

## FOREIGN TRAINING CENTER CERTIFICATION APPROVAL PROCESS AND PROCEDURES

<b>1. Training Center Details</b>			
Foreign Training Center Name			
Address			
Training Center Focal Point	Name	Phone Number	E-Mail

### 1. PHASE ONE – PRE-APPLICATION PHASE

#### a. Foreign Approved Training Center (Organization) to Submit the Letter of Intent

1. Foreign TRAINING CENTER seeking GACA approval, can make initial inquiry by submitting the requested letter of intent to GACA President (LOI form or Official letter)	<input type="checkbox"/>
2. The President will forward the letter of intent to the General Manager Flight Operations Standards	<input type="checkbox"/>
3. Letter of Intent (LOI) should contain at least but not limited to the following information:	<input type="checkbox"/>
• Corporate and business name, mailing address, telephone number, e-mail	<input type="checkbox"/>
• Management personnel and position	<input type="checkbox"/>
• Proposed training courses	<input type="checkbox"/>
• Use of flight simulation training devices (FSTDs) and aviation training devices (ATDs)	<input type="checkbox"/>
4. Project Manager will call for initial meeting	<input type="checkbox"/>

#### b. Initial Meeting

1. Meeting arrangements	Date		Time	
Meeting members				
Flight Operations Standards Department focal point (Project manager) name		Email		
Flight Operations Standards Project team name(s)		Email		
Training Centers Manager/Focal Point name: (if required)		Email		

2. Objective. to review the TRAINING CENTER approval process and procedure, Concerned GACARs, forms, checklist, etc.

3. Project Manager will call for Pre-application meeting in cooperation with Training Center Manager/Focal Point and General Manager Flight Operations Standards

#### c. Pre-Application Meeting

1. Meeting arrangements	Date		Time	
Meeting members				
Flight Operations Standards Department focal point (Project manager) name		Email		
TRAINING CENTER focal point name, position		Email		

2. Objective. to review the TRAINING CENTER approval process and procedure, Concerned GACARs, forms, checklist, etc.

3. Flight Operations Standards Department Project team name(s)

No.	Name	Position	Email
(a)			

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(b)			
(c)			
(d)			
(e)			
<b>4. TRAINING CENTER team (if required)</b>			
No.	Name	Position	Email
(a)			
(b)			
(c)			
(d)			
(e)			
<p><b>5. Objective.</b> To advise the TRAINING CENTER through focal point to thoroughly review the appropriate GACA regulations, EBOOK Volumes, directives, and provide guidance on training approval requirements, Foreign TRAINING CENTER approval process (5 phases approval process) technical requirements and implementation procedures for each phase. The Project team will provide the TRAINING CENTER with the required approval guide(s), application(s), form(s), compliance checklist(s) etc. on soft and/or hard, as applicable, as follows</p>			
(a)	The TRAINING CENTER approval process		<input type="checkbox"/>
(b)	The Foreign TRAINING CENTER approval requirements in accordance with GACAR PART-142 and		<input type="checkbox"/>
(c)	Training Programs approval(s)		<input type="checkbox"/>
(d)	The required forms and checklist(s)		<input type="checkbox"/>
<b>6. GACA/Flight Operations Standards Department required Documents and applications for TRAINING CENTER Approval: (Note: Provided by GACA project team/manager to the TRAINING CENTER)</b>			
(a)	TRAINING CENTER approval issuance/renewal application form		<input type="checkbox"/>
(b)	TRAINING CENTER approval process form - this form		<input type="checkbox"/>
(c)	Examiner/Evaluator (TCE/SFE/TRE) Acceptance form (issuance/renewal)		<input type="checkbox"/>
(d)	Training Center Instructor (TCI/SFI/TRI) Acceptance form (issuance/renewal)		<input type="checkbox"/>
(e)	Foreign FSTD acceptance application form		<input type="checkbox"/>
<b>d. Pre-application Meeting Summary</b>			
(1)	The Project manager will prepare a meeting minutes signed by Project team member and the Foreign TRAINING CENTER focal point that declare the following:		<input type="checkbox"/>
(a)	The project team stated that they had briefed the Applicant (Foreign TRAINING CENTER) focal point or team about GACA/flight operations standards department requirements for each phase of the Foreign TRAINING CENTER approval process and had guided them to GACA website for the Flight Operations Standards Regulation(s), guide(s), application(s), form(s), compliance list(s) etc. that applicable on the TRAINING CENTER approval and also provided the TRAINING CENTER with all required application forms and checklist(s).		<input type="checkbox"/>
(b)	The Foreign TRAINING CENTER focal point statement that he and team had been briefed about flight operations standards department requirements for each phase of the foreign TRAINING CENTER approval process and had guided to GACA website for the applicable GACA regulations, guidance(s), application(s), form(s), compliance list(s) etc., and also the TRAINING CENTER received all required forms and checklist(s)		<input type="checkbox"/>
<b>e. Pre-application Phase Summary</b>			
		Accomplished Date	Initial
			Remarks
(1)	The pre-application phase completion date is the date when the Foreign TRAINING CENTER completion of formal application preparation by receiving all required forms and checklist(s) and also, they are aware about the foreign TRAINING CENTER approval process and Procedures (5 phases) including the applicable GACA requirements.		

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### 2. PHASE TWO - FORMAL APPLICATION PHASE

#### a. Formal Application Meeting

(1)	Applicants (Foreign TRAINING CENTER) must submit a formal letter of application to the GACA, attached with all concerned GACA application Forms that are required for getting Foreign TRAINING CENTER approval attached with all required supporting documents that are listed in the concerned forms	Date	
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#### b. Project approval Team

(a)	Approval Project Manager name	
(b)	Approval Project team names	
(c)	TRAINING CENTER focal point name	

#### c. TRAINING CENTER Post holders' names

No	TRAINING CENTER Post holders' names	Name	Email
(a)	Head of training		
(b)	Chief of flight instructors (if required)		
(c)	Chief of Ground instructors		
(d)	Quality/Compliance manager		
(e)	Safety manager (if required)		

- ☐ Objective. To ensure that, the TRAINING CENTER has submitted the required formal application(s), formal application attachments, review the approval process and establish a common understanding on the future procedure for the training approval

#### d. Flight Operations Standards Department Formal Application and Attachments

(Note: Copy of manuals that are approved/accepted by the concerned ICAO Contract State)

		Submitted Date	Initial	Remarks
1.	Cover Letter for the Formal Application			
2.	Foreign TRAINING CENTER approval issuance/renewal application form			
3.	Examiner/Evaluator (TCE/SFE/TRE) Acceptance form (issuance/renewal)			
4.	Training Center Instructor (TCI/SFI/TRI) Acceptance form (issuance/renewal)			

#### e. Flight Operations Standards Department Formal Application and Attachments

(Note: Copy of manuals that are approved/accepted by the concerned ICAO Contract State) Cont.

		Submitted Date	Initial	Remarks
5.	FSTD Acceptance application form			
6.	Copy of Valid Foreign Training Center Approval/Certificate			
7.	Copy of Operations manual			
8.	Copy of Training manual			
9.	Copy of Quality manual			
10.	Copy of Safety management system manual (if required)			
11.	Copy of valid FSTD(s) certificate and its specifications			
12.	Copy of Head of Training approval/acceptance. (ICAO Contracting State)			
13.	Copy of Quality manager approval/acceptance. (ICAO Contracting State)			

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14.	Safety manager approval/acceptance (if required) (ICAO Contracting State)			
15.	Copy of Chief of ground instructor's approval/acceptance. (if required) (ICAO Contracting State)			
16.	Copy of valid Evaluator/Examiner(s) approval/acceptance (ICAO Contracting State)			
17.	Copy of valid Instructor(s) (TCI/SFI/TRI) approval/acceptance (ICAO Contracting State)			
18.	Copy of Operations manual			

### f. Formal Application and Attachments Initial Assessment

		Accomplished Date	Initial	Remarks
1.	GACA Air Safety Approval team members will review the submitted formal application forms and define any missing,			
2.	GACA Air Safety approval team members will review the submitted formal application attachments and define any missing attachment(s)			

### g. If the formal application was accepted

		Accomplished Date	Initial	Remarks
1.	GACA approval team member will review the TRAINING CENTER approval process; and will inform the TRAINING CENTER for any missing attachment(s)			
2.	The Project Manager will advise continuing the approval process			

### h. Formal Application Phase Summary

		Submitted Date	Initial	Remarks
1.	The formal application phase completion date is the date of sending letter/email to the TRAINING CENTER state that the formal application is accepted, to continue the remaining approval process.			
2.	The approval project manager will inform the approval team member and TRAINING CENTER focal point to start phase number three - document evaluation phase			

## 3. PHASE THREE - DOCUMENT EVALUATION PHASE

### a. Flight Operations Standards Department Application forms and attachments

		Accomplished Date	Initial	Remarks
1.	Foreign TRAINING CENTER certification/approval issuance/renewal application form with attachments			
2.	Foreign TRAINING CENTER Examiners/Evaluator(s) Acceptance issuance/renewal application form with attachments			
3.	Foreign TRAINING CENTER Instructor (TCI/SFI) (s)Acceptance issuance/renewal application form with attachments			
4.	Foreign Training Center FSTD Acceptance application form			
5.	Copy of Training manual			

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6.	Copy of Operations manual							
7.	Copy of Quality manual							
8.	Copy of Safety management system manual, if applicable							
9.	Copy of A valid FSTD(s) level C or D certificate							
10.	Any other required document(s) that are listed in the Foreign TRAINING CENTER Certification/approval Application form							
11.	Management approval/acceptance							
a	Head of Training acceptance							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">If accepted</td> <td style="width: 15%;">Date</td> <td style="width: 15%;"></td> <td style="width: 15%;">Time</td> <td style="width: 15%;"></td> </tr> </table>	If accepted	Date		Time			
If accepted	Date		Time					
b	Chief of Ground instructor's acceptance, if applicable							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">If accepted</td> <td style="width: 15%;">Date</td> <td style="width: 15%;"></td> <td style="width: 15%;">Time</td> <td style="width: 15%;"></td> </tr> </table>	If accepted	Date		Time			
If accepted	Date		Time					
c	Quality manager acceptance							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">If accepted</td> <td style="width: 15%;">Date</td> <td style="width: 15%;"></td> <td style="width: 15%;">Time</td> <td style="width: 15%;"></td> </tr> </table>	If accepted	Date		Time			
If accepted	Date		Time					
d	Safety Manager acceptance (if applicable)							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">If accepted</td> <td style="width: 15%;">Date</td> <td style="width: 15%;"></td> <td style="width: 15%;">Time</td> <td style="width: 15%;"></td> </tr> </table>	If accepted	Date		Time			
If accepted	Date		Time					
e	Documents None-Compliance: Project team members must provide the applicant (Foreign TRAINING CENTER with the none-compliance in writing, copying the project manager. The Project Manager may call for a meeting (if required) to discuss the non- conformities							
f	Completion of Phase Three - Document Evaluation Phase. Project team members will inform the project manager in writing the satisfactory completion of phase three - document evaluation phase							

b. Document Evaluation Phase Summary				
		Accomplished Date	Initial	Remarks
1.	The formal application phase completion date is the date of sending letter/email to the Foreign TRAINING CENTER states that the document evaluation phase (III) is satisfactory completed, to continue the remaining approval process. Documents and/or manuals will get an acceptance form GACA.			
2.	The project manager will inform the project team member and the foreign TRAINING CENTER focal point in writing to continue process for phase number four- demonstration & inspection phase			

### 4. PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE

#### a. Demonstration and Inspection Schedule

		Accomplished Date	Initial	Remarks
(1)	GACA team members (ASI) will provide the foreign TRAINING CENTER with the Flight Operations Standards Department demonstration and inspections requirements for getting the Foreign Training Center approval/certificate, and also will ask TRAINING CENTER to provide GACA with a suitable date and time for conducting the required Audit/Inspection, copying			

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	GACA project manager			
(2)	GACA team members will review the demonstration and inspection schedule proposed by the TRAINING CENTER and then will send a confirmation letter/email to TRAINING CENTER through the Flight Operations Standards GM or Training Center Manager in cooperation with the project manager			
<b>b. Audit/Inspection Scope</b>				
		Accomplished Date	Initial	Remarks
1.	Management and Administration			
2.	Training Specifications			
3.	Courseware			
4.	Airman Training Programs			
5.	Instructor and Evaluator Training and Qualification			
6.	Facilities			
7.	Flight Training Equipment including the FSTD			
8.	Records			
9.	Training Operations			
10.	Quality System			
11.	Safety Management System (SMS), if applicable			
<b>c. Demonstration and Inspection Nom Compliance</b>				
		Accomplished Date	Initial	Remarks
1.	Project team members (ASI) shall provide the Foreign TRAINING CENTER with the demonstration and inspection nom compliance in writing and to set a meeting(s) for the non-compliance debriefs (if required) and copy the project manager			
<b>d. Completion of Phase Four - Demonstration and Inspection Phase</b>				
		Accomplished Date	Initial	Remarks
1.	Project team members will inform the project manager in writing the satisfactory completion of phase four- demonstration and inspection phase			
<b>e. Demonstration &amp; Inspection Phase Summary</b>				
		Accomplished Date	Initial	Remarks
1.	The Demonstration and Inspection phase completion date is the date of sending letter/email to the Foreign TRAINING CENTER. State that the Demonstration and Inspection phase (IIII) is satisfactory completed, to continue the remaining approval process. The satisfactory completion of the demonstration inspection phase means that Applicant (Foreign TRAINING CENTER) comply with I GACA requirements or at CAO Annex 1 and least for TRAINING CENTER approval issuance			
2.	Project manager will inform project team member and TRAINING CENTER focal point in writing that phase			

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number five - certification phase will be started, to prepare the flight operations standards department documents that are required for the TRAINING CENTER approval issuance. that is needed to be part of the TRAINING CENTER approval report and setting a date for the final certification meeting (if required)			
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### 5. PHASE FIVE – APPROVAL ISSUANCE PHASE

a. Foreign TRAINING CENTER approval Final Meeting						Remarks
(1)	GACA project manager will call for the final approval meeting					
(2)	Meeting arrangements	Date		Time		
(3)	GACA project manager name					
Meeting members						
1.	GACA project team member name(s)					
2.	GACA Project Manager					
3.	GACA Training Center manager					
4.	GACA GM Flight Operations Standards Department					
<input type="checkbox"/>	Objective. GACA Project team member will provide the project manager and Training Centers Manager with all flight operations standards department required documents and reports for the Foreign TRAINING CENTER Approval issuance that is needed to be part of the TRAINING CENTER approval report. Also, make a summary of any difficulty encountered during certification and its resolutions.					
b. Certification Report Contents						Documents Status
						YES NO
(1)	<b>Flight Operations Standards Directorate Documents</b>					
a)	Copy of the Foreign TRAINING CENTER letter of intent (LOI)					□ □
b)	Copy of the Foreign TRAINING CENTER certification/approval issuance application form					□ □
c)	Copy of the Foreign TRAINING CENTER approval process form					□ □
d)	Copy of the Foreign TRAINING CENTER FSTD acceptance application form					□ □
e)	Copy of the training manual acceptance					□ □
f)	Copy of the operation's manual acceptance					□ □
g)	Copy of the quality manual acceptance					□ □
h)	Copy of the safety manual acceptance (if applicable)					□ □
i)	Copy of Examiner/Evaluator Acceptance form					□ □
j)	Copy of Examiner/Evaluator Acceptance					□ □
k)	Copy of Instructor (TCI/SFI/TRI) Acceptance form					□ □
l)	Copy of Instructor (TCI/SFI/TRI) Acceptance					□ □
m)	Copy of Audit/Inspection report					□ □
n)	Copy of Audit/Inspection checklist					□ □
o)	Copy of the schedule of events					□ □
p)	Copy of fees slip, if applicable					□ □
q)	CERTIFICATION PHASE. When all certification requirements have been met, obtain a Foreign Training Center Certificate/Approval					□ □
r)	Complete Inspection/audit Report.					□ □
x)	Prepare and Issue Foreign Training Certificate certificate/approval.					□ □
u)	OpSpecs. Issue all applicable OpSpecs					□ □



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v)	Approval/Certificate Denial. If the approval/certification requirement are not met, issue a letter of denial. Specify reasons for denial.	<input type="checkbox"/>	<input type="checkbox"/>
w)	keep all related certificate/approval, applications, forms, checklist(s) report (s), documents in the concerned Foreign TRAINING CENTER records	<input type="checkbox"/>	<input type="checkbox"/>
<b>(2)</b>	<b>Flight Operations Standards Department Documents (Records)</b>		
1)	The Letter of intent.	<input type="checkbox"/>	<input type="checkbox"/>
2)	Foreign TRAINING CENTER Certification/Approval issuance/renewal Application form.	<input type="checkbox"/>	<input type="checkbox"/>
3)	Foreign Training Center approval process form	<input type="checkbox"/>	<input type="checkbox"/>
4)	Foreign TRAINING CENTER FSTD acceptance application form	<input type="checkbox"/>	<input type="checkbox"/>
5)	Completed Approval/certification job aid (Audit/Inspection Compliance checklists)	<input type="checkbox"/>	<input type="checkbox"/>
6)	Audit/Inspection report	<input type="checkbox"/>	<input type="checkbox"/>
7)	Foreign Examiner/Evaluator Acceptance form	<input type="checkbox"/>	<input type="checkbox"/>
8)	Foreign Instructor (TCI/SFI/TRI) Acceptance form	<input type="checkbox"/>	<input type="checkbox"/>
9)	Copy of the TRAINING CENTER Approval/Certificate (Competent Authority (ICAO Contracting State).	<input type="checkbox"/>	<input type="checkbox"/>
10)	Copy of Feign FSTD approval/certificate (ICAO Contracting State)	<input type="checkbox"/>	<input type="checkbox"/>
11)	Copy of Foreign Training Center approved manuals (Training and Procedures, Quality, SMS (if required) and any other required manual (hard/soft) (Competent Authority (ICAO Contracting State).	<input type="checkbox"/>	<input type="checkbox"/>
12)	Copy of Foreign Training Center manuals approval/acceptances (ICAO Contracting State (competent Authority) approval (Soft/Hard).	<input type="checkbox"/>	<input type="checkbox"/>
13)	Copy of Examiner/Evaluator Acceptance/Approval letter (GACA)	<input type="checkbox"/>	<input type="checkbox"/>
14)	Copy of Examiner/Evaluator Approval/Acceptance (ICAO Contracting State (Competent Authority)	<input type="checkbox"/>	<input type="checkbox"/>
15)	Copy of Examiner/Evaluator required documents such as License(s), certificate, etc.	<input type="checkbox"/>	<input type="checkbox"/>
16)	Copy of Instructor (TCI/SFI/TRI) Acceptance letter (GACA Acceptance)	<input type="checkbox"/>	<input type="checkbox"/>
17)	Copy of Instructor (TCI/SFI/TRI) Approval/Acceptance letter (ICAO Contracting State (Competent Authority) Approval/Acceptance)	<input type="checkbox"/>	<input type="checkbox"/>
18)	Copy of Instructor required documents such as License(s), certificate, etc.	<input type="checkbox"/>	<input type="checkbox"/>
19)	Completed Approval/certification job aid (Audit/Inspection Compliance checklists)	<input type="checkbox"/>	<input type="checkbox"/>
20)	Copy of Foreign Training Center manuals approval/acceptances (GACA acceptance/approval) (Soft/Hard).	<input type="checkbox"/>	<input type="checkbox"/>
21)	Copy of the schedule of events	<input type="checkbox"/>	<input type="checkbox"/>
22)	Summary of any difficulties encountered during any phase of the Approval/certification or	<input type="checkbox"/>	<input type="checkbox"/>
23)	Copies of leases, agreements, and contracts, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
24)	Compliance statement, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
25)	Any correspondence between the applicant and the GACA	<input type="checkbox"/>	<input type="checkbox"/>
26)	Copy of fees slip	<input type="checkbox"/>	<input type="checkbox"/>

No.	GACA Project Team Names	Position	Date	Signature



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TRAINING CENTER Approval Issuance	Completed/Satisfactory	Rejected (Denial)
	<input type="checkbox"/>	<input type="checkbox"/>

Remarks

TRAINING CENTER Approval Project Manager Name	Signature	Date

To: (GACA President)

The Applicant Foreign TRAINING CENTER( XXX ), located at ( XXX ) has successfully completed the Foreign TRAINING CENTER Certification/ Approval issuance process and procedures in accordance with GACAR PART 142 requirements.

Training Center Certification/Approval Project Manager Name	Signature	Date
Training Centers Manager Name	Signature	Date
Flight Operations Standards General Manager Name	Signature	Date