



<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>

No.	ATO Assessment Checklist (ICAO Annex 1 Appendix 2)	OM Reference	YES	NO
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<b>1.0</b>	<b>Issue of Approval</b>			
1.1	The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix 2 of annex 1			
1.2	The approval document shall contain at least the following:			
a.	Organization's name and location			
b.	Date of issue and period of validity (where appropriate);			
c.	Terms of approval.			

<b>2.0</b>	<b>Training and Procedures Manual.</b>			
2.1	The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:			
a.	General description of the scope of training authorized under the organization's terms of approval			
b.	the content of the training programs offered including the courseware and equipment to be used;			
c.	Description of the organization's quality assurance system in accordance with 4			
d.	Description of the organization's facilities			
e.	The name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in 6.1			
f.	Description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in 6.2;			
g.	Description of the procedures used to establish and maintain the competence of instructional personnel as required by 6.3;			
h.	Description of the method used for the completion and retention of the training records required by 7			
i.	Description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and			
j.	When a State has authorized an approved training organization to conduct the testing required for the issuance of a license or rating in accordance with 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the Licensing Authority			
2.2	The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date			
2.3	Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued			

<b>3.0</b>	<b>Training Programs (CAR FCL).</b>			
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<b>3.1</b>	<b>Type Rating (H) MPH/SPH Training Program</b>			
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<b>a</b>	<b>Training Program Contents</b>			
(1)	Training Course. An applicant for type rating shall complete a training course at an ATO.			
(2)	Theoretical knowledge. The type rating training course shall include the mandatory training elements for the relevant type as defined by manufacturer or in accordance with the OSD, where applicable			
(3)	Flight Training.			
	- The type rating training course shall include the mandatory training elements for the relevant type as defined by manufacturer or in accordance with the OSD, where applicable			
	- MPH. The MCC/IR training course shall comprise at least: <ul style="list-style-type: none"> <li>• 25 hours of theoretical knowledge instruction and exercises; and</li> <li>• 20 hours of practical MCC training or 15 hours, in the case of student pilots attending an ATP(H)/IR integrated course. When the MCC training is combined with the initial type rating training for a multi-pilot helicopter, the practical MCC training may be reduced to not less than 10 hours if the same FSTD is used for both MCC and type rating;</li> </ul>			
	- MPH. The MCC/VFR training course shall comprise at least: <ul style="list-style-type: none"> <li>• 25 hours of theoretical knowledge instruction and exercises; and</li> <li>• 15 hours of practical MCC training or 10 hours, in the case of student pilots attending an ATP(H)/IR integrated course. When the MCC training is combined with the initial type rating training for a multi-pilot helicopter, the practical MCC training may be reduced to not less than 7 hours if the same FSTD is used for both MCC and type rating.</li> </ul>			
(4)	Theoretical Knowledge Examination. The applicant for type rating shall pass a theoretical knowledge examination organized by the ATO to demonstrate the level of theoretical knowledge required for the safe operation of the applicable aircraft type.			
(5)	Skill Test. An applicant for type rating shall pass a skill test in accordance with Appendix 9 to CAR FCL to demonstrate the skill required for the safe operation of the applicable type of aircraft			

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<b>b</b>	<b>Training Program Entry Requirements</b>			
(1)	Multi-pilot helicopters Experience and Prerequisites Requirements. An applicant for the first type rating course for a multi-pilot helicopter type shall: - Have at least 70 hours as PIC on helicopters. - Except when the type rating course is combined with an MCC course • Hold a certificate of satisfactory completion of an MCC course in helicopters; or • Have at least 500 hours as a pilot on multi-pilot airplanes; or • Have at least 500 hours as a pilot in multi-pilot operations on multi-engine helicopters; - Have passed the ATPL(H) theoretical knowledge examinations. An applicant for the first type rating course for a multi-pilot helicopter type who is a graduate from an ATP(H)/IR, ATP(H), CPL(H)/IR or CPL(H) integrated course and who does not comply with the requirement of the 70 hours as PIC on helicopters, shall have the type rating issued with the privileges limited to exercising functions as co-pilot only. The limitation shall be removed once the pilot has: - Completed 70 hours as PIC or pilot-in-command under supervision of helicopters. - Passed the multi-pilot skill test on the applicable helicopter type as PIC.			
(2)	Single-pilot multi-engine helicopters experience and prerequisites requirements. An applicant for the issue of a first type rating for a single-pilot multi-engine helicopter shall: - Have passed the ATPL(H) theoretical knowledge examinations; or - Hold a certificate of completion of a pre-entry course conducted by an ATO. The course shall cover the following subjects of the ATPL(H) theoretical knowledge course: • Aircraft General Knowledge: airframe/systems/powerplant, and instrument/electronics, • Flight Performance and Planning: mass and balance, performance; In the case of applicants who have not completed an ATP(H)/IR, ATP(H), or CPL(H)/IR integrated training course, have completed at least 70 hours as PIC on helicopters			

### 3.2 Type Rating Instructor (TRI) (H)MPH/SPH Training Program

<b>a</b>	<b>Training Program Contents</b>			
(1)	An applicant for an instructor certificate shall have completed a course of theoretical knowledge and flight instruction at an ATO. The TRI training course shall be conducted in the aircraft only if no FSTD is available and accessible and shall include: - 25 hours of teaching and learning. - 10 hours of technical training, including revision of technical knowledge, the preparation of lesson plans and the development of classroom/ simulator instructional skills. - 5 hours of flight instruction on the appropriate aircraft or an FSTD representing that aircraft for single-pilot aircraft and 10 hours for multi-pilot aircraft or an FSTD representing that aircraft. - The applicant should receive sufficient training in a helicopter in-flight under the supervision of a TRI(H) to a level where the applicant is able to conduct the critical items of the type rating course to a safe standard. Of the minimum course requirements of 5 hours flight training for a SP helicopter or 10 hours for a MP helicopter, up to 3 hours of this may be conducted in an FSTD.			
(2)	Applicant for an instructor certificate shall pass an assessment of competence in the appropriate aircraft category, in the relevant class or type or in the appropriate FSTD, to demonstrate to an examiner qualified in accordance with Subpart K of CAR FCL the ability to instruct a student pilot to the level required for the issue of the relevant license, rating or certificate. This assessment shall include: - The demonstration of the competencies during pre-flight, post flight and theoretical knowledge instruction; - Oral theoretical examinations on the ground, pre-flight and post-flight briefings and in-flight demonstrations in the appropriate aircraft class, type or FSTD; - Exercises adequate to evaluate the instructor's competencies			
(3)	Applicants holding or having held an instructor certificate shall be fully credited towards the requirement of the 25 hours of teaching and learning			

<b>b</b>	<b>Training Program Entry Requirements</b>			
(1)	Applicants for the issue of an instructor certificate shall be at least 18 years of age			
(2)	Applicants for the issue of or holders of an instructor certificate with privileges to conduct flight instruction in an aircraft shall: - For license training, hold at least the license for which flight instruction is to be given. - For a rating training, hold the relevant rating for which flight instruction is to be given. - Have completed at least 15 hours of flight time as pilots of the class or type of aircraft on which flight instruction is to be given, of which a maximum of 7 hours may be in an FSTD representing the class or type of aircraft, if applicable; or - Passed an assessment of competence for the relevant category of instructor on that class or type of aircraft; - Be entitled to act as PIC in the aircraft during such flight instruction.			

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(2)	Hold a CPL or ATPL pilot license on helicopters			
(3)	For a TRI(H) certificate for single-pilot single-engine helicopters, have completed 250 hours as a pilot on helicopters			
(4)	For a TRI(H) certificate for single-pilot multi-engine helicopters, have completed 500 hours as pilot of helicopters, including 100 hours as PIC on single-pilot multi-engine helicopters			
(5)	For a TRI(H) certificate for multi-pilot helicopters, have completed 1 000 hours of flight time as a pilot on helicopters, including 350 hours as a pilot on multi-pilot helicopters; or for applicants already holding a TRI(H) certificate for single-pilot multi-engine helicopters, 100 hours as pilot of that type in multi-pilot operations.			
<b>4.0 Quality Assurance System</b>				
4.1	The training organization shall establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements			
<b>5.0 Facilities</b>				
5.1	The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the Licensing Authority.			
5.2	The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved			
5.3	Synthetic training devices shall be qualified according to requirements established by the State and their use shall be approved by the Licensing Authority to ensure that they are appropriate to the task			
<b>6.0 Personnel</b>				
6.1	The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization			
6.2	The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted			
6.3	The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Licensing Authority			
6.4	The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training program established by the training organization shall include training in knowledge and skills related to human performance			
<b>7.0 Records</b>				
7.1	The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by the Licensing Authority. The records shall be kept for a minimum period of two years after completion of the training			
7.2	The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate. The records shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization			