



TECHNICAL GUIDANCE MATERIAL

for

5 Phase Certification Process for Aviation Training Organisations

SUBJECT: 5 PHASE CERTIFICATION PROCESS FOR AVIATION TRAINING ORGANISATIONS

EFFECTIVE DATE: 1 AUGUST 2024

1. APPLICABILITY

The technical guidance provided is specific to the certification of Aviation Training Organisations approved under Part 141.

2. PURPOSE

The purpose of this document is to provide clarity on the procedural processes applied during the 5-phase certification process of an aviation training organization.

3. REFERENCE:

- i. Civil Aviation Regulations 2011
- ii. ICAO Annex 1
- iii. ICAO Document 9841

4. LIST OF DEFINITIONS AND ABBREVIATIONS USED IN THIS DOCUMENT

4.1 Definitions

TERMINOLOGY	DESCRIPTION
EMPIC	Computer system used by SACAA to conduct audits.
ICAO	International Civil Aviation Organisation
Inspector	All Inspectors authorized by the Director of Civil Aviation in terms of the Civil Aviation Act; 13 of 2009

4.2 Abbreviations

ABBREVIATION	MEANING
ATO	Aviation Training Organization
CAP	Corrective Action Plan
ERP	Emergency Response Plan
HSE	Health And Safety Equipment
QAM	Quality Assurance Management
SMS	Safety Management System
TPM	Training Procedures Manual

5. GENERAL

An ATO application takes between 6-9 months to process. If the application is deemed unsatisfactory between phase 1-4 the applicant will be notified in writing and afforded a reasonable timeframe to reach compliance.

6. PRE-APPLICATION PHASE

6.1 During this phase a Prospective aviation training organization submits a Pre-Assessment Statement of Intent (POPS). A meeting will be scheduled with the prospective ATO applicant and the selected SACAA team leader. This meeting may be held in person or via TEAMS.

6.2 During the pre-application meeting the prospective ATO is briefed on the 5-phase process, supporting regulations and the communication protocol.

6.3 As a prerequisite to the approval process, (Initial Approval), an ATO shall demonstrate that it is staffed, equipped, financially resourced and shall be operated in a manner conducive to achieving the required standards SA-CARS 141.01.2 (1), SA-CARS 141.01.6(3)(a) and SA-CATS 141. 23.1.3

6.4 The ATO is then requested to provide further information pertaining to the following:

6.4.1 Scope of training to be provided (Part 61, 62, 63, 64, 65, 67, 71, 92, 139)

6.4.2 Location of training facility

6.4.3 Landowner permission for facility and aerodrome.

6.4.4 Aircraft/equipment to be utilized for training

6.4.5 E-learning platform (if applicable)

6.4.6 Instructor/student ratio

6.4.7 Third party user agreements

6.5 Based on the information above the team leader will advise the ATO of supporting requirements. Once the meeting is concluded the client will be sent supporting application forms to commence the second phase of the certification process should the client wish to progress with the process.

6.6 The prospective client will be expected to review the guidance material and complete the required forms before the next meeting.

7. APPLICATION PHASE.

7.1 During this phase, the client shall submit CA 141-03 Prospective ATO Schedule of Events, application form CA 141-04 and POP. Proof of Payment must be forwarded to PEL.training.co.za to enable an invoice to be generated by our Finance department.

7.2 Clients must follow the communication protocol as shown on our website.

7.3 No services are to be delivered without payment of the application fee as defined under Part 187. Payment should include a fee for initial application, each manual and addition of aircraft if applicable. A schedule of events is completed with proposed dates to indicate anticipated completion of certification. The team leader will then issue an ATO number to the client to document the application. The issuance of a number does not infer approval and no training shall be conducted under the ATO number issued.

7.4 The client will be notified via email of the documentation required for phase 3 of the application.

8. DOCUMENT AND EVALUATION PHASE

- 8.1** The prospective ATO is required to provide the following documentation:
- 8.1.1 CV, ID and supporting evidence of qualification for post holders defined by SACATS 141.02.4.
 - 8.1.2 A Training Procedures Manual.
 - 8.1.3 Based on the size and complexity of the organization the quality assurance manual may be included within the TPM.
 - 8.1.4 If an organization is conducting training on aircraft, a safety management system manual as per Part 140 must be submitted. Based on the complexity of the organization, this manual may form part of the TPM.
 - 8.1.5 An emergency response plan must form part of the document submission.
 - 8.1.6 Aircraft documentation for operational inclusion.
 - 8.1.7 Lease agreement for facility and aerodrome approval.
 - 8.1.8 Financial business plan form CA 141-29.
- 8.2** The prospective ATO will be notified via email of shortcomings identified during the documentary review. A documentary review may take up to 30 days as per the service standard.
- 8.3** The organization will only progress to the next phase once all documentation is deemed acceptable and will be notified via email of the application progression to the next phase.




9. DEMONSTRATION AND INSPECTION PHASE.

- 9.1** The prospective ATO will be notified via a formal inspection scope of the criteria that will be reviewed during the demonstration phase. An inspection date will be agreed upon by the team leader and the proposed post holders.
- 9.2** A physical inspection is conducted at the facility. The inspection is conducted via the CAA electronic software, EMPIC. A web user from the organization is uploaded to the organization to ensure shortcomings identified will be rectified prior to certification.
- 9.3** The inspection scope will include a review of the facility, training material and aids, HSE, ERP, management of change, procedures, personnel files, security of information etc.
- 9.4** Deficiencies identified will have a finding raised in line with SACATS 141.01.8 and an audit report will be issued. A corrective action plan with supporting root cause analysis must be submitted via the CAA electronic portal for the team leader's review and acceptance.
- 9.5** Only once all CAPS have been accepted will the application move to phase 5 of the certification process.

10. CERTIFICATION PHASE.

- 10.1** An initial certification ATO pack is then compiled by the team leader with a supporting SMS implementation plan and management of change assessment (if applicable). The pack is submitted for an internal technical review which may take up to 7 working days.
- 10.2** The ATO certificate and operations specification is then circulated for signature following technical review. The ATO certificate and ops spec is initially issued with a one-year validity period thus concluding the certificate process.

11. AUTHORISATION

DEVELOPED BY:		
	RENISHA SCHOONRAAD	15 JULY 2024
SIGNATURE OF ACTING MANAGER TRAINING	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	DR PAUL PHOOKO	16 JULY 2024
SIGNATURE OF ACTING SM: PEL	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	DR LESEGO BOGATSU	17 JULY 2024
SIGNATURE OF ACTING E: SSA	NAME IN BLOCK LETTERS	DATE

END