

INFORMATION BULLETIN 2020-04

Issue 01

Date of issue: 01st July 2020

SUBJECT:

FTO OPERATIONS MANUAL

REFERENCE PUBLICATIONS:

- YCAR - Part – II - Chapter 1 and 11
- CAAP 33
- The following form is available on the CAMA website: (**Downloads – Forms – LIF**)

No	FORM	Purpose	CAMA FORM ID
1	FTO Operations Manual Compliance	This form defines the contents of a Training Manual compliant with YCARs - Part – II - Chapter (1 & 11) and CAAP (33).	LIF-ATO-007

REASON:

Yemen Civil Aviation Regulation (YCAR) - Part – II - Chapter (1 & 11) lays down detailed rules and conditions for issuing certificates to Approved Flying Training Organizations (FTOs).

The rules concerning the application and technical certification of Flying Training Organizations (FTOs) have are explained in this (IBs).

An Approved Flying Training Organization (FTO) is an organization approved by the CAMA to deliver specific approved training programmes to aviation personnel.

The FTO shall establish and maintain an operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

The operations manual shall provide applicable relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

The FTO shall make available to staff and, where appropriate, to students the information contained in the operations manual and the FTO's approved documentation.

The applicable requirements are referred to in the YCAR - Part – II - Chapter (1 & 11) and CAAP 33.

The reason for this (IBs) is to provide information and guidance to the industry on the contents of a FTO Operations Manual (YCAR - Part – II - Chapter 1 – Appendix – 2 – Parag. No. 2).

INFORMATION:

1. The contents and structure of an FTO Operations Manual

The contents and structure of the FTO Operations Manual for use by an FTO conducting integrated or modular flight training courses should follow the related document (LIF-ATO-007 FTO Operations

Manual Compliance – Checklist)

2. Instructions to Organizations

- 2.1 The (LIF-ATO-007 FTO Operations Manual Compliance – Checklist) is to be completed by the FTO, confirming or identifying the location of the required information for the proposed contents.
- 2.2 The form is to be type-written and is available in the CAMA website as editable version.
- 2.3 The FTOs are to enter their own manual references corresponding to the CAMA regulatory requirements in the appropriate column.
- 2.4 All documents are to be checked for correctness and completeness before being submitted to the CAMA. The Accountable Manager or the person responsible for compliance shall sign the form.
- 2.5 The completed form and supporting documents submitted to the CAMA, are to be in softcopy in PDF format.
- 2.6 The appointed person(s) will be contacted should the CAMA require further documentation or have further requests.

CONTACT:

Any queries or requests for further guidance as a result of this Information Bulletin should be addressed to:

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