

INFORMATION BULLETIN 2020-09

Issue 01

Date of issue: 11 November 2020

SUBJECT:

FTO NOMINATE OR RESPONSIBLE PERSON ACCEPTANCE

REFERENCE PUBLICATIONS:

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

NO	Documents	Function	CAMA Document ID
1	Application for Nominated Personnel Accepted by The CAMA	This form is mandatory to provide information and to evidence CAMA approval for the FTO responsible persons.	GTF-NPA-001

REASON:

An Approved Flying Training Organization (FTO) is an organization that is approved by the Yemen Civil Aviation & Met. Authority (CAMA) to deliver specific approved training programmes to aviation personnel for licensing purposes. As a requisite the FTO shall demonstrate that it is adequately staffed to achieve the required standards.

A person or group of persons shall be nominated by the organization, with the responsibility to ensure that the organization remains in compliance with the applicable requirements.

The group and number of responsible persons referred in the previous paragraph depend on the scope and FTO complexity.

The FTO shall appoint an Accountable Manager (AM), who shall have the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.

CAMA must formally accept the responsible persons after compliance with the applicable requirements has been demonstrated.

The applicable requirements are specified in the Yemen Civil Aviation Regulations (YCARs) - Part – II - Chapter (1 & 11) and CAAP (33).

The reason for issuing this Information Bulletin is to inform and provide guidance to the FTOs about the process to obtain acceptance from CAMA of their nominee or responsible persons.

INFORMATION:

1 General

1.1 In general and depending of the scope of approval, there are 7 different positions as nominated or responsible person in the FTO structure:

- Accountable Manager (AM)
- Head of Training (HT)
- Chief Flight Instructor (CFI)
- Chief Ground Instructor (CGI)
- Chief Synthetic Flight Instructor (CSFI)
- Quality Manager (QM)
- Maintenance Manager (MM)

1.2 The Deputies for each of the positions stated in 1.1 must comply with the same requirements specified for the position holders.

1.3 The CAMA acceptance for the FTO nominated persons will be based on:

- Evidence of compliance with individual requirements stated in the YCARs and CAAP (33)؛
- An individual interview conducted by CAMA to ensure that the nominated or responsible person understands the significance of the approval and related responsibilities.

1.4 CAMA must be notified by the FTOs when the nominated person has other functions / positions in the organization or in another organization. This includes simultaneous positions in FTOs, ATC TOs, MTO or other organizations certified by CAMA.

1.5 The nomination / change of these persons are considered as “prior approval changes”.

2 Summary of Personnel Requirements (Management & Staffing):

2.1 Accountable Manager (AM):

The Accountable Manager (AM) shall:

- Be appointed by the FTO؛
- Have extensive experience in running successful businesses, preferably in the aviation industry؛
- Have sufficient knowledge/proven experience in people management؛
- Have sufficient knowledge/proven experience in ICAO and YCARs requirements؛
- Have the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements.
- Be responsible for establishing and maintaining an effective management system.

In the case of a non-complex organization, the accountable manager may act as the Quality Manager (QM) provided he/she has demonstrated relevant knowledge, background and appropriate experience related to the

activities of the organization including knowledge and experience in compliance monitoring, however in this case, the AM cannot perform internal audits.

When the AM is not the owner of the organization, he must be proposed by the Administration Board of the company holding the FTO and present a declaration from the board stating his financial autonomy level to ensure the financed operations.

If the individual has not previously held the post of Accountable Manager, they will be required to attend a CAMA approved Accountable Manager training course.

2.2 Head of Training (HT):

The Head of Training (HT) shall:

- Be proposed by the Accountable Manager (AM) & nominated by the FTO;
- Hold or have held in the 3 years prior to first appointment as HT, a professional pilot license and associated ratings or class rating issued in accordance with ICAO Annex 1 & Yemen Civil Aviation Regulations (YCARs) - Part – II – Chapter (2), related to the flight training courses conducted;
- Have extensive experience as Flight Instructor for professional pilot licenses;
- Possess sound managerial capability.
- Ensure that the training activities of the FTO are in compliance with the applicable regulatory requirements as well as the satisfactory integration for flight training, simulated flight training and the ground instruction.
- Supervise the progress of individual students.

In the case of an FTO offering integrated course, the HT should be a person employed full time or part time, depending on the scope of the training offered.

In an FTO providing training courses for different aircraft categories (Aeroplane & Helicopter), the HT shall be assisted by one or more nominated deputy HT(s) for certain flight training courses.

In the case of an FTO offering only one of the following:

- (1) Modular courses;
- (2) Type rating courses;
- (3) Theoretical knowledge instruction;

The positions of HT, CFI and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the FTO, either full-time or part-time, depending upon the scope of training offered.

2.3 Chief Flight Instructor (CFI):

The CFI position exists in FTO providing training for PPL, CPL and ATPL and the associated ratings / certificates:

The Chief Flight Instructor (CFI) Shall:

- Be proposed by the Accountable Manager (AM) or Head of Training (HT) & nominated by the FTO;
- Hold the highest professional pilot licence and associated rating(s) related to the flight training courses conducted;
- Hold a flight instructor rating for at least one of the types of the aircraft used on the course;

- Have completed 1000 hours of flight time as pilot-in-command (PIC) of which a minimum of 500 hours shall be on flying duties related to the flying courses conducted of which 200 hours may be instrument ground time.
- Ensure that the flight training activities of the FTO performed in aircrafts and/or FSTD are in compliance with the applicable regulatory requirements.

In the case of an FTO offering integrated course, the CFI should be a person employed full time or part time, depending on the scope of the training offered.

He is ultimately responsible for ensuring quality and standards of the flight instruction and shall be responsible for the supervision of flight and flight simulator training instructors and for the standardization of all flight instruction performed in an aircraft and/or FSTD.

2.4 Chief Ground Instructor (CGI):

The Chief Ground Instructor (CGI) position exists in FTO providing training for PPL, CPL and ATPL and the associated ratings / certificates:

The Chief Ground Instructor (CGI) Shall:

- Be proposed by the Accountable Manager (AM) or Head of Training (HT) & nominated by the FTO;
- Be responsible for the supervision of all theoretical knowledge / ground instructors and for the standardization of all theoretical knowledge instruction .
- Have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience as a theoretical knowledge instructor in the areas relevant for the training provided by the FTO

In the case of an FTO offering integrated course, the CGI should be a person employed full time or part time, depending on the scope of the training offered.

2.5 Chief Synthetic Flight Instructor (CSFI):

Where the scope of training offered warrants it, an FTO may appoint a CSFI who must be acceptable to the CAMA. The duties and responsibilities of the post holder will be equivalent to those of the CFI but in relation to synthetic flight training only. Where a CSFI is appointed the duties and responsibilities of the CFI shall be adjusted accordingly. The CSFI shall report to the CFI who remains responsible to the HT .

This shall be clearly established and reflected in the FTO's Operations and Quality Manuals as well as in the initial application to CAMA for approval.

2.6 Quality Manager (QM):

The implementation and employment of a Quality System will enable the FTO to monitor compliance with relevant parts of the CAMA regulations, the Operations Manual, Training Manual, and any other standards as established by that FTO, or the Authority, to ensure safe and efficient training .

Therefore, the primary role of the Quality Manager is to verify, by monitoring activities in the field of training, that the standards required by the Authority, and any additional requirements as established by the FTO, are being carried out properly under the supervision of the Head of Training, the Chief Flying Instructor and the Chief Ground Instructor.

The Quality Manager (QM) shall:

- be designated by the Accountable Manager (AM) & proposed by the FTO;
- Has direct access to the accountable manager;
- Have access to all parts of the FTO, and as necessary, any contracted FTO.
- Be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the FTO, including knowledge and experience in compliance monitoring;
- Have sufficient knowledge/proven experience in ICAO and YCARs requirements related to the organization's activities.
- Have extensive experience in implementation and control of quality systems and should have extensive experience in the aviation industry in either an engineering or flying role
- Be independent and ensure that audits and inspections are carried out by personnel not responsible for the function, procedure or products being audited.
- Ensure that the organization continues to meet the requirements of the YCARs, ICAO standards and other applicable CAMA references and regulatory material.
- Ensure that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved.

In the case of:

- Small or very small FTO's, the posts of the Accountable Manager and the Quality Manager or Head of Training and the Quality Manager may be combined based on the scope of the operation. However, in this event, quality audits should be conducted by independent auditor.
- FTO offering integrated training the Quality Manager shall not hold the position of Head of Training, Chief Flying Instructor or Chief Ground Instructor.

The Quality Manager (QM) cannot audit an area where is having other responsibilities position.

Additional requirements may need to be met based on the scope of the FTO's training program

2.7 Maintenance Manager (MM):

The Maintenance Manager (MM) is responsible for the overall maintenance activities and works related to the training aircraft used by the flight training organization. He is responsible for the co-ordination of the selection of aircraft and aircraft equipment, spare parts and technical standards related to new aircraft. He is also responsible for communicating with the contracted maintenance and repair agencies with regard to any matters related to the maintenance and repair of aircraft on behalf of the training organization .

The Maintenance Manager (MM) shall ensure the establishment of a Quality System that promotes the highest standards of airworthiness and effectiveness of the overall maintenance program.

The nominated key personnel for this position should have the following:

- (a) Relevant engineering degree or aircraft maintenance technician with additional qualifications acceptable to CAMA. Relevant engineering degree means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance of aircraft / aircraft components.
- (b) Thorough familiarity with the Organization's Maintenance Management Exposition
- (c) Knowledge of the relevant type(s) of aircraft
- (d) Knowledge of maintenance methods

The Maintenance Manager shall meet the following qualifications:

- (a) Hold an Aircraft Maintenance Engineers License (LAME) with Airframe and Power plant ratings for the type of aircraft to be used by the flight training organization with a minimum of 2-3 years of experience.
- (b) Have at least One year of experience in a position responsible for returning aircraft to service.
- (c) Have at least One year of experience in a supervisory capacity maintaining the same category and class of aircraft to be used by the flight training organization.

CONTACT:

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

Personnel Licensing & Examination Directorate

Aviation Safety Affairs Sector

Civil Aviation and Meteorology Authority

PO Box 7251

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