (CFI) approval application form	
	- *Chief theoretical knowledge instructors (CTKI) approval application form	
	- Safety management system manager approval application form	
	- Compliance monitoring manager acceptance application form	
(c)	Approved training organization (ATO) certification approval process form - this firm	
(d)	Operations manual	
(e)	Training program	
(f)	Safety management system manual (SMS)	
(g)	Compliance monitoring manual (CMM)	
(h)	Airplane flight manual (AFM)	
(i)	Flight crew operating manual (FCOM)	
(j)	Flight crew quick reference hand book (QRH)	
(k)	Aircraft and/or FSTDs owner ship and/or lease	
(l)	FSTD certification application	
(2)	<input type="checkbox"/> Airworthiness Documents - AWR Inspector.	
f	Pre-application Meeting Summary. After the completion of the pre-application meeting, the ATO certification project manager will prepare minutes of meeting to be signed by the ATO certification team members and the ATO applicant focal point that indicate The ATO applicant team statement that, the ATO applicant team had been briefed for the requirements for each phase of the ATO certification and had received and/or guided to CAA website for guide(s), application(s), form(s), compliance list(s) etc.	



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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks																				
a	Formal Application Meeting																					
(1)	The ATO certification project manager will call for the formal application meeting coordinated with the ATO applicant focal point. The formal application meeting date will be on the same day of the ATO applicant submitting the formal application																					
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%; text-align: center;">• Date</th> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">• Time</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		• Date		• Time																
	• Date		• Time																			
(3)	ATO certification team																					
(a)	ATO certification project manager name																					
(b)	Personnel licensing inspector name - Team member																					
(c)	<input type="checkbox"/> Airworthiness inspector name - Team member																					
(4)	ATO applicant certification team																					
(a)	ATO applicant focal point name																					
(b)	Nominated head of training name																					
(c)	*Nominated chief flight instructor name																					
(d)	*Nominated chief theoretical knowledge instructors (CTKI) name																					
(e)	<input type="checkbox"/> Nominated CAMO manager																					
(f)	Nominated compliance monitoring manager name																					
(g)	Nominated safety management system manager name																					
(5)	Objective. Ensure that, the ATO applicant has submitted the formal application, formal application attachments, review the approval process and establish a common understanding on the future procedure for the ATO certification process																					
b	Formal Application Attachments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Submitted Date</th> <th style="width: 10%; text-align: center;">Initial</th> <th style="width: 20%; text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td colspan="3">Cover Letter for the Formal Application</td> </tr> <tr> <td style="text-align: center;">(2)</td> <td colspan="3">ATO certificate issuance application form</td> </tr> <tr> <td style="text-align: center;">(3)</td> <td colspan="3">Personnel Licensing Documents</td> </tr> <tr> <td style="text-align: center;">(a)</td> <td colspan="3">Approved Training Organization (ATO) Certification Approval Process Form - This Form</td> </tr> </tbody> </table>		Submitted Date	Initial	Remarks	(1)	Cover Letter for the Formal Application			(2)	ATO certificate issuance application form			(3)	Personnel Licensing Documents			(a)	Approved Training Organization (ATO) Certification Approval Process Form - This Form		
	Submitted Date	Initial	Remarks																			
(1)	Cover Letter for the Formal Application																					
(2)	ATO certificate issuance application form																					
(3)	Personnel Licensing Documents																					
(a)	Approved Training Organization (ATO) Certification Approval Process Form - This Form																					



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(b)	Management approval/acceptance application forms: - Accountable manager acceptance application form - Head of training (HT) approval application form - *Chief flight instructor (CFI) approval application form - *Chief theoretical knowledge instructors (CTKI) approval application form - Safety management system manager approval application form - Compliance monitoring manager acceptance application form			
(c)	Operations manual			
(d)	Operations manual compliance list			
(e)	Training manual			
(f)	Training manual compliance list			
(g)	Training programs compliance lists			
(h)	Safety management system manual (SMS)			
(i)	Safety management system manual compliance list			
(j)	Compliance monitoring manual (CMM)			
(k)	Compliance monitoring manual compliance list			
(l)	Airplane flight manual (AFM)			
(m)	Flight crew operating manual (FCOM)			
(n)	Flight crew quick reference hand book (QRH)			
(o)	Aircraft and/or FSTDs owner ship and/or lease			
(p)	FSTD(s) certification application			
(4)	<input type="checkbox"/> Airworthiness Section Documents – AWR Inspector			
c	Formal Application Attachments Initial Assessment			
(1)	The ATO certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s).			
(2)	The ATO certification project manager will inform the ATO applicant verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected			
(3)	If the formal application was verbally accepted:			
(a)	The ATO certification team members will review the ATO certification process with the ATO applicant team in details; and			
(b)	The ATO certification team members will inform the ATO applicant in writing of any missing document(s)			
(4)	The ATO certification project manager will inform in writing the ATO certification team members and the ATO applicant focal point the start of phase three - document evaluation phase			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Personnel Licensing Section Documents			
(1)	Management approval/acceptance application forms			
(a)	Accountable manager acceptance application form - Satisfactory application.			
	Interview	• Date	• Time	
(b)	Head of training (HT) approval application form			
	Interview	• Date	• Time	
(c)	*Chief flight instructors (CFI) approval application form			
	Interview	• Date	• Time	
(d)	*Chief theoretical knowledge instructors (CTKI) approval application form			
	Interview	• Date	• Time	
(e)	Safety management system manager approval application form			
	Interview	• Date	• Time	
(f)	Compliance monitoring manager acceptance application form			
	Interview	• Date	• Time	
(2)	Approved training organization (ATO) certification approval process form - this form			
(3)	Operations manual			
(4)	Training manual			
(5)	Safety management system manual (SMS)			
(6)	Compliance monitoring manual (CMM)			
(7)	Airplane flight manual (AFM)			
(8)	Flight crew operating manual (FCOM)			
(9)	Flight crew quick reference hand book (QRH)			
(10)	Aircraft and/or FSTDs owner ship and/or lease			
(11)	FSTD(s) certification application			
b	<input type="checkbox"/> Airworthiness Section Documents – AWR Inspector			
c	Documents None Compliance.			
(1)	The ATO certification team members will provide the ATO applicant with the documents contents none compliance in writing and to set a meeting(s) for the none compliance debriefs if needed.			
d	Completion of Phase Three - Document Evaluation Phase.			
(1)	The ATO certification team members will inform the ATO certification project manager in writing the satisfactory completion of phase three - document evaluation phase			
(2)	The ATO certification project manager will inform the ATO applicant focal point in writing the start of phase four - demonstration & inspection phase			



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4	PHASE FOUR - DEMONSTRATION & INSPECTION PHASE	Accomplished Date	Initial	Remarks
a	Demonstration and Inspection Schedule			
(1)	The ATO certification project manager will provide the ATO applicant with the demonstration and inspections required for the ATO certificate issuance, in order, the ATO applicant to provide the demonstration and inspection schedule			
(2)	The ATO certification team members will review and agree on the demonstration and inspection schedule proposed by the ATO applicant			
b	Personnel Licensing Inspection			
(1)	Organization and infrastructure inspection			
(2)	Theoretical knowledge training inspection			
(3)	Flight training inspection			
(4)	Safety management system inspection			
(5)	Compliance monitoring inspection			
c	<input type="checkbox"/> Airworthiness Inspection – AWR Inspector			
d	Demonstration and Inspection None Compliance.			
(1)	The ATO certification team members shall provide the ATO applicant with the demonstration and inspection none compliance report(s)			
e	Completion of Phase Four - Demonstration and Inspection Phase.			
(1)	The ATO certification team members will inform the ATO project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
(1)	The ATO project manager will inform the ATO applicant in writing the satisfactory completion of phase four - demonstration and inspection phase			
ATO Applicant Accountable Manager Name		Signature		Date



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5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Certification Meeting		
(1)	The ATO certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	ATO certification team		
(a)	ATO certification project manager name		
(b)	Personnel licensing inspector name - Team member		
(c)	<input type="checkbox"/> Airworthiness inspector name - Team member		
(4)	Objective. The ATO certification team members will review the ATO certification file to ensure that, the ATO certification requirements are completed for the issuance of the ATO certificate.		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Personnel Licensing		
(a)	Copy of the prospective operator's pre-assessment statement		
(b)	Copy of the formal application form		
(c)	Copy of the approved training organization (ATO) certification approval process form		
(d)	Copy of the accountable manager acceptance letter		
(e)	Copy of the head of training (HT) approval letter		
(f)	*Copy of the chief flight instructor (CFI) approval letter		
(g)	*Copy of the chief theoretical knowledge instructors (CTKI) approval letter		
(h)	Copy of the safety management system manager approval letter		
(i)	Copy of the compliance monitoring manager acceptance letter		
(j)	Copy of the operation's manual approval letter		
(k)	Copy of the training manual approval letter		
(l)	Copy of the training program(s) approval letter		
(m)	Copy of the safety management system manual (SMS) approval letter		
(n)	Copy of the compliance monitoring manual (CMM) approval letter		
(o)	Copy of the flight crew quick reference hand book (QRH) acceptance letter(s)		
(p)	Copy of the Aircraft and/or FSTDs owner ship and/or lease		
(q)	Copy of the flight synthetic training devise (FSTD) approval		
(r)	Copy of the ATO certification fee slip		



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5	PHASE FIVE - CERTIFICATION PHASE
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b	Certification Report Contents	Documents Status	
		YES	NO

(2)	Airworthiness
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(a)	CAMO manager approval letter		
(b)	CAME approval letter		
(c)	AMO manager approval letter		
(d)	MOE approval letter		
(e)	CAMO approval certificate		
(f)	AMO approval certificate		

c	DGCAR Issuance of the Approved Training Organization (ATO) Certificate
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(1)	Copy of the Approved Training Organization (ATO) certificate		
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(2)	Copy of the Approved Training Organization (ATO) certification associated approval		
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ATO Certification Project Manager Name	Signature	Date