



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

<b>• ATO applicant name</b>			
<b>• Type of Training</b>	<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		
<b>• ATO Applicant Focal Point</b>	<b>Name</b>	<b>Telephone No.</b>	<b>E-Mail</b>

<b>1</b>	<b>PHASE ONE - PRE-APPLICATION PHASE</b>	<b>Remarks</b>						
<b>a</b>	<b>ATO Applicant to Submit the ATO Certification Letter of Intent</b>							
(1)	ATO Applicant making an initial inquiry by submitting the ATO certification letter of intent to the Director Flight Safety Department (FSD)							
(2)	The Director FSD will forward the letter of intent to the Chief Licensing							
<b>b</b>	<b>Initial Meeting</b>							
(1)	FSD will call for ATO certification initial meeting							
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;"><b>• Date</b></td> <td style="width: 30%; text-align: center;"><b>• Time</b></td> <td style="width: 40%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	<b>• Date</b>	<b>• Time</b>				
<b>• Date</b>	<b>• Time</b>							
(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 approval process							
(b)	The ATO approval requirements; and							
(c)	The prospective operator's pre-assessment statement form							
(6)	Personnel licensing section focal point will provide the applicant with:							
(a)	ATO approval advisory guide summary							
(b)	Prospective operator's pre-assessment statement form							

1	PHASE ONE - PRE-APPLICATION PHASE	Remarks
c	<b>ATO Applicant Forward the Prospective Operator's Pre-assessment Statement</b>	
(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; the Chief Licensing will recommend in writing to the Director FSD 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; the Chief Licensing will recommend in writing to the Director FSD for rejection of the ATO applicant prospective operator's pre-assessment statement including reason(s)	
d	<b>Pre-application Meeting</b>	
(1)	The ATO certification project manager will call for pre-application meeting	
(2)	Meeting arrangements	<div>• Date</div> <div>• Time</div>
(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)	Head of training (HT) name	
(c)	*Chief flight instructor (CFI) name	
(d)	*Chief theoretical knowledge instructors (CTKI) name	
(e)	<input type="checkbox"/> CAMO manager	
(f)	Compliance monitoring manager name	
(g)	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	

1	PHASE ONE - PRE-APPLICATION PHASE	Remarks
e	Document Preparations During Pre-Application Phase	
(1)	Personnel Licensing Documents	
(a)	ATO approval issuance application form	
(b)	Approved training organization (ATO) approval process form - This form	
(c)	Organization management manual (OMM)	
(d)	Operations manual	
(e)	Training manual	
(f)	Training program(s)	
(g)	Safety management system manual (SMS)	
(h)	Compliance monitoring manual (CMM)	
(i)	Airplane flight manual (AFM)	
(j)	Flight crew operating manual (FCOM)	
(k)	Flight crew quick reference hand book (QRH)	
(l)	Training record file for each proposed training program	
(m)	Aircraft and/or FSTDs owner ship and/or lease agreement(s)	
(n)	Flight synthetic training device(s) approval/acceptance application(s)	
(2)	<input type="checkbox"/> Airworthiness Documents - AWR Inspector.	
f	<b>Pre-application Meeting Summary.</b> 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.	

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	• 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)	Head of training name			
(c)	Chief flight instructor name			
(d)	Chief theoretical knowledge instructors (CTKI) name			
(e)	<input type="checkbox"/> CAMO manager			
(f)	Compliance monitoring manager name			
(g)	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	Submitted Date	Initial	Remarks
(1)	Cover Letter for the Formal Application			
(2)	ATO certificate issuance application form			
(3)	Copy of the provisional economic operating license (PEOL)			

2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(4)	Personnel Licensing Documents			
(a)	Approved training organization (ATO) approval process form - This form			
(b)	Organization management manual (OMM)			
(c)	Organization management manual compliance list			
(d)	Operations manual (OM)			
(e)	Operations manual compliance list			
(f)	Training manual (TM)			
(g)	Training manual compliance list(s)			
(h)	Training program(s)			
(i)	Training program(s) compliance list(s)			
(j)	Safety management system manual (SMS)			
(k)	Safety management system manual compliance list			
(l)	Compliance monitoring manual (CMM)			
(m)	Compliance monitoring manual compliance list			
(n)	Airplane flight manual (AFM)			
(o)	Flight crew operating manual (FCOM)			
(p)	Flight crew quick reference hand book (QRH)			
(q)	Training record file for each proposed training program			
(r)	Aircraft and/or FSTDs owner ship and/or lease agreement(s)			
(s)	Flight synthetic training device(s) approval/acceptance application(s)			
(t)	Flight instructor/flight simulation training instructors' list and qualifications			
(u)	Theoretical knowledge instructors list and prove of competency			
(5)	<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			

3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
a	Personnel Licensing Section Documents			
(1)	Provisional economic operating license			
(2)	Approved training organization (ATO) approval process form - This form			
(3)	Organization management manual (OMM)			
(4)	Operations manual (OM)			
(5)	Training manual (TR)			
(6)	Training program(s)			
(7)	Safety management system manual (SMS)			
(8)	Compliance monitoring manual (CMM)			
(9)	Airplane flight manual (AFM)			
(10)	Flight crew operating manual (FCOM)			
(11)	Flight crew quick reference hand book (QRH)			
(12)	Training record file for each proposed training program			
(13)	Aircraft and/or FSTDs owner ship and/or lease agreement(s)			
(14)	Flight synthetic training device(s) approval application(s)			
(15)	Flight instructor/flight simulation training instructors' list and qualifications			
(16)	Theoretical knowledge instructors list and prove of competency			
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			

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

<b>5</b>	<b>PHASE FIVE - CERTIFICATION PHASE</b>				<b>Remarks</b>
<b>a</b>	<b>Final Certification Meeting</b>				
(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>b</b>	<b>Certification Report Contents</b>				<b>Documents Status</b> <b>YES</b> <b>NO</b>
<b>(1)</b>	<b>Personnel Licensing</b>				
(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) approval process form				
(d)	Copy of the provisional economic operating license				
(e)	Copy of the economic operating license				
(f)	Copy of the accountable manager acceptance letter				
(g)	Copy of the head of training (HT) approval letter				
(h)	*Copy of the chief flight instructor (CFI) approval letter				
(i)	*Copy of the chief theoretical knowledge instructors (CTKI) approval letter				
(j)	Copy of the safety management system manager approval letter				
(k)	Copy of the compliance monitoring manager acceptance letter				
(l)	Copy of the organization management manual approval letter				
(m)	Copy of the operation's manual approval letter				
(n)	Copy of the training manual approval letter				
(o)	Copy of the training program(s) approval letter				
(p)	Copy of the safety management system manual (SMS) approval letter				
(q)	Copy of the compliance monitoring manual (CMM) approval letter				
(r)	Copy of the flight crew quick reference hand book (QRH) acceptance letter(s)				
(s)	Copy of the aircraft and/or FSTDs owner ship and/or lease agreement(s)				
(t)	Copy of the flight synthetic training devise(s) (FSTD) approval/acceptance letter				
(u)	Copy of the ATO certification fee slip				





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**Flight Safety Department - Personnel Licensing Section**  
**ATO Approval Process Form**

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

<b>(2)</b>	<input type="checkbox"/> <b>Airworthiness.</b>
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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		

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