



**Civil Aviation Authority - Sultanate of Oman**  
**Flight Safety Department - Personnel Licensing Section**  
**Head of Training (HT) Approval Application Form**

**A. FOR ATO USE.**

**1. ATO Applicant Details.**

• ATO name			
• Address			
• Accountable manager contacts details	Name	Phone No.	E-Mail

**2. Nominated Head of Training Details.**

• Applicant name				
• License type & number				
• License expiry date				
• Aircraft category	<input type="checkbox"/> Airplane	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Power Lift	<input type="checkbox"/> Airship
• Class/type rating	<input type="checkbox"/> Class rating		<input type="checkbox"/> Type rating	
• Aircraft type				
• Instructor rating type	<input type="checkbox"/> FI	<input type="checkbox"/> TRI	<input type="checkbox"/> CRI	<input type="checkbox"/> IRI
	<input type="checkbox"/> SFI	<input type="checkbox"/> MCCI	<input type="checkbox"/> STI	
• Aircraft type				
• Class/type rating expiry date				
• Instructor rating expiry date				

**3. Head of Training Approval Requirements.**

No.	CAR ORA Requirements	YES	NO	NA
a	A Head of Training (HT) shall be nominated and shall have extensive experience as an instructor in the areas relevant for the training provided by the ATO, and possess sound managerial capability.			
b	The nominated HT should hold or have held in the three (3) years prior to first appointment as HT, a professional pilot license and associated ratings or certificates issued in accordance with CAR FCL, related to the flight training courses provided.			
c	The nominated HT shall have extensive experience in training as an instructor for professional pilot licenses and associated ratings or certificates.			
d	Complete Head of Training approval interview with CAA inspector to:			
(1)	Assess the applicant for the comprehensive knowledge of:			
(a)	CAR ORA and CAR FCL associated ratings			
(b)	Thorough knowledge of the ATO training program.			
(c)	Thorough knowledge of the ATO operations manual.			
(2)	Assess the applicant for the familiarity with:			
(a)	Quality system.			
(b)	Safety management system.			

**4. Accountable Manager Declaration.**

• I hereby certify that; the applicant meets CAR ORA requirements for the ATO Head of Training		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

**B. FOR CAA USE**

**5. Head of Training Approval Documents Assessment.**

No.	Assessment Events	YES	NO
a	Head of Training Approval Requirements. Assess the applicable CAR FCL head of training approval requirements para 3 a-c with the attached supporting documents para 7 c.		
• Assessment results		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks.			
<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>	



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**6. Head of Training Approval - Technical Assessment.**

No.	Assessment Events	YES	NO
<b>a</b> Assess the applicant for the comprehensive knowledge of:			
(1)	CAR ORA and CAR FCL associated ratings and certificates.		
(2)	Thorough knowledge of the ATO training program.		
(3)	Thorough knowledge of the ATO operations manual.		
<b>b</b> Assess the applicant for the familiarity with:			
(1)	Quality system.		
(2)	Safety management system.		
<b>• Interview Date</b>			
<b>• Assessment Result</b>		<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
<b>• Remarks</b>			
<b>Inspector Name</b>		<b>Signature</b>	<b>Date</b>

**7. Supporting Documents.**

- a. Cover letter for the Head of Training approval application.
- b. Head of Training approval application form - this application form.
- c. Head of Training Approval Requirements. Supporting documents for head of training approval requirement as detailed in para 3 a-c as applicable.