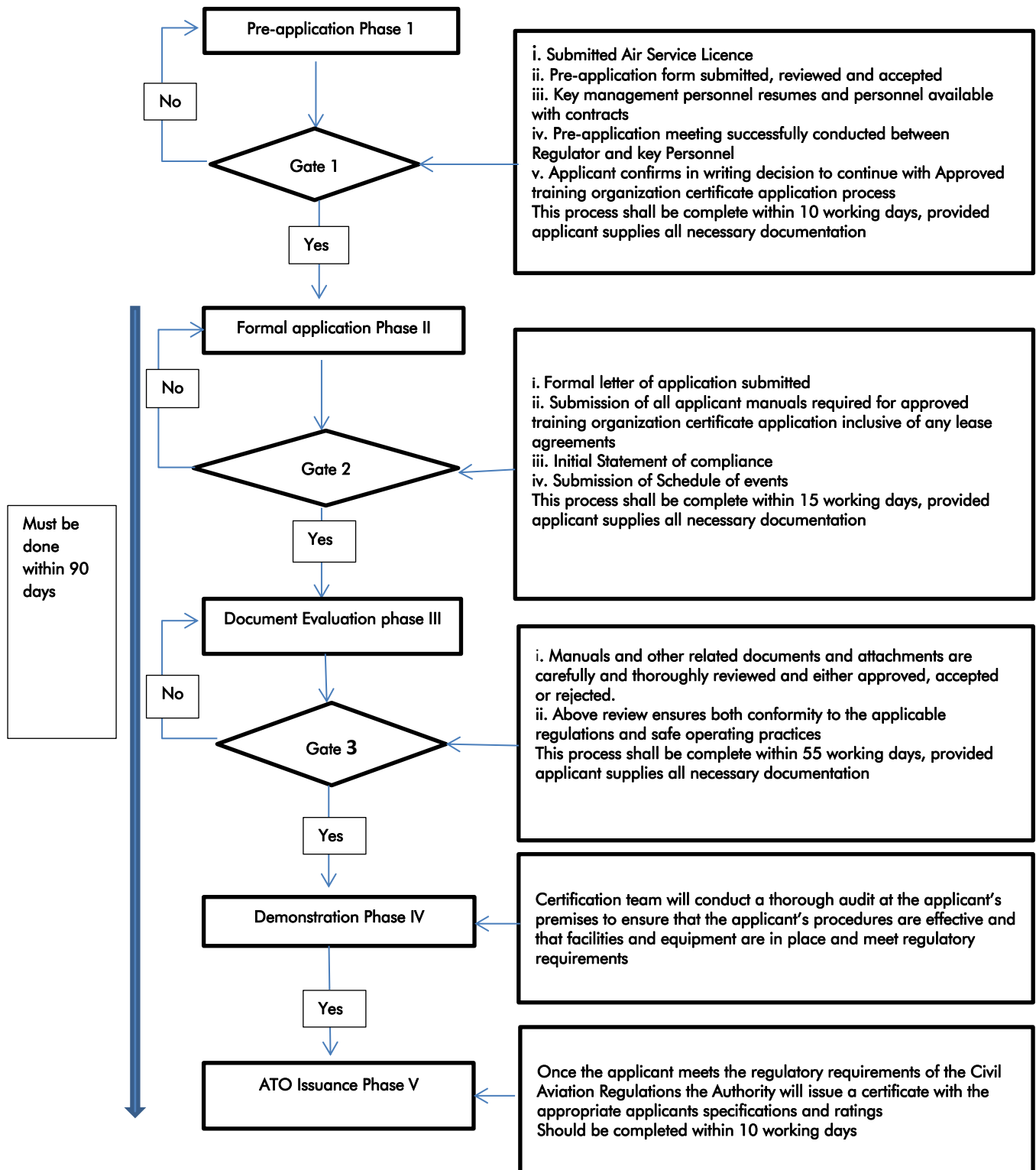




## A. APPROVED TRAINING ORGANIZATION (ATO) APPLICATION PROCESS FLOW



## **B. DOCUMENTS TO SUPPORT AN APPLICATION FOR ISSUANCE OF AN APPROVED TRAINING ORGANIZATION (ATO) CERTIFICATE**

Below is a list of requirements that an applicant for an Approved Training Organization Certificate may be required to provide to support their application.

For detailed information on ESWACAA requirements to your ATO application please contact your Project Manager.

Documents required may include, unless otherwise specified by the Authority

### **1. Air Service Licence**

Issued by the Air Transport Directorate in ESWACAA in terms of the Civil Aviation Authority Act, 2009. Principal place of business must be in Eswatini as per requirements of the Yamoussoukro decision for African airlines.

### **2. Financial Viability Documentation**

ESWACAA will review the financial position of an applicant when assessing the ATO application. Financial viability assessment is conducted as part of the ATO application process

### **3. Training Manual and Procedures Manual**

An applicant or a holder of an approved training organization (ATO) certificate shall prepare and maintain a training manual and procedures manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.

### **4. Quality Manual**

An applicant or a holder of an approved training organization (ATO) certificate shall establish a Quality System which includes an independent audit procedure to monitor training standards, the integrity of knowledge examinations and practical assessments; and compliance with and adequacy of procedures

## **5. Statement of Compliance**

The Compliance statement is a tool for the applicant to construct a document that provides sufficient details to demonstrate to ESWACAA that they both understand the requirements and have put in place the appropriate instructions, procedures and practices to ensure compliance with applicable requirements set forth.

## **6. Training Programme and Approval**

An applicant for or a holder of an approved training organization (ATO) certificate shall apply to the Authority for approval of a training programme and shall develop a training programme for each type of course offered.

## **7. Personnel of ATO**

An approved training organization shall satisfy the Authority that an adequate number of qualified, competent staff are employed which include the Accountable Manager, Quality Control Manager, Head of Training, a Chief Instructor and adequate number of instructors relevant to the courses provided, qualified in accordance with the requirements of the Civil Aviation Authority (Personnel Licensing) Regulations.

The personnel specified above shall submit their credentials to the Authority and shall show that they have relevant qualifications and satisfactory experience related to approved training as appropriate.

## **8. Management Personnel responsibilities and qualifications**

Documents showing the responsibilities and qualifications of the management personnel employed in an applicant for or a holder of an approved training organization (ATO) certificate.

## **9. Training facilities, equipment and material**

An applicant for or a holder of an approved training organization (ATO) certificate that intends to conduct or conducts 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.