



EAC

No. 141

TABLE of CONTENTS

ITEM	TITLE
<u>EAC 141</u>	PILOT SCHOOL CERTIFICATION
<u>1</u>	Purpose
<u>2</u>	Testing Of Students
<u>3</u>	Recency Of Experience
<u>4</u>	Letter Of Intent
<u>5</u>	Application For Pilot School Certificate
<u>6</u>	Pilot School Ratings
<u>7</u>	Duration Of The Certificate
<u>8</u>	Renewal Of Certificates And Ratings
<u>9</u>	Inspection
<u>10</u>	Advertising
<u>11</u>	Business Office And Operating Base
<u>12</u>	Pilot Briefing Areas
<u>13</u>	Ground Training Facilities
<u>14</u>	Continuous Use Of Facilities
<u>15</u>	Aircraft
<u>16</u>	Checklists
<u>17</u>	Operator Handbook
<u>18</u>	Chief Flight Instructor
<u>19</u>	Assistant Chief Flight Instructor
<u>20</u>	Instructors
<u>21</u>	Other Employees
<u>22</u>	Chief/Assistant Chief Ground Instructor Qualifications
<u>23</u>	Chief Instructor Responsibilities
<u>24</u>	Change Of Chief Instructor
<u>25</u>	Flight Instructor Responsibilities
<u>26</u>	Enrollment
<u>27</u>	Airports
<u>28</u>	Facilities Outside Of Egypt
<u>29</u>	Special Curriculum
<u>30</u>	Graduation Certificate
<u>31</u>	Training Course Outlines
<u>32</u>	Tco Compliance
<u>33</u>	TCO And SYLLABUS CONTENT
<u>34</u>	Training Aids
<u>35</u>	Aircraft Description
<u>36</u>	Aircraft Used For Instrument Training
<u>37</u>	Complex Aircraft Requirements
<u>38</u>	Ground Trainers
<u>39</u>	Stage And Final Tests

PILOT SCHOOL CERTIFICATION

1. PURPOSE

This Egyptian Advisory Circular (EAC) sets forth guidelines to assist persons in obtaining a pilot school certificate and associated ratings under Egyptian Civil Aviation Regulation (ECAR) Part 141.

2. TESTING OF STUDENTS

ECAR Part 141 is a means by which a student may, through approved training, meet the requirements of ECAR Part 61 with a lesser amount of flight experience than that prescribed. However, the student must meet all other certification requirements of ECAR Part 61.

3. RECENCY OF EXPERIENCE

To be eligible for a pilot school certificate, the applicant is required to comply with Subpart A through E of ECAR Part 141. The school must have trained at least ten applicants for pilot certificates and ratings within the past 24 months. Additionally, eight out of the ten of the most recent applicants tested by an ECAA Inspector or ECAA designated pilot examiner must have passed their practical tests the first time.

An applicant that cannot meet the recent training experience, but meets the other requirements of ECAR Part 141, will be issued a provisional pilot school certificate.

A certificated pilot school that does not meet the recent training experience requirements, but meets all other requirements, may apply for a provisional pilot school certificate.

The holder of a provisional pilot school certificate that does not meet the recent training experience requirements 24 months prior to the expiration of its certificate, may not apply for a new certificate for 180 days following the expiration date of the expired certificate.

4. LETTER OF INTENT

A Letter of Intent will be requested by the ECAA. It will be reviewed to determine if the applicant meets the basic eligibility requirements. The Letter of Intent should contain the following:

A statement of intent to become an approved pilot school under ECAR Part 141.

Company legal name and any "doing business as" (DBA) names, principle operations base address, primary airport address, mailing address and telephone numbers.

Make, model and number of aircraft to be used for instruction. (Registration numbers, if available)

- Estimated date to begin operations.
- Training courses to be offered.
- Name and qualifications of proposed Chief Flight Instructor.(Assistant Chief Flight Instructors, if applicable)
- Intent to use training aids, flight training devices, or flight simulators.
- Intent to use personal computers for written testing. (examining authority only)

5. APPLICATION FOR PILOT SCHOOL CERTIFICATE

Application for a pilot school certificate or a provisional pilot school certificate is made in duplicate on ECAA Form 1220-20. The operator must also include two copies of the Statement of Compliance.

Each pilot rating that the school intends to offer should be listed on the application and should be accompanied by two complete copies of each proposed TCO. If examining authority is being requested, the appropriate box should be checked on the application. When a person applies for a pilot school certificate, it is a certification that the person is familiar with ECAR Part 141 and believes that the school meets the appropriate requirements for certification.

6. PILOT SCHOOL RATINGS

Ratings that may be placed on a certificate are listed in the Appendices of ECAR Part 141. When the ECAA has approved the TCOs, the appropriate rating(s) will be placed on the

school certificate.

The approval of one or more pilot test courses that result in the issuance of a private and/or commercial pilot certificate, entitles the school to have a private and/or commercial test course rating, as appropriate, placed on their school certificate.

Ratings added to an existing certificate are approved in the same manner as initial certification.

7. DURATION OF THE CERTIFICATE

All pilot school certificates expire at the end of the twenty-fourth month after issuance.

8. RENEWAL OF CERTIFICATES AND RATINGS

Operators should apply for the renewal of their certificate at least 30 days before expiration. This is to ensure renewal without an interruption in training.

Schools that wish to renew each course and/or rating should be prepared to demonstrate that they continue to meet all appropriate requirements.

9. INSPECTION

ECAR 141.15 permits the ECAA to make inspections at the following times:

- Initial certification;
- Certificate renewal;
- Transfer of ownership;
- Change of main base;
- Application for an additional rating; and
- Anytime to ensure compliance with TCOs and other ECAR requirements.

10. ADVERTISING

ECAR 141.17 states that an operator may not list a course of training for which it does not have ECAA approval. Additionally, the operator may not make any statement relating to its certification and ratings that is false or misleading.

11. BUSINESS OFFICE AND OPERATING BASE

Each school is required to maintain a principal business office with the same mailing address that is on the certificate. The purpose of this office is to provide a specific location for maintaining required school files/records and a location from which the operation of school business is conducted. This requirement should not be construed to mean that all school functions, such as scheduling flights, training functions, etc., must be conducted at this location.

If the operator chooses to change a location, the ECAA must receive written notification at least 30 days in advance of the move. A new application should accompany this notification indicating the appropriate change of address/operating base and the necessary amendments to the TSOs.

The business office should be located so that required school files and training records are available to students and instructors.

12. PILOT BRIEFING AREAS

Pilot briefing areas are required at flight origination airports. This requirement does not include airports of destination used for cross-country flight training. The briefing area must meet the requirements of ECAR 141.50. Based on these requirements, the following equipment should be provided:

Tables of adequate size to lay out aeronautical charts and a chalkboard or dry erase marker board. In addition, if a weather service is not within a short distance of the school, a telephone must be located in the briefing area if instrument or commercial courses are offered.

13. GROUND TRAINING FACILITIES

The ECAA understands that it is not always possible to schedule large classes for ground training. Individual instruction is often necessary for a student to receive maximum benefit.

Therefore, operators may use large or small classrooms, as appropriate. Each ground training area is required to be heated/cooled, lighted, and ventilated.

14. CONTINUOUS USE OF FACILITIES

An approved school is required to have continuous use of an airport and a pilot briefing area. This requirement can be met by having a written agreement that indicates it has continuous use of these facilities for 6 months at the time of certification or renewal of its certificate.

15. AIRCRAFT

ECAR 141.47 requires each school to have Egyptian registered civil aircraft. If the aircraft is not owned by the school, an agreement with the aircraft owner should be provided.

Training aircraft must be certificated in the standard airworthiness category except aircraft used for training in external load operations, banner towing or similar aerial work operations. In such courses, the school may use aircraft certificated in the restricted category. No other special airworthiness certificate is acceptable.

All aircraft are required to be inspected and maintained in accordance with the requirements of ECAR Part 91. This requires aircraft to have 100-hour and annual inspections or be maintained under a procedure prescribed in ECAR 91.409.

When a student provides his own aircraft, it is required to meet the equipment requirements of the training aircraft described in the appropriate TCO. In addition, it will be required to meet the same inspection requirements as other aircraft used by the school.

16. CHECKLISTS

Aircraft checklists are required by ECAR 141.103 and the manufacturer's checklist may be expanded at the operator's discretion.

17. OPERATOR HANDBOOK

ECAR 141.103 requires that the Operator's Handbook or Airplane Flight Manual (AFM) be carried aboard the aircraft. A school may elect to issue copies of aircraft checklists/handbooks to students.

The handbook's primary purpose is to provide the pilot with performance data, servicing instructions, weight and balance information and other necessary information to safely operate the aircraft., etc.

18. CHIEF FLIGHT INSTRUCTOR

Each school is required to designate a Chief Instructor for each training course. He must have the appropriate qualifications prescribed in ECAR 141.43. Additionally, ECAR 141.107 requires that he complete a flight instructor refresher course every 12 months consisting of at least 12 hours of ground or flight instruction, or a combination of both.

Note: The Chief Instructor may be designated for more than one course but not for more than one school.

19. ASSISTANT CHIEF FLIGHT INSTRUCTOR

Qualifications for Assistant Chief Instructor are prescribed In ECAR 141.44. The ECAA will approve the use of Assistants when approving individual TCOs. The Assistant may be delegated specific responsibilities by the Chief Instructor and may be designated for more than one but not for more than one school.

Note: The Assistant and the Chief Flight Instructor are required to pass a practical test on ECAR Parts 141/61/91 and the training standards/objectives of the course for which the flight instructor is designated. In addition, the individual must pass a practical test on the flight procedures and maneuvers appropriate to each course.

However, it is not necessary to repeat the procedures and maneuvers that are common to more than one course of training.

20. INSTRUCTORS

Each ground or flight instructor used by the school is required to be the holder of a ground

or flight instructor certificate with the appropriate ratings for the instruction to be given. However, instructors who are not certificated may only be used for ground training under certain provisions described in ECAR 141.109.

21. OTHER EMPLOYEES

Each school operator is required to ensure that all of their personnel are adequately instructed in the procedures and responsibilities of their employment. Compliance with this requirement may be accomplished through verbal instruction, manuals or any other appropriate means.

22. CHIEF/ASSISTANT CHIEF GROUND INSTRUCTOR QUALIFICATIONS

A Chief Ground Instructor or Assistant Chief Ground Instructor must have at least 1 year of experience as a ground school instructor in a certificated pilot school and be in compliance with ECAR 61.217. Previous experience may be documented by a letter from the instructor's former school.

23. CHIEF INSTRUCTOR RESPONSIBILITIES

ECAR 141.113 outlines the specific responsibilities of the Chief Instructor. The accomplishment of many of these responsibilities may be delegated to an Assistant Chief Instructor or other appropriately qualified instructors. The conduct of initial and annual qualification checks of flight instructors and final phase checks may only be delegated to an Assistant Chief Flight Instructor. The ultimate responsibility for each function remains with the Chief Instructor.

Chief Instructors should continually update and improve their designations whenever deficiencies or changes in training standards become apparent.

24. CHANGE OF CHIEF INSTRUCTOR

ECAR 141.115 requires that the ECAA be notified immediately, in writing, of any change in a school's Chief Instructor. The school may continue to train students under an approved course of training without a Chief Flight Instructor for a period of 60 days. However, during this time, an ECAA Inspector or designated pilot examiner must be present to administer each stage or final test. Using the approved training syllabus, the ECAA inspector or designated pilot examiner should be familiar with the specific areas to be tested. The test results will be submitted to the operator for inclusion in the appropriate student training record.

25. FLIGHT INSTRUCTOR RESPONSIBILITIES

ECAR 141.107 prescribes the annual flight checks that must be administered to the school's instructors by the Chief Flight Instructor. In addition, each instructor must be briefed on the objectives and standards of their designated courses. At any time, an instructor may be asked by an ECAA Inspector to explain the objectives and standards for any course to which the instructor is assigned. Records of instructor briefings and flight checks should be placed in the permanent school records.

ECAR 141.107 also requires that a flight instructor, present at the time of the flight, authorize student solo operations. Solo cross-country flights, when properly authorized, are considered approved for the entire flight. However, if the student should be delayed enroute because of unexpected weather or mechanical delays, the school should arrange for another instructor, based at the point of delay, to authorize the return flight.

26. ENROLLMENT

ECAR 141.119 describes in detail the information and materials that must be provided to a student upon enrollment.

27. AIRPORTS

The airport requirements for ECAA approved pilot schools are detailed in ECAR 141.45.

28. FACILITIES OUTSIDE OF EGYPT

ECAR 141.12 states that an operator will need special approval from the ECAA for bases or facilities located outside of Egypt. It will be the operator's responsibility to prove the necessity of such facilities.

29. SPECIAL CURRICULUM

ECAR 141.65 states that a pilot school may apply for approval to use a special curriculum that is one not described in the appendices of ECAR Part 141. The school must show that the special curriculum contains features that can be expected to achieve pilot competency. Two copies of the special curriculum and the TCO should be submitted to the ECAA at least 60 days prior to commencement of training.

30. GRADUATION CERTIFICATE

ECAR 141.121 describes in detail the information that is required on the student's graduation certificate.

31. TRAINING COURSE OUTLINES

ECAR 141.61 requires that TCOs be submitted, in duplicate, to the ECAA for approval at least 30 days before commencement of training. Two copies of ECAA Form 1220-20 are required if the approval places a rating on the school certificate. Amendment of a previously approved TCO requires two copies of the amended pages.

Following TCO approval, the original copy will be returned to the school with an approval letter.

32. TCO COMPLIANCE

When a TCO has been approved by the ECAA, it is mandatory that the school complies with its requirements. Therefore, when an operator finds that he can no longer comply for any reason; such as, a change/loss of aircraft or personnel, he must immediately cease providing instruction or training until the TCO is amended.

33. TCO and SYLLABUS CONTENT

ECAR 141.63 describes in detail the information that must be included in each TCO and syllabus.

Each course, stage, lesson objective, and completion standard should meet the following general criteria:

Overall objectives must describe what students are expected to know or be able to do at the end of a particular course, stage, or lesson. They should be stated in terms of desired outcomes.

Course objectives must state in broad terms the knowledge and skill goals to be attained by the end of the course.

Stage objectives should be more limited and state desired student goals in specific areas of knowledge and skill.

Lesson objectives should clearly specify desired student outcomes for each lesson.

34. TRAINING AIDS

The instructor may elect to use training aids to improve, support, supplement and reinforce the learning process. Aids should be easily understood and compatible with the learning outcomes expected in the completion standards for the lesson. The effectiveness of training aids should be judged on their organization, sequencing, pattern of logic, and overall effectiveness.

35. AIRCRAFT DESCRIPTION

Each operator is required to describe the type(s) of aircraft and any special equipment in the TCO. A particular type of aircraft may be used for one or several courses provided it meets the procedures and maneuvers requirements of the course.

36. AIRCRAFT USED FOR INSTRUMENT TRAINING

Aircraft used for instrument training must be equipped as follows:

If the syllabus requires flights under Instrument Flight Rules (IFR), the aircraft must be authorized by its operating limitations and equipment for IFR flight.

If syllabus requires only simulated IFR operations, the aircraft must be equipped and maintained for IFR operations.

However, IFR operations need not be authorized by its operating limitations.

An aircraft not equipped for actual or simulated IFR operations may be used for instruction in the control and precision maneuvering of an aircraft by reference to instruments if it is approved in the TCO. For example, an airplane need only be equipped with appropriate flight instruments needed for basic instrument.

37. COMPLEX AIRCRAFT REQUIREMENTS

The commercial pilot certification course for airplanes requires flight instruction in an airplane with a retractable gear, flaps, controllable pitch propeller and at least a 180 horsepower engine.

38. GROUND TRAINERS

When a ground trainer is used in a training course, the full extent of that use should be clearly stated in the syllabus and the learning outcomes should be well defined. This provides the instructor with proper guidance and gives the ECAA a baseline from which to judge the adequacy of the trainer.

ECAR 141.49 prescribes in detail the requirements for ground trainers.

39. STAGE AND FINAL TESTS

ECAR 141.63 requires an appropriate number of stage checks be included in both ground training and flight courses to measure the student's accomplishment at each stage of training. This will ensure standardization and compliance with the approved TCO.

Stage checks must be given by the Chief Flight Instructor, who is responsible for a particular course of training, or by the Assistant Chief Flight Instructor or appropriately qualified instructors.

While stage checks may be delegated to appropriately qualified instructors, final checks may only be given by the Chief Instructor or Assistant Chief Instructor.

APPENDIX

Figure 1. Certificate of Approval

Figure 2. Sample Letter of Intent

Figure 3. Sample Pilot Training Course Outline (TCO)

Figure 4. Pilot School Application (ECAA Form 1220-20)

Figure 5. The Certification Process

Figure 6. Pilot School Certification Job Aid

PILOT SCHOOL OPERATIONS SPECIFICATIONS

Certificate of Approval number 141-00-XX is limited to the following ratings:

Private Pilot Certification Course - Airplanes
Commercial Pilot Certification Course - Airplanes
Instrument Rating Course - Airplanes

Rotorcraft Gliders, Lighter-than-Air Aircraft and Aircraft Ratings Courses
Test Preparation Courses

Issue Date:

Chairman ECAA

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Figure 3.

SAMPLE PILOT TRAINING COURSE OUTLINE (TCO)

This sample private pilot TCO (ground and flight training) is intended to serve as a general guide for the preparation of a TCO. The content of this training syllabus is for illustration only.

TRAINING COURSE OUTLINE SAMPLE

1. Cairo Aviation, located at Cairo Airport, holds Air Agency Certificate No. 141-00-01, and is owned and operated as:

Cairo Airport
Cairo, Egypt

2. **COURSE TITLE**

Private Pilot Certification Course-Airplane Single Engine Land (SEL)

3. This TCO meets all of the curriculum requirements for the Private Pilot Certification Course contained in Appendix A of ECAR Part 141 (describe the special curriculum if one is used as a basis for the TCO).

4. This training syllabus contains a separate ground and flight training course which will be taught concurrently.

5. **COURSE OBJECTIVE**

The student will obtain the knowledge, skill and aeronautical experience necessary to meet the requirements for a private pilot (SEL) certificate.

6. **COMPLETION STANDARD**

The student must demonstrate through written/practical tests and appropriate records that he meets the knowledge, skill and experience requirements necessary to obtain a private pilot (SEL) certificate.

7. **GROUND INSTRUCTIONAL FACILITIES**

Ground instructional facilities are located in Building No. 12 at Cairo Airport. They consist of two 25 by 25 foot rooms equipped with tables and chairs.

Training Room No. 1 will accommodate 16 students. It is equipped with a chalk board, a VHS videotape player with monitor and an overhead projector with screen.

Training Room No. 2 will accommodate 8 students and has equipment similar to Training Room No. 1.

The training rooms are well lighted and the temperature is thermostatically controlled. The rooms are designed and located so that students will not be distracted by instruction conducted in the other rooms or by flight and maintenance operations at the airport.

8. **AIRPORT**

Cairo Airport is the main operations base for training and is suitable for day or night operations.

9. **AIRPORT FACILITIES**

The pilot briefing area is also located in Building 12. and is equipped with a telephone for student weather briefings. The briefing area has a full set of aeronautical charts, including the current AIM. Large wall maps with a mileage indicator depict a 300 mile radius around Cairo Airport. The local practice area is also illustrated on this map.

10. AIRCRAFT

Cessna 152 aircraft will be used for all flight training. These aircraft are equipped for day or night VFR operations.

11. CHIEF FLIGHT INSTRUCTOR

The Chief Flight Instructor for this course of training should be designated by name.

12. ASSISTANT CHIEF FLIGHT INSTRUCTOR

The Assistant Chief Flight Instructor for this course of training should be designated by name.

13. FLIGHT INSTRUCTORS

The minimum qualifications and ratings for flight instructors must be listed. For example: Each flight instructor assigned to this course must be the holder of at least a commercial pilot (SEL) certificate. The instructor must be the holder of a flight instructor (SEL) certificate with an instrument rating. Additionally, he must have a total of 1,000 hours of flight time, including at least 200 hours of flight instruction.

14. CHIEF GROUND INSTRUCTOR

If the school employs a Chief Ground Instructor, he should be designated by name.

TRAINING SYLLABUS

PRIVATE PILOT CERTIFICATION COURSE AIRPLANE SEL GROUND TRAINING: 37 HOURS

1. COURSE OBJECTIVES

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in ECAR Part 61 for a private pilot written test.

2. COMPLETION STANDARDS

The student will demonstrate through practical tests, written tests, and records that he meets the prerequisites specified in ECAR Part 61 and has the knowledge necessary to pass the private pilot written test.

STAGE ONE

ECARs AND OTHER PUBLICATIONS: 7:00 HOURS

OBJECTIVE

To develop the student's knowledge of the ECARs, Airman Information Manual, Air Traffic Control Procedures, Advisory Circulars, Airport Facility Directory and the type of flight operations authorized by a private pilot certificate.

COMPLETION STANDARDS

80 percent grade on all written tests.

LESSON 1 2:00 HOURS

Objective: Introduce the student to the appropriate regulatory requirements of ECAR Part 61.

CONTENT

ECAR Part 1, Definitions and Abbreviations, appropriate to the private pilot.

ECAR Part 61.

Requirements for certificates and ratings, privileges, and limitations (student and private pilot).

Duration of pilot certificates.

Medical certificate requirements, classes and duration.

Written tests.

Practical tests.

Pilot logbooks and flight records, logging of pilot time.

Recency of experience requirements.

Private pilot privileges and limitations.

Completion Standards: Successful completion of a written examination (80 percent) on Part 61.

LESSON 2 2:00 HOURS

Objective: Instruct the student in the pertinent regulatory requirements of ECAR Part 91. Lesson one will also be reviewed.

CONTENT

ECAR Part 91.

General operating and flight rules.

VFR requirements.

IFR requirements (familiarization).

Maintenance, preventative maintenance and alterations, airworthiness and registration certificates.

Familiarization with Subpart D.

Completion Standards: Successful completion of a written examination (80 percent) on Part 91.

LESSON 3 2.5 HOURS

Objective: To give the student instruction in the basic content of the AIM for VFR operations, the EAC system, and airport facility directory.

CONTENT

AIM

Air navigation radio aids.

Airport air navigation lighting and runway and taxiway marking.

Airspace, Airport Radar Service Area, Terminal Control Areas, Restricted Areas, Prohibited Areas, Warning Areas and Military Operational Areas.

Air traffic control.

Services available to pilots.

Airport operations to include high density airport operations.

Emergency procedures.

Good operating practices to include collision avoidance.

Airport Facility Directory.

Appropriate EACs

Completion Standards: Successful completion of an oral examination.
STAGE ONE FINAL WRITTEN EXAMINATION 1 HOUR

A copy of the Stage One written examination should be included with the training syllabus when submitted to the ECAA for review. The examination should be comprehensive and contain questions on information covered during this stage.

STAGE TWO

NAVIGATION: 9:00 HOURS

Stage 2 and the remaining Ground School Stages and lessons should be developed by the operator similar to the Stage One sample shown above.
The TCO for flight training should also be developed in the same format and with the same detail as the ground training syllabus.

Figure 4

Arab Republic of Egypt
Ministry of Transportation
Egyptian Civil Aviation Authority

Application For ECAA Approval of an
ECAR Part 141 Pilot Training School
ECAA Form

Section 1: General

Operator Name _____

Address of Facility _____

Telephone _____

Email _____

Fax _____

Approval Reference _____

Validly Period _____

Section 2: Type Of Approval Requested

Course Name
Flight
Ground
Refresher
Rotorcraft
Glider
Free Balloon
Aircraft
Single Engine.
Aircraft
Multi-Engine

Private Pilot
Commercial Pilot
Airline Transport Pilot
Instrument Rating
Flight Instructor
Ground Instructor

Note: Appropriate Training Course Outlines must be submitted for each type of approval requested.

Section 3: Types of Equipment

Make/Model of Aircraft
Other/Make/Model
Registration Number

Section 4: Management/Key Personnel

Owner of Training School
Chief Flight Instructor
Asst. Chief Flight Instructor
Other
Chief Ground Instructor
Asst. Chief Ground Instructor

Section 5: Flight Instructors/Designated Examiners

Name
Certificate Number
Aircraft Type

Section 6: Ground Instructors

Name
Certificate Number
Course

Section 7: Classrooms

Class #
Capacity
Purpose
Remarks

Section 8: Training Devices (Mockups, Systems/Procedures Trainers, and Training Aids)

Description
Purpose
Remarks

Section 9: Flight Training Devices

Level
Type
Approval Reference
Remarks

Section 10: Flight Simulators

Level
Type
Approval Reference
Remarks

Section 11: Training Programs

Description

TCO
Submitted
Curriculum
Submitted
Refresher
Initial

I hereby certify that the statements made on this application are true and correct to the best of my knowledge.

Signature and Title _____

Date _____

Figure 5

The applicant will progress through the certification process in five phases.

Phase I Preapplication

The applicant and the ECAA will have an initial meeting to discuss the certification process. The applicant will:

- Submit application form and statement of intent
- Provide the location of training facilities
- Submit a schedule of events
- Verify that management personnel have been selected
- Verify that training aircraft and equipment is available

Phase II Formal Application

During this phase, the applicant will develop all required programs/documents and submit them to the ECAA for review. Additionally, management resumes will be submitted accompanied by the statement of compliance.

Phase III Document Compliance and Review

The ECAA will perform a thorough review of the applicants manuals and documentation. If revisions are necessary, the applicant will be notified of the deficiencies and will be expected to resubmit the corrections in a timely manner.

Phase IV Demonstration

The ECAA will inspect the operator's aircraft and facilities to ensure compliance with the ECARs. The inspections will focus on the airworthiness of the training aircraft, maintenance procedures, adequacy of manuals, record keeping and management personnel.

Phase V Documentation

During this final phase, the ECAA will issue the operator an approval certificate and the operations specifications.

Figure 6

Part 141 Pilot School
Certification Job Aid
Name of School _____

Address _____

Certification Team _____

Operations _____

Airworthiness _____

Avionics _____

Management Personnel and Title

*TCOs must describe the following:

Training Classrooms

Training Aids

Ground Trainer/Simulator

List of Originating Airports

Minimum Instructor Qualifications

Enrollment Qualifications

Objectives and Standards of Each Lesson

Tests and Checks at Each Training Stage

**Airports must be approved in accordance with ECAR 141.45.

***Ground trainers must be approved.