THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION) REGULATIONS, 2008

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FIRST SCHEDULE
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PRESIDENTIAL ORDER N° 60/01 OF 20/10/2008

THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATIONS) REGULATIONS, 2008

PART 1-PRELIMINARY

Citation 1. These Regulations may be cited as the Civil Aviation (Approved Training Organizations) Regulations, 2008.

PART II - CERTIFICATION AND LOCATION REQUIREMENTS

Requirements for an approved training organization Certificate 2. (1) A person, other than:
(a) an air operator certificate or approved maintenance organization certificate holder conducting training of its own personnel under the Civil Aviation (Air Operator Certification and Administration) Regulations and the Civil Aviation (Approved Maintenance Organization) Regulations respectively; and
(b) an operator with a approved training programme in its Operations Manual under Civil Aviation (Operation of Aircraft) Regulations;
shall not hold out as or operate an approved training organization without, or in violation of, an approved training organization certificate and training specifications issued under these Regulations.
(2) A person shall not conduct training, testing or checking in flight simulation training devices without, or in violation of, the certificate and training specifications required under these Regulations.
(3) The Authority will issue to an approved training organization that meets the requirements of these Regulations an approved training organization certificate and training specifications for providing courses for flight crew licences and ratings and for courses for personnel other than flight crew members, as approved by the Authority.
(4) A holder of an approved training organization certificate shall, at all times, display that certificate in a place in the school that is normally accessible to the public and that is not obscured.

Evaluation and checking 3. Where the Authority has authorized an approved training organization to conduct the testing required for the issue of a licence or rating, the testing shall be conducted by personnel authorized by the Authority or designated by the training organization in accordance with criteria approved by the Authority.

Application for issuance or amendment of an 4. (1) An applicant for an approved training organization certificate and training specifications, or for an amendment to an approved training organization certificate
and training specifications, shall apply at least ninety days before the beginning of any proposed training which was not approved before.

(2) An applicant for an approved training organization certificate shall submit an application on a form and manner prescribed by the Authority.

(3) An application shall contain the following information:
   (a) a statement showing that the minimum qualification requirements for each management position are met;
   (b) a description of the minimum qualifications and ratings for each instructor;
   (c) a statement acknowledging that the applicant may notify the Authority within ten working days of any change made in the assignment of persons in the required management or instructors positions;
   (d) the proposed training specifications requested by the applicant;
   (e) a description of the training equipment that the applicant proposes to use e.g. the aircraft, the flight simulation training devices including any special equipment used for each phase of training;
   (f) a listing of the aerodromes or sites at which training flights originate, if applicable, and a description of the applicant’s training facilities, equipment and qualifications of personnel to be used;
   (g) a training programme, including manuals, curricula, outlines, courseware, procedures and documentation to support the items required in regulations 15, 16 and 19; and
   (h) a description of a recordkeeping system that will identify and document the details of training, qualification, and licencing of students, instructors, and evaluators;
   (i) a description of quality control measures proposed;
   (j) a method of demonstrating the applicant’s qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations if the applicant proposes to do so; and
   (k) a statement of compliance showing how the applicant has met all applicable requirements in these Regulations.

(4) An approved training organization shall submit a manual establishing procedures acceptable to the Authority to ensure compliance with all relevant requirements of these regulations and the procedures shall include a quality system which meets the requirements specified in regulation 9.

(5) An applicant for an approved training organization certificate shall ensure that the facilities and equipment described in the application are:
   (a) available for inspection and evaluation prior to approval; and
   (b) in place and operational at the location of the approved training organization prior to the issue of a certificate under these Regulations.

(6) The Authority shall after inspection, issue to an applicant who meets the requirements of these Regulations and is approved by the Authority:
   (a) an approved training organization certificate containing:
      (i) the name and location of an approved training organization;
      (ii) the date of issue and period of validity of the certificate;
      (iii) the authorized locations of operations; and
      (iv) training courses for the following categories, as applicable, flight crew training, training for personnel other than flight crew and other training as approved by the Authority:
   (b) training specifications containing:
      (i) authorization for the approved training organization;
(ii) the type of training authorized, including approved training courses;
(iii) the rating, category, class and type of aircraft, or parts of the aircraft, that may be used for training, testing and checking;
(iv) for each flight simulation training device that may be used for training, testing and checking, the make, model and series of aircraft being simulated, the qualification level and the identification number assigned by the Authority;
(v) any aircraft, or part of the aircraft, approved for training, as appropriate;
(vi) the staff required to perform and meet the requirements of these Regulations; and
(vii) any other items the Authority may require or allow.

(7) The Authority shall refuse to issue an approved training organization certificate if it finds that the applicant does not comply with the approval requirements of these Regulations.

(8) The Authority may amend an approved training organization certificate or the training specifications:
(a) on the Authority’s own initiative, under the applicable legislation; or;
(b) upon application by the certificate holder.

(9) A training organization located outside Rwanda may apply for a Rwandan approved training organization certificate, to provide training leading to a licence issued by Authority provided the requirements of these Regulations are met.

Validity of the certificate 5. A certificate issued or renewed to an approved training organization shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority or:
(a) the Authority amends, suspends, revokes or otherwise terminates the certificate; or
(b) the approved training organization surrenders it to the Authority;

Inspection 6. (1) The Authority may, at any time, inspect an approved training organization certificate holder’s facilities, records, personnel and equipment to determine the approved training organization’s ongoing compliance with these Regulations.

(2) The Authority shall conduct inspections at least once annually.

(3) After the inspection specified in sub-regulation (1), an approved training organization certificate holder shall be notified, in writing, of any deficiencies found during the inspection.

(4) An inspection shall also be conducted on the applicant for, or on the holder of an approved training organization certificate based outside Rwanda.

(5) An inspection carried out under this regulation shall focus on:-
(a) adequacy of, and qualifications of staff;
(b) validity of instructors’ licences and ratings; logbooks;
(c) training aircraft: registration; associated documents; maintenance records;
(d) flight simulation training devices: qualification and approval;
(e) facilities: library, class rooms, training equipment adequacy to the courses being conducted and the number of student;
(f) documentation: documents related to the courses; updating system; training and operations manuals;
(g) training records and checking forms;
(h) flight instruction including pre-flight briefing, actual flight debriefing for
approved training organizations for flight crew training;
(i) examination: management and control;
(j) instruction program for personnel other than flight crew;
(k) quality assurance system.

Renewal of the certificate 7. (1) An approved training organization may apply for renewal of its approved training organization certificate at least thirty days before the expiry date in order to ensure continuity of the training, provided the approved training organization meets the requirements prescribed in these Regulations.

(2) The Authority shall inspect an approved training organization that applies for a renewal to ensure that the approved training organization meets the requirements prescribed in these Regulations.

Suspension or revocation 8. The Authority shall suspend or revoke an approved training organization certificate, if it is established that a certificate holder has not met, or no longer meets the requirements of these Regulations.

Certificate holder responsibilities 9. A holder of an approved training organization certificate shall –
(a) ensure that the facilities and working environment of the approved training organization are appropriate for the tasks to be performed;
(b) ensure that it has the necessary technical data, equipment, training devices and material to conduct the courses for which it is approved.
(c) 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; and
(d) maintain the records required by these Regulations in facilities adequate for that purpose.

Quality system for approved training organization 10. (1) An approved training organization shall establish a quality system approved by the Authority which includes:
(a) an independent audit procedure to monitor training standards;
(b) the integrity of knowledge examinations and practical assessments; and
(c) compliance with and adequacy of procedures.

(2) The management of the quality system must include feedback of the independent audit findings to the approved training organization senior management personnel and ultimately to the accountable manager to ensure, as necessary, corrective action.

Location of Principal Business Office 11. An applicant for or holder of an approved training organization a certificate shall establish and maintain a principal business office that is physically located at the address shown on the certificate.

Satellite approved training organizations 12. (1) A holder of an approved training organization certificate may conduct training in accordance with a training program approved by the Authority at a satellite approved training organization if:
(a) the facilities, equipment, personnel and course content of the satellite approved
(b) the instructors at the satellite approved training organization are under the direct supervision of management personnel of the principal approved training organization; and
(c) the approved training organization certificate holder’s training specifications reflect the name and address of the satellite approved training organization and the approved training courses offered at the satellite approved training organization.

(2) The Authority shall issue training specifications which prescribe the operations required and authorized at each satellite approved training organization.

(3) An approved training organization may sub-contract certain activities to any other organizations subject to the approval of the Authority.

(4) The ultimate responsibility for the training provided by the satellite approved training organization remains with the approved training organization.

(5) The approved training organization and the satellite approved training organization will execute a written agreement defining the safety and quality-related services to be provided; the satellite approved training organization’s safety related activities relevant to the agreement should be included in the approved training organization’s Quality Assurance Programme.

Changes requiring notice to the Authority.

13. (1) An approved training organization shall notify the Authority within thirty days of any of the following changes:
(a) the accountable manager;
(b) the quality manager;
(c) the instructional staff; and
(d) the housing, training facilities and equipment, procedures, training programmes and work scope that could affect the approval.

(2) The Authority may prescribe the conditions under which the approved training organization may operate during the period such changes as specified in sub-regulation (1) occurs unless the Authority determines that the approval should be suspended.


14. (1) An applicant or a holder of an approved training organization certificate shall prepare and maintain a Training Manual and Procedures Manual approved by the Authority containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.

(2) An approved training organization may combine the Training Manual and Procedures Manual.

(3) The approved training organization shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.

(4) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

PART III TRAINING FOR FLIGHT CREW LICENCES AND RATINGS
The Authority may approve, as provided in the training specifications, the following courses of instruction to an applicant for, or a holder of an approved training organization certificate, provided the applicant meets the requirements of the Civil Aviation (Personnel Licensing) Regulations and these Regulations:

(a) private pilot licence course;
(b) commercial pilot licence course;
(c) instrument rating course;
(d) commercial pilot licence or instrument rating-multi-engine or Crew Resource Management integrated course;
(e) airline transport pilot licence course;
(f) multi-crew pilot licence course;
(g) flight engineer licence course;
(h) flight navigator licence course;
(i) class rating course;
(j) type rating course;
(k) crew resource management course;
(l) flight instructor course;
(m) instructor course for additional type or class ratings;
(n) instructor course for synthetic flight training;
(o) refresher courses;
(p) category II and III Ops;
(q) ETOPS;
(r) human factors;
(s) safety management systems; and
(t) any other course as the Authority may approve.

An approved training organization shall satisfy the Authority that there shall be on its staff:

(a) an accountable manager;
(b) a quality manager;
(c) a head of training;
(d) a chief flight instructor, as applicable;
(e) a chief ground instructor as applicable; and
(f) an adequate number of ground and flight instructors relevant to the courses provided.

An instructor to be used for flight training must hold an instructor rating or authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations relevant to the instruction given.

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 for instructional personnel established by the approved training organization shall include training in knowledge and skills related to human performance.

The Authority may approve positions, other than those listed, if the approved training organization is able to show that it can conduct the training with the high training standard under the direction of fewer or different categories of management personnel due to the:-

(a) kind of training conducted;
(b) number of students; and
(c) locations of training.
17. (1) An applicant for, or a holder of an approved training organization certificate, shall apply to the Authority for training programme approval.

(2) An applicant for, or holder of an approved training organization certificate shall develop training programme for each type of course offered which shall include:

(a) a breakdown of flying and theoretical knowledge instruction in either a week-by-week or phase presentation, a list of standard exercises and a curriculum summary; in particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground;

(b) minimum aircraft and flight training equipment requirements for each proposed programme;

(c) minimum instructor qualifications for each proposed programme; and

(d) a programme for initial training and continuing training of each instructor employed to instruct in a proposed programme.

(3) The content and sequence of the training programme shall be acceptable to the Authority.

18. (1) A holder of an approved training organization certificate shall provide an adequate fleet of training aircraft appropriate to the courses of training for flight crew licences and ratings and aircraft provided shall be fitted with duplicated primary flight controls for use by the instructor and the student and shall not have swing-over flight controls.

(2) The fleet provided under sub-regulation (1) shall include:

(a) as appropriate to the courses of training, aeroplanes suitable for demonstrating stalling and spin avoidance;

(b) as appropriate to the courses of training, a helicopter suitable for auto-rotation demonstration; and

(c) aircraft suitably equipped to simulate instrument meteorological conditions and suitably equipped for instrument flight training and testing.

19. An applicant for, or holder of an approved training organization certificate:

(a) providing synthetic flight training, shall satisfy the Authority that suitably equipped flight simulation training devices are provided having regard to the number of students and organization of courses; and

(b) shall show that each flight simulation training devices used for training, testing and checking will be or is specifically qualified and approved by the Authority for:

(i) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and

(ii) each training programme or training course in which the flight simulation training devices is used, if that programme or course is used to satisfy any requirement of these Regulations.

20. (1) An applicant for, or a holder of, an approved training organization certificate that intends to conduct or conducts flight training shall show that it has continuous use of each airport and sites for helicopter training at which training flights originate and that the airport has an adequate runway and other necessary equipment.
A base aerodrome and any alternative base aerodrome at which flying training is being conducted shall have at least the following facilities:

(a) at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, and touch down autorotation as appropriate:
   (i) under calm wind of not more than five knots conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
   (ii) clearing all obstacles in the take-off flight path by at least 15 m (50 ft);
   (iii) with the powerplant operation and the landing gear and flap operations (if applicable) recommended by the manufacturer; and
   (iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;

(b) have wind direction indicator that is visible at ground level from the ends of each runway;

(c) have adequate runway electrical lighting if used for night training; and

(d) have a traffic direction indicator when:
   (i) the airport does not have an operating control tower; and;
   (ii) traffic and wind advisories are not available;

(e) sites shall be available for:
   (i) confined area operation training;
   (ii) simulated engine off autorotation;
   (iii) sloping ground operation.

Training facilities 21.

(1) An applicant for, or a holder of an approved training organization certificate shall, subject to the determination by the Authority, have facilities appropriate for the maximum number of students expected to be taught at any time.

(2) The minimum facilities shall be:

(a) for flight operations –
   (i) an operation room;
   (ii) a flight planning room;
   (iii) adequate briefing rooms;
   (iv) an office for the instructors;

(b) for knowledge instructions –
   (i) classroom accommodation;
   (ii) suitable demonstration equipment;
   (iii) a radio telephony training and testing facility;
   (iv) a library;
   (v) an office for instructors.

(3) A holder of an approved training organization certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme unless that change is approved by the Authority in advance.

PART IV – TRAINING FOR LICENCES AND RATINGS FOR AIRCRAFT MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS AND FLIGHT OPERATION OFFICERS

Training courses for Licences and ratings for aircraft maintenance engineers, air

22. The Authority may approve the following courses of instruction to an applicant for, or holder of an approved training organization certificate, provided the applicant meets the requirements of the Civil Aviation (Personnel Licensing) Regulations:

(a) aircraft maintenance engineers basic course;
traffic controllers and flight operation officers

(b) airframe rating, powerplant rating, avionics rating course;
(c) air traffic controller licence course; training for ratings for air traffic controller licences;
(d) flight operation officer course;
(e) flight radio telephony operator course;
(f) aeronautical station operator course, and
(f) cabin crew member course.

Personnel

23. (1) An approved training organization shall satisfy the Authority that an adequate number of qualified, competent staff are employed as follows:
   (a) an accountable manager;
   (b) a quality control manager;
   (c) a head of training;
   (d) a chief instructor; and
   (e) an adequate number of instructors relevant to the courses provided, qualified in accordance with the requirements of the Civil Aviation (Personnel Licensing) Regulations.

   (2) The approved training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities of the training programme established by the training organization and shall include training in knowledge and skills related to human performance.

   (3) The personnel specified in this regulation shall submit their credentials to the Authority and shall show that they have relevant qualifications and satisfactory experience related to approved training as appropriate.

Training Programme and approval

24. (1) An applicant for, or a holder of an approved training organization certificate shall:
   (a) apply to the Authority for an approval of a training programme;
   (b) ensure that each training programme submitted to the Authority for approval meets the applicable requirements;
   (c) indicate in the application:
      (i) courses which are part of the programme; and
      (ii) requirements of the Civil Aviation (Personnel Licencing Regulations) which may be satisfied.

   (2) Where the Authority finds that the approved training programme does not meet the applicable requirements, it shall require the holder to make revision in the training programme.

Training facilities, equipment and material for aircraft maintenance engineer courses

25. (1) An applicant for, or a holder of an approved training organization certificate that intends to conduct or conducts aircraft maintenance engineer courses shall have suitable facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows:
   (a) an enclosed adequately equipped classroom;
   (b) a well equipped library;
   (c) workshops, equipment, tools, adequate supply of materials, special tools and similar articles for the rating sought;
   (d) adequate office facilities;
   (e) secure storage facilities for examination papers and training records.
(2) An applicant for, or holder of an approved training organization certificate with approved licenced maintenance engineer courses shall have and maintain the adequate instructional equipment as is appropriate to the rating sought.

(3) A holder of an approved training organization certificate shall not make any change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved by the Authority in advance.

(4) An applicant for, or holder of, an approved training organization certificate to conduct aircraft maintenance engineer courses shall ensure that the tools, equipment, materials, and instructional equipment required by sub-regulations (1) and (2) be in satisfactory working condition for instructional and practice purposes.

Training facilities, equipment and material for air traffic controllers or flight radio telephony operators

(1) An applicant for, or holder of, an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall have facilities as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows:
   (a) an enclosed adequately equipped classroom;
   (b) well equipped library;
   (c) well designed simulators appropriate for the rating sought;
   (d) adequate office accommodation for instructors;
   (e) control desk or console where applicable;
   (f) ICAO approved syllabus for rating being sought; and
   (g) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of, an approved training organization certificate with air traffic control or flight radio telephony operator courses shall maintain instructional equipment as is appropriate to the rating sought.

(3) A holder of an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall not make any change in facilities, equipment, simulators or materials that have been approved for a particular training unless that change is approved by the Authority in advance.

(4) An applicant for, or holder of, an approved training organization certificate to train air traffic controllers or flight radio telephony operators shall ensure that the equipment, materials, and simulators required by paragraph (1) and (2) be in satisfactory working condition for instructional and practice purposes.

Training facilities, equipment and material for flight operations officers or cabin crew members

(1) An applicant for, or holder of an approved training organization certificate to train flight operations officers or cabin crew members shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:
   (a) adequate enclosed classroom;
   (b) flight operations facilities, including:
       (i) an operations room;
       (ii) a flight planning room;
       (iii) an office for the instructors;
   (c) suitable demonstration equipment and cabin mockups;
   (d) suitable radio telephony training and testing facility (for flight operations officer training only);
   (e) a library;
   (f) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of an approved training organization certificate for flight
operations officers or cabin crew members courses shall have and maintain instructional equipment appropriate for the training sought.

(3) A holder of an approved training organization certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved by the Authority in advance.

(4) An applicant for, or holder of, an approved training organization certificate to train flight operations officers or cabin crew members shall ensure that the equipment and materials, required by sub-regulations (1) and (2) be in satisfactory working condition for instructional and practice purposes.

Advertising limitations 28 (1) An approved training organization shall not:
   (a) conduct or advertise to conduct any training, testing, or checking that is not approved by the Authority if that training is designed to satisfy any requirement of these Regulations;
   (b) make any statement relating to its approved training organization certification and training specifications that is false or designed to mislead any person contemplating enrolment in that approved training organization; or
   (c) advertise that the approved training organization is certified unless it clearly differentiates between courses that have been approved under these Regulations and those that have not been approved under these Regulations.

(2) An approved training organization whose certificate has been surrendered, suspended, revoked, or terminated shall promptly:
   (a) remove all indications, including signs, wherever located, that the approved training organization was certified by the Authority; and
   (b) notify all advertising agents, and advertising media employed by the approved training organization to cease all advertising indicating that the approved training organization is certified by the Authority.

PART V - OFFENCES AND PENALTIES

Offences and penalties 29. (1) If any provision of these Regulations, orders, notices or proclamations made thereunder is contravened in relation to an aircraft, the operator of that aircraft and the pilot in command, if the operator or, the pilot in command is not the person who contravened that provision he shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this regulation to have contravened that provision unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent the contravention.

(2) Any person who contravenes any provision specified as an “A” provision in the Schedule to these Regulations shall be guilty of an offence and shall on conviction be liable to a fine not exceeding six hundred thousand (600,000) for each offence and/or each flight or to imprisonment for a term not exceeding six (6) months or to both..
## SCHEDULE -

### Regulation 29

### PENALTIES

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The Minister of Public
Service and Labour
MUREKEZI Anastase
(sé)

Seen and sealed with the Seal of the Republic:

Minister of Justice/
Attorney General
KARUGARAMA Tharcisse
(sé)