



TECHNICAL GUIDANCE MATERIAL

for

Declared Training Organisation Training and Procedures Manual

SUBJECT: DECLARED TRAINING ORGANISATION (DTO) TRAINING AND PROCEDURES MANUAL (TPM)

SAMPLE TRAINING AND PROCEDURES MANUAL TEMPLATE

EFFECTIVE DATE: 17 NOVEMBER 2023

1. **APPLICABILITY**

The 21st amendment to the Civil Aviation Regulations as contained in the Government Gazette No 11359 Vol 677 of 15 November 2021 No 45491 contains a complete replacement of the Part 141 regulations and the amendment of SA CATS 2/2021 dated 5 Nov 2021 completely replaces SACATS 141.

SACAR Part 141 Subpart 8 of the 21st Amendment is applicable to a Declared Training Organisation (DTO).

2. **PURPOSE**

This technical guidance material and template has been designed to meet the SACAA requirements for a Part 141.08 DTO TPM to assist an applicant for a Declared Training Organisation approval who may use this document as guidance in developing their required documentation.

These documents are submitted to the SACAA for acceptance of the manual and for approval of the training programmes and should only contain relevant information as required by Part 141. 08.

Note: Make your document brief simple and direct!!!!

3. **REQUIREMENTS**

3.1. **Here's some helpful tips and hints:**

- a. Save the file as your own: "xxx Declared Training Organisation TPM", and if it is the first version you are creating save it as "Rev - Original".
- b. When you update or change it for any reason, save it as "xxx Declared Training Organisation TPM Rev 1", Rev 2 and so forth.
- c. Switch on 'Paragraph Marks' ¶ (usually under Home and Paragraph), if it's not already on so it's easier to see the formatting, section and page breaks, etc.
- d. Copy this to a separate new document to save a backup.
- e. Your new front page should have your Training Company Name and details on it. Check that it starts at page 1 in the bottom right-hand corner.

- f. Reformat the type of font and colour scheme if you wish but do keep the paragraph numbers as they are in order with the regulation as the SACAA PEL department uses checklists when reviewing a TPM and this makes the approval process more efficient.
- g. With inserts, use jpg or small gif files rather than insert object or png or eps files, this assists in keeping the file size down to manageable proportions for electronic distribution.
- h. Save the file regularly or switch on Autosave.
- i. When you've completed your input, remember to update the Contents pages by right clicking and clicking on the 'Update Fields': it's always worth updating both headings and pages.
- j. Finally, when you're ready to submit it to the SACAA for review, make sure it's as complete as you can make it, save it as a MS Word file and then save it as a PDF as well. Once the document is complete, it needs to be reviewed by the person responsible for quality control and the accountable manager.
- k. If the review is successful, then the applicable persons should sign their acceptance of the document. It can then be sent to the SACAA by email.

To comply with CAR 141.08.5(1) an application for an approval of a DTO to conduct training at its principal base of operation shall be submitted to the Director at least 90 calendar days before the expected date of commencement of any proposed training and shall be accompanied by the fees prescribed in Part 187.

The manual will be reviewed against the SACAR Part 141.Subpart 8 regulations only. It is emphasised that the requirements as prescribed will be accepted in the DTOTPM. The section containing the training program and syllabi shall be approved by the Director. You may also merely supply the training program and associated syllabi if not already contained in the applicable regulations for approval. DTO applicants are however strongly urged to make use of the TGM to develop a DTOTPM.

To ensure an efficient approval process, it is important that the document is quality reviewed.

4. REFERENCE

- i. The Civil Aviation Regulations 2011 (as amended) CAR 141 Subpart 8.
- ii. The Civil Aviation Regulations 2011 (as amended) CAR 187.

5. TERMS AND ABBREVIATIONS

TERM	DEFINITION
Declared Training Organisation	Means a declared training organisation approved in terms Part 141 Subpart 8 of the Civil Aviation Regulations 2011 (as amended). A DTO is approved to provide training towards the issuance of National Pilots Licence
DTO approved training programme	Means a document established by a DTO describing in detail a training course provided by that DTO as approved by the Authority

ABBREVIATION	DESCRIPTION
AM	Accountable Manager
CAR	Civil Aviation Regulation
CSO	Club Safety Officer
DTO	Declared Training Organisation

DTOTPM	Declared Training Organisation Training and Procedures Manual
ENR	SACAA's En-Route Publications
FSTD	Flight Simulator Training Devices
HOT	Head of Training
QAP	Nominated Person responsible for Quality Assurance
SACAA	South African Civil Aviation Authority
SACAR	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards
SO	Nominated Person responsible for Safety ie. Safety Officer
SSA	Safety Standards Assurance

6. GENERAL

Please use the guidance template below to develop the structure and content of your DTOTPM.

DTO ORGANISATION NAME

DTO TRAINING AND PROCEDURES MANUAL

[DELETE PAGES 1 TO 3 OF THE TGM AND REPLACE THE HEADER WITH YOUR ORGANISATION LOGO AND NAME (INCLUDE THE TRADING AS NAME IF APPLICABLE). THIS WILL APPEAR ON EVERY PAGE TO IDENTIFY YOUR DOCUMENT]

Example of the name –
MICROLIGHT SERVICES T/A FUN FLYERS

IN ACCORDANCE WITH SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011 AS AMENDED

DTO APPROVAL NUMBER SACAA [ENTER DTO NUMBER HERE] DTO
EX RAASA APPROVAL NUMBER (if applicable) RAA [ENTER RAA NUMBER HERE]

Example of the approval numbers –
SACAA 6000 DTO
RAA 123

PHYSICAL ADDRESS

[Physical address line 1]

[Physical address line 2]

[Physical address line 3]

CONTACT DETAILS

[Telephone #]

[Cell phone #]

[Email]

[ENTER REVISION NUMBER IN THE FOOTER]

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2. TERMS AND ABBREVIATIONS

TERM	DEFINITION
Declared Training Organisation	Means a declared training organisation approved in terms Part 141 Subpart 8 of the Civil Aviation Regulations, 2011 (as amended). A DTO is approved to provide training towards the issuance of a National Pilots Licence.
DTO approved training programme	Means a document established by a DTO describing in detail a training course provided by that DTO as approved by the SACAA..

ABBREVIATION	DESCRIPTION
AM	Accountable Manager
CAR	Civil Aviation Regulation
CSO	Club Safety Officer
M: PEL	Manager: Personnel Licensing
SM: PEL	Senior Manager: Personnel Licensing
E: ASO	Executive: Aviation Safety Standards and Assurance
DTO	Declared Training Organisation
DTOTPM	Declared Training Organisation Training and Procedures Manual
ENR	SACAA's En-Route Publications
FSTD	Flight Simulator Training Devices
SACAA	South African Civil Aviation Authority
SACAR	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards.
HOT	Head of Training
SO	Nominated Person responsible for Safety ie Safety Officer
QAP	Nominated Person responsible for Quality Assurance

3. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Original	22 Nov 2021	First issue	P. Pompies

[NB. keep your Amendment Record up to date: The Amendment Date should reflect the date on the front page, and the footer.]

4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Front Page	REV	DATE	Appendix E	Original	22/11/2021
0-1	Original	22/11/2021			
0-2	Original	22/11/2021			
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1-1	Original	22/11/2021			
2-1	Original	22/11/2021			
3-1	Original	22/11/2021			
Appendix A	Original	22/11/2021			
Appendix B	Original	22/11/2021			
Appendix C	Original	22/11/2021			
Appendix D	Original	22/11/2021			

[NB. keep each chapter separate to enable page changes easily without having to renumber the entire document: The Amendment Date should reflect the date on the front page, and the footer. The Appendix Page should reflect the Appendix as well as the page number e.g., App A -1]

5. DETAILS AND APPROVAL

DTO Training and Procedure Manual: Revision and Amendment Number: Effective Date:	SACAA TO PROVIDE NUMBER Revision number: [ENTER REVISION NUMBER HERE] [ENTER EFFECTIVE DATE HERE]
--	--

PROCESS	NAME	SIGNATURE	DATE
Prepared By			
Reviewed by the Accountable Manager			
Approved by the South African Civil Aviation Authority			

6. STATEMENT OF CONFIDENTIALITY

This Declared Training Organisation Training and Procedure Manual contains information that is confidential and proprietary to [ENTER DTO NAME].

[ENTER DTO NAME] submits this document to the regulator which shall be held in strict confidence and will not be disclosed, duplicated, or disseminated or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of [ENTER DTO NAME].

7. TYPE OF TRAINING PROVIDED BY DTO




This Declared Training and Procedures Manual is accepted by the Director Civil Aviation confirming this organisation provides theoretical knowledge training and practical instruction for the issuance of the applicable license, certificate, rating, endorsement via the below listed course to the standards and syllabi contained in the applicable section civil aviation regulations **[Place part and subpart of the regulations]**

1. **[list the course or training provided]**
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

I, the undersigned Accountable Manager, will ensure that there is a suitable and applicable operational safety system and quality system which provides for the necessary oversight of all administrative and training activities conducted and contained in the approved Training Operational Specification. I shall ensure that this declared organisation and all staff will operate according to the approved syllabi documented on the applicable Training Operational Specification, conduct training within the approved exercises and/or training manual and meet the minimum standards contemplated in the applicable regulations and technical standards. I will ensure that the annual report is completed and submitted as required timeously to the regulator and will avail the organisation for any audits that may be required.

SIGNED:	[Signature here]	[Enter Date]
ACCOUNTABLE MANAGER:	[Full Name of the Accountable Manager]	DATE

8. PERSONNEL

	SACARS 141.08.12. (1)
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8.1 TITLES AND NAMES


This section to include the titles and names of the nominated person to be the accountable manager

Title	Name
PERSON NOMINATED AS THE ACCOUNTABLE MANAGER	[ENTER NAME HERE]
PERSON NOMINATED AND RESPONSIBLE FOR QUALITY	[ENTER NAME HERE]
PERSON NOMINATED ND RESPONSIDBLE TO MANAGE SAFETY [Specify the titles of any other persons unless all are the same person, use more rows if needed]	[ENTER NAME HERE]

[NB: Keep the titles and names updated at each review]

The AM will ensure that all a list of all instructors and their currencies with applicable files are kept current and on record at the DTO.


8.2 PERSONNEL PLAN FOR THE DTO

	SACARS 141.08.12. (2) & (10)
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This section will outline the personal, their duties and responsibilities within the DTO to perform and supervise the training to be conducted or provided.

8.2.1 Personnel posts and positions

[Enter personnel (that hold positions or posts) and state that a current record of these personal and their duties are recorded on file at the respective DTO. There should be a file on each staff member detailing respective positions, including duties and responsibilities scope, authorisations qualifications and designations held with a signature confirming that they have accepted them and are responsible (cv with applicable qualifications)]

	SACARS 141.08.12 (9)
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8.2.2 Statement and list of initial and recurrent training provided for personnel

[make a declaration of how training will be conducted and how and when personnel maintain currency and/or recency and tat record is kept on file at the DTO]

[Place a schedule or programme of review may be detailed further in ANNEXURE A if required (otherwise state N/A in appendix)]



8.2.3 Declaration of the Head of Training (HOT)

I, the HOT declares that I shall ensure all the duties and responsibilities detailed hereunder, including all training and instruction provided SHALL comply with the applicable current SACAR's, SACAT's Appendices and syllabi and shall maintain the applicable standards of training and safety and I shall manage mentor and guide all CFIs or other instructors that I manage as applicable.

SIGNED:	[The SACAA requires a handwritten, not typed, signature here]	DATE
HEAD OF TRAINING:	[Full Name of the Head of Training]	[ENTER DATE]
CONTACT NUMBER		

8.2.4 HOT Duties and Responsibilities (manage all training and training standards and instructors etc)

[List the duties and responsibilities of the HOT]

8.2.5 CFI Duties and Responsibilities

[List the duties and responsibilities of the CFI]

Note: the AM shall keep a current list on file with names and accompanying signatures confirming that the nominated CFI's will perform their duties and will adhere to their responsibilities and provided training as required.

8.3 DUTIES AND RESPONSIBILITIES OF NOMINATED PERSON TO MANAGE SAFETY



8.3.1 Duties (to develop and implement the safety policy of the DTO)

[List the duties of the nominated person for safety i.e., the Safety Officer]

8.3.2 Responsibilities

[Enter the areas of responsibilities and tasks such as safety meetings, safety reporting and risk assessments as applicable.]

8.3.3 Club or school safety officer duties

[List the duties of the CSO]

8.3.4 Responsibilities

[Enter the areas of responsibilities and tasks such as safety meetings, safety reporting and risk assessments as applicable]

Note: the AM shall keep a current list on-file with names and accompanying signatures confirming that the nominated person /people for safety, know and perform their duties and will adhere to their responsibilities.



SACARS 141.08.12. (2) aligning to 7.7.1

This section will include an organisational chart showing lines of responsibility of the personnel.

[ENTER ORGANOGRAM HERE]

Note: if there are multiple sites with CFI's please draw the organogram. NB CFIs are safety officers, however CSO and /or SO could be independent.

9. OPERATING LOCATIONS, AERODROMES OR SITES



SACARS 141.08.11. (5) & (9)


[This section should include names, details of the regularly or primary training aerodrome field or site – you may expand in Annexure B if necessary. If in an ENR publication or similar these can be referred to here in this document]

LOCATION	GPS CO ORDINATE	RUNWAYS	RT FREQUENCY
[ENTER LOCATION AND DETAILS]	ENTER CO- ORDINATES]	[ENTER RUNWAYS HERE if applicable]	[ENTER RT FREQUENCY DETAILS]

FACILITIES (as applicable)	LIST	REVIEW DATE
AVIATION MAPS	[ENTER INFO]	
AERONAUTICAL INFORMATION		
METROLOGICAL INFORMATION		
WEATHER STATION		
WINDSOCK		
FIRST AID KIT		
COMMUNICATION EQUIPMENT		
CLASSROOM		
AUDIO VISUAL		
ONLINE LECTURES		
EXAMINATION CENTRE		
FIRE EXTINGUISHER		

[This section should include the basic equipment that is used – indicated more detailed list can be found on-file at the DTO]


10. AIRCRAFT

	SACARS 141.08.11. (7)
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[If you only have one or two aircraft that may not change then list here or you may refer to a current list of aircraft utilised for training kept on file at the DTO and exclude the table below]

AIRCRAFT	MODEL
[ENTER NAME & TYPE]	[ENTER AIRCRAFT MODEL]

11. TRAINING MATERIAL, EQUIPMENT AND FSTD's

	SACARS 141.08.11. (2) & (8)
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[This section will include a list and details as per the heading – ie only simulators or similar]

FSTD	TYPE	AUTHORISATION
[ENTER NAME]	[ENTER TYPE]	[ENTER AUTHORISATION]
Example - gliding simulator		

EQUIPMENT TYPE	NAME	ADDITIONAL INFO
[ENTER TYPE]	[ENTER NAME]	[ENTER INFO]
Example - winch		

TRAINING MATERIAL	NAME	ADDITIONAL INFO
[ENTER TYPE]	[ENTER NAME]	[ENTER INFO]
Example training manuals and books		

12. SAFETY POLICY AND QUALITY ASSURANCE SYSTEM

	SACARS 141.08.14. (1) to (7)
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12.1 SAFETY POLICY

[Place the Safety Policy of the organisation in simplistic terms here. Note the DTO does not need to comply with the PART 140 Safety Management System requirements and include a brief description how accident reporting is dealt with]

NB: Safety is looking at Risk

12.2 SAFETY SYSTEM AND PROCEDURES

[Define the DTO simple safety systems or procedures for;

- accident and incident reporting,
- hazard identification,
- risk assessments,
- mitigation and follow up

This can be referred to a system documented and kept on file at the DTO and should include an ERP (emergency response plan)]

12.3 QUALITY POLICY

[Place the quality policy for the DTO here in simplistic terms]

Quality assurance is a method for preventing mistakes from occurring.

12.4 QUALITY SYSTEM

[Define the system and checks and include the internal review and schedule as well as the annually required activity report complied as per ANNEXURE C. Expand how you manage quality and documenting quality matters in the DTO to ensure compliance to the accepted training programmes and syllabi, etc. Define the basic procedure to record the occurrences, deficiencies, findings, how they are addressed and remedied, and recorded and if applicable analysed and stated that they are defined further in the integrated reporting system for the DTO]

ANNUAL ACTIVITY REPORT ITEMS	NUMBER
TRAINING COURSES PROVIDED	
REFRESHER TRAINING PROVIDED	
NUMBER OF STUDENTS TRAINED	
INCIDENTS	
ACCIDENTS	

12.4.1 Duties of the QAP

[List the duties QAP]

12.4.2 Responsibilities

[List the responsibilities of the QAP]

13. RECORD KEEPING

	SACARS 141.08.15. (1) to (3)
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13.1 METHOD FOR RETAINING RECORDS

[Define and explain the methodology and time the DTO retains records (archiving Act is 5 years) and the format they are retained – NB Protection of Personal Information Act compliance and all relevant details. NB; records for students, instructors and staff and aircraft and maintenance]

13.2 TRAINING RECORDS AND INSTRUCTOR LOGBOOKS

[Enter the procedures here how the DTO will record and what format these records will be documented]




13.3 AIRCRAFT AND EQUIPMENT MAINTENANCE

[Enter the policy, schedules and where the records for this maintenance will be recorded and stored]

13.4 SINGLE INTEGRATED REPORTING SYSTEM

[Give an example and document in simple terms the organisations system of managing the quality and requirements of the DTO. For small DTO's a single integrated reporting system which integrates, plans, checklists, review, internal audit, corrections, maintenance records, and accident etc into one ongoing continuous record system will suffice– (a logbook of events, actions and completion of all matters pertinent to the DTO. This is aligned to a schedule of checks and reviews staggered throughout the year which regularly requires review this system/log]

Example

DATE	EVENT LOG /ACTIVITY	ACTION	DATE COMPLETED AND COMMENTS	BY WHO
[ENTER date]	[ENTER ACTIVITY]	[CAPTURE ACTION]	[ENTER DATE]	NAME AND SIGNATURE
22 Nov 2021	Instructor file review	Check files and update	2 Dec 2021	"Piet Pompies" 
22 Nov 2021	Fire Extinguisher check	Needs check expires December – must get a sign out – fire company contacted – will complete by end Nov 2021		
1 Sept 2021	ATF required	ATF expires end Nov -applied for and submitted to authority. expected back-end Nov – follow up mid Nov		
Nov19 2021	Student ABC	Photo and medical still outstanding	Received 1 Dec 2021	Piet Pompies" 
Sept 15 2021	Student Number "abc" had hard landing	Submit incident report, check the equipment, discuss with student, monitor progress, add to logbook	24 Nov 2021 discussion – intervention with different technique -	Piet Pompies" 

14. SYLLABI AND TRAINING MANUAL

	SACARS 141.08.13.
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[List and include your Course or syllabi and exercise for the applicable courses – i.e., you can add it to Annexure D. Ensure theory and practical exercises and associated elements are included. Include brief lesson structure – keep simplistic – these will be approved by the SACAA – if you have a training manual either existing or developed this can also be submitted and appended]

15. GRADUATION CERTIFICATE

	SACARS 141.08.16. (1)
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[Place a copy of your graduation certificate that is issued to students or learners that complies with regulation alternatively append in Annexure E]

16. TESTING FOR ISSUING OF A LICENSE, CERTIFICATION, RATING OR ENDORSEMENT

	SACARS 141.08.17. (1)
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[Define in simple terms who authorised to test applicants within the DTO or if exterior testing is conducted, the process and system should be simply defined]

17. COMPETENCY- BASED TRAINING AND ASSESSMENT

	SACARS 141.08.19. (1)
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[List competency checks, skill test etc that the DTO undertakes – This should include a brief description of the process for existing students, pilots and pilots that may come from other countries or schools],

18. CONTROL AND DISTRIBUTION OF DOCUMENTATION

[Enter the in simple terms the procedures to control distribute applicable documentation and any revisions or amendments inclusive of use of digital means ie email, messenger apps and websites
Amended versions of the manual shall be distributed electronically to all members and personnel]

19. APPENDICIES

19.1 List the training programmes that need to be approved by the SACAA. Place a section break into your document at each Appendix and renumber the page to 1. **The Appendix Page should reflect the Appendix as well as the page number e.g., App A -1**

19.2 X




19.3 X

19.4 x

END OF TGM FOR DTOPM

THE DOCUMENTATION AUTHORISATION BELOW IS FOR SACCA PURPOSES AND SHOULD NOT BE INCLUDED

20. DOCUMENT AUTHORISATION

DEVELOPED BY:		
	BLAKE VORSTER	17 NOVEMBER 2023
SIGNATURE OF M: PEL TRAINING	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	JOHAN NIEMAND	17 NOVEMBER 2023
SIGNATURE OF SM: PEL	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	ERIC MATABA	17 NOVEMBER 2023
SIGNATURE OF E: SSA	NAME IN BLOCK LETTERS	DATE

END