

**POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION  
RESTART PLAN**



**NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)**

**Advisory  
Circular**

**NCAA-AC-DOL-009**

---

**Subject:**

**POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION  
(ATO) RESTART PLAN**

Issue No: 01 Issue

Date: 11<sup>th</sup> May 2020

Rev. Number: Rev.0

**APPLICABILITY:** ALL ATO CERTIFICATE HOLDERS

**NOTE:** This is a controlled and restricted publication. The latest revision of this publication is on the NCAA website [www.ncaa.gov.ng](http://www.ncaa.gov.ng) under documents or publications

# POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION RESTART PLAN

## TABLE OF CONTENTS

SECTION	TITLE
0.	Purpose/Applicability
1.	General information
2.	References
3.	Request and Approval to restart Training Operations
4.	Approved Training Organisation Restart Plan
5.	POST COVID-19 Lockdown Restart Protocol -Assessment Checklist
6.	NCAA Restart Plans Guidelines
<i>TABLE A</i>	Immediate Plans (Q2-2020)
<i>TABLE B</i>	Short terms Plans(Q3-2020)
<i>TABLE C</i>	Medium Term Plans (Q4-2020 to Q4-2021)
<i>APPENDIX A</i>	NCAA Post COVID-19 ATO Restart Protocol Checklist
APPROVAL PAGE	DIRECTOR GENERAL'S APPROVAL

# POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION RESTART PLAN

## 0. PURPOSE/APPLICABILITY

This Advisory Circular is issued to provide information and guidance on health, safety and environmental measures required of all Approved Training Organisation (ATO) Certificate holders to restart training activities post COVID-19 lockdown hitherto in place as a result of the COVID-19 pandemic.

## 1. General Information and considerations

- Following the declaration of COVID-19 as pandemic by the World Health Organisation(WHO) on 11<sup>th</sup> March, 2020, the Federal Governments placed restrictions on movement, closure of borders, and ban on international travels including the cancellation of domestic flight operations except essential and emergency flights in line with the guidelines and other associated Air Operators Letters (AOL) issued by the Authority.
- The Federal Government had announced that Government activities should resume from 4<sup>th</sup> May, 2020, hence, the Authority envisages a follow-up announcement on gradual resumption of flight operations and other Allied Aviation activities such as Approved Training Organisations(ATOs) in due course.
- It is therefore imperative for ATOs to ensure the implementation of the guidelines contained in this document in order to ensure safe, efficient, secure and orderly conduct of its activities post COVID-19 pandemic to provide the public with the confidence that the ATOs and its facilities are safe and free from COVID-19 infection.

## 2. References

- Nig.CARs Parts 2 and 3
- ICAO Annex 1, Annex 6 , ICAO CCFD (COVID-19 Contingency filing of differences)
- ICAO GAT TRAINAIR PLUS Training Development Guide-Guidelines for the Development of Online Courses (ICAO DOC 9941)
- NCAA Advisory Circulars Public Health Corridor (NCAA-AC-AMS-001)
- COVID-19 AOLs issued by NCAA (AOL/DG/008/02)
- NCAA AOL/078
- WHO Operational Considerations for managing COVID-19 cases or outbreak in Aviation
- NCDC COVID 19 Advisory on the use of mask

## 3. Request and Approval to restart Training Operations

All Approved Training Organisations (ATOs) will be required by this restart guideline to apply and obtain an approval from the Authority to resume operation. The Authority will grant approval to applicants upon satisfactory assessment of ATOs for compliance with all relevant COVID-19 guidelines and applicable Nig, CARs following the prolonged lockdown period. The ATOs will be required to show evidence of compliance with actions listed under the immediate action plans

# POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION RESTART PLAN

required by the Authority. No ATO will be given start up clearance without meeting the restart requirements.

## 4. Approved Training Organisation Restart Plan

One of the items that will be required as one of the immediate actions requested by the Authority is the ATO's restart plan to provide assurance of safe operations both from the technical perspective of training operations (i.e. to address issues like aircraft serviceability, aircraft de-preservation, valid C of A, flight/ground instructor recurrency / proficiency etc. ) and from the perspective of putting measures in place to protect personnel/staff and students/visitors from COVID-19 infection.

## 5. POST COVID-19 LOCKDOWN RESTART PROTOCOL -ASSESSMENT CHECKLIST

The Authority has developed an assessment checklist based on the requirements listed in this restart plan to evaluate the ATO's readiness to restart training operations. Upon satisfying the requirements of this guidelines and verification using the checklist (see Appendix A), the ATO will be recommended and approved by the Director General or his designated representative to restart operation through a letter signed by the Authority.

## 6. NCAA Restart Plans Guidelines

The guidance is broken into **immediate actions**, **short**, **medium** and **long-term plans** by the NCAA to assure operational efficiency and confidence of the public that Approved Training Organisations resuming operations are safe and adequate measures are put in place to prevent the spread of the COVID-19 pandemic.

The Immediate, short, medium and long-term plans are organized to address key functional areas of concern which are critical and dependent on the ATOs and the Authority.

This plan is limited to ONLY actions required to be taken by ATOs to obtain the NCAA approvals to restart operations.

This guidance is being issued for:

### a. Immediate Plans (Q2 2020) –TABLE A

(**Note**- Required for restart-ATOs implored to respond to this first!)

Immediate plans will fall within Q2 2020 and will comprise actions listed in Table A that can be executed quickly including the development of this restart plan, certification of aircraft post COVID-19 period as well as compliance with aircraft disinfection guidelines as applicable. (See Table A below)

### b. Short-term Plans (Q3 2020)- TABLE B

Short-term plans will fall within Q3 2020 and will comprise actions listed in Table B under short term plans. They are next in line after the immediate actions. (Contained in Table B below)

# POST COVID-19 LOCKDOWN APPROVED TRAINING ORGANISATION RESTART PLAN

## **c. Medium Term Plans (Q4 2020 to Q4 2021)-TABLE C**

Medium-term plans will fall within Q4 2020-Q4 2021 and will comprise actions listed in Table C under medium term plans and would require longer periods to implement than the immediate and short-term plans. They also include measures and plans to transit to normal operations.

## **d. Long-term Plans (Q1 2022) -Return to Business as usual**

Long term plans will start from Q1 2022. They are basically closer to normal operations after full recovery from the pandemic which may include major changes in the Authority's mode of operations as well as automation of many of its processes stemming from the COVID-19 experiences. They are therefore not replicated in this Advisory Circular but are mentioned for reference only.

**NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN**

**TABLE A-IMMEDIATE PLANS (Q2 2020)**

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
1.	APPLICATION TO RESTART AND ATO RESTART PLAN	1.0	Apply and obtain NCAA approval to resume operation post COVID 19 lockdown after satisfactory assessment of ATO certificate Holder by NCAA based on the under-listed requirements.	
		1.1	<p>Submit ATO restart plan taking into consideration the following NCAA guidelines:</p> <ul style="list-style-type: none"> <li>• Plans for the fumigation and disinfection of ATO premises, classrooms, training aids, Aircraft, etc. prior to commencement of training activities</li> <li>• Procedures for routine cleaning of frequently touched/exposed surfaces and training equipment</li> <li>• Measures put in place for the use of simulators/FSTD to protect staff and students during operations to prevent the spread of COVID-19</li> <li>• Procedures to be observed by all flight Instructors and Student Pilots while at the flight line, crew briefing rooms and in the aircraft for flight operations</li> <li>• Measures put in place to protect personnel/staff, students and visitors during operations to prevent the spread of COVID-19</li> <li>• Guidelines for the use of lavatory/washrooms and instructions that requests personnel, students and visitors on handwashing after using lavatory</li> <li>• Guidelines for the use of sport facilities and other social sites to prevent the spread of COVID-19</li> <li>• Procedures for handling suspect cases who might have failed temperature screening and might require further medical attention</li> <li>• Plans for provision of hand sanitizers and disinfection products at designated points in the ATO premises prior to commencement of operations</li> <li>• Plans for the utilisation of hostel accommodation for the students to prevent the spread of COVID-19</li> <li>• Adaptation of classroom seating arrangements taking into consideration physical distancing (<b>at least 2 meters between seats</b>)</li> <li>• Procedures for coordination/liaising with Third Party Service Providers and confirmation of availability for utilization in view COVID -19 challenges</li> <li>• ATOs adopting online learning system</li> </ul>	RESTART PLAN

# NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN

## TABLE A-IMMEDIATE PLANS (Q2 2020)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
			(Virtual Learning Environment (VLE) for the conduct of training to apply for Authority approval before commencement providing relevant details such as: <ul style="list-style-type: none"> <li>- Part (s) of the approved course it intend to conduct online</li> <li>- Content management, syllabus/curriculum mapping and planning (lesson planning, assessment and personalisation of the learning,</li> <li>- Course administration (prerequisites, credits, monitoring of progress and assessments, etc.), Methodology: Synchronous/Asynchronous Online learning</li> <li>- access rights for instructors and students,</li> <li>- Communication (live video conferencing or audio conferencing</li> <li>- Quality Assurance,</li> <li>• Any other COVID-19 SOPs adopted by the ATO</li> </ul>	
2	<b>TRAINING FACILITIES AND PREMISES</b>	2.1	Submit evidence of disinfection of ATO premises and facilities prior to resumption of training activities after lockdown period	
	<b>INSTRUCTIONAL STAFF CURRENCY AND ADEQUACY</b>	2.2	Submit evidence of instructional staff currency and adequacy for scope of Approved Training Specifications	
	<b>TRAINING AIRCRAFT (FLYING SCHOOLS ONLY)</b>	2.3	Submit evidence of: <ul style="list-style-type: none"> <li>a) compliance with AOL 078 for each aircraft relating to aircraft maintenance requirements during lockdown period</li> <li>b) compliance with AOL DG012 for each aircraft disinfection</li> </ul>	
	<b>PUBLIC HEALTH REQUIREMENTS</b>	2.4	Submit evidence of HSE specific training with emphasis on COVID 19	
		2.5	Evidence of provision of applicable PPEs (face masks, hand gloves, etc) for personnel/staff and Students	
		2.6	Submit evidence of measures put in place for use of simulators/FSTD post COVID-19	
		2.7	Submit evidence of post COVID-19 procedures to be observed by Flight Instructors and Student Pilots at the flight line, crew briefing rooms and in the aircraft during flight operations	
		2.8	Evidence of post COVID-19 measures put in place for the use of hostel accommodation	
		2.9	Evidence of guidelines issued for the use of sports facilities and other social amenities post COVID-19	
		3.0	Evidence of instructions issued that requests staff,	

# NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN

## TABLE A-IMMEDIATE PLANS (Q2 2020)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
-----	-----------------	---------------	-----------------	---------

			students and visitors their hands after using the lavatory	
		3.1	Evidence of confirmation of Third Party Service Providers to provide service to ATOs post COVID-19	
		3.2	Evidence of implementation of above guidelines and/or any COVID -19 SOPs adopted by the ATO.	
3.	<b>Safety Management System</b>	3.1	Submit Risk Assessment Report of ATO operations under the COVID-19 pandemic	
		3.2	Measures taken to address risks	



## NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN

### TABLE B-SHORT TERM PLANS (Q3 2020)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
1	ATO CERTIFICATION  Conduct of Training Post COVID 19	1.1	<ul style="list-style-type: none"> <li>ATOs returning to operations in Short term in Q3 will comply with the requirements listed in the immediate term Q2 above.</li> </ul>	
	ATO (Certification)-Initial	1.2	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission</li> <li>Phase 4 and 5 subject to COVID 19 situation</li> </ul>	
	ATO (Certification)-Renewal	1.3	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission</li> <li>Modular audit checklist-desktop review of outstanding audit findings</li> </ul> <p>Request for extension or complete modular audit subject to COVID 19 status and closure of ALL outstanding findings</p>	
	ATO (Certification)-Variation	1.4	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission</li> <li>Phases 4 and 5 subject to COVID 19 status</li> <li>Request for Training Program Approval or complete modular audit subject to COVID 19 status and closure of ALL outstanding findings</li> </ul> <p style="color: red;"><b>Note:</b> ATO (s) applying for approval of Online Learning (Virtual Learning Environment) to comply with requirements listed in Q2 above.</p>	
	ATO-Recertification	1.5	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission</li> <li>Phases 4 and 5 subject to COVID 19 situation</li> </ul>	
	All Manuals Amendments	1.6	<ul style="list-style-type: none"> <li>Online submission and processing</li> </ul>	
	Post Holder Interviews (Certification/Post Certification)	1.7	<ul style="list-style-type: none"> <li>Apply online for interview of new post holders</li> <li>Interview candidate online or physical interviews subject to COVID 19 Status</li> </ul>	
2	ATO SURVEILLANCE			
	Training -in-progress Inspections.	2.1	<ul style="list-style-type: none"> <li>ATOs approved to return to operation to submit revised Training schedule (s) suspended due COVID-19 attaching daily lessons and Time tables of ALL instructional activities and any other details that will enable the</li> </ul>	

**NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN**

**TABLE B-SHORT TERM PLANS (Q3 2020)**

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
			<p>Authority remotely monitor the progress of training</p> <ul style="list-style-type: none"> <li>• Adopt online methodology via video conferencing or any other Information Technology platform that provides acceptable level of oversight to the Authority where it may be practically impossible for physical inspections</li> <li>• All ATOs to notify the Authority of all trainings it intend to conduct attaching daily lessons and Time tables of ALL instructional activities and any other details that will enable the Authority remotely monitor the progress of training</li> <li>• Submit course completion records including but not limited to daily attendance register (s), progress test/assessment results, evidence of successful completion of practical drills/skill tests (as applicable) and results of final school examinations in line with approved Procedures</li> <li>• Continue to implement the procedures developed in Q2 above with respect to COVID-19 SOPs</li> <li>• Comply with any other standards the Authority may stipulate depending the COVID-19 status</li> </ul>	

## NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN

### TABLE C-MEDIUM TERM PLANS (Q4 2020-Q4 2021)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
1	<b>Conduct of Training Post COVID 19</b>	1.1	<ul style="list-style-type: none"> <li>ATOs returning to operations in Short term in Q4 will comply with the requirements listed in the immediate term Q2 above.</li> </ul>	
	<b>ATO(Certification)-Initial</b>	1.2	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission or normal operations</li> <li>Phases 4 and 5 subject to COVID 19 situation</li> </ul>	
	<b>ATO(Certification)-Renewal</b>	1.3	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission or / normal operation</li> <li>Modular audit checklist-desktop review of outstanding audit findings</li> <li>Phases 4 and 5 subject to COVID 19 situation</li> </ul> <p>Request for extension or complete modular audit subject to COVID 19 status and closure of ALL outstanding findings</p>	
	<b>ATO(Certification)-Variation</b>	1.4	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission or / normal operation</li> <li>Phases 4 and 5 subject to COVID 19 status</li> <li>Request for Training Program Approval or complete modular audit subject to COVID 19 status and closure of ALL outstanding findings</li> </ul> <p><b>Note:</b> ATO (s) applying for approval of Online Learning (Virtual Learning Environment) to comply with requirements listed in Q2 above.</p>	
	<b>ATO-Recertification</b>	1.5	<ul style="list-style-type: none"> <li>Phases 1 to 3 online submission or / normal operation</li> <li>Phases 4 and 5 subject to COVID 19 situation</li> </ul>	
	<b>Post Holder</b>	1.6	<ul style="list-style-type: none"> <li>Apply online for</li> </ul>	

**NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN**

**TABLE C-MEDIUM TERM PLANS (Q4 2020-Q4 2021)**

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED	REMARKS
	Interviews(Certification/Post Certification)		interview of new postholders <ul style="list-style-type: none"> <li>• Interview candidate online or physically, subject to COVID 19 status</li> </ul>	
	Flight Instructor, Designated Examiner and Ground Instructor Authorisation Renewal	1.7	<ul style="list-style-type: none"> <li>• Submission of revised yearly Training programme for all Flight Instructor, Designated Examiner and Ground Instructors for maintenance of proficiency/standardisation</li> <li>• Evidence of completion of approved flight instructor proficiency check/ requalification check conducted by approved/Designated Examiner.</li> </ul>	
	Manual Amendment	1.8	<ul style="list-style-type: none"> <li>• Online submission and processing</li> </ul>	

**\*NOTES**

**1. Phases 1 to 5 of All Certification Processes mean**

Phase 1- Pre-Application phase

Phase 2- Formal Application phase

Phase 3- Document evaluation Phase

Phase 4- Demonstration Phase

Phase 5- Certification Phase

2. Online Submission means application/documents (PDF format) will be submitted by email from company's email.


3. Normal Operations means application/documents (PDF format) may be submitted in either soft copies through Authority/designated emails or hard copies at NCAA Office (info@ncaa.gov.ng).

4. All manuals in PDF format must not be password secured to enable comments/highlighting by NCAA during manual review.

5. Payment of fees and charges for services will still apply based on the guidelines already provided

**NCAA POST COVID-19 APPROVED TRAINING ORGANISATION RESTART PLAN****APPROVAL PAGE****DIRECTOR GENERAL'S APPROVAL**

Recommendation for approval Director of Licensing and Training	
The above guidelines have been developed based on best industry practice, ICAO, WHO guidance materials, the DG's directives and Nig.CARs Parts 2 and 3 to provide guidance to the referenced service providers to safely restart the aviation industry post COVID 19. It is hereby recommended for approval by the Director General.	
Name:	Mr. Cletus Umeh
Date	04/05/2020

Director General's approval	
These guidelines have been approved by the undersigned for use by the referenced service providers	
Name:	Capt. Musa Nuhu
Signature	
Date	12/05/2020