



# TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY

## ATO, PM, Certification Activity Assignment Form

TYPE OF CERTIFICATION	AOC/ORGANIZATION/ APPLICANT	LOCATION ADDRESS:				Tracking No.
MAILING ADDRESS (if different from location)		PRE-CERTIFICATION NUMBER:				
		Project Manager	Date of Application	Date Started	Date Completed	
Activity Code	Job Task	Assigned to Inspector:	Date Assigned	Date Accomplished	Ap/Ac	PM Initial
	<b>I. PRE-APPLICATION PHASE</b>					
1100	General Certification (Flt Ops)					
1101	Perform As a Certification Project Manager					
1102	Conduct Pre-Application Meeting					
	<b>II. FORMAL APPLICATION PHASE</b>					
<b>1200</b>	<b>Review Applicant's submission</b>					
4201	Formal Application Form properly completed					
1202	<i>Formal Application Appendices:</i>					
1210	(a) Proposed Training Curricula/					
4210	Syllabuses/Courseware					
1211	(b) Description of Flight Training Equipment					
1212	(c) Description of Flight Training Devices					
1213,2213	(d) Details of Training aircraft					
1220	(e) Qualifications of Instructors/Examiners					
1221, 2221, 4221	(f) Qualifications of Management personnel					
1222, 4222	(g) Evaluation Plans					
1223, 4223	(h) Description of Recordkeeping system					
1224, 2224	(i) Description of Quality Control System					
2231	<b>Formal Application Attachments:</b>					
1231, 4231	(a) Training Procedures Manual					
1232	(b) List of Training Functions					
1233, 2231, 4231	(c) Schedule of Events					
1234, 2234, 4234	(d) Statement of Compliance					
	(i) TTCAR No.9					
	(ii) TTCAR No.1					
	(iii) TTCAR No.2					
	(iv) TTCAR No.3					
	(v) TTCAR No.4					
	(vi) TTCAR No.5					
	(vii) TTCAR No.6					
	(viii) TTCAR No.7					
	(viii) TTCAR No.8					
	(x) TTCAR No.10					
	(xi) TTCAR No.11					
	(xii) TTCAR No.12					



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Activity Code	III DOCUMENT EVALUATION PHASE	Assigned to Inspector:	Date Assigned	Date Accomplished	Ap/Ac	PM Initial
1225	(e) Documents of purchase/Lease/Contracts					
1226	(f) Resumes of management personnel					
1227, 4227	(g) Vital Information Data Forms					
1230	Evaluation of TTCAA Resources based on SOE					
1235, 2235, 4235, 5235	Formal Application Meeting					
1239	Letter of Acceptance or Denial of Application					
	<b>ATO Personnel:</b>					
1310	1. Management Personnel					
1311	2. Examiners					
1312	3. Instructors					
1313, 2313	4. Quality Control Personnel					
1314, 4314	5. Head of Training					
1315	6. Chief Flight Instructor					
1316, 4316	7. Chief Ground Instructor					
	<b>Required Documents:</b>					
1321, 2321, 4321	1. Lease Agreements and Contracts					
1322	2. Training agreement with another ATO					
1323	3. Completed Application Form (ATO)					
1324, 2324, 4324	4. Schedule of Events					
1325, 2325, 4325	5. Completed Compliance Statement					
1326	6. Trainee's enrollment qualifications					
1327	7. Certificate of Course Completion					
1328, 2328, 4328	8. Draft Training Specifications					
1330	<b>Evaluate Applicable Manual(s)</b>					
1331, 2331, 4331	1. Completed Training Procedures Manual					
1332, 2332	2. Completed Quality Control Policy and Procedures Manual					
	<b>Approved Programme for Maintenance and Inspection of Aircraft</b>					
1341, 2341	1. MEL					
1342, 2342	2. Simulator Component Inoperative Guide (SCIG)					
	Training Programme					
1310, 4310	1. Core Curriculum					
1311, 4311	2. Specialty Curriculum					
1312, 4312	3. Courseware					
1313, 4313	4. Training Records					



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Activity Code	III DOCUMENT EVALUATION PHASE	Assigned to Inspector:	Date Assigned	Date Accomplished	Ap/Ac	PM Initial
	<b>Simulators and Flight Training Devices</b>					
	<b>IV DEMONSTRATION AND INSPECTION PHASE</b>					
	<b>Facilities and Equipment:</b>					
1410, 2410, 4410	1. Training Facilities					
	2. 9Y registered, appropriate category from TTCAR No.5:IS16					
	(a) At least 2-place cockpit with engine power and flight controls easily reached from both pilot stations					
	(b) Valid airworthiness certificate					
	(c) Maintained in accordance with appropriate AW code (TTCAR No.5:11, No.5:Sch 1)					
	(d) Inspected by AWI – (i) Optional equipment authorized (ii) AD records current (iii) In-house or contract maintenance observed (iv) Aircraft for courses involving IFR operations equipped and maintained for IFR. (e) Electronic components/communications equipment inspected (f) Checklist required by TTCAR No.9:44 adequate					
1412, 2412	3. Flight simulator and FTDs (a) Cockpit meets requirements of TTCARs (b) Simulates rotation around 3 axes (c) Minimum instrument and Equipment requirements of TTCARs (d) For VFR instruction, a means of simulating VFR (e) For IFR instruction, a means of recording flight path					
1412, 2412	4. Training aids adequate and appropriate to the task					
1413, 4413	5. Recordkeeping Systems Adequate					
1415, 2415	6. Quality Control System					
<b>Activity Code</b>	<b>V. CERTIFICATION PHASE</b>					
1510, 4510	<b>A. Obtain ATO certificate number from Licensing Section</b>					
1512	<b>B. Complete Form (ATO)</b>					
1515	<b>C. Prepare ATO Certificate</b>					
1520, 2520, 4520	<b>D. Prepare ATO Training specifications</b>					
1530, 2530, 4530	<b>E. Present signed ATO Certificate and Training specifications to ATO</b>					