

Part 9
APPROVED TRAINING ORGANIZATIONS

SUBPART A: GENERAL.....	4
9.001 APPLICABILITY.....	4
9.003 DEFINITIONS.....	4
9.005 ACRONYMS:.....	5
9.007 STUDENT ATTENDANCE	5
SUBPART B: APPROVED TRAINING ORGANIZATION CERTIFICATE.....	5
9.010 APPLICABILITY.....	5
9.013 CERTIFICATE REQUIRED.....	5
9.015 CONTENTS OF AN ATO CERTIFICATE.....	5
9.017 DURATION OF CERTIFICATE.....	6
9.020 APPLICATION FOR ISSUANCE, REISSUANCE OR AMENDMENT.....	6
9.023 AMENDMENT OF AN ATO CERTIFICATION	7
9.025 DISPLAY OF CERTIFICATE.....	8
9.027 CERTIFICATE PRIVILEGES.....	8
9.030 LOSS OF CERTIFICATE PRIVILEGES	8
SUBPART C: CERTIFICATION.....	9
9.040 APPLICABILITY.....	9
9.043 INITIAL CERTIFICATION REQUIRED	9
9.045 NO AOC RELATIONSHIP REQUIRED	9
9.047 CATEGORIES OF APPROVED TRAINING ORGANIZATIONS	9
9.050 TRAINING PROGRAMME APPROVALS	9
9.053 TRAINING PROGRAMME CURRICULUM REQUIREMENTS.....	10
9.055 CURRICULUMS.....	10
9.057 DEVIATIONS OR WAIVERS	11
SUBPART D: SURVEILLANCE & ON-GOING VALIDATION.....	11
9.060 APPLICABILITY.....	11
9.063 INSPECTIONS & OBSERVATIONS	11
9.065 CONTINUOUS ATO QUALIFICATION	12
9.067 QUALITY OF TRAINING	12
9.070 MANDATORY REVISIONS TO TRAINING PROGRAMMES.....	12
9.073 CHANGES REQUIRING NOTICE TO THE CAAV	12
9.075 RENEWAL OF CERTIFICATES AND RATINGS	12
SUBPART E: APPROVED TRAINING ORGANISATION ADMINISTRATION.....	13
9.080 APPLICABILITY.....	13
9.083 MANAGEMENT PERSONNEL REQUIRED FOR ATO ORGANIZATIONS.....	13
9.085 CHIEF INSTRUCTOR RESPONSIBILITIES:.....	14
9.087 PRINCIPAL BUSINESS OFFICE.....	14
9.090 SATELLITE LOCATIONS.....	14

9.093 CHANGE IN LOCATION	14
9.095 TRAINING AND PROCEDURES MANUAL.....	15
9.097 ADHERENCE TO THE APPROVED CURRICULUM	15
9.100 ADVERTISING LIMITATIONS.....	15
9.103 QUALITY ASSURANCE SYSTEM	15
9.105 SAFETY MANAGEMENT SYSTEM.....	15
SUBPART F: ATO HOLDER RECORDS	16
9.110 APPLICABILITY.....	16
9.113 STUDENT RECORDS.....	16
9.115 TRAINING & CHECKING STAFF RECORDS	16
9.117 RECORDS RETENTION.....	16
9.120 PROVISION OF RECORDS.....	16
9.123 CREDIT FOR PRIOR INSTRUCTION OR EXPERIENCE.....	16
9.125 GRADUATION CERTIFICATES AND TRANSCRIPTS.....	16
9.127 TRANSCRIPTS.....	17
SUBPART G: HUMAN RESOURCE	17
9.130 APPLICABILITY.....	17
9.133 GENERAL REQUIREMENTS FOR ATO PERSONNEL.....	17
9.135 INSTRUCTOR & EVALUATOR PERSONNEL.....	17
9.137 DESIGNATION OF AN ATO INSTRUCTOR.....	18
9.140 INSTRUCTOR PRIVILEGES AND LIMITATIONS	18
9.143 INSTRUCTOR QUALIFICATIONS (LEVEL 1 OR LEVEL 2)	18
9.145 ATO INSTRUCTOR TRAINING AND TESTING REQUIREMENTS.....	19
SUBPART H: FACILITIES & EQUIPMENT	21
9.150 APPLICABILITY.....	21
9.153 ACCEPTABLE FACILITIES	21
9.155 CLASSROOM & BRIEFING FACILITIES	21
9.157 ACCEPTABLE FLIGHT SIMULATION DEVICES.....	21
9.160 FLIGHT SIMULATION TRAINING DEVICES	22
9.163 AERODROME REQUIREMENTS	23
9.165 AIRCRAFT REQUIREMENTS.....	23
9.167 AIRCRAFT MAINTENANCE TECHNICIAN (AMT) INSTRUCTIONAL EQUIPMENT	23
9.169 OTHER TRAINING EQUIPMENT REQUIREMENTS.....	24
APPENDICES	25
APPENDIX 1 TO 9.015: CONTENT OF OPERATIONS SPECIFICATIONS.....	25
APPENDIX 1 TO 9.020: APPLICATION FOR ATO CERTIFICATE (APPLICABLE FOR FTO, TRTO, AMT).....	25
APPENDIX 1 TO 9.095: TRAINING COURSE CONTENTS	27
APPENDIX 1 TO 9.113: CONTENTS OF STUDENT RECORDS.....	28
APPENDIX 1 TO 9.115: CONTENTS OF ATO STAFF QUALIFICATION RECORDS	28
APPENDIX 1 TO 9.123: ACCEPTABLE METHODS FOR CREDITING PREVIOUS TRAINING.....	29
APPENDIX 2 TO 9.123: TRANSFER TRAINING ORGANIZATION	29
APPENDIX 1 TO 9.125: CONTENTS OF GRADUATION CERTIFICATE.....	30

APPENDIX 1 OF 9157: APPLICATION FOR APPROVAL OF THE USE OF FLIGHT SIMULATION TRAINING DEVICE	30
APPENDIX 1 TO 9.163: AERODROME REQUIREMENTS	34
APPENDIX 1 TO 9.167: FACILITIES FOR AMT COURSES	34

SUBPART A: GENERAL

9.001 APPLICABILITY

- (a) This Part prescribes the requirements of Vietnam for certifying aviation training for Vietnamese or foreign organization in respect of aircraft and maintenance operation.
- (b) This Part is applicable to:
 - (1) Persons seeking licences under the aviation regulations of Vietnam;
 - (2) Persons and organizations that provide and supervise the required training, experience and authorisations.

9.003 DEFINITIONS

- (a) For the purpose of this Part, the following definitions shall apply:

Note: Additional aviation-related terms are defined in Part 1 of these regulations.

- (1) **Accountable manager (training):** The manager who has corporate authority for ensuring that all ATO functions can be financed and carried out to the standard required by the CAAV;
- (2) **Aircraft maintenance training course:** A training course for AMT maintenance ratings (airframe/powerplant);
- (3) **Chief Instructor:** A supervisor of training that has the responsibility for the quality of training for a grouping of curriculums approved by CAAV for the ATO holder;
- (4) **Competency in civil aviation:** This phrase means that an individual shall have a technical qualification and management experience acceptable to the CAAV for the position served;
- (5) **Flight Training Equipment.** Flight simulation training devices and aircraft;
- (6) **Training equipment:** all equipments for the training purpose;
- (7) **Level 1 (FTO):** A category used to describe an approved training organisation level 1 that conducts all or substantially all of each flight training course using aircraft;
- (8) **Level 2 (TRTO):** A category used to describe an approved training organisation level 2 that conducts all or substantially all of each flight training course using simulation media approved by CAAV;
- (9) **Level 3 (other ATO):** A category used to describe an approved training organisation level 3 that conducts ground and/or practical training that is not associated with flight training;
- (10) **Satellite:** An subsidiary of an approved training organisation at a location other than designated primary location;
- (11) **Speciality curriculum:** A set of courses that is designed to satisfy the CAAV and approved by the CAAV for aviation training organizations.;

- (12) **Operations specifications:** A document issued by the CAAV to an approved training organisation, checking, and testing authorisations and limitations, and specifies training programme requirements.

9.005 ACRONYMS:

- (a) The following acronyms are used in this Part:
- (1) ATO - Aviation Training Organization;
 - (2) AMT- Aviation Maintenance Technician;
 - (3) AOC - Air Operator Certificate;
 - (4) IFR- Instrument Flight Rules.

9.007 STUDENT ATTENDANCE

- (a) The ATO holder may not require any student to attend classes of instruction more than 8 hours in any consecutive 24 hour period or more than 6 total days or 40 hours in any period of 7 calendar days.

SUBPART B: APPROVED TRAINING ORGANIZATION CERTIFICATE

9.010 APPLICABILITY

- (a) This subpart prescribes the requirements for an Approved Training Organisation.

9.013 CERTIFICATE REQUIRED

- (a) No person may operate an aviation training organization without, or in violation of, an ATO certificate and training specifications issued under this Part.
- (b) Except for an AOC holder training its own flight crews, no person may conduct training, testing, or checking in flight simulation training devices without, or in violation of, the certificate and training specifications required by this Part.

9.015 CONTENTS OF AN ATO CERTIFICATE

- (a) The ATO certificate will consist of two documents:
- (1) A certificate for public display signed by the CAAV, and.
 - ²(2) Training specifications containing the terms, conditions, and authorisations applicable to the ATO certificate.
- (b) The certificate will contain:
- (2) The organisation's name and location (main place of business);
 - (3) The date of issue and period of validity for each page issued;
 - (4) The terms of approval, including:
 - (i) Locations of operations;
 - ³(ii) Training specifications, as applicable.

Note: See Appendix 1 to 9.015 for the contents of operations specifications.

¹ This content is revised according to Item 1, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

² This content is revised according to a of Item 2, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³ This content is revised according to b of Item 2, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (5) Other authorisations, approvals and limitations issued by the CAAV in accordance with the standards which are applicable to the training conducted by the ATO holder.

9.017 DURATION OF CERTIFICATE

- (a) Except as shown in paragraph (b), the CAAV will issue an ATO certificate which expires in 36 calendar months, unless surrendered, suspended, or revoked
 - (1) On the last month the certificate was issued;
 - (2) Except as provided in paragraph (b), Certificate will be reissued when there is any change in ownership of the ATO occurs;
 - (3) On the date of any significant change in the ATO holder's facilities occurs, or
 - (4) Upon notice by the CAAV that the ATO holder has failed to maintain the required facilities, aircraft, or personnel for more than 60 calendar days.
- (b) A change in the ownership of an ATO does not terminate that ATO holder's certificate if, within 30 calendar days:
 - (1) The new ATO holder notifies the CAAV in writing; and
 - (2) Makes no significant change in the management, facilities, operating personnel, or approved training courses which requires the re-certification.

9.020 APPLICATION FOR ISSUANCE, REISSUANCE OR AMENDMENT

- (a) An applicant for an ATO certificate and operations specifications shall apply to the CAAV at least 30 calendar days before the beginning of any proposed training.
- (b) Each applicant for an ATO certificate and training specification shall provide:
 - (1) An application for a certificate of approved training organization in the form set out in Appendix 1 of 9.020;
 - (2) The documents proving the legal status of the organization requesting the certificate;
 - (3) A copy of the training materials and documentation activities including: management staff, instructors, officers in charge of the training must meet the requirements specified in this Part; training materials; facilities for theory and practice training;
- (c) In case of change defined in point (2) and (3) (a), subsection 9.017 approved training organization must make a request for the certificate of aviation training organization. Application Includes:
 - (1) Application form;
 - (2) The documents relating to the transfer of ownership of the organization of training (if any);
 - (3) Documents related to the major changes in the management system, equipment, staff or other approved training course requires reissuance of certificate.

Note: See Appendix 1 of 9.020 of the application form for grant certificates for approved training organization (FTO, TRTO, AMT).

- (d) Within 05 working days after receipt of the request for issuance of certified training organization, the CAAV will assess the validity and completeness of the record and inform the evaluation results for their proposer. In the case dossier is invalid or incomplete, the applicant must supplement and time for approving training organization will only be counted from the time when the profile was added as required.
- (e) Within 15 days from the date of notification of the validity and completeness of the dossiers for approved training organization certificate, the CAAV will plan the inspection of the materials, facts and notify the applicant to agree on the approving plan.
- (f) Within 10 days after the agreed implementation plan on document inspection, CAAV will complete the agreed inspection and issuing certificate for approved training organization if the results show that the applicant fully meets the requirements for the provisions of this section. In the case did not meet the specific requirements, the CAAV will announce results for the applicant and agreed time limit for the repair requirements have not been met. Time required for the repair requirements have not been met will be added to their approved training organization.
- (g) The CAAV will issue to an applicant who meets the requirements:
 - (1) An ATO certificate containing all business names included on the application under which the ATO holder may conduct operations and the address of each business office used by the organization; and
 - (2) Operations specifications issued by the CAAV.
- (h) The CAAV may issue an ATO certificate to an applicant:
 - (1) For an ATO inside or outside of Vietnam; and
 - (2) Whose business office or primary location or both are located inside or outside Vietnam.

9.023 AMENDMENT OF AN ATO CERTIFICATION

- (a) At any time, the CAAV may amend an ATO certificate:
 - (1) On the CAAV's own initiative
 - (2) Upon timely application by the ATO holder.
- (b) The ATO holder shall file an application to amend an ATO certificate at least 30 calendar days prior to the applicant's proposed effective amendment date unless a different filing period is acceptable to the CAAV.
- (c) Applications for amendment, supplement certificate of approved training organizations include:
 - (1) An application for amendment, supplement certificate of approved training organization in the form set out in Appendix 1 of 9.023;
 - (2) A copy of the training materials and documentation activities including: management staff, instructors, officers in charge of the training must meet the requirements specified in this Part; training materials; facilities for theory and practice training;

Note: See appendix 1 of 9.023 for the application form for amendment, supplement certificate of approved training organization.

- (d) Within 07 working days after receipt of the request for issuance of certified training organization, the CAAV will assess the validity and completeness of the record and inform the evaluation results for their proposer. In the case dossier is invalid or incomplete, the applicant must supplement and time for approving training organization will only be counted from the time when the profile was added as required.
- (e) Within 3 days from the date of notification of the validity and completeness of the dossiers, the CAAV will plan the inspection of the materials, facts and notify the applicant for amendment, supplement certificate to agree on the approving plan;
- (f) Within 20 days after the agreed implementation plan on document inspection, CAAV will complete the agreed inspection and issuing certificate for approved training organization if the results show that the applicant fully meets the requirements for the provisions of this section. In the case did not meet the specific requirements, the CAAV will announce results for the applicant and agreed time limit for the repair requirements have not been met. Time required for the repair requirements have not been met will be added to their approved training organization.

9.025 DISPLAY OF CERTIFICATE

- (a) The holder of an ATO certificate shall display that certificate in a location that is normally accessible to the public and that is not obscured.

9.027 CERTIFICATE PRIVILEGES

- (a) The ATO holder may advertise and conduct approved training courses in accordance with the certificate and any ratings that it holds.
- (b) The ATO holder may credit towards the curriculum requirements of a course of previous training, experience and knowledge, provided the student meets the prescribed requirements.

9.030 LOSS OF CERTIFICATE PRIVILEGES

- (a) The CAAV may deny, suspend, revoke, or terminate a certificate under this Part if the Authority finds that the ATO holder:
 - (1) Does not meet, or no longer meets, the requirements of this Part for the certificate and/or ratings held;
 - (2) Employs or proposes to employ a person who controlled or was previously employed in a management or supervisory position in an organization has had its certificate revoked, suspended, or terminated within the previous 36 calendar months; or
 - (3) Application provided was incomplete or inaccurate, or contained fraudulent or false information.
- (b) An ATO holder whose certificate has been surrendered, suspended, revoked, or terminated shall promptly:

- (1) Remove all indications, including signs, wherever located, that the ATO was certified by the CAAV;and
- (2) Notify all advertising agents, and advertising media employed by the ATO holder to cease all advertising.
- (3) Return the certificate to the Authority within 5 working days after being notified by the CAAV that the certificate is suspended, revoked, or terminated.

SUBPART C: CERTIFICATION

9.040 APPLICABILITY

- (a) This subpart prescribes the general requirements that are applicable to the certification of an approved training organisation.

9.043 INITIAL CERTIFICATION REQUIRED

- (a) Prior to the issuance of an ATO certificate, the applicant must be originally certificated in accordance with the system of certification prescribed by the CAAV;
- (b) The approval of an organization as an ATO by the CAAV shall be dependent upon the applicant demonstrating compliance with the requirements of this Part;
- (c) The CAAV may issue an applicant an ATO certificate and operations specifications if the applicant demonstrates compliance with the requirements of this Part.

9.045 NO AOC RELATIONSHIP REQUIRED

- (a) An applicant may request evaluation, qualification, and continuing evaluation for qualification of flight simulation training devices without:
 - (1) Holding an AOC certificate; or
 - (2) Having a specific relationship to an AOC holder.

9.047 CATEGORIES OF APPROVED TRAINING ORGANIZATIONS

- (a) The Authority may approve an applicant as a:
 - (1) Level 1 approved training organization;
 - (2) Level 2 approved training organization; or
 - (3) Level 3 approved training organization.

9.050 TRAINING PROGRAMME APPROVALS

- (a) The applicant for an ATO certificate or added authority shall apply to the CAAV for training programme approval;
- (b) The applicant for training programme approval shall indicate in the application:
 - (1) Which courses are part of the core curriculum and speciality curriculum;
 - (2) The curriculum satisfied requirements of Part 7, and
 - (3) Which curriculum does not satisfy requirements of Part 7;
- (c) The applicant may apply for a training programme that allows an alternative means of compliance with the experience requirements established by Part 7,

provided that the ATO demonstrates a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

- (d) The applicant may apply for a training programme for a multi-crew pilot licence, provided that the training provides a level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilots.
- (e) The training programme established by the ATO holder shall include training in knowledge and skills related to human performance.

9.053 TRAINING PROGRAMME CURRICULUM REQUIREMENTS

- (a) The applicant shall ensure that each training programme curriculum submitted to the CAAV for approval meets the applicable requirements and contains:
 - (1) A syllabus for each proposed curriculum;
 - (2) Minimum aircraft and flight training equipment requirements for each proposed curriculum;
 - (3) Minimum instructor and evaluator qualifications for each proposed curriculum;
 - (4) A curriculum for initial training and continuing training of each instructor or evaluator employed to instruct in a proposed curriculum; and
 - (5) For each curriculum that provides for the issuance of a licence or rating in fewer than the minimum hours prescribed by Part 7:
 - (i) Demonstrating the ability to accomplish such training in the reduced number of hours; and
 - (ii) A means of tracking student performance.

9.055 CURRICULUMS

- (a) The CAAV may approve the following courses of instruction for licensing, rating and special preparation to an applicant:

Note: A training curriculum that prepares a pilot for operations that do not require a licence or rating is considered a special preparation course, for example: agricultural application.

- (1) Private pilot.
- (2) Commercial pilot.
- (3) Instrument rating.
- (4) Multi-crew pilot
- (5) Airline transport pilot.
- (6) Flight instructor.
- (7) Ground instructor.
- (8) Additional aircraft category or class rating. (9) Aircraft type rating.
- (10) Flight engineer
- (11) Cabin crew member

- (12) Aviation Maintenance Technician:
 - (i) Airframe rating;
 - (ii) Powerplant rating; and
 - (iii) Airframe And Powerplant rating Nhân viên sửa chữa hàng không;
- (13) Aviation repair specialist;
- (14) Parachute rigger
- (15) Test pilot;
- (16) Any preparation or recurrent curriculum of required for AOC holders;
- (17) Any preparation curriculum for aerial work;
- (18) Any other training curriculum approved by the Authority.
- (b) The CAAV may approve an applicant as a Level 2 ATO for any course for licensing or for any rating for which the applicant can show an effective curriculum and for which the Authority has qualified the flight training simulation media.
- (c) The CAAV may approve an applicant for a special course of instruction provided the course will contain features that are beneficial to the Vietnam aviation community.

9.057 DEVIATIONS OR WAIVERS

- (a) The CAAV may issue an applicant deviations or waivers from any of the requirements of this Part;
- (b) The applicant for a deviation or waiver under this section shall provide information acceptable to the CAAV that shows:
 - (1) Justification for the deviation or waiver; and
 - (2) That the deviation or waiver will not adversely affect the quality of instruction.

SUBPART D: SURVEILLANCE & ON-GOING VALIDATION

9.060 APPLICABILITY

- (a) This subpart prescribes the general requirements that are applicable to the on-going validation of an approved training organisation.

9.063 INSPECTIONS & OBSERVATIONS

- (a) The CAAV may, at any time, inspect an ATO to determine the organisation's compliance with this Part.
- (b) The ATO holder and personnel shall allow the authorised representative of the CAAV unrestricted access to all locations, equipment, documents and personnel, including all training in progress, in the accomplishment of these inspections and observations.
- (c) The continued validity of the original certification approval shall depend upon the ATO holder being in compliance with the requirements of this Part.

49.065 CONTINUOUS ATO QUALIFICATION

- (a) The ATO holder shall not provide training to a student who is enrolled in an approved course of training unless each requirement for instructors, evaluators, facilities and equipment continuously meets the requirements and the standards specified in the organization's training specifications.

9.067 QUALITY OF TRAINING

- (a) The ATO holder shall provide training at a level of competency at least equal to that provided by the minimum experience requirements.
- (b) Unless otherwise stated, the ATO holder should ensure that the quality of the trainees graduated demonstrate a consistent level of knowledge and performance.

9.070 MANDATORY REVISIONS TO TRAINING PROGRAMMES

- (a) After an ATO holder begins operations under an approved training programme, the CAAV may require revisions to that training programme if it determines that the organisation is not meeting the provisions of its approved training programme.
- (b) If the Authority requires an ATO to make revisions to an approved training programme and the ATO holder does not make those required revisions within 30 calendar days, the CAAV may suspend or revoke the organisation's certificate.

9.073 CHANGES REQUIRING NOTICE TO THE CAAV

- (a) The ATO holder shall notify the CAAV prior to any of the following changes:
 - (1) The accountable manager;
 - (2) Management personnel required by this Part;
 - (3) The instructional and evaluation staff; and;
 - (4) The housing, training facilities and equipment, procedures, curricula, and work scope that could affect the approval.
- (b) The CAAV may prescribe the conditions under which the ATO holder may operate during such changes unless the Authority determines that the approval should be suspended.
- (c) The CAAV may suspend an ATO certificate for failure to make these required notifications.

9.075 RENEWAL OF CERTIFICATES AND RATINGS

- (a) An ATO holder may apply for renewal of the certificate and ratings at least 30 calendar days preceding the month that their certificate is set to expire.
- (b) The application for renewal of certificate approved training organizations include:
 - (1) An application for renewal of certificate of approved training organization in the form set out in Appendix 1 of 9.075
 - (2) Report on the operation of approved training organizations in the period of the certificate has been granted.

⁴ This content is revised according to Item 3, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

Note: See Appendix 1 of 9.020 of the renewal certificate form and rating of approved training organization.

- (c) Within 7 working days after receipt of the application for renewal of the certificate of training institutions, CAAV will assess the validity and completeness of the record and inform the assessment results to the applicant. In the case of the application is invalid or incomplete, the applicant must supplement and extension of time will only be counted from the time when the profile was added as required.
- (d) Within 3 working days from the date of notification of the validity and completeness of application, the CAAV will carry out planning document inspection, fact inspection and notifying the applicant to agree on the test plan, extension training organization certificate.
- (e) Within 20 days after agreement on implementing test plan, extension training organization certificate, CAAV will complete the agreed work inspection and renewal certificate for training organization if test results show that the applicant fully meets the requirements specified in this section. In the case did not meet the specific requirements, the CAAV will announce results for the applicant and agreed time limit for the repair requirements have not been met. Time required for the repair requirements have not been met will be added to the extended duration of training organization certificate.
- (f) The CAAV may renew the certificate of approved training organization and rating if personnel, aircraft, equipment and airport (if applicable), approved training courses and training materials, instructing ability and quality of the current approved training organizations to meet the regulations.

SUBPART E: APPROVED TRAINING ORGANISATION ADMINISTRATION

9.080 APPLICABILITY

- (a) This subpart prescribes the general requirements that are applicable to the administration of an approved training organisation.

9.083 MANAGEMENT PERSONNEL REQUIRED FOR ATO ORGANIZATIONS

- (a) The ATO holder shall have an accountable manager, acceptable to the CAAV, who has corporate authority for ensuring that it is in compliance with the requirements for an ATO.
- (b) When providing approved training, the ATO holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent:
 - (1) Manager of Training;
 - (2) Chief Instructor (for each speciality of training provided);
 - (3) Quality Assurance.

Note: "The ability in civil aviation" means that individuals must have the technical and managerial experience approved by the CAAV for the employment position.

- (c) The CAAV may approve positions or numbers of positions, other than those listed, if the ATO holder is able to show that it can perform the operation with

the highest degree of safety under the direction of fewer or different categories of management personnel due to the:

- (1) The kind of training curriculums involved;
- (2) The number of aircraft used; and
- (3) Other complexities of operation.

9.085 CHIEF INSTRUCTOR RESPONSIBILITIES:

- (a) The instructor serves under the supervision of the chief instructor or the assistant chief instructor who is present at the facility when the training is given.
- (b)) During flight training in an aircraft, the ATO holder shall ensure that the chief instructor or an assistant chief instructor is available:
 - (1) At the aerodrome, or
 - (2) By telephone, radio, or other electronic means.

9.087 PRINCIPAL BUSINESS OFFICE

- (a) An ATO holder shall maintain a principal business office that is physically located at the address shown on the ATO certificate
- (b) The principal business office may not be shared with, or used by, another person who holds an ATO certificate.

9.090 SATELLITE LOCATIONS

- (a) A satellite location may conduct training if:
 - (1) The facilities, equipment, personnel, and course content of the satellite location meet the applicable requirements;
 - (2) The instructors and evaluators at the satellite ATO are under the direct supervision of management personnel of the ATO holder's principal location;
 - (3) The ATO holder has in place procedures for ensuring that the training at the satellite location meets the same level of quality that is possible at the principal location;
 - (4) The ATO holder notifies the CAAV in writing that a particular satellite location is to begin operations at least 30 calendar days prior to proposed commencement of operations at that location; and
 - (5) The ATO holder's training specifications reflect the name and address of the satellite location and the approved courses offered at that location.

9.093 CHANGE IN LOCATION

- (a) An ATO holder may not make any change in the organization's location unless the change is approved by the CAAV in advance.
- (b) If the organization desires to change an authorised location, the ATO holder shall notify the CAAV, in writing, at least 30 calendar days before the date the relocation.

^s This content is revised according to Item 4, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (c) The Authority may prescribe the conditions under which the ATO may operate while it is changing its location or housing facilities.

9.095 TRAINING AND PROCEDURES MANUAL

- (a) The ATO holder shall provide a training and procedures manual for the use and guidance of personnel concerned.
- (b) This manual may be issued in separate parts and shall contain at least the information prescribed.

Note: See Appendix 1 to 9.095 regarding contents of the training and procedures manual.

- (c) The ATO holder shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
- (d) The ATO holder shall furnish copies of all amendments to the training and procedures manual to all organizations or persons to whom the manual has been issued.

9.097 ADHERENCE TO THE APPROVED CURRICULUM

- (a) The ATO holder and his personnel shall adhere to the approved curriculum.
- (b) The ATO holder may not change its approved curriculum unless the change is approved by the CAAV in advance.

9.100 ADVERTISING LIMITATIONS

- (a) The ATO holder may not:
 - 6(1) Make any statement relating to the ATO certificate and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO;
 - (2) Advertise that the ATO is certified unless it clearly differentiates between courses that have been approved under this Part and those that have not been approved under this Part.

9.103 QUALITY ASSURANCE SYSTEM

- (a) The ATO holder shall maintain a quality assurance system, acceptable to the CAAV granting the approval, which ensures that training and instructional practices comply with all relevant requirements.
- (b) To meet the requirement of paragraph (a), the ATO holder may contract for the services of a quality auditing organisation that is acceptable to the CAAV. Those services shall be implemented applying acceptable practices and at intervals that will ensure the quality of the training remains consistent with the minimum standards of this Part.

9.105 SAFETY MANAGEMENT SYSTEM

- (a) The ATO holder shall have a safety management system acceptable to the CAAV which implements requirements and framework specified in Subpart I of Part 1.

⁶ This content is revised according to Item 5, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁷ This content is revised according to Item 6, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (b) The ATO holder's safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.

SUBPART F: ATO HOLDER RECORDS

9.110 APPLICABILITY

- (a) This subpart prescribes the general requirements that are applicable to the records of an approved training organisation.

9.113 STUDENT RECORDS

- (a) The ATO holder shall maintain, in current status, a detailed record for each student that contains all contents prescribed by the CAAV.

Note: See Appendix 1 to 9.113 regarding contents of student's records.

- (b) The CAAV does not consider a student's logbook as sufficient for the records required by paragraph (a).

9.115 TRAINING & CHECKING STAFF RECORDS

- (a) The ATO holder shall maintain a system for recording the qualifications and training of instructional and examining staff where to indicate that each person has met the applicable requirements of this Part. The training records and instructor records are described in Appendix 1 to 9.115.

9.117 RECORDS RETENTION

- (a) The detailed student records shall be retained for a minimum period of 2 calendar years after completion of the training.
- (b) The required record of the ATO training and checking staff shall be retained for a minimum period of 2 years after the instructor or examiner ceases their contracts.
- (c) The records required by this Part shall be stored at a location acceptable to the CAAV in facilities adequate for that purpose.

9.120 PROVISION OF RECORDS

- (a) The ATO holder shall provide to a student, upon request and at a reasonable time, a copy of his or her training records.
- (b) The ATO holder shall provide the records required by this section to the CAAV upon request, within a reasonable time.

9.123 CREDIT FOR PRIOR INSTRUCTION OR EXPERIENCE

- (a) Upon enrolment of a student, the ATO holder may credit a student with instruction or previous experience in accordance with the methods prescribed by the CAAV.

Note: See Appendix 1 and 2 to 9.123 regarding crediting of previous experience.

9.125 GRADUATION CERTIFICATES AND TRANSCRIPTS

- (a) The ATO holder shall issue upon completion of training a graduation certificate to each student who completes its approved course of training.

^s This content is revised according to Item 7, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (b) That graduation certificate shall contain the contents prescribed.
Note: See Appendix 1 to 9.125 regarding contents of graduation certificates.
- (c) The ATO holder may not issue a graduation certificate to a student, or recommend a student for a licence or rating, unless the student has:
 - (1) Completed the training specified in the approved course of training; and
 - (2) Passed the required final tests.

9.127 TRANSCRIPTS

- (a) Upon request, the ATO holder shall provide a transcript of a student's grades to each student who is graduated from that ATO or who leaves it before being graduated.
- (b) The ATO holder shall include in the transcript required by paragraph (a):
 - (1) The curriculum in which the student was enrolled;
 - (2) Whether the student satisfactorily completed that curriculum;
 - (3) The final grades the student received; and
 - (4) An authentication by an ATO.

SUBPART G: HUMAN RESOURCE

9.130 APPLICABILITY

- (a) This subpart prescribes the general requirements to the training and checking personnel employed by an Approved Training Organisation.

9.133 GENERAL REQUIREMENTS FOR ATO PERSONNEL

- (a) The ATO holder shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
- (b) The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the CAAV.
- (c) The ATO holder shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
- (d) When the ATO holder has been authorized to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel:
 - (1) Authorized by the CAAV; or
 - (2) Designated by the ATO in accordance with criteria approved by the CAAV.

9.135 INSTRUCTOR & EVALUATOR PERSONNEL

- (a) The personnel used by the ATO holder to provide instruction and evaluation shall:
 - (1) Be at least 18 years of age;
 - (2) Have demonstrated language proficiency equal to Level 4 in the language used for the instruction.
- (b) The ATO holder shall have, for each proposed curriculum, and maintain, a sufficient number of instructors who meet the prescribed qualifications to perform the duties to which they are assigned.

- (c) Each ATO holder shall have a sufficient number of evaluators to provide required checks and tests to graduation candidates for 7 calendar days following training completion for any curriculum leading to airman licences or ratings, or both.
- (d) The persons listed in this subsection may serve in 2 position for the ATO holder, provided that person is qualified for each position.
- (e) To meet the requirements of this sub-section, the ATO holder may employ no more than 50 per cent of these persons on a part-time basis.
- (f) The persons required by this subsection shall be approved by the CAAV prior to the use of their services by the ATO holder.

9.137 DESIGNATION OF AN ATO INSTRUCTOR

- (a) The ATO holder shall designate each instructor in writing for each approved course, prior to that person functioning as an instructor in that course;
- (b) Prior to initial designation, each flight and simulator flight instructor shall complete the prescribed in Part 7.

9.140 INSTRUCTOR PRIVILEGES AND LIMITATIONS

- (a) The ATO holder may allow an instructor to provide:
 - (1) Instruction for each curriculum as rating;
 - (2) Testing and checking for rating; and;
 - (3) Instruction, testing, and checking satisfy the requirements of this Part.
- (b) The ATO holder whose instructor or evaluator is designated in accordance with the requirements to conduct training, testing, or checking in flight training equipment, may allow its instructor or evaluator to give endorsements required by Part 7 if that instructor or evaluator is authorised by the CAAV to instruct or evaluate in a curriculum that requires such endorsements.
- (c) The ATO holder may not allow an instructor to:
 - (1) Excluding briefings and debriefings, conduct more than 8 hours of instruction in any 24-consecutive- hour period, or more than 6 days total or 40 hours in any period of 7 calendar days;
 - (2) Provide flight training equipment instruction unless that instructor meets the applicable requirements; or
 - (3) Provide flight instruction in an aircraft unless that instructor:
 - (i) Meets the prescribed requirements;
 - (ii) Holds pilot licences and ratings applicable to the category, class, and type aircraft in which instructing;
 - (iii) If instructing or evaluating in an aircraft in flight while occupying a required crew member seat, holds at least a valid second class medical certificate; and
 - (iv) Meets the recency of experience requirements of Part 10.

9.143 INSTRUCTOR QUALIFICATIONS (LEVEL 1 OR LEVEL 2)

- (a) The ATO holder shall have adequate personnel, including licenced flight instructors, licenced ground instructors approved by CAAV, and holders of a

commercial pilot licence with a lighter-than-air rating, if applicable, and a chief instructor who is qualified and competent to perform the duties assigned in each approved training course.

- (b) The ATO holder may allow instructors and evaluators to meet recency of experience requirements through the use of a flight simulation training device if that training device is used in an approved course.
- (c) Each instructor for ground or flight training shall hold a flight instructor licence, ground instructor licence, or commercial pilot licence with a lighter-than-air rating, as appropriate, with ratings for the approved training course and any aircraft used in that course.

9.145 ATO INSTRUCTOR TRAINING AND TESTING REQUIREMENTS

- (a) Except as provided in paragraph (c), prior to designation and every 24 calendar months beginning the first day of the month following an instructor's initial designation, the ATO holder shall ensure that each instructors meets the following requirements:
 - (1) Each instructor shall satisfactorily complete an approved course of ground instruction in at least:
 - (i) The fundamental principles of the learning process;
 - (ii) Elements of effective teaching, instruction methods, and techniques;
 - (iii) Instructor duties, privileges, responsibilities, and limitations;
 - (iv) Training policies and procedures;
 - (v) ⁹Human factors considerations as applied to specific technical specialities; and
 - (vi) ¹⁰Evaluation.
 - (2) Each instructor who instructs in a flight simulation training device shall satisfactorily complete an approved course of training in the operation of the training device, and an approved course of ground instruction, applicable to the training courses the instructor is designated to instruct, which shall include:
 - (i) Operation of flight simulation training device controls and systems;
 - (ii) Proper operation of environmental and fault panels;
 - (iii) Limitations of simulation; and
 - (iv) Minimum equipment requirements for each curriculum.
 - (3) Each flight instructor who provides training in an aircraft shall satisfactorily complete an approved course of ground instruction and flight training in an aircraft, flight simulation training device, which shall include:
 - (i) Performance and analysis of flight training procedures and manoeuvres applicable to the training courses that the instructor is designated to instruct;

⁹ This content is revised according to Item 8, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁰ This content is revised according to Item 8, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (ii) Technical subjects covering aircraft subsystems and operating rules applicable to the training courses that the instructor is designated to instruct;
 - (iii) Emergency operations;
 - (iv) Emergency situations likely to develop during training; and
 - (v) Appropriate safety measures.
- (4) Each instructor who instructs in flight training equipment shall pass a knowledge test and annual proficiency check:
- (i) In the flight training equipment in which the instructor will be instructing; and
 - (ii) On the subject matter and manoeuvres of a representative segment of each curriculum for which the instructor will be instructing.
- (b) In addition to the requirements of paragraphs (1) through (5)(a), each ATO holder shall ensure that each instructor who instructs in a flight simulation training device that the CAAV approved for all training and all testing for the airline transport pilot licensing test, aircraft type rating test, or both, has met at least one of the prescribed requirements:
- (c) Instructors must complete the training specified in paragraph (a) or (b) before, during, or after the expiration month.
- (d) The CAAV may give credit for the requirements of paragraph (a) or (b) to an instructor who has satisfactorily completed an instructor training course for an AOC holder if the CAAV finds such a course equivalent to the requirements of paragraph (a) or (b).

9.147 ATO EVALUATOR REQUIREMENTS

- (a) Except as provided by paragraph (c), the approved training organization holder shall ensure that each person authorised as an evaluator:
- (1) Is approved by the CAAV;
 - (2) Is in compliance with the prescribed requirements;
 - (3) Prior to designation, satisfactorily completes a curriculum within 12 calendar months that include:
 - (i) Evaluator duties, functions, and responsibilities;
 - (ii) Methods, procedures, and techniques for conducting required tests and checks;
 - (iii) Evaluation of pilot performance; and
 - (4) If evaluating in-flight training equipment, satisfactorily pass a knowledge test and annual proficiency check in a flight simulator or aircraft in which the evaluator will be evaluating.
- (b) For the purpose of recurrent training when due, the CAAV will consider that an evaluator who satisfactorily completes a curriculum required by paragraph (a)(3) in the calendar month before or after the month in which it was due.
- (c) The CAAV may give credit for the requirements of paragraph (a)(3) to an evaluator who has satisfactorily completed an evaluator training course for an

AOC holder if the CAAV finds such a course equivalent to the requirements of paragraph (a)(3).

SUBPART H: FACILITIES & EQUIPMENT

9.150 APPLICABILITY

- (a) This subpart prescribes the general requirements to the facilities and equipment of an Approved Training Organisation.

9.153 ACCEPTABLE FACILITIES

- (a) The ATO holder's facilities and working environment shall be appropriate for the task to be performed and be acceptable to the CAAV.
- (b) The ATO holder shall provide facilities, equipment, and material equal to the standards currently required for the issue of the certificate and rating that it holds.
- (c) The ATO holder has the necessary information, equipment, training devices and material to conduct the courses for which the organization is approved.
- (d) The ATO holder may not make a substantial change in facilities, equipment, or material that have been approved for a particular curriculum, unless that change is approved by the CAAV in advance;
- (e) ¹¹The ATO holder shall have a technical library adequate for the level of training conducted.

9.155 CLASSROOM & BRIEFING FACILITIES

- (a) The ATO holder shall show that the classrooms and briefing facilities:
 - (1) Used for instructional purposes are heated, lighted, and ventilated to conform to local building, sanitation, and health codes;
 - (2) There are no distractions caused by flight operations and maintenance operations at the aerodrome;
 - (3) ¹²Are provided with audio and visual training equipment appropriate to the training conducted, including computer-projected documents.
- (b) The ATO holder conducting pilot flight training shall show that it has continuous use of a briefing area located at each aerodrome at which training flights originate that is:
 - (1) Adequate to shelter students waiting to engage in their training flights;
 - (2) Arranged and equipped for the conduct of pilot briefings; and
 - (3) For an ATO with an instrument rating course or commercial pilot course, equipped with adequate communication to sources of weather and flight planning information.

9.157 ACCEPTABLE FLIGHT SIMULATION DEVICES

- (a) Flight simulation training devices shall be qualified according to requirements prescribed by the CAAV.
- (b) The use of flight simulation training devices shall be approved by the CAAV to ensure that they are appropriate to the task.

¹¹ This content is revised according to Item 9, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹² This content is revised according to Item 10, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

Note: See Appendix 1 of 9.157 implementing approval procedures the use of flight simulation training devices.

9.160 FLIGHT SIMULATION TRAINING DEVICES

- (a) The Level 2 ATO holder shall have available exclusively, for adequate periods of time and at a location approved by the CAAV, adequate flight training equipment and courseware, including at least one flight simulation training device suitable for the approved curriculum.
- (b) The Level 1 or Level 2 ATO holder shall show that each flight simulation training device used for training, testing will be or is specifically qualified and approved by the CAAV for:
 - (1) Each manoeuvre and procedure for the make, model, and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
 - (2) Each curriculum or training course in which the flight simulation training device is used, if that curriculum or course is used to satisfy any requirement of these regulations.
- (c) The ATO holder shall ensure, prior to use, that the approval required by this section includes:
 - (1) The set of aircraft or type aircraft;
 - (2) If applicable, the particular variation within type for which the training, checking; and
 - (3) The particular manoeuvre, procedure, or crew member functions to be performed.
- (d) The ATO holder shall ensure that each flight simulation training device used is:
 - (1) ¹³Maintained to ensure the reliability of the performance, functions, and all other characteristics that were required for qualification;
 - (2) Modified to conform with any modification to the aircraft being simulated if the modification results in changes to performance, function, or other characteristics required for qualification;
 - (3) Given a functional preflight check each day before being used; and
 - (4) ¹⁴Provided with a discrepancy log in which the instructor or evaluator, at the end of each training session, enters each discrepancy.
- (e) ¹⁵Unless otherwise authorised by the CAAV, the ATO holder shall ensure that each component on a flight simulator or flight training device used by an ATO is operative if the component is essential to, or involved in, the training, testing or checking of airmen.

¹³ This content is revised according to a of Item 11, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁴ This content is revised according to b of Item 11, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁵ This content is revised according to c of Item 11, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

9.163 AERODROME REQUIREMENTS

- (a) The ATO holder of Level 1 shall maintain continuous use of each aerodrome at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.

Note: See Appendix 1 to 9.163 for specific (runway and equipment requirements).

9.165 AIRCRAFT REQUIREMENTS

- (a) An ATO holder shall ensure that each aircraft used for flight instruction and solo flights:
 - (1) Except for instruction flight and solo flight in training of agricultural aircraft operation and other similar operations, the CAAV issues certificate of airworthiness, or the foreign aircraft with equivalent airworthiness certificate that has CAAV approval.
 - (2) Is maintained and inspected in accordance with the requirements of Part 4; and
 - (3) Is equipped as provided in the operations specifications for the approved course for which it is used.
- (b) In addition to the provisions in paragraph (c), the applicant for a certificate or CTO holder must ensure that each aircraft used for flight training must have at least two seats and easily control engine power, switches; considering the location of both controls and their non conventional operation.
- (c) An ATO holder may use aeroplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots for flight instruction if the ATO holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their non conventional operation, or both.
- (d) Each ATO holder shall ensure that each aircraft used in a course involving instrument flight rules operations is equipped and maintained for IFR operations.
- (e) The CAAV may approve aircraft with a restricted airworthiness certificate for use in the agricultural aircraft operations, external-load operations, test pilot, and special operations courses, if its use for training is not prohibited by the aircraft's operating limitations.

9.167 AIRCRAFT MAINTENANCE TECHNICIAN (AMT) INSTRUCTIONAL EQUIPMENT

- (a) An applicant for, or holder of, an ATO certificate with approved AMT courses shall have and maintain the following instructional equipment as is appropriate to the rating sought:
 - (1) Various kinds of airframe structures, airframe systems and components, powerplants, and powerplant systems and components (including propellers), of a quantity and type suitable to complete the practical projects required by its approved curricula.
 - (2) Easy to access or use for the purpose of practicing, at least one aircraft of a type acceptable to the CAAV.

- (3) The required equipment need not be in an airworthy condition, and if damaged prior to use by the ATO, shall have been repaired enough for complete assembly.
- (b) An applicant for, or holder of, an ATO certificate with an AMT rating shall have airframes, powerplants, propellers, appliances, and components thereof, to be used for instruction and from which students will gain practical working experience, and shall insure that the airframes, powerplants, propellers, appliances, and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection, and operation when installed in an aircraft for use.
 - (c) Each applicant for, or holder of, an ATO certificate with an AMT rating shall ensure that it maintains a sufficient number of units of the material so that no more than 8 students will work on any one unit at one time.
 - (d) Each applicant for, or holder of, an ATO certificate with an AMT rating using an aircraft for instructional purposes that does not have retractable landing gear and wing flaps, shall provide training aids, or operational mock-ups of the retractable landing gear and wing flaps which are acceptable to the CAAV.
 - (e) An applicant for an ATO certificate with an AMT rating, or and applicant seeking an additional AMT rating, shall have at least the facilities, equipment, and materials appropriate to the rating sought.
 - (f) An applicant for, or holder of, an ATO certificate with an AMT rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools, and shop equipment used in constructing and maintaining aircraft as is appropriate to the approved curriculum of the ATO, in order to assure that each student will be properly instructed.
 - (g) An applicant for, or holder of, an ATO certificate with an AMT rating shall insure that the required special tools and shop equipment be in satisfactory working condition for instructional and practice purposes.

Note: See Appendix 1 to 9.167 for specific requirements for facilities for AMT courses.

9.169 OTHER TRAINING EQUIPMENT REQUIREMENTS

- (a) The ATO holder that is approved for Cabin Crew training curriculums shall have displays, mock-ups and simulation that is appropriate to the approved curriculum.

APPENDICES

APPENDIX 1 TO 9.015: CONTENT OF OPERATIONS SPECIFICATIONS

- (a) The contents of the operations specifications issued by the CAAV will contain:
 - (1) Authorisation for the ATO holder to function as a Level 1, 2 or 3;
 - (2) The type of training authorised, including approved courses;
 - (3) The category and type of aircraft that may be used for training, testing, and checking;
 - (4) For each flight simulation training device, the make, model, and series of aeroplane or the set of aeroplanes being simulated and the qualification level assigned, or the make, model, and series of rotor craft, or set of rotor craft being simulated and the qualification level assigned;
 - (5) For each flight simulation training device subject to qualification evaluation by the CAAV, the identification number assigned by the CAAV;
 - (6) The name and address of each satellite ATO, and the approved courses offered at each satellite ATO;
 - (7) Authorised deviations or waivers from this Part; and;
 - (8) Any other items the CAAV may require or allow.

APPENDIX 1 TO 9.020: APPLICATION FOR ATO CERTIFICATE (APPLICABLE FOR FTO, TRTO, AMT)

- (a) Each applicant for an ATO certificate and training specification shall provide to the CAAV the following information:
 - (1) Showing that the minimum qualification requirements for each management position;
 - (2) Notify the CAAV within 10 working days of any change made in the assignment of persons in the required management positions;
 - (3) The approval proposed training program;
 - (4) The proposed evaluation authorisation;
 - (5) A description of the equipment proposed to use;
 - (6) A description of the applicant's training facilities, equipment, and qualifications of personnel to be used, and proposed evaluation plans;
 - (7) A training programme curriculum, including syllabi, outlines, courseware, procedures, and documentation to support that required by the CAAV;
 - (8) A description of a record keeping system that will identify and document the details of training, qualification, and licensing of students, instructors, and evaluators;
 - (9) Quality control measures proposed;
 - (10) A method of demonstrating the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in Part 7 if the applicant proposes to do so.

(11) 16Form of application for issue, reissuance Approved training organization certificate:

	APPLICATION FOR APPROVED TRAINING ORGANIZATION CERTIFICATE	INSTRUCTIONS Print or type. Do not write in shaded areas, these are for CAAV use only. Submit original only to the Flight Safety Standards Department or a CAAV Authorized Person. If additional space is required, use an attachment					
A. ATO INFORMATION:							
1. NAME OF ATO APPLICANT OR HOLDER	2. PERMANENT ADDRESS <i>(Street or PO Box Number)</i>						
3. TELEPHONE AND FAX	4. CITY	STATE/PROVINCE MAIL CODE COUNTRY					
5. LOCATION OF MAIN OPERATIONS BASE	7. LOCATION OF SATELLITE BASE(S)						
B. APPLICATION IS HEREBY MADE FOR: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3							
<input type="checkbox"/> 1. Issuance of a ATO Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course curriculums are attached).							
2. Renewal of existing ATO Certificate and associated ratings.		ATO Certificate #: _____ Expiration Date: _____					
(a) <input type="checkbox"/> Without changes to the currently approved course outline.							
(b) <input type="checkbox"/> With addition of course(s) identified below for which approval is requested (three copies of each course curriculums are attached).							
(c) <input type="checkbox"/> With deletion of course(s) identified below from the curriculum.							
3. Amending the current ATO Certificate and associated ratings.		ATO Certificate #: _____ Expiration Date: _____					
(a) <input type="checkbox"/> By adding the course(s) identified below for which approval is requested (three copies of each course curriculums are attached).							
(b) <input type="checkbox"/> By deleting the course(s) identified below from the curriculum.							
C. IDENTIFICATION OF TRAINING COURSES:							
ADD	+DLE	DELETE	COURSE TITLE	ADD	+DLE	DELETE	COURSE TITLE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.
<i>If more space is needed, please attach additional page(s).</i>							
D. EQUIPMENT REQUIRING SPECIAL APPROVAL:							
FTSD LEVEL	LOCATION	EQUIPMENT DESCRIPTION	FTSD LEVEL	LOCATION	EQUIPMENT DESCRIPTION		
		1.			5.		
		2.			6.		
		3.			7.		
		4.			8.		
<i>If more space is needed, please attach additional page(s).</i>							
E. ADDITIONAL APPLICATION ATTACHMENTS:							
<input type="checkbox"/> 1. ATO Training & Procedures Manual		<input type="checkbox"/> 4. Proposed Student & Staff Records		<input type="checkbox"/> 7. Management Resumes			
<input type="checkbox"/> 2. Conformance Report		<input type="checkbox"/> 5. Proposed Graduation Certificate		<input type="checkbox"/> 8. Instructor Resumes and their courses.			
<input type="checkbox"/> 3. Facility Description & Layout		<input type="checkbox"/> 6. Proposed Transcript Record		<input type="checkbox"/> 9. Quality Assurance System			
<i>If more space is needed, please attach additional page(s).</i>							
F. APPLICANT'S CERTIFICATION— I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any CAAV certificate to me.							
<i>A person shall not with intent to deceive or make any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal or variation of any such license...</i>				1. DATE		2. APPLICANT SIGNATURE:	
				3. PRINTED NAME AND TITLE OF APPLICANT:			
G. CAAV CERTIFICATION:							
1. <input type="checkbox"/> APPROVED with the associated ratings bearing the number shown above.					2. <input type="checkbox"/> DISAPPROVED		
Effective Date: _____ Expires On: _____							
<input type="checkbox"/> Renewal <input type="checkbox"/> without Amendments <input type="checkbox"/> with Amendments <input type="checkbox"/> Amendments							
3. Signature of Approving Official				4. Title		5. Date	
FSSD Form 513B [0]2009				Control Number: _____			

APPENDIX 1 TO 9.095: CONTENTS OF THE TRAINING AND PROCEDURES MANUAL

- (a) The Training and Procedures manual shall contain the following information:
 - (1) A general description of the scope of training authorized under the organization's terms of approval;
 - (2) The content of the training programmes offered including the courseware and equipment to be used;
 - (3) A description of the organization's quality assurance system;
 - (4) A description of the organization's facilities;;
 - (5) The name, duties and qualification of the person designated as responsible for compliance with the requirements of the terms of approval;
 - (6) A description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training;
 - (7) Procedures used to establish and maintain the competence of instructional personnel;
 - (8) Method used for the completion and retention of the required training records;
 - (9) A description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
 - (10) A description of the selection, role and duties of the personnel authorized to conduct testing on behalf of the CAAV.

APPENDIX 1 TO 9.095: TRAINING COURSE CONTENTS

- (a) The Level 1 or Level 2 ATO holder shall ensure that each training course contains:
 - (1) Flight simulation training device used for training;
 - (2) A listing of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the students and personnel at each of those aerodromes;
 - (3) Type of aircraft including any special equipment used for each phase of training;
 - (4) The minimum qualifications and ratings for each instructor assigned to ground or flight training; and
 - (5) A training syllabus that includes:
 - (i) The prerequisites for enrolling in the ground and flight portion of the course that include the pilot licence and rating (if required by this Part), training, pilot experience, and pilot knowledge;
 - (ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
 - (iii) Course learning objectives;
 - (iv) Stage learning objectives and standards; and
 - (v) Checks and tests to be used to measure learning after each stage of training.

- (b) A Level 1 ATO holder may:
 - (1) Include training in a flight simulation training device, provided it is representative of the aircraft for which the course is approved, meets the requirements of this paragraph, and the training is given by an CAAV authorised instructor; and
 - (2) Permit a student to credit training in a flight simulator that meets the requirements for a maximum of 25% of the total flight training hour requirements of the approved course.

APPENDIX 1 TO 9.113: CONTENTS OF STUDENT RECORDS

- (a) The student records maintained by the ATO holder shall contain:
 - (1) The name of the student;
 - (2) A copy of the student's licence, if any, and medical certificate;
 - (3) The name of the course and the model of flight training equipment used;
 - (4) The student's prerequisite experience, including any prior instruction credited and copy of graduation certificate previously used to calculate the transfer;
 - (5) The authenticated transcript of grades from a ATO previously attended;
 - (6) and course time completed;
 - (7) The date the student graduated, terminated training, or transferred to another ATO;
 - (8) The student's performance on each lesson and the name of the instructor providing instruction;
 - (9) A current progress record for each student showing the practical projects or laboratory work completed or to be completed for each subject;
 - (10) The date and result of each knowledge test and end-of-course practical test and the name of the evaluator conducting the test(s); and
 - (11) The number of hours of additional training that was accomplished after any unsatisfactory practical test.

APPENDIX 1 TO 9.115: CONTENTS OF ATO STAFF QUALIFICATION RECORDS

- (a) ATO must hold records for the instructor include:
 - (1) Name of the instructor and/or evaluator;
 - (2) Copy of the instructor/evaluator's license and medical certificate;
 - (3) A resume of previous and current experience;
 - (4) Qualification and training history applicable to the instruction or evaluation provided;
 - (5) The records of the training required to prepare the instructor/evaluator for the duties to be performed by the ATO holder;
 - (6) The approval from the concerned Authority;
 - (7) Scope of training/evaluation that may be provided by the instructor/evaluator.

APPENDIX 1 TO 9.123: ACCEPTABLE METHODS FOR CREDITING PREVIOUS TRAINING

- (a) The ATO shall apply the following guidelines when giving a student credit for past experience:
 - (1) Training satisfactorily completed at:
 - (i) An accredited university, college, or junior college;
 - (ii) An accredited vocational, technical, trade or high school;
 - (iii) A military technical school; or
 - (iv) An ATO.
 - (2) Previous experience comparable to required curriculum subjects:
 - (i) By verifying previous experience; and
 - (ii) By giving the student a test equal to the one given to students who complete the comparable required curriculum subject at the ATO.
 - (3) Credit to be allowed for previous instruction:
 - (i) By an entrance test equal to one given to the students who complete a comparable required curriculum subject at the crediting ATO;
 - (ii) By an evaluation of an authenticated transcript from the student's former ATO; or in the case of an applicant from a military school, only on the basis of an entrance test.

APPENDIX 2 TO 9.123: TRANSFER TRAINING ORGANIZATION

- (a) A Level 1 ATO holder receiving a student from another Level 1 ATO may credit that pilot's previous experience towards the curriculum requirements of a course subject to the following conditions:
 - (1) If the credit is based upon the prescribed requirements of this Part, the gaining ATO holder may credit that student not more than 50 percent of the curriculum requirements;
 - (2) If the credit is not based upon this Part, the gaining ATO holder may credit that student not more than 25% of the curriculum requirements;

Note: The receiving ATO holder shall determine the amount of course credit to be credited under paragraph (1) or paragraph (2), based on a proficiency test or knowledge test, or both, of the student; and
- (b) The receiving ATO holder may grant credit for training specified in paragraph (a)(1) or paragraph (2) only if the previous provider of the training has certified the kind and amount of training provided, and the result of each stage check and end-of-course test, if applicable, given to the student.
- (c) An AMT training course holder may evaluate and grant credit for an entrant's previous training provided:
 - (1) The AMT training course holder determines that the training is verifiable and comparable to portions of the training programme;
 - (2) The individual requesting credit pass equivalent to subject in the training programme.

APPENDIX 1 TO 9.125: CONTENTS OF GRADUATION CERTIFICATE

- (a) Records of graduation certificate shall include:
 - (1) The name of the ATO and the certificate number;
 - (2) The name of the graduate;
 - (3) The approved curriculum title;
 - (4) The date of graduation;
 - (5) A statement that the student has satisfactorily completed each required stage of the approved course of training.
 - (6) An authentication by an official of the ATO;
 - (7) ¹⁷A statement showing the cross-country flight training that the student received in the course of training, if applied to the same type approved cabin training simulator that instructors are appointed to carry out the instructions;
 - (8) ¹⁸Each instructor must be involved in long-distance monitoring program was approved and the program is:
 - (i) Was accomplished in the same aeroplane type as the aeroplane represented by the flight simulator in which that instructor is designated to instruct; and
 - (ii) Included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.

APPENDIX 1 OF 9.157: APPLICATION FOR APPROVAL OF THE USE OF FLIGHT SIMULATION TRAINING DEVICE

- (a) The applicant send 01 records in personal or by mail to the CAAV and is responsible for the information in the record:
- (b) The records for approval of flight simulation training devices include:
 - (1) An application for approval of flight simulation training devices;
 - (2) A copy of the documentation of quality system operators flight simulation training devices;
 - (3) A copy of the documentation quality control (Qualification Test Guide);
 - (4) A list of evaluated configuration differences between flight simulation training devices and aircraft operators and training plan (in case there is a difference);
 - (5) A copy of the certificate of training implementation, testing;
 - (6) A copy of the certificate of flight simulation training devices.
- (c) The validity approved the use of flight simulation training devices shall not exceed 12 months.

¹⁷ This content is revised according to a of Item 12, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁸ This content is revised according to b of Item 12, Appendix VIII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (d) The CAAV to check the validity of the records within 05 working days from the date of receipt, notification in person or in writing to the applicant if the application is not valid.
- (1) Where the application is accepted, within the next 15 days, the CAAV to consider in planning and conducting inspection at the location of flight simulation training devices¹⁹
 - (2) Based on the test results, the CAAV to approve the use of flight simulation training devices for a period of 05 working days from the date of the inspection completion.

¹⁹ This content is revised according to Appendix VI to Circular 56/2018/TT-BGTVT dated 30 Jan 2019.

Example form

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Date month year 20

**APPLICATION FOR ISSUANCE / RE-ISSUANCE CERTIFICATION
APPROVAL FOR COCKPIT SIMULATION**

Issuance Re-issuance (Approved certificate number:)

Part I- GENERAL INFORMATION

NAME OF OWNER / OPERATOR / USERS OF COCKPIT SIMULATOR:	
ADDRESS:	
NAME AND ADDRESS OF ORGANIZATION / INDIVIDUAL REQUEST FOR SIMULATION EVALUATION OF APPROVAL COCKPIT	
NAME AND ADDRESS OF DESIGNER OF COCKPIT SIMULATION:	
COCKPIT SIMULATION ALLOCATED (if different from the owner address):	
TYPE OF AIRCRAFT COCKPIT SIMULATION:	TYPE OF ENGINE SIMULATION:
ID COCKPIT SIMULATION:	ID CREEN:
EYES FLIGHT SYSTEM :	SENSOR SYSTEM:

APPENDIX 1 TO 9.163: AERODROME REQUIREMENTS

- (a) For the original authorisation, the ATO holder shall show that the aerodrome at which training flights originate has the following:
 - (1) At least one runway or takeoff area that allows training aircraft used to safely make a normal takeoff and landing at the aircraft's maximum certified takeoff gross weight as:
 - (i) Headwind component is not more than 5 knots;
 - (ii) Temperatures equal to the hottest month of the year in the operating area;
 - (iii) If applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and
 - (iv) In the case of a takeoff:
 - (A) With smooth transition from liftoff to the best rate of climb speed without exceptional piloting skills or techniques; and
 - (B) Clearing all obstacles in the takeoff flight path by at least 50 feet.
 - (2) A wind direction indicator that is visible from the end of each runway at ground level;
 - (3) A traffic indicator when:
 - (i) The aerodrome does not have an operating control tower; and
 - (ii) Traffic and wind advisories are not available.
 - (4) Except as provided in paragraph (a)(5), permanent runway lights if that aerodrome is to be used for night training flights;
 - (5) Adequate non-permanent lighting or shoreline lighting for an aerodrome or seaplane base for night training flights in seaplanes, if approved by the CAAV.

APPENDIX 1 TO 9.167: FACILITIES FOR AMT COURSES

- (a) An applicant for, and holder of, an ATO certificate shall have facilities the CAAV determines are appropriate for the maximum number of students expected to be taught at any time, as follows:
 - (1) An enclosed classroom;
 - (2) Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles;
 - (3) Suitable area for application of finishing materials, including paint spraying;
 - (4) Suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment;
 - (5) Suitable facilities for running engines;
 - (6) Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service, and inspect:
 - (i) Ignition systems, electrical equipment, and appliances

- (ii) Carburetors and fuel systems; and
 - (iii) Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances;
- (7) Suitable space with adequate equipment, including tables, benches, stands, and jacks, for disassembling, inspecting, and rigging aircraft;
- (8) Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting, and timing engines.