



STATEMENT OF COMPLIANCE

PART 3 APPROVED
TRAINING ORGANIZATIONS

INSPECTOR	
CERTIFICATE HOLDER/APPLICANT	

Nig.CARs 3	Requirement of the Regulation	Compliance Method Manual Ref #	Certificate holder/ Applicant Comments (if appropriate)	Status
3.1	GENERAL			
3.1.1.1	APPLICABILITY This part prescribes the requirements for issuing approvals to organizations for the training of aviation personnel and prescribes the general operating rules for an ATO.			
3.1.1.2	DEFINITIONS For the purpose of part 3 of these regulations, the following definitions shall apply:- Accountable manager means the manager who has corporate authority for ensuring that all training can be financed and carried out to the standard required by the Authority. The accountable manager may delegate, in writing, to another person in the organisation to become the accountable manager when authorised by the authority. Approved training means training conducted under special curricula and supervision approved by a civil aviation authority that, in the case of aviation personnel, is conducted in an approved training organization.			



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	<p>Approved training organization means an organization approved by the Authority in accordance with the requirements of this part to perform airman training and operating under the supervision of that civil aviation authority.</p> <p>Finding means a conclusion by the Authority or ATO's audit personnel that demonstrates non-conformity with a specific regulatory standard, approved procedures and policies.</p> <p>Level 1 Aviation Training Organization (ATO) means a flight training facility, which conducts all or substantially all of each flight-training course using aircraft.</p> <p>Level 2 Aviation Training Organisation (ATO) means a flight training facility which conducts all or substantially all of each flight-training course using simulation media which are qualified and approved by the Authority.</p> <p>Level 3 Aviation Training Organisation (ATO) means a category used to describe an approved training organization that conducts ground and practical training that is not associated with flight training.</p> <p>Policy means a document containing the organization's position or stance regarding a specific issue.</p> <p>Procedure means a series of steps followed in a methodical manner to complete an activity or a process, describing what should be done, when and by whom; where and how each step should be carried out; what information, documentation and resources should be used; and how it should all be controlled.</p> <p>Procedures manual means a manual containing procedures, instructions and guidance for use by personnel of the ATO in the execution of their duties in meeting the requirements of the certificate.</p>			
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	<p>Process means a set of interrelated or interacting activities that transforms inputs into outputs. Processes within an organization or programme are generally planned and carried out under controlled conditions to add value.</p> <p>Quality means the totality of features and characteristics of product or service that bear on its ability to satisfy stated or implied needs.</p> <p>Quality assurance means all the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.</p> <p>Quality audit means a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.</p> <p>Quality inspection means part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.</p> <p>Quality management system (QMS) means a management system to direct and control an organization with regard to quality.</p> <p>Quality manual means the document containing the relevant information pertaining to the approved training organization's quality assurance system.</p> <p>Quality of training means the outcome of the training that meets stated or implied needs within the framework of set standards.</p>			
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	<p>Safety means the state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.</p> <p>Safety risk. Means the predicted probability and severity of the consequences or outcomes of a hazard.</p> <p>Satellite ATO means an ATO at a location other than primary location of the AT O.</p> <p>Specialty curriculum means a set of courses that is designed to satisfy a requirement of the Nigeria Civil Aviation Regulations and that is approved by the Authority for use by a particular ATO. The specialty curriculum includes training requirements unique to one or more ATO clients.</p> <p>Training specifications means a document issued to a certified Approved Training Organization by the Authority that prescribes that organization's training, checking, and testing authorisations and limitations, and specifies training program requirements.</p>			
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3.1.1.3	ABBREVIATIONS The following abbreviations are used in this part: AME – aircraft maintenance engineer ATO – approved training organization CFI – chief flight instructor CGI – chief ground instructor CPL – commercial pilot licence CRM – crew resource management FE – flight engineer FI – flight instructor FSTD – flight simulation training device GI – ground instructor ICAO – International Civil Aviation Organization IFR – instrument flight rules IR – instrument rating IS – Implementing Standards PIC – pilot-in-command PDCA – plan-do-check-act RPA – remotely piloted aircraft RPAS – remotely piloted aircraft systems SMS – safety management system			
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<p>3.1.1.4</p>	<p>EXEMPTION AUTHORITY</p> <p>The Authority may, upon consideration of the circumstances of a particular training organization, issue to that training organization an exemption providing relief from specified sections of this part, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.</p> <p>The Authority may terminate or amend an exemption at any time. A request for exemption shall be made in accordance with the requirements of Part 1 of these regulations.</p> <p>Each training organization that receives an exemption shall have a means of notifying the appropriate management and personnel of the exemption.</p>			
<p>3.2</p>	<p>CERTIFICATION OF A TRAINING ORGANIZATION AND CONTINUED VALIDITY OF THE CERTIFICATE</p>			
<p>3.2.1.1</p>	<p>APPLICABILITY</p> <p>This subpart prescribes the requirements for the certification of a training organization and the continued validity of the ATO certificate issued by Nigeria.</p>			
<p>3.2.1.2</p>	<p>GENERAL</p> <p>The Authority may approve an ATO to provide the following:</p>			



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	<p>Any training activity that leads towards the issuance of a licence, rating, authorisation, or approval under these regulations; Training services necessary for an operator to meet the requirements of Part 9 of these regulations; Training services necessary for a maintenance organization to meet the requirements of Part 6 of these regulations; Special curricula training designed to meet:</p> <p>(i) Qualification-based training requirements, including those deemed acceptable through the approval of an “alternative means of compliance” mechanism; or</p> <p>(ii) Competency-based training and assessment requirements; or</p> <p>(iii) Those training requirements deemed acceptable through the approval of an “alternative means of compliance” mechanism. No person may operate as an ATO without, or in violation of, an ATO certificate and the training specifications issued under this part.</p>			
<p>3.2.1.3</p>	<p>ATO CERTIFICATE</p> <p>(a) The ATO certificate issued to a training organization by Nigeria will consist of two documents:</p> <p>(1) A one-page certificate for public display signed by the Authority; and</p> <p>(2) Training specifications signed by the accountable manager and the Authority.</p> <p>(b) An ATO shall conduct only the training, checking, and testing or part thereof, for which it is rated and that is within the limitations placed in its training specifications.</p> <p>(c) The certificate issued to an ATO by Nigeria will contain the following items and will be issued on a form and in a manner as prescribed in IS 3.2.1.3:</p> <ol style="list-style-type: none"> 1. The certificate number specifically assigned to the ATO; 2. The name and location (principal business address) of the ATO; 3. The certification Statement of Authority 4. Rating(s) relating to the course(s) to be taught; 5. The period of validity; 6. The date of issue; and 			



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	<p>7. The signature, printed name, and title of the appropriate Authority.</p> <p>(d) The training specifications issued to an ATO by Nigeria will specify training programme requirements and authorise the conduct of training, checking, and testing with any limitations thereof, and will contain:</p> <ol style="list-style-type: none"> 1. The certificate number specifically assigned to the ATO; 2. The type of training authorised, including approved courses 3. The authorisations for the ATO, including limitations and approvals; 4. The name and address of any satellite training centres and the approved training offered at each location; 5. The facilities and equipment required to conduct the authorised training; 6. The personnel required to perform the applicable duties under this part; 7. The signatures of the accountable manager and the Authority; 8. The date of issue or revision; and 9. Any other items the Authority may require or allow. <p>(e) The ATO shall display its ATO certificate in a place accessible to the public in the principal place of business of the training organization.</p> <p>(f) The certificate and training specifications issued to an ATO shall the premises for inspection by the public and the Authority.</p>			
<p>3.2.1.4</p>	<p>ADVERTISING</p> <p>(a) No training organization may advertise as an ATO certificated under this part until the Authority has issued an ATO certificate and associated training specifications to that organization.</p> <p>(b) No ATO may make, either orally or in writing, any statement about itself that is false or is designed to mislead any person.</p> <p>(c) Whenever the advertising of a training organization indicates that it is certificated under this part, the advertisement shall clearly state the ATO certificate number.</p>			



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<p>3.2.1.5</p>	<p>APPLICATION FOR AN ATO CERTIFICATE</p> <ul style="list-style-type: none"> (a) An application for an ATO certificate shall be made on a form and in a manner prescribed by the Authority. (b) Each applicant shall submit an application for initial issue of an (b) ATO certificate at least 120 calendar days before the beginning of any proposed training or 90 days before effecting an amendment to any approved training, unless a shorter filing period is approved by the Authority. (c) An application shall include: <ul style="list-style-type: none"> (1) A statement showing that the minimum qualification requirements for each management position and Instructors are met or exceeded; (2) A statement acknowledging that the organisation shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions and Instructional personnel; (3) The proposed training specifications requested by the organisation; (4) The proposed location of each training facility and any satellite ATOs; (5) The proposed courses to be taught at each location; (6) The equipment at each location, including FSTDs and training aircraft; any aerodromes or sites to be used; and, any remote pilot stations and training RPAs; (7) Two copies of the proposed ATO Training and Procedures Manual; (8) Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought; (9) Documentation of the training organization's quality assurance and quality system; (10) A statement of the maximum number of students the organisation expects to teach at any one time; (11) Documentation of the Safety Management System required by Part 20 of these regulations; 			
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	<p>(12) A Statement of Compliance with all applicable regulations for the proposed training, including pertinent subparts and each relevant section of the regulation, which shall be identified and accompanied by a brief description; and</p> <p>(13) Any additional information the Authority requires the applicant to submit.</p>			
3.2.1.6	<p>ISSUANCE OF AN ATO CERTIFICATE</p> <p>(a) The issue of an ATO certificate by Nigeria shall be dependent upon the training organization demonstrating compliance with the requirements of this part, the relevant safety management requirements of Part 20 of these regulations, and any additional information required by the Authority.</p> <p>(b) The Authority may issue an ATO certificate if, after investigation, the Authority finds that the applicant:</p> <p>(1) Meets the requirements of this part for the holder of an ATO certificate; Is properly and adequately equipped to perform the training for which it seeks approval; and.</p> <p>(2) Payment of appropriate fees/charges.</p>			
3.2.1.7	<p>DURATION AND RENEWAL OF AN ATO CERTIFICATE</p> <p>(a) An ATO certificate, or any portion of an ATO certificate, issued to an ATO located either inside or outside Nigeria is effective from the date of issue until:</p> <p>(1) The last day of the 12th month after the date on which the certificate was initially issued, subject to satisfactory compliance with the requirements of this part; or</p> <p>(2) The last day of the 24th month after the date on which the certificate was renewed, subject to satisfactory compliance with the requirements of this part; or</p> <p>(3) The ATO surrenders the certificate to the Authority; or</p> <p>(4) The Authority suspends or revokes the certificate.</p> <p>(b) The holder of an ATO certificate that has expired, has been surrendered, or has been suspended or revoked by the Authority shall return the certificate and training specifications</p>			



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	<p>to the Authority within 7 working days of expiration, surrender, or receipt from the Authority of notice of suspension or revocation.</p> <p>(c) An ATO that applies for a renewal of its certificate in Nigeria shall submit its request for renewal no later than 90 days before the ATO's current certificate expires. If a request for renewal is not made within this period, the ATO shall follow the certification procedures for initial issuance as prescribed by the Authority.</p>			
3.2.1.8	<p>CONTINUED VALIDITY OF AN ATO CERTIFICATE</p> <p>(a) Unless the ATO certificate has previously been surrendered, superseded, suspended, or revoked, or has expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the ATO certificate issued by Nigeria shall be dependent upon:</p> <p>(1) The ATO remaining in compliance with the requirements of this part, the relevant safety management requirements of Part 20 of these regulations, and any additional information required by the Authority;</p> <p>(2) The Authority being granted access to the ATO's facilities to determine continued compliance with the requirements of this part; and</p> <p>(3) The payment of any fees/charges prescribed by the Authority.</p>			
3.2.1.9	<p>AUTHORITY TO INSPECT</p> <p>(a) The Authority may, at any time, inspect an ATO on the ATO's premises to determine the organisation's continuing compliance with the requirements of this part.</p> <p>(b) Inspections will be conducted at least annually.</p> <p>(c) After an inspection is conducted, the ATO will be notified, in writing, of any deficiencies or findings identified during the inspection.</p> <p>(d) The findings shall be classified as follows:</p> <p>(i) A level 1 finding is any significant non-compliance to applicable requirements of this regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which lowers the quality of training operations, safety and causes safety hazards.</p>			



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	<p>(ii) A level 2 finding is any non-compliance with applicable requirements of this Regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which could lower the quality of training operations, safety and possibly cause safety hazards.</p> <p>(iii) A level 3 finding (Observation) is a minor irregularity which is considered to be an observation and warrants attention.</p> <p>(d) Inspections will also be performed on an applicant for, or the holder of, an ATO certificate held outside the Nigeria. This inspection may be delegated to the</p> <p>(e) Authority of the State where the ATO is located, provided an arrangement exists.</p> <p>(f) After receipt of notification of findings according to paragraph (c) of this subsection, the holder of the training organization approval shall, within a period prescribed by the Authority:</p> <p>(i) Identify the root cause of the non-compliance; and</p> <p>(ii) Define a corrective action plan (s)</p> <p>(g) Following measures taken in paragraph (f) of this subsection, the ATO holder shall demonstrate corrective action to the satisfaction of the Authority within a period agreed with the Authority</p> <p>(h) When during oversight or by other means evidence is found showing noncompliance with the requirements of Part 3 of these regulations by the ATO, the Authority shall take the following actions:</p> <p>(i) For level 1 findings, immediate action shall be taken by the Authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the training organization approval, until successful corrective action has been taken by the organization.</p> <p>(ii) For level 2 findings, the corrective action period granted by the Authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the authority may extend the three-month period subject to a satisfactory corrective action plan agreed by the Authority.</p>			
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	<p>(iii) For level 3 findings, the training organization should consider this issue and advise the Authority in writing of its thoughts and intentions with respect to corrective action.</p> <p>(iv) If a training organization fails to submit an acceptable corrective action plan or fails to apply the corrective measures within the time limit agreed or extended by the authority, the degree of seriousness of non-compliance increases to level 1 and the measures provided for in paragraph (g) (i) of this subsection.</p>			
3.2.1.10	<p>SUSPENSION OR REVOCATION OF AN ATO CERTIFICATE</p> <p>(a) The Authority may suspend or revoke an ATO certificate if it is established that the ATO has not met, or no longer meets, the requirements of this part.</p>			
3.2.1.11	<p>CHANGES TO THE ATO AND ATO CERTIFICATE AMENDMENTS</p> <p>(a) To enable the Authority to determine continued compliance with the requirements of this part, the ATO shall provide written notification to the Authority for approval at least 90 days prior to a change to any of the following:</p> <ol style="list-style-type: none"> (1) The name of the organisation; (2) The location of the organisation; (3) The facilities, equipment, or personnel that may affect the ATO rating(s) issued; (4) The rating(s) held by the organisation, whether granted by the Authority or held through an ATO certification issued by another Contracting State; (5) Additional locations of the organisation; (6) Items in the ATO Training and Procedures Manual, including the syllabi and curricula; (7) The accountable manager; or (8) The list of management and Instructional personnel as described in the ATO Training and Procedures Manual. <p>(b) The Authority will amend the certificate if the ATO notifies the Authority of a change in:</p> <ol style="list-style-type: none"> (1) Location, facilities, or equipment; (2) Additional locations of the organisation; (3) Rating(s) issued, including deletions; 			



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	<ul style="list-style-type: none"> (4) Items in the ATO Training and Procedures Manual, including the syllabi and curricula; (5) The name of the organisation with same ownership; or (6) Ownership. (c) The Authority may amend the certificate if the ATO notifies the Authority of a change in: <ul style="list-style-type: none"> (1) The accountable manager; (2) The list of management and Instructional personnel as described in the ATO Training and Procedures Manual; or (3) Other items in the ATO Training and Procedures Manual, including the syllabi and curricula. (d) When the Authority issues an amendment to an ATO's certificate because of new ownership of the ATO, the Authority will assign a new certificate number to the amended certificate. (e) The Authority may: <ul style="list-style-type: none"> (1) Prescribe, in writing, the conditions under which the ATO shall continue to operate during any period of implementation of the changes noted in paragraph 3.2.1.11(a) of this subsection; and (2) Hold the ATO certificate in abeyance if the Authority determines that approval of amendments to the ATO certificate may be delayed; the Authority will notify the ATO, in writing, of the reasons for any such delay. (f) If changes are made by the ATO to the items listed in paragraph 3.2.1.11(a) of this subsection without notification to the Authority or amendment of the ATO certificate by the Authority, the ATO certificate may be suspended or revoked by the Authority. 			
<p>3.2.1.12</p>	<p>LOCATION OF THE ATO</p> <ul style="list-style-type: none"> (a) PRINCIPAL PLACE OF BUSINESS. An applicant for, or the holder of, an ATO certificate issued under this part shall establish and maintain a principal place of business office that is physically located at the address to be shown on its certificate. (b) SATELLITE ATOs. An ATO may conduct training in accordance with a training programme approved by the Authority at a satellite ATO, provided that: 			



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	<ul style="list-style-type: none"> (1) The facilities, equipment, personnel, and course content of the satellite (2) ATO meet the applicable requirements; (3) The instructors at the satellite ATO are under the direct supervision of management personnel at the principal ATO; and (4) The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO. (c) FOREIGN LOCATIONS OF ATOs. An ATO or a satellite ATO approved by the Authority may be located in a country outside Nigeria and shall be subject to all the applicable requirements of this part. 			
<p>3.2.1.13</p>	<p>FACILITIES, EQUIPMENT, AND MATERIALS – GENERAL REQUIREMENTS</p> <ul style="list-style-type: none"> (a) The facilities and working environment of the ATO shall be appropriate for the task to be performed and shall be acceptable to the Authority. (b) An ATO shall have available, or shall have access to, the necessary facilities, equipment, and materials to conduct the courses for which it is approved. (c) Any training devices used by the ATO shall be qualified according to requirements established by the Authority, and their use shall be approved by the Authority to ensure that they are appropriate to the task. (d) An ATO shall not make a substantial change in facilities, equipment, or materials that have been approved for a particular training programme unless that change is approved in advance by the Authority. (e) The facility that is the ATO’s principal place of business: <ol style="list-style-type: none"> 1. Shall not be shared with, or used by, another ATO; and 2. Shall be adequate to maintain the records required to operate the business of the ATO. 			
<p>3.2.1.14</p>	<p>PERSONNEL – GENERAL REQUIREMENTS</p> <ul style="list-style-type: none"> (a) The ATO shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization 			



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	<ul style="list-style-type: none"> (b) The ATO shall employ the necessary personnel to plan, perform, and supervise the training to be conducted. (c) The competence of instructional personnel shall be in accordance with procedures to a level acceptable to the Authority. (d) The ATO shall ensure that all instructional personnel receive initial and recurrent training appropriate to their assigned duties and responsibilities. (e) The training programme established by the ATO shall include training in knowledge and skills related to human performance. (f) The training programme for ATO personnel shall be contained in the ATO Procedures Manual. 			
3.2.1.15	<p>RECORD KEEPING – GENERAL REQUIREMENTS</p> <ul style="list-style-type: none"> (a) STUDENT RECORDS. <ul style="list-style-type: none"> (1) The ATO shall retain detailed student records to show that all requirements of the training course have been met as approved by the Authority. (2) These records shall be kept for a minimum period of two (2) years after completion of the training. (b) INSTRUCTIONAL AND EXAMINING PERSONNEL RECORDS. <ul style="list-style-type: none"> (1) The ATO shall maintain a system for recording the qualifications and training of instructional and examining personnel, where appropriate. (2) These records shall be kept for a minimum period of two (2) years after the instructor or examiner ceases to perform a function for the ATO. 			
3.2.1.16	<p>ATO APPROVED FOR TESTING</p> <ul style="list-style-type: none"> (a) The Authority may authorise an ATO to conduct the testing required for the issuance of a licence or rating. (b) The ATO personnel authorised to conduct the testing shall be approved by the Authority. 			



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<p>3.2.1.17</p>	<p>QUALITY SYSTEM AND QUALITY ASSURANCE PROGRAMME</p> <p>(a) The ATO shall establish a quality system and a quality assurance programme, acceptable to the Authority that shall ensure that training and instructional practices comply with all relevant requirements.</p> <p>(b) The ATO quality system and quality assurance programme shall be established in accordance with the instruction and information prescribed in IS 3.2.1.17.</p>			
<p>3.2.1.18</p>	<p>ATO TRAINING AND PROCEDURES MANUAL – GENERAL REQUIREMENTS</p> <p>(a) The ATO shall provide an ATO Training and Procedures Manual, approved by the Authority, for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:</p> <p>(1) A general description of the scope of training authorised under the training specifications issued to the ATO;</p> <p>(2) The content of the training programmes offered, including the courseware and equipment to be used;</p> <p>(3) A description of the organization’s quality system;</p> <p>(4) A description of the organization’s facilities;</p> <p>(5) The name, duties, and qualifications of the person designated as the accountable manager;</p> <p>(6) A description of the duties and qualifications of the personnel responsible for planning, performing, and supervising the training;</p> <p>(7) A description of the procedures used to establish and maintain the competence of instructional personnel;</p> <p>(8) A description of the method used for the completion and retention of the training records;</p> <p>(9) A description, when applicable, of additional training needed to comply with an operator’s or maintenance organisation’s procedures and requirements; and</p> <p>(10) When the Authority has authorised an ATO to conduct the testing required for the issuance of a licence or rating in accordance with 3.2.1.16 of this part, a description of the</p>			



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	<p>selection, role, and duties of authorised personnel, as well as the applicable requirements established by the Authority.</p> <p>(b) The ATO shall ensure that the Training and Procedures Manual is amended as necessary to keep the information contained therein up-to-date.</p> <p>(c) The ATO shall promptly furnish copies of all amendments to the Training and Procedures Manual to the Authority and all organisations and personnel to which the manual has been issued.</p>			
3.2.1.19	<p>DUTY PERIOD LIMITATIONS</p> <p>(a) A person who holds a Flight Instructor licence shall not conduct more than 8 hours of flight training in any 24-consecutive-hour period.</p> <p>(b) Excluding briefing and debriefing, a Flight Simulator Training Device instructor shall not conduct more than 8 hours of instruction in any 24-consecutive-hour period.</p> <p>(c) A student in a certificated flight crew, aircraft maintenance engineer, flight dispatcher, cabin crew and Air Traffic Safety Electronic Personnel school may not be required to attend classes of instruction more than 8 hours in any day or more than 6 days or 40 hours in any 7-day period.</p>			
3.2.1.20	<p>SAFETY MANAGEMENT SYSTEM</p> <p>(a) An ATO shall implement an SMS acceptable to the Authority as outlined in Part 20 of these regulations.</p>			
3.2.1.21	<p>OUTSOURCING TO THIRD-PARTY PROVIDERS</p> <p>(a) The ATO may outsource courseware, facilities and equipment, and instructional personnel to a third party, provided that the ATO has been approved by the Authority:</p> <ol style="list-style-type: none"> (1) For the training that is to be conducted; and (2) To contract with the third party to be used. <p>(b) The ATO shall be accountable for the quality of third-party providers, including the suitability of courseware, facilities and equipment, and instructional personnel used to meet the ATO approved programmes.</p>			



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<p>3.2.1.22</p>	<p>MONITORING OF TRAINING AND CHECKING ACTIVITIES</p> <p>(a) To enable adequate supervision of its training and checking activities, the ATO certificate holder shall forward to the Authority at least 5 working hours before the scheduled activity the dates, report times and report location of all—</p> <p>(1) Training activities (2) Drills and flight checks for which a curriculum is approved in the ATO certificate holder's training programme; and (3) Proficiency, competency and line checks.</p> <p>(b) Failure to provide the information required by paragraph (a) may invalidate the training or check and the Authority may require that it be repeated for observation purposes</p>			
<p>3.3</p>	<p>ADDITIONAL REQUIREMENTS FOR INSTRUCTION – FLIGHT CREW TRAINING</p>			
<p>3.3.1</p>	<p>GENERAL</p> <p>(a) In addition to the requirements of 3.2 of this part, this subpart prescribes requirements for ATO teaching flight crew curricula.</p>			
<p>3.3.2</p>	<p>CURRICULUM APPROVAL FOR FLIGHT CREW TRAINING</p>			
<p>3.3.2.1</p>	<p>TRAINING COURSES</p> <p>(a) The Authority may approve an applicant for, or the holder of, an ATO certificate to conduct the following flight crew courses of instruction, as provided in the training specifications and provided the applicant meets the requirements of this part and Part 2 of these regulations:</p> <ol style="list-style-type: none"> 1. Private pilot licence course; 2. CPL course; 3. IR course; 4. CPL/IR multi-engine/CRM-integrated course; 5. Multi-crew pilot licence course; 			



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	<ul style="list-style-type: none"> 6. Airline transport pilot licence course; 7. FE licence course; 8. Class rating course; 9. Type rating course; 10. CRM course; 11. FI course; 12. Instructor course for additional type or class ratings; 13. Instructor course for flight simulation; 14. Refresher courses; 15. RPAS course; 16. Instructor course for RPAS training; 17. Instructor course for RPAS flight simulation; and 18. Other courses, as the Authority may approve. 			
<p>3.3.2.2</p>	<p>TRAINING COURSE APPROVAL – QUALIFICATION-BASED AND ALTERNATIVE MEANS OF COMPLIANCE</p> <ul style="list-style-type: none"> (a) An applicant for, or the holder of, an ATO certificate shall apply to the Authority for approval for each training course to be offered or amended. <ul style="list-style-type: none"> (1) The applicant or ATO shall submit two copies of the training course or amendment to the Authority as part of the application. (2) The applicant or ATO shall submit the application to the Authority at least 30 days before any instruction under the training course is scheduled to begin. (b) Except as provided in 3.3.2.3 of this part, each training course for which approval is requested shall meet the minimum ground and flight training time requirements specified in Part 2 of these regulations for the licence, rating, or authorisation sought. (c) Each training course for which approval is requested shall contain: <ul style="list-style-type: none"> 1. A description of each room used for ground training, including the room size and the maximum number of students that may be trained in the room at one time, unless the course is provided via an internet-based training medium; 2. A description of each type of audiovisual aid, projector, tape recorder, mock-up, chart, aeronautical product, and other special training aid used for ground training; 			



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	<ul style="list-style-type: none"> 3. A description of each FSTD used for training; 4. A list of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the ATO's students and personnel at each of those aerodromes; 5. A description of the type of aircraft, including any special equipment used for each phase of training; 6. The minimum qualifications and ratings for each instructor assigned to ground or flight training and, to RPAS training; and 7. A training syllabus that includes the following information: <ul style="list-style-type: none"> (i) The prerequisites for enrolling in the ground and flight portion of the course, which include the pilot licence and rating, pilot training, pilot experience, and pilot knowledge; (ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion; (iii) A description of what the course is expected to accomplish with regard to student learning; (iv) The expected accomplishments and the standards for each stage of training; and (v) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training. 			
<p>3.3.2.3</p>	<p>TRAINING COURSE APPROVAL – ALTERNATIVE MEANS OF COMPLIANCE AND COMPETENCY-BASED TRAINING AND ASSESSMENT</p> <ul style="list-style-type: none"> (a) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any training course under this part that does not meet the minimum hours for a licence or rating prescribed by Part 2 of these regulations, provided that: <ul style="list-style-type: none"> (1) The ATO shows that the instruction will provide a level of competency at least equal to the minimum experience requirements for personnel not receiving such instruction; and (2) The following conditions are met: <ul style="list-style-type: none"> (i) The ATO holds an ATO certificate issued under this part and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request; (ii) In addition to the information required by paragraph 3.3.2.2(c) of 			



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	<p>this part, the training course specifies planned ground and flight training time requirements for the course;</p> <p>(iii) The ATO shall not request that the training course be approved for examining authority, nor may that ATO hold examining authority for that course; and</p> <p>(iv) The knowledge test and/or skill test for the course shall be given by:</p> <p>(A) A licensed inspector; or</p> <p>(B) An examiner who is not an employee of the ATO.</p> <p>(b) An ATO may request and receive final approval for any training course under this part that does not meet the minimum hours for a licence prescribed by Part 2 of these regulations, provided that the following conditions are met:</p> <p>(1) The ATO has held initial approval for that training course for at least 24 calendar months;</p> <p>(2) The ATO has:</p> <p>(i) Instructed at least 10 students in that training course within the preceding 24 calendar months and has recommended those students for a pilot, FI, or GI licence or rating; and</p> <p>(ii) At least 80 per cent of those students passed the knowledge or skill test, as appropriate, on the first attempt, and that test was given by:</p> <p>(A) Authority inspector; or</p> <p>(B) A Designated examiner who is not an employee of the</p> <p>(4) ATO;</p> <p>In addition to the information required by paragraph 3.3.2.2(c) of this part, the training course specifies planned ground and flight training time requirements for the course; and The ATO shall not request that the training course be approved for examining authority, nor may that ATO hold examining authority for that course.</p>			
<p>3.3.3</p>	<p>PERSONNEL REQUIRED FOR FLIGHT CREW TRAINING</p> <p>(a) An applicant for, or the holder of, an ATO certificate for instructing flight crew curricula shall have the following personnel:</p>			



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	<ol style="list-style-type: none"> 1. An Accountable manager; 2. A Quality Manager; 3. A Head of Training; 4. A Chief Flight Instructor, as applicable; 5. A Chief Ground Instructor, as applicable; 6. Safety Manager as applicable; 7. Maintenance Manager as applicable 8. An adequate number of ground and flight instructors relevant to the courses provided as determined by the Authority; and 9. Other management personnel appropriate to the size and complexity of the training operation, as determined by the Authority. <p>(b) Each instructor to be used for training shall have received the appropriate training and shall hold the appropriate licences and/or ratings/authorisations as required by Part 2 of these regulations.</p> <p>(c) The duties and qualifications of the personnel listed in paragraph 3.3.3(a) of this subsection are prescribed in IS 3.3.3.</p>			
<p>3.3.4</p>	<p>FACILITIES AND EQUIPMENT REQUIRED FOR FLIGHT CREW TRAINING</p>			
<p>3.3.4.1</p>	<p>TRAINING FACILITIES</p> <p>(a) An applicant for, or the holder of, an ATO certificate instructing flight crew curricula shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:</p> <p>(1) Flight operations facilities:</p> <ol style="list-style-type: none"> (i) An operations room; (ii) A flight planning room; (iii) Adequate briefing rooms; and (iv) Offices for the instructors. <p>(2) Knowledge instruction facilities, including:</p>			



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	<ul style="list-style-type: none"> (i) Classroom accommodations; (ii) Suitable demonstration equipment; (iii) A radiotelephony training and testing facility; (iv) A library; and (v) Offices for the instructors. 			
<p>3.3.4.2</p>	<p>TRAINING AIRCRAFT AND REMOTELY PILOTED TRAINING AIRCRAFT</p> <ul style="list-style-type: none"> (a) An applicant for, or the holder of, an ATO certificate shall ensure that each aircraft used for flight instruction and solo flights meets the following requirements: <ul style="list-style-type: none"> (1) Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external-load operations, and similar aerial work operations, all aircraft shall have a Nigeria standard certificate of airworthiness or a foreign equivalent of a Nigeria standard certificate of airworthiness, acceptable to the Authority. (2) The aircraft shall be maintained and inspected in accordance with Par 8: 8.3 of these regulations and an approved maintenance programme. (3) The aircraft shall be equipped as provided in the training specifications for the approved course for which it is used. (4) Except as provided in paragraph 3.3.4.2(a)(5) of this subsection, each aircraft used in flight training shall have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations. (5) Aeroplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the certificate holder determines that the flight instruction may be conducted in a safe 			



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	<p>manner considering the location of controls and their non-conventional operation, or both.</p> <p>(b) An applicant for, or the holder of, an ATO certificate shall ensure that each RPA used for RPAS flight instruction and solo flights meets the following requirements:</p> <ol style="list-style-type: none"> 1. Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external-load operations, and similar aerial work operations, the RPA shall have a Nigeria special certificate of airworthiness, "experimental certificate," or a foreign equivalent of a Nigeria experimental certificate acceptable to the Authority. 2. The RPA shall be maintained and inspected in accordance with Part 8 of these regulations and an approved maintenance programme. 3. The RPA shall be equipped as provided in the training specifications for the approved course for which it is used. 4. Each RPA used in a course involving IFR en route operations and instrument approaches shall be equipped and maintained for IFR operations. For maneuvering of an RPA by reference to instruments, the RPA may be equipped as provided in the approved course of training. 			
<p>3.3.4.3</p>	<p>FLIGHT SIMULATION TRAINING DEVICES</p> <p>(a) An applicant for, or the holder of, an ATO certificate, approved to use FSTDs, shall show that each FSTD used for training and checking will be or is specifically qualified and approved by the Authority for:</p>			



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	<p>(1) Each manoeuvre and procedure for the make, model, and series of aircraft, set of aircraft, aircraft type simulated, or, RPAS, as applicable; and</p> <p>(2) Each training programme or training course in which the FSTD is used.</p> <p>(b) Each qualified and approved FSTD used by an ATO shall:</p> <ol style="list-style-type: none"> 1. Be maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for its qualification; 2. Be modified to conform with any modification to the aircraft or, RPAS being simulated if the modification results in changes to performance, function, or other characteristics required for qualification; 3. Be given a functional pre-flight check each day before being used; and 4. Have a discrepancy log in which the instructor or evaluator, at the end of each training session, enters each discrepancy. 			
<p>3.3.4.4</p>	<p>AERODROMES AND SITES</p> <p>(a) Each applicant for, and holder of, an ATO certificate shall show that it has continuous use of each aerodrome and site (for helicopter training) at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.</p> <p>(b) The base aerodrome, and any alternative base aerodrome, at which flight crew training is being conducted shall have at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off mass or maximum certificated landing mass under the following conditions:</p>			



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	<ol style="list-style-type: none">1. Under calm wind (not more than 4 kt) conditions;2. At temperatures in the operating area equal to the mean high temperature for the hottest month of the year;3. If applicable, with the Powerplant operation and landing gear and flap operation recommended by the manufacturer; and4. In the case of a take-off:<ol style="list-style-type: none">(i) Clearing all obstacles in the take-off flight path by at least 15 m (50 ft); and(ii) With a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques. <p>(c) Each aerodrome shall:</p> <ol style="list-style-type: none">1. Have a wind direction indicator that is visible at ground level from the ends of each runway;2. Have adequate runway electrical lighting if used for night training; and3. Have a traffic direction indicator when:<ol style="list-style-type: none">(i) The aerodrome does not have an operating control tower; and(ii) Traffic and wind advisories are not available. <p>(d) Except as specified in paragraph 3.3.4.4(e) of this subsection, each aerodrome used for night training flights shall have permanent runway lights.</p> <p>(e) An aerodrome or seaplane base used for night training flights in seaplanes may be approved by the Authority to use adequate, non-permanent lighting or shoreline lighting.</p> <p>(f) Training sites shall be available for:</p> <ol style="list-style-type: none">1. Confined area operation;2. Simulated engine-off autorotation; and3. Sloping ground operation.			
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3.3.5	ADDITIONAL SPECIFIC OPERATING RULES FOR FLIGHT CREW TRAINING			
3.3.5.1	<p>ATO TRAINING AND PROCEDURES MANUAL – FLIGHT CREW TRAINING</p> <ul style="list-style-type: none"> (a) Each applicant for, or holder of, an ATO certificate shall prepare and maintain Training and Procedures Manual containing information and instructions to enable flight crew instructional personnel to perform their duties and to provide guidance to students on how to comply with flight crew training course requirements. (b) Documentation of each proposed flight crew training course curriculum, including syllabi, outlines, courseware, procedures, and documentation shall be contained in the ATO Training and Procedures Manual. (c) The ATO shall ensure that the flight crew training curricula contained in the ATO Training Procedures Manual are amended as necessary to keep the information contained therein up to date. (d) Copies of all amendments to the flight crew training curricula contained in the ATO Training and Procedures Manual shall be furnished promptly by the ATO to all persons or organisations to whom the manual has been issued. (e) Detailed requirements pertaining to the flight crew training curricula that shall be contained in the ATO Training and Procedures Manual are prescribed in IS 3.3.5.1. 			
3.3.5.2	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> (a) STUDENTS. An ATO that is approved to conduct flight crew training shall maintain a record for each trainee that contains: 			



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	<ol style="list-style-type: none"> 1. The name of the trainee; 2. A copy of the trainee's airman certificate, if any, and any medical certificate; 3. The name of the course and the make and model of flight training equipment used; 4. The trainee's prerequisite experience and course time completed; 5. The trainee's performance on each lesson and the name of the instructor providing instruction; 6. The date and result of each end-of-course skill test and the name of the examiner conducting the test; and 7. The number of hours of additional training that was accomplished after any unsatisfactory skill test. <p>(b) ATO PERSONNEL. An ATO that is approved to conduct flight crew training shall maintain a record for each instructor approved to instruct a flight crew training course approved in accordance with this subpart that indicates that the instructor has complied with all applicable instructor requirements of these regulations.</p> <p>(c) RECORD RETENTION. An ATO shall keep all records for a minimum period of two (2) years:</p> <ol style="list-style-type: none"> 1. For students, from the date of completion of flight crew training, testing, or checking; and 2. For ATO personnel, from the date of the last employment. 			
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	<p>(d) The ATO shall make the flight crew training records available to the Authority, upon request and within a reasonable time, and shall keep the records:</p> <ol style="list-style-type: none"> 1. For students, at the ATO or satellite ATO where the flight crew training, testing, or checking occurred; and 2. For ATO personnel, at the ATO or satellite ATO where the person is employed. <p>(e) The ATO shall provide to a trainee, upon request and within a reasonable time, a copy of his or her flight crew training records.</p>			
<p>3.3.5.3</p>	<p>GRADUATION CERTIFICATE</p> <ol style="list-style-type: none"> a) An ATO shall issue a graduation certificate to each student who completes its approved flight crew training course. b) The graduation certificate shall be issued to the student upon completion of the flight crew training course and shall contain at least the following information: <ol style="list-style-type: none"> 1. The name and certificate number of the ATO; 2. The name of the graduate to whom it was issued; 3. The course of training for which it was issued; 4. The date of graduation; 5. A statement that the student has satisfactorily completed each required stage of the approved course of training, including the tests for those stages; 6. A certification of the information contained on the graduation certificate by the chief instructor for that course of training; and 7. A statement showing the cross-country training that the student received in the course of training. 			
<p>3.3.5.4</p>	<p>EXAMINING AUTHORITY</p> <ol style="list-style-type: none"> (a) An ATO shall meet the following prerequisites to receive initial approval for examining authority: 			



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	<ol style="list-style-type: none"> 1. The ATO shall complete the application for examining authority on a form and in a manner prescribed by the Authority; 2. The ATO shall hold an ATO certificate and rating issued under this part; 3. The ATO shall have held the rating in which examining authority is sought for at least 24 consecutive calendar months preceding the month of application for examining authority; 4. The training course for which examining authority is requested may not be a course that is approved without meeting the minimum ground and flight training time requirements of this part; and 5. Within 24 calendar months before the date of application for examining authority, at least 90 per cent of the students in the ATO shall have passed, on the first attempt, the required knowledge or skill test, or any combination thereof, for the licence or rating for which examining authority is sought, and that test was given by: <ol style="list-style-type: none"> (i) An Authority inspector; or (ii) A designated examiner who is not an employee of the ATO. <ol style="list-style-type: none"> (b) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO. (c) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test. (d) An ATO that holds examining authority will administer the tests or checks as required by Parts 2 or 8 of these regulations and as appropriate to the licence or rating sought. (e) An ATO that holds examining authority shall: 			
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	<p>(1) Maintain a record of all temporary airman licences or ratings it issues, which shall consist of the following information in chronological order:</p> <ul style="list-style-type: none"> (i) The date the temporary airman licence was issued; (ii) The name of the student to whom the temporary airman licence was issued, and that student's permanent mailing address and telephone number; (iii) The training course from which the student graduated; (iv) The name of the person who conducted the knowledge or skill test; (v) The type of temporary airman licence or rating issued to the student; and (vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence; <p>(2) Maintain a copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and</p> <p>(3) Retain these records for 2 years and make them available to the Authority upon request. These records shall be surrendered to the Authority when the ATO ceases to have examining authority.</p>			
<p>3.3.5.5</p>	<p>STUDENT TRANSFER OF CREDIT BETWEEN ATOS TEACHING A FLIGHT CREW CURRICULUM</p> <p>(a) A person who transfers from one ATO to another ATO may receive credit for that previous flight crew training, provided the following requirements are met:</p> <ol style="list-style-type: none"> 1. The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements; 			



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	<p>2. The person completes a knowledge and skill test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;</p> <p>3. The receiving ATO determines, based on the person's performance on the knowledge and skill test required by paragraph 3.3.5.5(a)(2) of this subsection, the amount of credit to be awarded, and records that credit in the person's training record;</p> <p>4. The person who requests credit for previous experience and knowledge obtained the experience and knowledge from another ATO approved training course; and</p> <p>5. The receiving ATO retains a copy of the person's training record from the previous ATO.</p>			
3.3.5.6	<p>INSPECTION OF AN ATO</p> <p>(a) Each ATO shall allow the Authority to inspect the ATO personnel, facilities, equipment, materials, and records at any reasonable time and in any reasonable place to determine the ATO's compliance with these regulations and with the ATO certificate and training specifications issued to the ATO.</p>			
3.4	<p>ADDITIONAL REQUIREMENTS FOR INSTRUCTION – MAINTENANCE TRAINING</p>			
3.4.1	<p>GENERAL</p> <p>(a) In addition to the requirements of 3.2 of this part, this subpart prescribes requirements for ATO instructing maintenance curricula.</p>			
3.4.2	<p>CURRICULUM APPROVAL FOR MAINTENANCE TRAINING</p>			



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<p>3.4.2.1</p>	<p>TRAINING COURSES</p> <p>The Authority may approve an applicant for, or the holder of, an ATO certificate to conduct the following courses of instruction, as provided in the training specifications and provided the applicant meets the requirements of this part and Part 2 of these regulations:</p> <ol style="list-style-type: none"> 1. AME licence course; 2. Airframe rating course; 3. Powerplant rating course; 4. Airframe and Powerplant combined ratings course; 5. Avionics rating course; 6. RPAS maintenance course; and 7. Other courses, as the Authority may approve. 			
<p>3.4.2.2</p>	<p>TRAINING COURSE APPROVAL – QUALIFICATION-BASED AND ALTERNATIVE MEANS OF COMPLIANCE</p> <p>(a) An applicant for, or the holder of, an ATO certificate shall apply to the Authority for approval for each maintenance-training course to be offered or amended.</p> <ol style="list-style-type: none"> 1. The applicant or ATO shall submit two copies of each maintenance training course or amendment to the Authority as part of the application. 2. The applicant or ATO shall submit the application to the Authority at least 30 days before any training under the course is scheduled to begin. <p>(b) Except as provided in 3.4.2.3 of this part, each maintenance training course for which approval is requested shall meet the minimum maintenance training time requirements specified in Part 2 of these regulations for the licence, rating, or authorisation sought.</p> <p>(c) Each maintenance training course for which approval is requested shall contain:</p>			



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	<ol style="list-style-type: none">1. A description of each room used for maintenance training, including the room size and the maximum number of students that may be trained in the room at one time unless the course is provided via an internet-based training medium;2. A description of each type of audiovisual aid, projector, tape recorder, mockup, chart, aeronautical product, and other special training aid used for maintenance training;3. A description of the minimum equipment to be used in each course;4. The minimum qualifications and ratings for each instructor assigned to maintenance training, including initial and recurrent training; and5. A training syllabus that includes the following information:<ol style="list-style-type: none">(i) The prerequisites for enrolling in the course;(ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;(iii) The subjects and items to be covered and the level of proficiency required;(iv) For each subject, the proportions of theory and other instruction to be given;(v) A description of what the course is expected to accomplish with regard to student learning;(vi) The expected accomplishments and the standards for each stage of training, including the required practical projects to be completed; and(vii) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training.			
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<p>3.4.2.3</p>	<p>TRAINING COURSE APPROVAL – ALTERNATIVE MEANS OF COMPLIANCE AND COMPETENCY-BASED TRAINING AND ASSESSMENT</p> <p>(a) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any maintenance training course under this part that does not meet the minimum hours for a licence or rating prescribed by Part 2 of these regulations, provided that:</p> <p>(1) The ATO shows that the training will provide a level of competency at least equal to the minimum experience requirements for personnel not receiving such instruction; and</p> <p>(2) The following conditions are met:</p> <p>(i) The ATO holds an ATO certificate issued under this part and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request;</p> <p>(ii) In addition to the information required by paragraph 3.4.2.2(c) of this part, the training course specifies planned maintenance training time requirements for the course;</p> <p>(iii) The ATO shall not request that the maintenance training course be approved for examining authority, nor may that ATO hold examining authority for that course; and</p> <p>(iv) The knowledge test and/or skill test for the maintenance training course shall be given by:</p> <p>(A) An Authority inspector; or</p> <p>(B) A designated examiner who is not an employee of the ATO.</p> <p>(b) An ATO may request and receive final approval for any maintenance training course under this part that does not meet the minimum hours for a licence or rating prescribed by Part 2 of these regulations, provided that the following conditions are met:</p>			
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	<p>(1) The ATO has held initial approval for that maintenance training course for at least 24 calendar months;</p> <p>(2) The ATO has:</p> <p>(i) Instructed at least 10 students in that maintenance training course within the preceding 24 calendar months and has recommended those students for an AMT certificate or rating; and</p> <p>(ii) At least 80 per cent of those students passed the knowledge or skill test, as appropriate, on the first attempt, and that test was given by:</p> <p>(A) An Authority inspector; or</p> <p>(B) A designated examiner who is not an employee of the ATO;</p> <p>(2) In addition to the information required by paragraph 3.4.2.2(c) of this part, the training course specifies planned theoretical knowledge and practical training time requirements for the course; and</p> <p>(3) The ATO shall not request that the maintenance-training course be approved for examining authority, nor may that ATO hold examining authority for that course.</p>			
<p>3.4.3</p>	<p>PERSONNEL REQUIRED FOR MAINTENANCE TRAINING</p> <p>(a) An applicant for, or the holder of, an ATO certificate for instructing maintenance curricula shall have the following personnel:</p> <ol style="list-style-type: none"> 1. An Accountable Manager; 2. A Quality Manager; 3. A Head of Training; 4. Maintenance Manager as applicable; 5. Safety Manager as applicable and. 6. Other management personnel appropriate to the size and complexity of the training operation as determined by the Authority. 			



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	<p>(b) Each instructor to be used for maintenance training shall have received the appropriate training and shall hold the appropriate licences and/or ratings as required by Part 2 of these regulations.</p> <p>(c) The duties and qualifications of training and instruction personnel listed in paragraph 3.4.3(a) of this subsection are as follows:</p> <p>(1) HEAD OF TRAINING. The Head of Training shall have overall responsibility for ensuring satisfactory integration of theoretical knowledge instruction and practical training and for supervising the progress of individual students. The Head of Training shall have extensive experience in training as an instructor for AME licensing and shall possess a sound managerial capability.</p> <p>(2) INSTRUCTORS.</p> <p>(i) Each ATO shall provide the number of instructors holding appropriate licences and ratings, issued under Part 2 of these regulations, that the Authority determines is necessary to provide adequate instruction and supervision of the students.</p> <p>(ii) An ATO may provide specialised instructors who are not licensed, but who are approved in accordance with Part 2 of these regulations, to teach mathematics, physics, drawing, basic electricity, basic hydraulics, and similar subjects.</p> <p>(iii) Quality Manager. See IS 3.3.3 (b) for duties and qualifications of a Quality Manager</p>			
<p>3.4.4</p>	<p>FACILITIES, EQUIPMENT, AND MATERIALS REQUIRED FOR MAINTENANCE TRAINING</p> <p>(a) An applicant for, or the holder of, an ATO certificate shall have facilities, equipment, and materials, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:</p>			



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	<ol style="list-style-type: none"> 1. An enclosed classroom; 2. Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles; 3. A suitable area for the application of finishing materials, including paint spraying; 4. Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment; 5. Suitable facilities for running engines; 6. A suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service, and inspect: <ol style="list-style-type: none"> (i) Ignition systems, electrical equipment, and appliances; (ii) Carburettors and fuel systems; and (iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances. 7. Suitable space with adequate equipment, including tables, benches, stands, and jacks, for disassembling, inspecting, and rigging aircraft and, RPAS; and 8. Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting, and timing engines. (b) An applicant for, or the holder of, an ATO certificate with approved AME courses shall have and maintain the following instructional equipment, appropriate to the rating sought: <ol style="list-style-type: none"> 1. Various types of aeronautical products (including propellers) of a quantity and type suitable to complete the practical projects required by the approved training programme; and 			
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	<p>2. At least one aircraft of a type acceptable to the Authority.</p> <p>(c) An applicant for, or the holder of, an ATO certificate with an AME rating shall have aeronautical products to be used for instruction and from which students will gain practical working experience. The applicant or ATO shall ensure that the aeronautical products are sufficiently diversified as to show the different methods of construction, assembly, inspection, and operation when installed in an aircraft for use.</p> <p>(d) An applicant for, or the holder of, an ATO certificate with an AME rating, or an applicant seeking an additional AMT rating, shall have at least the facilities, equipment and materials appropriate to the rating sought.</p> <p>(e) An applicant for, or the holder of, an ATO certificate with an AME rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of materials, special tools, and shop equipment used in constructing and maintaining aircraft, appropriate to the approved training programme of the ATO, in order to assure that each student will be properly instructed.</p> <p>(f) An ATO may not make a substantial change in facilities, equipment, or materials that have been approved for a particular training programme unless that change is approved by the Authority in advance.</p>			
<p>3.4.5</p>	<p>ADDITIONAL SPECIFIC OPERATING RULES FOR MAINTENANCE TRAINING</p>			
<p>3.4.5.1</p>	<p>ATO TRAINING AND PROCEDURES MANUAL – MAINTENANCE TRAINING</p> <p>(a) Each applicant for, or holder of, an ATO certificate shall prepare and maintain Training and Procedures Manual containing information and instructions to enable maintenance instructional personnel to perform their duties and to give guidance to students on how to comply with course requirements.</p>			



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	<p>(b) Documentation of each proposed maintenance training course curriculum, including syllabi, outlines, courseware, procedures, and documentation, shall be contained in the ATO Training and Procedures Manual.</p> <p>(c) The ATO shall ensure that the maintenance training curricula contained in the Training and Procedures Manual are amended as necessary to keep the information contained therein up-to-date.</p> <p>(d) Copies of all amendments to the maintenance training curricula contained in the ATO Training and Procedures Manual shall be furnished promptly by the ATO to all persons or organisations to which the manual has been issued.</p> <p>(e) Detailed requirements pertaining to the maintenance training curricula that shall be contained in the ATO Training and Procedures Manual are prescribed in IS 3.4.5.1.</p>			
<p>3.4.5.2</p>	<p>RECORD KEEPING</p> <p>STUDENTS. An ATO that is approved to conduct maintenance training shall maintain a record for each trainee that contains:</p> <ol style="list-style-type: none"> 1. The name of the trainee; 2. A copy of the trainee's airman certificate, if any; 3. The name of the course and the instruction credited; 4. The trainee's prerequisite experience and course time completed; 5. The trainee's performance on each lesson and the name of the instructor providing the instruction; 			



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	<p>6. The date and result of each end-of-course test and the name of the examiner conducting the test;</p> <p>7. The number of hours of additional training accomplished after any unsatisfactory test; and</p> <p>8. A current progress chart or individual progress record for each student, showing the practical projects or laboratory work completed, or to be completed, in each subject.</p> <p>(b) ATO PERSONNEL. An ATO that is approved to conduct maintenance training shall maintain a record for each instructor approved to instruct a course approved in accordance with this subpart that indicates that the instructor has complied with all applicable instructor requirements of these regulations.</p> <p>(c) RECORD RETENTION. An ATO shall keep all maintenance training records for a minimum period of two (2) years:</p> <ol style="list-style-type: none"> 1. For students, from the date after completion of maintenance training, testing, or checking; and 2. For ATO personnel, from the date of the last employment. <p>(d) The ATO shall make the maintenance training records available to the Authority, upon request and within a reasonable time, and shall keep the records:</p> <ol style="list-style-type: none"> 1. For students, at the ATO or satellite ATO where the maintenance training, testing, or checking occurred; and 2. For ATO personnel, at the ATO or satellite ATO where the person is employed. <p>(e) The ATO shall provide to a trainee, upon request and within a reasonable time, a copy of the trainee's maintenance training records.</p>			
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<p>3.4.5.3</p>	<p>GRADUATION CERTIFICATE</p> <p>(a) An ATO shall issue a graduation certificate to each student who completes its approved course of training.</p> <p>(b) The graduation certificate shall be issued to the student upon completion of the course of training and shall contain at least the following information:</p> <ol style="list-style-type: none"> 1. The name and certificate number of the ATO; 2. The name of the graduate to whom it was issued; 3. The course of training for which it was issued; 4. The date of graduation; 5. A statement that the student has satisfactorily completed each required stage of the approved course of training, including the tests for those stages; and 6. A certification of the information contained on the graduation certificate by the Director of Training for that course of training. 			
<p>3.4.5.4</p>	<p>EXAMINING AUTHORITY</p> <p>(a) An ATO shall meet the following prerequisites to receive initial approval for examining authority:</p> <ol style="list-style-type: none"> 1. The ATO shall complete the application for examining authority on a form and in a manner prescribed by the Authority; 2. The ATO shall hold an ATO certificate and rating issued under this part; 3. The ATO shall have held the rating in which examining authority is sought for at least 24 consecutive calendar months preceding the month of application for examining authority; and 4. Within 24 calendar months before the date of application for examining authority, at least 90 per cent of the students in the ATO shall have passed, on the first attempt, the required knowledge or skill test, or any combination thereof, for the 			



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	<p>licence or rating for which examining authority is sought, and that test shall have been given by:</p> <ul style="list-style-type: none"> (i) An Authority inspector; or (ii) A designated examiner who is not an employee of the ATO. <ul style="list-style-type: none"> (b) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO. (c) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test. (d) An ATO that holds examining authority will administer the tests as required by Part 2 of these regulations and as appropriate to the licence or rating sought. (e) An ATO that holds examining authority may conduct knowledge and skill tests on a progressive schedule if approved by the Authority. This may be necessary due to the length and complexity of an inclusive maintenance-training programme. (f) An ATO that holds examining authority shall: <ul style="list-style-type: none"> (1) Maintain a record of all temporary licences or ratings it issues, which shall consist of the following information in chronological order: <ul style="list-style-type: none"> (i) The date the temporary licence was issued; (ii) The name of the student to whom the temporary certificate was issued and that student's permanent mailing address and telephone number; (iii) The training course from which the student graduated; (iv) The name of the person who conducted the knowledge or skill test; (v) The type of temporary licence or rating issued to the student; and 			
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	<p>(vi) The date the student's application file was sent to the Authority for processing for a permanent licence;</p> <p>(2) Maintain a copy of the record containing each student's graduation certificate, application, temporary licence, superseded licence (if applicable), and knowledge test or skill test results; and</p> <p>(3) Retain these records for 2 years and make them available to the Authority upon request. These records shall be surrendered to the Authority when the ATO ceases to have examining authority.</p>			
<p>3.4.5.5</p>	<p>STUDENT TRANSFER OF CREDIT BETWEEN ATOs TEACHING MAINTENANCE CURRICULA</p> <p>(a) A person who transfers from one ATO to another ATO may receive credit for that previous maintenance training, provided the following requirements are met:</p> <ol style="list-style-type: none"> 1. The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements for the licence or rating; 2. The person completes a knowledge and skill test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited; 3. The receiving ATO determines, based on the person's performance on the knowledge and skill test required by paragraph 3.4.5.5(a)(2) of this subsection, the amount of credit to be awarded and records that credit in the person's training record; and 4. The receiving ATO retains a copy of the person's training record from the previous ATO. 			



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<p>3.4.5.6</p>	<p>INSPECTION OF AN ATO</p> <p>(a) Each ATO shall allow the Authority to inspect the ATO facilities, equipment, materials, and records at any reasonable time and in any reasonable place to determine the ATO's compliance with these regulations and the ATO certificate and training specifications issued to the ATO.</p>			
<p>3.5</p>	<p>ADDITIONAL REQUIREMENTS FOR INSTRUCTION FOR OTHER LICENCES AND TRAINING</p>			
<p>3.5.1</p>	<p>(a) In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching curricula in the following areas:</p> <ol style="list-style-type: none"> (1) Air traffic controller licence course; and (2) Aeronautical station operator licence course; (3) Flight Dispatcher Licence course; (4) Cabin Crew Licence course; (5) ATSEP Licence course. 			
<p>3.5.2</p>	<p>CURRICULUM APPROVAL</p>			
<p>3.5.2.1</p>	<p>TRAINING COURSES.</p> <p>(a) The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction, provided the applicant meets the requirements of Part 2 and Part 3 of these Regulations:</p> <ol style="list-style-type: none"> (1) Air traffic controller licence; and (2) Aeronautical station operator licence; (3) Flight Dispatcher Licence; (4) Cabin Crew Licence; (5) ATSEP Licence. 			
<p>3.5.2.2</p>	<p>TRAINING PROGRAM AND APPROVAL.</p> <p>(a) The applicant for, or the holder of, an ATO certificate shall apply to the Authority for training program approval.</p>			



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	<p>(b) The applicant for, or the holder of, an ATO certificate shall develop a training program for each type of course offered that is designed to qualify its students to perform the duties of the personnel as in 3.5.1(a) above for a particular license or ratings. This program shall include, based on the requirements in Part 2 of this Regulation:</p> <ol style="list-style-type: none"> (1) The curriculum and duration for each course; (2) The subjects and items to be covered and the level of proficiency to be met; (3) For each subject, the proportions of theory and other instruction to be given; and (4) The required practical projects to be completed; (5) A list of the mastery tests to be given by the ATO; (6) Minimum equipment required for each proposed course; (7) Minimum instructor qualifications for each proposed program, and (8) A program for initial training and continuing training of each instructor employed to instruct in a proposed course. <p>(c) The content and sequence of the training program shall be acceptable to the authority.</p>			
<p>3.5.3</p>	<p>PERSONNEL</p> <p>(a) The applicant for an ATO certificate or current certificate holder teaching any of the curricula listed in 3.5.2.1 above shall have on the staff the following—</p> <ol style="list-style-type: none"> (1) An Accountable Manager; (2) A Quality Manager; (3) A Head of Training; (4) Other management personnel appropriate to the size and complexity of the training operation, as determined by the Authority; and (5) An adequate number of instructors for the courses provided, as determined by the Authority. 			



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	<p>(b) Each instructor to be used for training shall have received the appropriate training and hold the appropriate license and/or rating as required by Part 2 of these Regulations.</p> <p>(c) The duties and qualifications of training and instruction staff are as follows:</p> <p>(1) Head of Training. The Head of Training shall have overall responsibility for ensuring satisfactory integration of theoretical knowledge instruction and practical training and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as an instructor and possess a sound managerial capability.</p> <p>(2) Instructors.</p> <p>(i) Each ATO shall provide the number of instructors holding appropriate licenses and ratings, issued under Part 2 of these Regulations, that the Authority determines is necessary to provide adequate instruction and supervision of the students.</p> <p>(ii) An ATO may provide specialised instructors, who are not licensed but who are approved in accordance with Part 2 of these Regulations, to teach specialised subjects as are applicable.</p>			
<p>3.5.4</p>	<p>FACILITIES REQUIRED FOR TRAINING.</p> <p>(a) An applicant for, and holder of, an ATO certificate shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:</p> <p>(i) An operations room, as applicable;</p> <p>(ii) A flight planning room, as applicable</p> <p>(iii) Adequate briefing rooms, as applicable;</p> <p>(1) Knowledge instruction facilities, including—</p> <p>(iv) Classroom accommodation;</p> <p>(v) Suitable demonstration equipment;</p> <p>(vi) An RT training and testing facility as applicable;</p>			



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	<p>(vii) Training Console, as applicable; (viii) A library; (ix) Aircraft mockup, as applicable; (x) Offices for instructors; (xi) Other equipment and materials that are required as determined by the Authority.</p> <p>(b) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance.</p>			
3.5.5	ADDITIONAL, SPECIFIC OPERATING RULES FOR TRAINING			
3.5.5.1	In addition to the requirements of Subpart 3.2, this subpart prescribes additional requirements for ATO's teaching courses listed in 3.5.2.1 above.			
3.5.5.2	<p>TRAINING AND PROCEDURES MANUAL.</p> <p>(a) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements. (b) The Training Manual and Procedures Manual may be combined. (c) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date. (d) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organisations or persons to whom the manual has been issued. (e) See IS: 3.5.5.2 for detailed requirements for the Training Manual and the Procedures Manual and the format for each manual.</p>			
3.5.5.3	<p>RECORDKEEPING.</p> <p>(a) Students. An ATO that is approved to conduct training shall maintain a record for each trainee that contains— (1) The name of the trainee;</p>			



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	<p>(2) A copy of the trainee's airman certificate, if any;</p> <p>(3) The name of the course and the instruction credited;</p> <p>(4) The trainee's prerequisite experience and course time completed;</p> <p>(5) The trainee's performance on each lesson and the name of the instructor providing instruction;</p> <p>(6) The date and result of each end-of-course test and the name of the evaluator conducting the test;</p> <p>(7) The number of hours of additional training that was accomplished after</p> <p>(8) A current progress chart or individual progress record for each student, showing the practical projects or laboratory work completed, or to be completed, in each subject.</p> <p>(b) ATO staff. An ATO that is approved to conduct training shall maintain a record for each instructor or evaluator designated to instruct a course approval in accordance with this subpart, that indicates the instructor or evaluator has complied with all applicable instructor requirements of these Regulations.</p> <p>(c) Record retention. An ATO shall keep all records for a minimum period of two years</p> <p>(1) For students, from the date of completion of training or testing; and</p> <p>(2) For ATO staff, from the date of the last employment.</p> <p>(d) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –</p> <p>(1) For students, at the ATO or satellite ATO where the training, testing, or checking occurred; and</p> <p>(2) For ATO staff, at the ATO or satellite ATO where the person is employed.</p> <p>(e) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.</p>			
<p>3.5.5.4</p>	<p>GRADUATION CERTIFICATE.</p> <p>(a) An ATO shall issue a graduation certificate to each student who completes its approved course of training.</p> <p>(b) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information;</p> <p>(1) The name and certificate number of the ATO;</p>			



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	<p>(2) The name of the graduate who whom it was issued;</p> <p>(3) The course of training for which it was issued;</p> <p>(4) The date of graduation;</p> <p>(5) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages; and</p> <p>(6) A certification of the information contained on the graduation certificate by the Head of Training for that course of training.</p>			
3.5.5.5	<p>STUDENT TRANSFER OF CREDIT BETWEEN ATO'S TEACHING AN APPROVED CURRICULUM.</p> <p>(a) A person who transfers from one ATO to another ATO may receive credit for that previous training, provided the following requirements are met:</p> <p>(1) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements for the licence or rating;</p> <p>(2) The person completes a knowledge and practical test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited.</p> <p>(3) The receiving ATO determines, based on the person's performance on the knowledge and practical test required by paragraph (a)(2) of this section, the amount of credit to be awarded, and records that credit in the person's training record; and</p> <p>(4) The receiving ATO retains a copy of the person's training record from the previous ATO.</p>			
3.5.5.6	<p>INSPECTIONS OF THE ATO TEACHING APPROVED CURRICULA.</p> <p>(a) Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these</p>			



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	Regulations and the ATO's certificate and training specifications.			
3.6	FLYING CLUB			
3.6.1	Applicability			
	This part prescribes requirements for operators of flying Clubs in Nigeria.			
3.6.1.1	No person shall operate a flying club in Nigeria unless he/she holds an appropriate permit issued by the Authority. For the purpose of this part, an appropriate permit means a Permit for Aerial Aviation Service (PAAS) or a Permit for Non-Commercial Flight Operations (PNCF) issued by the Authority under Part 18 of these Regulations.			
3.6.1.2.	No person shall deploy an aircraft to be operated in a Flying Club unless the aircraft has a valid certificate of Airworthiness issued under Part 5 of these Regulations.			
3.6.1.3	Knowledge and flight instructions carried out in such flying clubs shall meet the requirements of 2.3.4 and 2.3.4.2 of part 2 of these Regulations			
3.6.1.4	The training curricula shall meet the requirements of 3.3.2 of part 3 of these regulations			
3.6.1.5	No person shall carry out instructional duties in an aircraft operated by a Flying Club unless the persons holds a valid license or certificate of validation issued by the Authority under Part 2 of these Regulations.			
3.6.1.6	All operators of Flying Club shall maintain appropriate insurance to cover their operation including liability for damage to property and third parties on ground.			



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3.6.1.7	Any person operating a Flying Club shall operate from aerodrome approved by the Authority including the associated airspace in accordance with Parts 12 & 14 of these Regulations.			
3.6.1.8	All operators of Flying Club in Nigeria shall during the conduct of operations comply with all regulatory requirements relating to the Safety and security of flight operations including compliance with meteorological and air navigation services regulations in Nigeria.			
3.6.1.9	All operators of Flying Club shall ensure that only qualified persons conduct maintenance on the aircraft and release aircraft to service after maintenance.			
3.6.1.10	All operators of Flying Club shall develop standard operating procedures (SOP) acceptable to the Authority that will guide all members of the Club in their operation.			