

GENERAL

The APPLICATION FOR THE APPROVAL OF A TRAINING ORGANISATION CMR.PEL.FORM.021 is a multipurpose form, used for the initial approval and for the renewal / extension of a running approval of a Training Organisation (TO). It can also be used for the approval of one or more training programmes.

Sections 1, 2 and 3 must be filled. Section 4 must be signed by the Accountable Manager of the TO. Section 5 must be filled for each annex of the TO.

At least one item of section 3 "TRAINING PROGRAMMES" must be checked, since a TO needs to have at least one training programme valid.

For initial approval, the subsequent documents must be provided:

- A statement that the minimum qualification requirements for each NPH will be met.
- A statement acknowledging that the applicant must notify the Cameroon Civil Aviation Authority of any change of an NPH within 10 working days of the change;
- The authorisations for assessment;
- A description of the training facilities and equipment;
- The qualifications of the personnel to be used;
- At least one training program including program modules, course outlines, courseware used, procedures and supporting documentation;
- A description of the archiving system that identifies and documents the training details, qualifications, issuing certificates of students, instructors and examiners;
- A description of the quality control system and / or the proposed safety management system; and
- A method of demonstrating the qualifications of the applicant to provide training for a license or rating.

Also, the following manuals must be provided as applicable:

- Training Centre Manual (procedures manual);
- Training Manual (for each training programme);
- Quality Manual or Safety Management System Manual.

LEGEND

Training programme: A combination of Instructor(s), materials, equipment, facilities and procedures which concur to effective and safe implementation of a training and to the achievement of its goals.

Annex: A location other than the base of the TO, where training will be conducted partially or in full. It can be in the ownership of the TO or not.

The following abbreviations are used to indicate the personnel trained:

- AM Aircraft Maintenance
- ATC Air Traffic Controller
- CC Cabin crew
- FOO Flight Operations Officer
- NPH Nominated Post Holder

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CMR.PEL.FORM.021



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SECTION 1		IDENTIFICATION	
Organisation Name			
Organisation Address			
Street:			
Town		Country	
SECTION 2		APPROVAL	
Type of approval sought	<input type="checkbox"/> Initial training centre approval <input type="checkbox"/> Renewal / extension of training centre approval <input type="checkbox"/> Approval of training programme		
Current approvals	Issuing State or Civil Aviation Authority		Date of Expiry (yyyy-mm-dd)

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CMR.PEL.FORM.021



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SECTION 3 TRAINING PROGRAMMES			
Flight deck crew			
Initial	<input type="checkbox"/> Integrated Airline Transport Pilot	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Modular Airline Transport Pilot	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Modular Commercial Pilot	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Modular Private Pilot	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Instrument rating	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Instructor theoretical	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> First type rating	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Initial type / class rating training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Recurrent	<input type="checkbox"/> Type class / rating renewal	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Type class / rating extension	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Flight Instructor renewal	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Type / class rating Instructor renewal	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Operator proficiency training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Cabin crew			
Initial	<input type="checkbox"/> Cabin crew initial training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Initial type rating training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Instructor theoretical	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Recurrent	<input type="checkbox"/> Type rating renewal / extension	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Operator proficiency training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Air Traffic Controller			
Initial	<input type="checkbox"/> ATC theoretical training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Initial site rating training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Recurrent	<input type="checkbox"/> Site rating renewal / extension	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Instructor renewal	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Operator proficiency training	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Flight Operations Officer / Flight Dispatcher			
Initial	<input type="checkbox"/> FOO / FD theoretical	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Type familiarisation / transition		
	<input type="checkbox"/> Route		
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Recurrent	<input type="checkbox"/> Type familiarisation / transition		
	<input type="checkbox"/> Route		
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Aircraft Maintenance Personnel			
Initial	<input type="checkbox"/> Airframe and Power plant	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Avionics	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Initial type / group rating	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Type / group rating familiarisation / transition	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Recurrent	<input type="checkbox"/> Type / group rating renewal / extension	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Other (.....)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical

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Other Training Programmes			
Crew Resource Management (CRM)	<input type="checkbox"/> Initial CRM	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Recurrent CRM	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Dangerous Goods (DG) / Hazardous Materials (HazMat)	<input type="checkbox"/> Initial DG	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Recurrent DG	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Security	<input type="checkbox"/> Initial security	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
	<input type="checkbox"/> Recurrent security	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Human Factors	<input type="checkbox"/> Threat and Error Management (TEM)	<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Other (1)		<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Other (2)		<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical
Other (3)		<input type="checkbox"/> Theoretical	<input type="checkbox"/> Practical

SECTION 4		SIGNATURE	
Name of Accountable Manager			
Date:		Place	
Signature and Stamp of Accountable Manager:		Signature and Stamp of Training Organisation:	

SECTION 5		ANNEXES	
Designation of annex			
Address of Annex			
Street:			
Town		Country	