	REPUBLIC OF SOUTH AFRICA CIVIL AVIATION AUTHORITY	SACAA Private Bag X 73 Halfway House 1685
Tel: 0860 267 435 E-Mail: niemandj@caa.co.za	GENERAL NOTICE # PEL- 2024/ATO 001 LICENSING Revision 1	DATED 21 May 2024

TRAINING PROCEDURES MANUAL COMPLIANCE

1. APPLICABILITY

This general notice serves to inform industry of the minimum compliance standard for a Training Procedures Manual (TPM).

2. BACKGROUND

As per SACARS 141.01.3(1) an approved ATO may exercise its approved training OpSpec in accordance with its approved TPM, with suitably qualified instructors, on approved aircraft, flight simulator or other training devices, provided that such OpSpec has not exceeded its annual expiry date.

The following deficiencies have been cited during surveillance on ATOs during 2023/2024:

- SACAR 141.01.19(1) indicates that an ATO shall provide a training and procedures manual. Some satellite facilities are operating under the scope of the TPM approved for the principal ATO and have not submitted an independent manual which defines the training programme for the satellite facility.
- The Instrument rating defined within SACATS 61 has still not been transposed into TPMs. Some instrument rating syllabi do not reference the 6 phases of training and mandatory phase 5 LOFT and LOE that must be conducted on an approved FSTD. Instrument ratings cannot be completed on an aircraft only.
- TPMs submitted to comply with the 21st amendment have only adhered to the format changes prescribed within SACATS 141.04.1. ATOs are required to complete a gap analysis and ensure that all regulatory requirements have a supporting procedure implemented. ATOs have not adhered to the revised TPM submission dates reflected in general notice PEL-2021/ATO 003.
- TPMs have included manuals relating to Safety Management System and Quality Assurance as appendices. As per SACATS 141.04.1 appendices are limited to sample progress test forms, sample logs, test reports and records; and a copy of the approved training organisation's approval document.
- TPMs should not reference old ATO numbers. The approval number should only reference the newly issued EMPIC number as per the approved operations specification.
- The syllabi defined within a TPM should not replicate the SACATS. The syllabi should be customised for the ATO and have a detailed lesson plan as per the guidelines included with the SACATS.

Service standard:

The following service standard is applicable to TPM submissions submitted to PEL:

New TPM/SMS/QAS manual submission (Dependent on ATO complexity)	30-days
Amendment of TPM/SMS/QAS manual	15-days

An hourly inspector rate will be applied for all amendments submitted as defined by Part 187. A new manual submission excludes the hourly inspector rate but does require an initial issuance fee as defined within Part 187.


3. PURPOSE OF THIS GENERAL NOTICE

The purpose of this General Notice is to advise industry on the trends identified during surveillance activities. Industry is required to rectify the deficiencies if the above shortcomings are applicable to the ATO.

Compliance to PEL-2021/ATO 003 must be achieved no later than 1 August 2024 by all ATOs that have failed to submit a compliant TPM. Failure to align a TPM with the 21st amendment will result in the temporary suspension of training until compliance is achieved.

4. EFFECTIVE DATE

This General Notice shall come into operation on the date of publication.

Issued by the South African Civil Aviation Authority (SACAA)		
	J NIEMAND	21 MAY 2024
SENIOR MANAGER: PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE