



CHAPTER 28

Evaluation and Approval of an Aviation Training Organization

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1.0 PURPOSE

This Chapter is issued to provide basic information and guidance to Authority inspectors when evaluating Aviation Training Organization (ATO) for certification and approval under the Nigeria Civil Aviation Regulations.

2.0 REFERENCE

- 2.1 Regulations [3.2.1.2](#) and [3.2.1.5](#) of the Nigeria Civil Aviation Regulations;
- 2.2 Order No. [NCAA-O-GEN003](#) Five Phase Approval Procedure;
- 2.3 Advisory Circular No. [NCAA-AC-GEN004](#) Statement of Compliance; and
- 2.4 Advisory Circular No. [NCAA-AC-GEN-002](#) Approval of Technical Manuals.

3.0 GUIDANCE INFORMATION

- 3.1 **General:** The ATO approval and certification is carried out in accordance with the standard certification Five Phases Process.
- 3.2 **Pre Application Phase:** After the applicant has made contact with the Authority on the intention to apply for an ATO approval. The Authority will evaluate the complexity of the proposed operation for the establishment of a certification team. The Authority will assign an inspector who will be the Certification Project Manager (CPM) and contact person for the Authority during the certification process.
- 3.3 The CPM shall arrange for a pre application meeting with the applicant to discuss the formal application requirements. These shall include the following:
 - 3.3.1 **Personnel** - Regulation [4.2 of Part 3](#) of the Nigeria Civil Aviation Regulations make reference to competent and qualified Staff and should include the -
 - a) Accountable manager;
 - b) Quality control manager;
 - c) Head of Training or Chief Instructor
 - d) Adequate number of instructors relevant to the courses provided, qualified in accordance with the requirements of Part 2 of the Nigeria Civil Aviation Regulations.
 - 3.3.2 **Facility and Equipment:** The ATO facility and equipment make reference to Regulation [3.4.3](#) of the



Nigeria Civil Aviation Regulations:

- a) Adequately equipped classrooms for the maximum number of students expected to be taught;
- b) A well-equipped library;
- c) Workshops, Equipment, General and Special Tools, adequate supply of materials that are required for the rating sought;
- d) Adequate Office Facilities; and
- e) Examination facilities and Training records.

3.3.3 **Training programme:** The Training Program makes reference to Regulation [3.4.1.2](#) of the Nigeria Civil Aviation Regulations and shall include:

- a) Pre-requisite entry qualification;
- b) The course syllabus;
- c) Proposed training schedules;
- d) Type of facility to be used for training (ATO);
- e) Special training requirement i.e. simulator, internship etc.;
- f) Assessment and certification.

3.3.4 Each trainee shall maintain an engineer's record of experience/log book and have it available for inspection by the Authority.

3.3.5 **Documentation and Manuals:** The manuals make reference to Regulation [2.1.8 of Part 3](#) of the Nigeria Civil Aviation Regulations, these will include the following:

- a) Procedures manual;
- b) Training manual;
- c) Quality manual;
- d) Training programmes; and
- e) Reference manuals etc.

3.3.6 Additional information to the applicant:

- a) The formal application form and the necessary advisory material;
- b) The non-refundable application fee;
- c) The approval process facilitation; and
- d) The approval process schedule of events.



3.3.7 Formal application:

- a) The application package and proof of approval fee shall be forwarded to the inspector assigned.
- b) A cursory review will be carried out by the team on the application package to determine its acceptance.
- c) On rejection the inspector will give a summary of the observed shortcomings in writing and return the package to the applicant.
- d) The formal application is submitted to the Authority at least 90days before the intended date of commencement.

Note: *The 90 days are effective after acceptance of the application.*

3.3.8 Document evaluation: On acceptance the team will carry out an in-depth evaluation of the application package to ensure conformity to the regulatory requirements.

3.3.9 Demonstration and Verification: During the demonstration and evaluation inspection it is required to establish that the procedures, facilities, equipments and personnel are in accordance with those stipulated in the associated manuals and documents evaluated.

3.3.10 Certification:

- a) When the applicant has met all regulatory requirements, the assigned inspector will accomplish the following:
 - b) Complete the audit form and recommend for the issuance of the approval.
 - c) Prepare the Operations Specifications showing the ratings and limitations.
 - d) Prepare the Approval Certificate Form: [AC-040B](#) which will be signed by the Authority.
- e) Ensure that the records kept in the organization's file contains the following:
 - (i) A completed copy of the audit form;
 - (ii) A copy of the statement of compliance;
 - (iii) A copy of the certificate issued;
 - (iv) A copy of the operations specifications issued.
- f) If the applicant is unsuccessful in obtaining the approval the CPM will write a summary report to the Director responsible for safety oversight and the applicant will be notified in writing explaining the reasons for the rejection.

3.3.11 **Validity:** The period of validity of the certificate of approval shall be 24 months unless otherwise specified by the Authority.



- 3.3.12. **Approval renewal:** An approved Training Organization may apply for renewal of its certificate at least 30 days before the expiry date in order to ensure continuity of the training. On receipt of the application the Authority shall assign inspector(s) to carry out the pre-renewal audit. The approval will be renewed when the Authority establishes that the ATO still meets the regulatory requirements and operates in conformity with the approved training specifications and ratings.
- 3.3.13. **Amendments to the Approval:** A holder of an ATO certificate shall not make any change to approved training specifications, ratings and limitations unless such changes are approved by the Authority.