

ATO Approval Summary

1.0 Pre-Application Phase.

- 1.1 A prospective applicant who intends to apply for an ATO certificate should enter into preliminary discussions with CAA and should be provided with complete information concerning the type of training which may be authorized, the data to be provided by the applicant and the procedures which will be followed in the processing of the application.
- 1.2 It is essential that the applicant has, in this pre-application phase, a clear understanding of the forms, content and documents required for the formal application.

2.0 Formal Application Phase.

- 2.1 The formal application for an ATO, accompanied by the required documentation, should be submitted in the manner prescribed by CAA procedures.
- 2.2 The submission of a formal application mean that the applicant is aware of the regulations and rules applicable to the proposed training, is prepared to show the method of compliance and is prepared for an in-depth evaluation, demonstration and inspection related to the required manuals, training programs, operational and maintenance facilities, aircraft, FSTDs, support equipment, record keeping, key management personnel, including the functioning of the management system.

3.0 Document Evaluation Phase. The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant to establish that every aspect required by the regulations is included and adequately covered.

4.0 Demonstration and Inspection Phase. The demonstrations inspections will involve management system, personnel requirements, facilities, record-keeping, training program - theoretical and flight training, training manual and operations manual, training aircraft and FSTDs, aerodromes and operating sites.

5.0 Certification Phase.

- 5.1 The certification phase is the conclusion of the certification process, when CAA certification team has determined that all certification requirements have been completed in a satisfactory manner and the applicant complies with the applicable regulations. The conclusion of this phase is the issuance of the ATO certificate and the associated approvals.
- 5.1 Subsequent to the issuance of an ATO certificate, CAA will be responsible for continued surveillance, conducting periodic audits and inspections to ensure the organization continued compliance with CAA regulations and the provisions of the ATO certificate and the associated approvals. These periodic audits and inspections are components of the CAA safety oversight program.