



CIVIL AVIATION SAFETY AUTHORITY OF PNG

PNG

Civil Aviation Rule

Part 141

Aviation Training Organisations - Certification and Operation

Applicable 4th December 2019

DESCRIPTION

Part 141 prescribes the certification and operating requirements for aviation training organisations

Part 141 does not itself prescribe which training courses and assessments require the holding of a Part 141 certificate. It is other CAR Parts which will require the holding of a Part 141 certificate in order to meet the requirements of those other Parts.

BULLETIN

Amendment	Effective Date
Amendment 1	1 January 2004
Amendment 2	1 May 2017
Amendment 3	4 December 2019

Summary of amendments:

Amendment 3:

(Docket 19/07/CAR/121/28)

Rule 141.1 amended to clarify certification of training organisations required by the Rules to be certified;

Rule 141.61 corrected with missing number.

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Subpart A — General

141.1 Purpose

- (a) This Part prescribes rules governing the certification and operation of organisations conducting aviation training and assessments that are required by Civil Aviation Rules to be conducted by an organisation certificated under this Part.
- (b) The following certificates are issued under this part:
 - (1) Standard Aviation Training Organisation Certificate:
 - (2) Restricted Aviation Training Organisation Certificate.

141.3 Application for certificate

An applicant for the grant of an aviation training organisation certificate shall complete form CAA 141/01 and submit it to the Director with payment of the appropriate application fee prescribed by regulations made under the Act, together with—

- (1) for a standard aviation training organisation certificate, the exposition required by 141.63; or
- (2) for a restricted aviation training organisation certificate, the information required by 141.151(b).

141.5 Issue of certificate

- (a) An applicant is entitled to a standard aviation training organisation certificate if the Director is satisfied that—
 - (1) the applicant, and any senior person or persons required by 141.51(a)(1) and (2), are fit and proper persons; and
 - (2) the applicant meets the requirements of Subpart B; and
 - (3) the granting of the certificate is not contrary to the interests of aviation safety.
- (b) An applicant is entitled to a restricted aviation training organisation certificate if the Director is satisfied that—
 - (1) the applicant is a fit and proper person; and
 - (2) the applicant meets the requirements of 141.151; and
 - (3) the granting of the certificate is not contrary to the interests of aviation safety.

141.7 Privileges of certificate

The aviation training organisation certificate specifies the training courses and assessments that the holder is authorised to conduct.

141.9 Duration of certificate

- (a) A standard aviation training organisation certificate may be granted or renewed for a period of up to 5 years.
- (b) A restricted aviation training organisation certificate may be granted for the period required to conduct a one-off training course.
- (c) An aviation training organisation certificate remains in force until it expires or is suspended or revoked.
- (d) The holder of an aviation training organisation certificate that is revoked must immediately surrender the certificate to the Director.
- (e) The holder of an aviation training organisation certificate that is suspended must immediately produce the certificate to the Director for appropriate endorsement.

141.11 Renewal of certificate

- (a) An application for the renewal of a standard aviation training organisation certificate shall be made on form CAA 141/01.
- (b) The application shall be submitted to the Director before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

141.13 Specification for Approval

The specification for an aviation training organization certificate shall contain at least-

- (1) details of the physical location of the certificate holder's principal base of operations; and
- (2) the certificate holder's address for service in Papua New Guinea; and
- (3) date of issue and period of validity; and
- (4) terms of the approval.

Subpart B — Standard Certification Requirements**141.51 Personnel requirements**

- (a) An applicant for the grant of a standard aviation training organisation certificate shall engage, employ or contract:
 - (1) a senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that all training courses and assessments conducted by the organisation can be financed and carried out in accordance with the requirements prescribed by this Part; and
 - (2) a senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Chief Executive; and
 - (3) sufficient personnel to plan, conduct, and supervise the training courses and assessments listed in the applicant's exposition:
- (b) The allocation of senior person responsibilities shall be appropriate to the structure of the applicant's organisation and acceptable to the Director.

- (c) An applicant shall ensure that each person conducting aviation training or assessments, that are required by Civil Aviation Rules to be conducted by an organisation certificated under this Part, has a combination of qualifications and experience greater than the level of qualification being taught or assessed.
- (d) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel conducting the training courses and assessments listed in the applicant's exposition.

141.53 Facility requirements

An applicant for the grant of a standard aviation training organisation certificate shall provide facilities and resources appropriate to the training courses and assessments listed in the applicant's exposition.

141.55 Documentation

- (a) An applicant for the grant of a standard aviation training organisation certificate shall hold current copies of all relevant technical standards and practices and any other documentation that is necessary for the provision of the training courses and assessments listed in the applicant's exposition.
- (b) The applicant shall establish procedures to control the documentation required by paragraph (a). The procedures shall ensure—
 - (1) all documentation is reviewed and authorised by appropriate personnel before issue; and
 - (2) current issues of relevant documentation are available to personnel for the provision of training courses and assessments listed in their exposition; and
 - (3) all obsolete documentation is promptly removed from all points of issue or use; and
 - (4) changes to documentation are reviewed and approved by appropriate personnel.

141.57 Training courses and assessments

- (a) An applicant for the grant of a standard aviation training organisation certificate shall establish procedures for conducting the training courses and assessments listed in the applicant's exposition.
- (b) The procedures shall ensure that—
 - (1) training courses meet the applicable syllabus requirements of the Civil Aviation Rules; and
 - (2) assessments meet the applicable syllabus requirements of the Civil Aviation Rules, and are conducted without any compromise of the integrity of the assessments.

141.59 Records

- (a) An applicant for the grant of a standard aviation training organisation certificate must establish procedures to identify, collect, index, maintain, store and dispose of the records relevant to the training courses and assessments listed in the applicant's exposition.
- (b) The procedures shall ensure that—
 - (1) there is a record for each person who conducts training courses or assessments. The record shall include details of their experience, qualifications, training, and competence assessments; and

- (2) there is a record for each person being trained or assessed by the applicant's organisation. The record shall include: name, date of birth, details of aviation documents held, details of enrolment, attendance, subjects, instructor comments, any flight or similar practical sessions, and any assessments; and
- (3) there is a record of each management review audit and corrective and preventative action carried out or raised under the procedures required by 141.61; and
- (4) all records are legible; and
- (5) all records shall be retained for a period of at least 2 years from the date of the last entry made on that record.

141.61 Safety Management System

An applicant for the grant of an aviation training organization certificate must establish and implement a safety management system which meets the requirements of CAR Part 100.

141.63 Quality Management System

An applicant for the grant of an aviation training organization certificate must establish and implement a quality management system which meets the requirements of CAR Part 100.

141.65 Organisation exposition

- (a) An applicant for the grant of a standard aviation training organisation certificate shall provide the Director with an exposition which shall contain—
 - (1) a statement signed by the Chief Executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) are required to be complied with at all times; and
 - (2) the titles and names of the senior person or persons required by 141.51 (a)(1) and (2); and
 - (3) the duties and responsibilities of the senior person or persons specified in paragraph (a)(2), including matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
 - (4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and
 - (5) a list of the training courses and assessments to be covered by the certificate; and
 - (6) the locations at which each training course or assessment will be conducted; and
 - (7) the course outline and the curriculum for each of the training courses and assessments to be conducted by the organisation; and
 - (8) details of the applicant's procedures required by—
 - (i) 141.51(c) regarding the competence of personnel; and
 - (ii) 141.55(b) regarding the control of documentation; and
 - (iii) 141.57(b) regarding training courses and assessments; and
 - (iv) 141.59(b) regarding records; and
 - (v) 141.61 regarding quality management system; and
 - (9) procedures to control, amend and distribute the exposition.
- (b) The applicant's exposition must be acceptable to the Director.

Subpart C — Standard Operating Requirements

141.101 Continued compliance

A holder of a standard aviation training organisation certificate shall—

- (1) hold at least one complete and current copy of their exposition at each major location specified in their exposition; and
- (2) comply with all procedures detailed in their exposition; and
- (3) make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (5) notify the Director of any change of address for service, telephone number or facsimile number required by form CAA 141/01.

141.103 Changes to certificate holder's organisation

- (a) A holder of a standard aviation training organisation certificate shall ensure that their exposition is amended so as to remain a current description of the holder's organisation.
- (b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Part and comply with the amendment procedures contained in the holder's exposition.
- (c) The certificate holder shall provide the Director with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
- (d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Director is required:
 - (1) the Chief Executive;
 - (2) the listed senior persons;
 - (3) the locations at which training courses or assessments may be carried out;
 - (4) the training courses or assessments for which the certificate is granted.
- (e) The Director may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).
- (f) A certificate holder shall comply with any conditions prescribed under paragraph (e).
- (g) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.
- (h) The certificate holder shall make such amendments to the holder's exposition as the Director may consider necessary in the interests of aviation safety.

Subpart D — Restricted Aviation Training Organisation Certificate

141.151 Certification requirements

- (a) An applicant for the grant of a restricted aviation training organisation certificate shall—
- (1) engage, employ, or contract sufficient personnel to plan, conduct, and supervise the training course listed in the application; and
 - (2) ensure that the personnel who are conducting the training course have a combination of qualifications and experience greater than the level of qualification being taught; and
 - (3) have facilities and resources appropriate to the training course listed in the application; and
 - (4) hold current copies of relevant technical standards and practices and any other documentation that is necessary for the provision of the training course listed in the application; and
 - (5) have documented procedures for conducting the training course listed in the application, including arrangements for examination or assessment.
- (b) An applicant shall provide the Director with the details of their compliance with each of the requirements of paragraph (a) for the period the certificate remains in force.

141.153 Continued compliance

A holder of a restricted aviation training organisation certificate shall continue to comply with the certification requirements in 141.151(a).

141.155 Records

- (a) A holder of a restricted aviation training organisation certificate shall identify, collect, index, store, and maintain records that are relevant to the training course listed in the application for the certificate.
- (b) The certificate holder shall ensure that—
- (1) there is a record for each person who conducts the training course including details of their experience, qualifications, and training; and
 - (2) there is a record for each person enrolled on the course. The record shall include: name, date birth, details of aviation documents held, details of enrolment, attendance, subjects and any flight operations or practical exercises covered in their training and instruction, any flight times, instructor comments, and the results of any assessments; and
 - (3) all records are legible; and
 - (4) all records are to be retained for a period of at least 2 years from the date of the last entry made on that record.