
AIC

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TYPE RATING TRAINING ORGANISATION

INTRODUCTION

1. This Aeronautical Information Circular (AIC) is issued in the exercise of the powers conferred under Section 24o of the Civil Aviation Act 1969. Pursuance to Regulation 45 of the Civil Aviation Regulations 1996 and ICAO Annex 1, with effect from 1st August 2008, this AIC sets forth the requirements for the approval of a Type Rating Training Organisation (TRTO).
2. A TRTO is defined as an organisation staffed, equipped and operated in a suitable environment offering type rating training, and/or synthetic flight instruction and, if applicable, theoretical instruction for specific training programmes.

APPROVALS

3. Organisations seeking TRTO approval shall provide the Department of Civil Aviation (DCA), the operations and training manuals, including quality systems, and descriptions of its training schemes. After consideration of the application, the TRTO will be inspected to ensure that it meets the requirements set out in this AIC. Subject to satisfactory inspection, approval of the TRTO will initially be granted provisional for a period of six months. Confirmation, revalidation of subsequent approvals shall be dependant on the outcome of annual audits. Approval will be varied, suspended or revoked by the DCA if any of the approval requirements or standards cease to be maintained to the minimum approved standard.
4. During inspections, the TRTO shall give the DCA access to the training records, authorisation sheets, technical logs, lectures, study notes and briefings and any other relevant materials.
5. All TRTO training courses shall be approved by the DCA.
6. If a TRTO wishes to make changes to an approved course or to its operations or training manual, the approval of the DCA shall be obtained before the changes are implemented. TRTOs need not advise the DCA of minor changes in day-to-day operations. Where any doubt exists as to whether a proposed change is minor, the DCA shall be consulted.
7. A TRTO may make training arrangements with other training organisations or make use of alternative base aerodromes as part of its overall training organisation, subject to the approval of the DCA.

MANUALS

8. A TRTO shall provide and maintain a Training Manual and an Operations Manual containing information and instructions to enable staff to perform their duties and to give guidance to trainees on how to comply with course requirements. A TRTO shall make available to staff and, where appropriate, to trainees the information contained in the Training Manual, the Operations Manual and the TRTO's approval documentation. Guidance for the development and organisation of these manuals are as stated in AIC 22/2005.
9. The TRTO's Training Manual shall state the standards, objectives and training goal for each phase of training that the trainees are required to comply with, including stating the entry requirements for each course, as applicable. It shall include the following:
 - (1) The Training Plan;
 - (2) Briefing and Air Exercises;
 - (3) Flight Simulation Training; and
 - (4) Theoretical Knowledge Instruction.
10. The TRTO's Operations Manual shall provide relevant information to particular groups of staff, e.g. Type Rating Instructors (TRI), Flight Simulator Instructors (FSI), ground instructors, operations and maintenance staff, etc. and shall contain the following:
 - (1) General;
 - (2) Technical;
 - (3) Route; and
 - (4) Staff Training.

TRAINING PROGRAMME AND STANDARDS

11. TRTOs shall develop a training programme for each type of course offered. The programme shall include a breakdown of flying and ground training in either a week-by-week or phase presentation, a list of standard exercises and a syllabus summary. In particular, flight simulation training and theoretical knowledge instruction shall be phased in such a manner as to ensure that trainees shall be able to apply to the knowledge gained on the ground to flying exercises. Arrangements should be made so that problems encountered in instruction can be resolved during subsequent flight training.
12. The TRTO shall establish a system to ensure that the training centre operations and training are run efficiently and effectively. The quality system shall determine the effectiveness of TRTO policies, procedures, and training.
13. The TRTOs shall be responsible for ensuring that trainees meet at least the pre-requisite conditions for type rating training as set out the DCA FCL Requirements.

TRAINING AIRCRAFTS, DEVICES AND FACILITIES

14. Each aircraft utilised by the TRTO must be equipped as required in the training specifications concerning the approved course in which it is used.
15. Each flight simulation training device, utilised by the TRTO shall be approved by the DCA .
16. Suitable training facilities and materials shall be provided by the TRTO.

TRAINING RECORDS

17. A TRTO shall maintain the following records and retain for a period of at least 5 years, using appropriate administrative staff:
 - (1) pilot trainee's assessments before and during the course;
 - (2) details of theoretical knowledge, flying, and simulated flight training given to individual trainees;
 - (3) personal information, (expiry dates of medical certificates, ratings, etc.) related to TRTO's personnel.
18. The format of the TRTO's trainee's training records shall be specified in the Training Manual.
19. TRTOs shall maintain a record of training for each of the instructor.
20. TRTO shall submit training records and reports as required by the DCA.

RESOURCES, MANAGEMENT AND STAFFING

21. A TRTO shall satisfy to the DCA that sufficient funding is available to conduct training to the approved standards.
22. A TRTO shall nominate, an acceptable person, as the **accountable manager**, who shall ensure that sufficient funding is available for the conduct of training to the approved standard.
23. The TRTO management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual.
24. A TRTO shall nominate a person, acceptable to DCA Malaysia, as the **Head of Training or Chief Instructor**. The person shall be directly responsible to DCA Malaysia in ensuring that the TRTO is in compliance with the Flight Crew Licensing (FCL) Requirements.
25. The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented.

26. TRIs at TRTO's shall hold a professional pilot licence and rating(s) related to the flying training courses they are appointed to conduct and a TRI rating for the aircrafts used on the course(s). Requirements for TRIs are as in AIC 02/2007.
27. TRTOs are to ensure that all instructors, conducting flight simulation training, are appropriately rated and/or experience for the training courses. Requirements for FSIs are as provided in AIC 02/2007.
28. The theoretical knowledge instruction at TRTOs shall be conducted by an authorised instructor holding the appropriate type/class rating or any instructor having appropriate experience in aviation and knowledge of the aircraft concerned, e.g. flight engineer, maintenance engineer, flight operations officer.

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