

LEGAL NOTICE NO. 191

REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL AVIATION ACT, 2001

REGULATIONS

MADE BY THE AUTHORITY WITH THE APPROVAL OF THE MINISTER
UNDER SECTION 33 OF THE CIVIL AVIATION ACT

THE CIVIL AVIATION [(NO. 9) APPROVED TRAINING
ORGANIZATION] (AMENDMENT) REGULATIONS, 2006

1. These Regulations may be cited as the Civil Aviation [(No. 9) Citation
Approved Training Organization] (Amendment) Regulations, 2006.

2. In these Regulations—

Interpretation

“the Act” means the Civil Aviation Act, 2001;

Act No. 11 of
2001

“the Authority” means the Trinidad and Tobago Civil Aviation
Authority;

“the Regulations” means the Civil Aviation [(No. 9) Aviation
Training Organization] Regulations, 2004.

3. The Regulations are amended in regulations 1 through 61 by Regulations 1
deleting the words “Aviation Training Organization” and the words through 61
“Aviation Training Organisation” wherever they occur and substituting amended
in each place the words “Approved Training Organization”.

4. The Regulations are amended by deleting the words “Training Regulations
Procedures Manual” wherever they occur and substituting in each place amended
the words “Training and Procedures Manual”.

5. Regulation 2 of the Regulations is amended by inserting in the Regulation 2
appropriate alphabetical sequence the following definitions: amended

“approved training” means training conducted under
special curricula and supervision approved by the Authority
that, in the case of flight crew members, is conducted within an
approved training organization;

“Approved Training Organization” means an organization
approved by the Authority to perform flight crew training and
other aviation training specified by the Authority and
operating under the supervision of the Authority;”.

Regulation 4
amended

6. Regulation 4 of the Regulations is amended—

- (a) by renumbering subregulations (1) and (2) as subregulations (2) and (3);
- (b) by inserting before subregulation (2) as renumbered the following subregulation:
 - “ (1) Approved training shall provide a level of competency at least equal to that provided by the minimum requirements for personnel not receiving such approved training.”;
- (c) in subregulation (2) as renumbered, by deleting the words “conduct training of airmen” and substituting the words “operate an Approved Training Organization”; and
- (d) in paragraph (a) of subregulation (2) as renumbered, by deleting the word “Aviation” and substituting the word “Approved”.

Regulation 10
amended

7. Regulation 10 of the Regulations is amended by deleting the words “an Training Certificate issued by such Aviation Training Organization” and substituting the words “an Approved Training Organization Certificate and training specifications issued by the Contracting State”.

Regulation 15
amended

8. Regulation 15 of the Regulations is amended by deleting subregulation (1) and (2) and substituting the following subregulation:

“ (1) An applicant for an Approved Training Organization Certificate under regulation 5, shall nominate a person in his organization as the accountable manager responsible for establishing and promoting the training standards and quality policy to ensure compliance with the requirements for an Approved Training Organization.

(2) The accountable manager nominated under subregulation (1) shall be approved by the Authority.

(3) An Approved Training Organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted and for the conduct of knowledge examinations and practical assessments in accordance with its approval, except that, when another organization is used to provide practical training and assessments, the staff of such other organizations may be nominated to carry out any combination of the roles of authorized instructor and examiner, subject to compliance with Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004.

(4) An Approved Training Organization shall ensure that the competence of instructional personnel is in accordance with procedures and at a level acceptable to the authority.

(5) An Approved Training Organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.”.

9. Regulation 16 of the Regulations is amended by deleting subregulation (1) and substituting the following subregulation: Regulation 16 amended

“(1) An Approved Training Organization shall—

- (a) maintain facilities, working environment, equipment and material appropriate for the task to be performed, to the standards required by its Approved Training Organization Certificate and acceptable to the Authority;
- (b) have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved; and
- (c) ensure that synthetic training devices are qualified according to requirements established by the Authority and that their use are approved by the Authority to ensure that they are appropriate for the task.”.

10. The Regulations are amended by inserting after regulation 14 the following regulations: Regulations 14A and 14B inserted

“Training and Procedures Manual

“Training and procedures manual schedule 1

14A. An applicant for an Approved Training Organization Certificate shall provide a Training and Procedures Manual for the use and guidance of all personnel concerned containing the information set out in Schedule 1.

Quality Assurance System

Quality assurance system

14B. An aviation training organization shall establish a quality assurance system, acceptable to the Authority, which ensures that training and instructional practices comply with all relevant requirements.”

Regulation 18A inserted 11. The Regulations are amended by inserting after regulation 18 the following regulation:

“Evaluation and Checking

Evaluation and checking 18A. Where an Approved Training Organization has been issued Training Specifications to conduct the testing required for the issue of a licence or rating, such testing shall be conducted by personnel authorized by the Authority or designated by the Approved Training Organization in accordance with criteria approved by the Authority.”

Regulation 21 amended 12. Regulation 21(1) of the Regulations is amended by inserting after the words “were issued” the words “ to ensure continuing compliance with the approval requirements”.

Schedule 1 deleted and substituted 13. The Regulations are amended by deleting Schedule 1 and substituting the following Schedule:

“SCHEDULE 1

[Regulation 5(2)(b)(i)]

Training and Procedures Manual

1. An Approved Training Organization shall provide a training and procedures manual for the use and guidance of personnel concerned and shall be issued in separate parts containing at least the following information:

- (a) a general description of the scope of training authorized under the organization’s terms of approval;
- (b) the content of the training programmes offered including the courseware and equipment to be used;
- (c) a description of the organization’s quality assurance system in accordance with regulation 14A;
- (d) a description of the organizations facilities;
- (e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in regulation 15(1);
- (f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in regulation 15(2);
- (g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by regulation 15(3);
- (h) a description of the method used for the completion and retention of the training records required by regulation 22;

- (i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- (j) where an Approved Training Organization is authorized to conduct the testing required for the issue of a licence or rating in accordance with regulation 18A, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the Authority.

2. The Approved Training Organization shall ensure that the Training and Procedures manual is amended when necessary and shall keep the information contained in the Training and Procedures manual up to date.

3. Copies of all amendments to the Training and Procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued."

14. Schedule 2 of the Regulations is amended by deleting word "Aviation" and substituting the word "Approved". Schedule 2
amended

15. Schedule 3 of the Regulations is amended in the Implementing Standards for Regulation 16 through Regulation 45— Schedule 3
amended

- (a) by deleting the words "an aviation training organization wherever they occur and substituting in each place the words "an Approved Training Organization Certificate;"; and
- (b) by deleting the words "Aviation Training Organization" wherever they occur and substituting in each place the phrase "Approved Training Organization".

Made by the Authority this 14th day of March, 2006.

R. LUTCHMEDIAL
Civil Aviation Authority

Approved by the Minister of Works and Transport.

C. IMBERT
Minister of Works and Transport

*Civil Aviation [(No. 9) Aviation Training Organization]
(Amendment) Regulations, 2006*

Laid in the House of Representatives this 1st day of September,
2006.

J. SAMPSON
Clerk of the House

Laid in the Senate this 5th day of September, 2006.

J. SANDY
Acting Clerk of the Senate