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## MCAR 176 Approved Training Organisation for Air Traffic Control

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**Maldives Civil Aviation Authority  
Republic of Maldives**

**Maldivian Civil Aviation Regulations**

# **MCAR 176 Approved Training Organisation for Air Traffic Control**

**Issue 2.00, 30 April 2026**

## **Foreword**

Maldives Civil Aviation Authority, in exercise of the powers conferred on it under Articles 5 and 6 of the Maldives Civil Aviation Authority Act 2/2012 has developed this Regulation.

This Regulation shall be cited as 'MCAR 176 - Approved Training Organisation for Air Traffic Control' and shall come into force on 7<sup>th</sup> May 2026. Existing aviation requirements as listed in "MCAR-176 Approved Training Organization for Air Traffic Control" dated 7<sup>th</sup> May 2025 will be repealed as from 30<sup>th</sup> April 2026.

Definitions of the terms and abbreviations used in this Regulation, unless the context requires otherwise, are in MCAR-1 Definitions and Abbreviations.





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## **APPROVED TRAINING ORGANIZATION REQUIREMENTS**

### **1. Issue, renewal, changes, and suspension of Approval**

- 1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this MCAR.
- 1.2 An approval that is granted shall remain in force for a period of two years, unless that period is varied, or the approval is suspended or revoked by the Authority.
- 1.3 The approval document shall contain at least the following:
  - a) organization's name and location;
  - b) Training course(s)
  - c) date of issue and period of validity
  - d) terms of approval.
- 1.4 The CAA may, upon being satisfied that the training organization continues to comply with the requirements, renew the approval for a period as it determines but shall not be more than 2 years.
- 1.5 Any changes that affect the scope of the approval, for example an inclusion of new training or an amendment to an existing training programme, shall be subjected to the Authority's approval prior to being implemented. The applicant must justify the request and provide the supporting information for assessment.
- 1.6 The CAA may, revoke, suspend or vary an approval if the requirements set out in this document cease to be met in part or in whole, or if the standards on which approval was granted are not maintained.

### **2. Application for the approval of ATC Training Organisation**

- 2.1 An application for the grant of an approved ATC training organisation shall include:
  - a) an application form (MCAA/ATS/02) duly completed and signed by the person responsible for the organisation or a nominated accountable manager;
  - b) a copy of the training and procedures manual;
  - c) a copy of relevant standard operating procedures in support of the training and procedures manual, if applicable.

### **3. Training and procedures manual**

- 3.1 The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain 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; (refer Appendix 3 for further details)

- c) a description of the organization's quality assurance system in accordance with paragraph 4;
  - d) a description of the organization's facilities; in accordance with paragraph 5
  - e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in paragraph 6;
  - f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in paragraph 6;
  - g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by paragraph 6;
  - h) a description of the method used for the completion and retention of the training records required by paragraph 7;
  - i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
  - j) a description of the selection, role and duties of the authorised personnel to conduct the testing required for the issuance of a licence or rating, as well as the applicable requirements established by the CAA.
- 3.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date. The changes shall be approved by the CAA.
- 3.3 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.
- 3.4 The Training Organization must review and validate the training and procedure manual under realistic conditions before its use. The Validation process must include using the critical aspects of the information contained in the Manual to verify its effectiveness.
- 3.5 The Training Organization must review the training and procedure manual at least once every 2 years and whenever necessary for accuracy and relevance, taking into account the following:
- a) changes in the organisation's policies, procedures and practices;
  - b) changes in response to operating experience;
  - c) changes to the scope of training provided;
  - d) changes to the content of training programmes;
  - e) changes resulting from the installation, introduction of new equipment;
  - f) changes to a document approved by the CAA;
  - g) for the purpose of maintaining standardization; and
  - h) changes to the regulations
- 4. Quality assurance system**
- 4.1 The training organization shall establish a quality assurance system, which ensures that training and instructional practices comply with all requirements.
- 4.2 The Training Organization must establish standards, document procedures supporting such standards, plan activities, train personnel involved before implementing the documented procedures, and measure the outcomes of the activities to ensure that they meet standards

and expected results. When non-compliance exists, corrective actions must be taken to improve processes and procedures.

- 4.3 The Training Organization must establish a quality assurance system which includes, as a minimum, the following elements:
- a) Organization's training policy (for trainees and staff);
  - b) Approval and maintenance of the Quality Manual;
  - c) Training standards;
  - d) Allocation of responsibility;
  - e) Resources, organization and operational processes;
  - f) System to ensure conformance of training with the policy and standards
  - g) system for identifying deviations from policy and standards and taking corrective action; and
  - h) evaluation and analysis of experiences and trends concerning policy, training standards, in order to provide feedback into the system for the continual improvement of the quality of training.
- 4.4 The quality assurance system of the Training Organisation is subject to the approval by the CAA.
- 4.5 Any change or amendment to the quality assurance system manual shall require the acceptance of the CAA.
- 4.6 Details on the contents of a quality assurance system for a training organisation can be found in Appendix 2.

## **5. Facilities**

- 5.1 The facilities and working environment shall be appropriate for the task to be performed and intended operations. These include, as a minimum, the following:
- a) facilities for instructors;
  - b) classrooms;
  - c) suitable demonstration equipment;
  - d) library;
- 5.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.
- 5.3 Synthetic training devices shall be approved by MCAA to ensure that they are appropriate to the task. The suitability of the equipment will be assessed to meet the training objectives, including:
- a) the simulator layout
  - b) the equipment provided
  - c) the display presentation, functionality, and updating of operational information
  - d) data displays, including strip displays, where appropriate

- e) co-ordination facilities; the ability of the simulated environment to enable students to meet the stated objectives of the practical training exercises
- f) aircraft performance characteristics, including the availability of manoeuvres, eg: holding or ILS operation, required for a particular simulation
- g) the availability of real-time changes during an exercise
- h) the ability of the simulator and its exercises to enable the performance objectives to be assessed to the level determined in the UTP
- i) the ability of the simulated environment to enable students to meet the stated objectives of the practical training exercises

5.4 The Training Organization must have in place measures to ensure reliability of the simulators to avoid disrupting the training.

## 6. Personnel

- 6.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization. (refer Appendix 1 for further details)
- 6.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted. (refer Appendix 1 for further details)
- 6.3 The competence of instructional personnel shall be in accordance with procedures and to the level described in Appendix 1.
- 6.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities are in line with the standards given in the Appendix 1 to this MCAR. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

*Note — Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (ICAO Doc 9683).*

## 7. Records

- 7.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met.
- 7.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.
- 7.3 The Training Organization must maintain detailed records on the following for the specified retention period:

Records	Retention Period
trainee qualifications, training, and testing records in accordance with paragraph 7.5	perpetually

qualifications and training of instructional and examining staff, including records of instructors' recurrent training and competency checks	a minimum period of 5 years after instructor or examiner ceases to perform a function for the Training Organization
changes to key personnel (as specified in paragraph 6	a minimum of 5 years after the change

- 7.4 The training organization must ensure that:
- a) the records kept by the training organization are complete such that there will be sufficient documentary evidence for each training action, and for the reconstruction of the training history of each trainee or instructor in the organisation; and
  - b) the integrity of records is maintained. The training organization must ensure that the records are not removed or altered without authorization, and that there is a backup system of the records to provide continuity.
- 7.5 The training organization must maintain a personal record for every trainee. The format of the trainee's personal records must be specified in the OPM and personal record must include:
- a) personal particulars of the trainee;
  - b) a copy of the licence if applicable;
  - c) detailed records of training given to individual trainee, including but not limited to:
    - I. for each simulator training session: the date; the exercises carried out; the instructor's name and written comments by the instructor on the trainee's performance;
    - II. progress tests, summary reports and the results of tests and examinations as required by the CAA;

## 8. Evaluation and checking

### Authorised Examiner

- 8.1 The Training Organization, which conducts theoretical knowledge training, must identify and maintain an adequate pool of Authorised Examiner for the development and administration of examinations which are to be taken by a trainee.
- 8.2 The Training Organisation may nominate a person to be authorised by the CAA as an Authorised Examiner only if the person:
- a) has suitable experience instructing in the subject in which the examination questions would be set;
  - b) has completed a course acceptable to the CAA pertaining to the subject(s), of which the examination questions would be set; and
  - c) has proficient skills in written English.
- 8.3 An Authorised Examiner may develop examination questions only on the subject for which they have been authorised for. The Training Organization may seek the CAA's authorisation to

extend the authorised scope of an Authorised Examiner by providing evidence of the Authorised Examiner having attained the qualification for the proposed subject to be added.

### **Examinations**

- 8.4 The training organization must seek the CAA's acceptance of the question bank including security procedures for that examination.
- 8.5 The training organization shall develop and establish procedures for the qualification of examiner and conduct of examinations.
- 8.6 Limitation of privileges in case of vested interests Examiners shall not conduct:
- a) skill tests or assessments of competence of trainee for the issue of a licence, rating, or certificate to whom they have provided instruction for the licence, rating, or certificate for which the skill test or assessment of competence is being taken; and
  - b) skill tests, proficiency checks, or assessments of competence whenever they feel that their objectivity may be affected.
- 8.7 The training organization must submit to the CAA, at such time agreed with the CAA before the examination, an examination timetable/schedule indicating the date(s) of the examinations. The training organization must inform the CAA if there are any additional ad-hoc requests for examinations and/or re-sits not projected in the examination timetable/ schedule.
- 8.8 The training organization must ensure that an examination question prepared by an appropriately qualified Authorised Examiner is reviewed/vetted by another appropriately qualified Authorised Examiner before being incorporated into the question bank. The training organization must have in place a process to periodically refresh the examination questions and submit a copy of all newly produced examinations, with answers.
- 8.9 The training organization must ensure that an answer sheet marked by an appropriately qualified Authorised Examiner is verified and endorsed by another appropriately qualified Authorised Examiner before any result is finalised. A post examination analysis is required to determine if a gap in learning exists and if any ambiguity of the questions exists.
- 8.10 All examination results and answers sheets must be stored in accordance with the training organization's record retention system

## **9. Oversight**

- 9.1 CAA will do regular oversight to ensure that the ATO is continuing compliance with the approval requirements. It includes a review of the ATO's quality assurance system, its administrative, technical and training records, as well as its operational activities. Oversight is an on-going function which can consist of results monitoring, record review, on-site inspections, and/or audit.

## **APPENDIX 1 - PERSONNEL**

### **1. General**

- 1.1 The Training Organization must employ, contract, or otherwise engage the following key personnel to plan, perform and supervise the training that it provides:
- a) Accountable Manager
  - b) Head of Training
  - c) Instructors
  - d) Quality manager
- 1.2 The Training Organisation must obtain CAA approval prior to the appointment of the persons referred to in paragraph above.

### **2. Accountable Manager**

- 2.1 The Accountable Manager will be responsible for:
- a) ensuring that the training organisation is in compliance with the requirements in this regulation.
  - b) satisfying the CAA that sufficient funding is available to conduct training to the approved standard; and
  - c) nominating the other key position holders in paragraph 1.1 of Appendix 1

### **3. Head of Training**

- 3.1 The Head of Training (HT) must have direct access to the Accountable Manager and the HT will be responsible for:
- a) ensuring satisfactory training as well as supervising the progress of individual trainees;
  - b) monitoring staff standards and performance; and
  - c) catering sufficient resources to plan and perform the training course(s).
- 3.2 The HT must:
- a) Hold or have held an ATC license

### **4. Instructors**

- 4.1 The training organization must establish an instructor training and competency assessment programme to ensure that all instructors receive initial and continuation training in knowledge and skills appropriate to their assigned tasks and responsibilities. The programme is subject to acceptance by the CAA, and must include:
- a) training in knowledge and skills related to human performance; and
  - b) competency assessment criteria.
- 4.2 The training organization may nominate a person for the CAA's approval to be a Simulator Instructor only if the nominee:
- a) Held an air traffic controller licence with associated ratings;
  - b) Has at least 7 years' experience in providing an air traffic control service;

- c) Worked as an on-job-training Instructor for at least 2 years; and
- d) Has passed an annual competency check on his instructional skills conducted by the HT or his delegate.

4.3 The Training Organization may nominate a person for the CAA's approval to be a Classroom Instructor only if the nominee:

- a) Holds or have held an appropriate licence or qualifications relevant to the subject being taught; and
- b) Has been assessed by the HT as appropriate for the subject

## **5. Quality Manager**

5.1 The quality Manager will be responsible to the accountable manager for the implementation of the Quality Assurance System in Chapter 4 of this MCAR.

5.2 The Quality Manager must:

- a) Have at least 2 years of experience in quality assurance; or
- b) Have attended a quality auditing course acceptable to the CAA

## **APPENDIX 2 - Quality Assurance System of the Training Organization**

### **1. Quality Assurance Policy and Strategy**

- 1.1 The training organisation shall describe how the organisation formulates, deploys, and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organisation. A formal written quality policy statement shall be established that is a commitment by the Accountable Manager of the training organisation, as to what the quality assurance system is intended to achieve. The quality policy shall reflect the achievement and continued compliance with any additional standards specified by the training organisation.
- 1.2 The Accountable Manager shall have overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the functions and tasks, to a quality manager.

### **2. Quality Manager**

- 2.1 The primary role of the quality manager is to verify, by monitoring activities in the field of training, the standards as established by the training organisation and any additional requirements by the CAA are being carried out properly.
- 2.2 The quality manager shall be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 2.3 The Quality Manager shall have:
- a) direct access to the accountable manager; and
  - b) access to all parts of the organisation.
- 2.4 The quality manager shall be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

### **3. Quality Assurance System**

- 3.1 The quality assurance system of the training organization shall ensure compliance with requirements, conformance to standards and adequacy of training activities conducted.
- 3.2 Every process that assists the training organization to achieve its results shall be identified and the activities and procedures documented.
- 3.3 The training organization shall specify the basic structure of the quality assurance system applicable to all training activities conducted.

### **4. Feedback System**

- 4.1 The quality assurance system shall include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system shall also specify who is required to rectify discrepancies and non-conformance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

### **5. Documentation**

- 5.1 The training organization shall have a quality manual approved by the CAA that includes the following:
- a) quality policy;
  - b) terminology;

- c) specified training standards;
- d) a description of the organisation;
- e) the allocation of duties and responsibilities; and
- f) training procedures to ensure regulatory compliance.

5.2 The quality assurance audit programme documentation shall reflect:

- a) schedule of the monitoring process;
- b) audit procedures;
- c) reporting procedures;
- d) follow-up and corrective action procedures;
- e) recording system; and
- f) document control.

## **6. Quality Assurance Audit Programme**

6.1 The quality assurance audit programme shall include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.

## **7. Quality Inspection**

7.1 The primary purpose of a quality inspection is to observe a particular event/ action/ document etc, in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

7.2 The subject areas for quality inspections shall include, as a minimum, the following:

- a) theoretical training;
- b) simulator training, if applicable;
- c) technical standards; and
- d) training standards.

## **8. Audit**

8.1 An audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it shall be conducted.

8.2 Audits must include at least the following quality procedures and processes:

- a) an explanation of the scope of the audit;
- b) planning and preparation;
- c) gathering and recording evidence; and
- d) analysis of the evidence.

8.3 The various techniques that make up an effective audit are:

- a) interviews or discussions with personnel;
- b) a review of published documents;

- c) the examination of an adequate sample of records;
- d) the witnessing of the activities which make up the training; and
- e) the preservation of documents and the recording of observations.

## **9. Auditors**

- 9.1 The training organization shall decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant training and/or operational experience.
- 9.2 The responsibilities of the auditors shall be clearly defined in the relevant documentation.

## **10. Auditor's Independence**

- 10.1 Auditors must not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited. A training organization may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.
- 10.2 A training organization whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to CAA.
- 10.3 In all cases the training organization must develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the training organization.
- 10.4 The quality assurance audit programme of the training organization must identify the persons within the company who have the experience, responsibility and authority to:
- a) perform quality inspections and audits as part of ongoing quality assurance;
  - b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
  - c) initiate or recommend solutions to concerns or findings through designated reporting channels;
  - d) verify the implementation of solutions within specific time scales; and
  - e) report directly to the quality manager.

## **11. Audit Scheduling**

- 11.1 A quality assurance audit programme must include a defined audit schedule and a periodic review cycle. The schedule must be flexible, and allow unscheduled audits when negative trends are identified. Follow-up audits are to be scheduled when necessary to verify that corrective action was carried out and that it was effective.
- 11.2 The training organization must establish a schedule of audits to be completed during a specific calendar period. All aspects of the training shall be reviewed within a period of twelve months in accordance with the programme.
- 11.3 When the training organization defines the audit schedule, significant changes to the management, organisation, training, or technologies shall be considered, as well as changes to the standards and requirements.

## **12. Monitoring and Corrective Action**

- 12.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and training standards are continuously complied with. Monitoring and corrective action functions fall under the responsibilities of the quality manager. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The training organization shall establish and publish a quality procedure to monitor compliance with requirements and conformance to standards on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.
- 12.2 Any non-conformance identified must be communicated to the manager responsible for taking corrective action or, if appropriate, the head of the training organization (i.e. accountable manager). Such non-conformance shall be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective and preventive action.
- 12.3 The quality assurance audit programme must include procedures to ensure that corrective and preventive actions are developed in response to findings. These quality procedures shall monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organization (accountable manager) shall have the ultimate responsibility for ensuring, through the quality manager, that corrective action has re-established conformance with the required standards and any additional requirements specified by the CAA.
- 12.4 The training organization must identify internal and external customers, and monitor their satisfaction by measuring and analysis of feedback.

## **13. Management Review and Analysis**

- 13.1 Management must accomplish a comprehensive, systematic documented review and analysis of the quality assurance system, training policies, and procedures, and must consider:
- a) the results of quality inspections, audits and any other indicators;
  - b) the overall effectiveness of the management organisation in achieving stated objectives; and
  - c) correcting trends, and preventing, where applicable, future non-conformities.
- 13.2 Conclusions and recommendations made as a result of the review and analysis must be submitted in writing to the responsible manager for action. The responsible manager must be an individual who has the authority to resolve issues and take action. The head of the training organization must decide upon the frequency, format, and structure of internal review and critical analysis meetings.

## **14. Recording**

- 14.1 Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme must be maintained by the training organization. Records are essential data to enable a training organization to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.
- 14.2 The following records must be retained for at least 5 years:
- a) audit schedules;
  - b) quality inspection and audit reports;

- c) responses to findings;
- d) corrective and preventive action reports;
- e) follow-up and closure reports; and
- f) management review and analysis reports.

## **15. Quality Assurance System Training**

- 15.1 Correct and thorough training is essential to optimise quality in every organisation. In order to achieve significant outcomes of such training, the training organization must ensure that all staff understands the objectives as laid down in the quality manual.
- 15.2 Those responsible for managing the quality assurance system must receive training covering:
- a) concept of quality assurance and associated systems;
  - b) quality management;
  - c) quality manuals;
  - d) audit techniques; and
  - e) reporting and recording.

## **16. The Functioning of the Quality System in the training organization**

- 16.1 Time must be provided to train every individual involved in quality assurance and to brief the remainder of the employees. The allocation of time and resources will be governed by the size and complexity of the operation concerned.

## **17. Sources of Personnel Training**

- 17.1 Quality assurance courses are available from the various national or international standards institutions, and a training organization shall consider whether to offer such courses to those likely to be involved in the management of the quality assurance system. Organisations with sufficient appropriately qualified staff shall consider the possibility of carrying out in-house training.

## Appendix 3 Training Programme and Manual

### 1. Training programme:

The training organization must develop a training programme covering all aspects of the course and obtain the Authority's approval for the programme prior to implementation. The programme shall include a breakdown of theory and simulator training in a week-by-week or phase presentation, a list of standard exercises, and a syllabus summary.

The training organization must conduct the training in accordance with the approved training programme. The training organization must obtain the authority's approval for any changes to the approved training programme prior to implementing the changes.

### 2. Training manual

A Training Manual for use at an ATO conducting approved courses shall contain the following information:

#### C1 Training Plan

Aim of the Course	<ul style="list-style-type: none"> <li>A statement of what the student is expected to be able to do as a result of the training, the level of performance to be achieved and the training constraints to be observed.</li> </ul>
Pre-entry Requirements	<ul style="list-style-type: none"> <li>Medical requirements, if applicable</li> </ul>
Abridged Courses	<ul style="list-style-type: none"> <li>Credits for previous experience</li> </ul>
Training Syllabi	<ul style="list-style-type: none"> <li>The Theoretical Knowledge Syllabus (learning objectives)</li> <li>Syllabus content in ICAO doc 10056 Volume I and Volume II</li> <li>The Simulator Training Syllabus (if applicable)</li> </ul>
The Schedule and Incorporation of Syllabi	<ul style="list-style-type: none"> <li>Projected schedule of the course incorporating all the syllabi.</li> <li>Arrangement of daily and weekly programmes training.</li> </ul>
Training Policies	<ul style="list-style-type: none"> <li>Programme constraints in terms of maximum student training times per day/ week/ month.</li> </ul>
Student Evaluation	<ul style="list-style-type: none"> <li>Procedures for progress checks and tests</li> <li>Test reports and records including passes, partial passes and failed attempts</li> </ul>

	<ul style="list-style-type: none"> <li>• Procedures for authorisation/recommendation for tests</li> <li>• Procedures for refresher training before retest</li> <li>• Test reports and records</li> <li>• Procedures for test preparation, type of questions and assessments and standards required for a pass</li> <li>• Procedures for question analysis and review and issuing replacement exams (if applicable)</li> <li>• Knowledge test re-sit procedures (if applicable)</li> </ul>
Training Effectiveness	<ul style="list-style-type: none"> <li>• Individual student responsibilities</li> <li>• Liaison procedures between training departments</li> <li>• Identification of unsatisfactory progress (individual students)</li> <li>• Procedures to correct unsatisfactory progress</li> <li>• Procedures for changing instructors</li> <li>• Maximum number of instructor changes per students</li> <li>• Internal feedback system for detecting training deficiencies</li> <li>• Procedures for suspending a student from training</li> <li>• Discipline</li> <li>• Requirements for reporting and documentation</li> <li>• General assessment and completion standards at various stages of training to ensure standardisation</li> </ul>

**C2. Briefing and Exercises**

Exercise Specification	<ul style="list-style-type: none"> <li>• A detailed statement of the content specifications of all the exercises to be taught, arranged in sequential order with main and sub-titles.</li> </ul>
Exercise Reference List	<ul style="list-style-type: none"> <li>• Lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.</li> </ul>
Course Structure Phases of Training	<ul style="list-style-type: none"> <li>• A statement of how the course shall be divided into phases, indicating how they shall be arranged to ensure that completion in</li> </ul>

	<p>the most suitable learning sequences and that essential or emergency exercises are repeated at the proper frequency.</p> <ul style="list-style-type: none"> <li>State the syllabus hours for each phase and for groups of exercises within each phase and when progress tests are to be conducted.</li> </ul>
Course Structure Incorporation of Syllabi	<ul style="list-style-type: none"> <li>State the manner in which different modes of training shall be incorporated so that as the simulator training exercises are carried out students shall be able to apply the knowledge gained from the associated ground instruction.</li> </ul>
Student Progress Requirement	<ul style="list-style-type: none"> <li>State the training organization's requirement in this respect and include a brief but specific statement of what a student is expected to be able to do, and the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion etc, as necessary before the commencement of significant exercises such as night flying.</li> </ul>
Instructional Methods	<ul style="list-style-type: none"> <li>State the training organization's requirements for instructional methods particularly with respect to briefings, adherence to syllabi and training specifications etc.</li> </ul>
Progress Tests	<ul style="list-style-type: none"> <li>State the instructions given to examining staff with respect to the conduct and documentation of all progress tests.</li> </ul>
Glossary of Terms	<ul style="list-style-type: none"> <li>Define significant terms as necessary.</li> </ul>
Appendices	<ul style="list-style-type: none"> <li>Progress test report forms</li> <li>Qualifying test report forms</li> <li>The training organization's certificates of experience, competence etc, as required</li> </ul>

**Simulator Training**

The syllabus for simulator training shall be structured generally as in paragraph above in this Appendix.

**Theoretical Knowledge Instruction**

The syllabus for theoretical knowledge instruction shall be structured generally as in paragraph C2 of this Appendix but with a training specification and objectives for each subject. Individual lesson plans shall include mention of the specific training aids available for use.