

## Training Centers and Schools Section - Training Centers (TC)

### TC Initial Certification Application Form

Submit at least 120 days before the beginning of any proposed training or 60 days before effecting an amendment to any approved training unless a shorter filing period is approved by the President. Formal Application for initial Certification shall be valid for 180 calendar days starting from the date of application.

#### 1. Applicant Details

<b>Training Center/Organization Name</b>			
<b>Address of Principal Business office</b>			
<b>Address of Main Operations Base</b>			
<b>TC Satellite address, if applicable</b>			
<b>Head of Training Contact Details</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>

#### 2. Training Courses Details.

No	Course Title
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#### 3. Management Structure Details.

Post	Name	Phone No.	E-Mail
• Accountable Manager			
• Head of Training			
• Quality Manager			
• Safety Manager, if applicable			
• Chief Flying Instructor, if applicable			
• Chief Ground Instructor, if applicable			

#### 4. Training Staff Details

• Number of the employed TC Instructors	
• Number of the employed Ground Instructors	
• Number of the contracted TC Instructors	
• Number of the contracted Ground Instructors	
• Number of the employed TC Evaluators	
• Number of the contracted TC Instructors	

\* Note: Training Staff numbers and details could be listed in attachment to this application form

#### 5. Flight Synthetic Training Devices Details

No	A/C Type	FSTD Type (FFS/FTD/ATD)	FSTD level	Serial Number
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#### 6. Approved Training Facilities Details

##### (a) Flight Operations Accommodation

Type	Location	Size	Number
• Briefing Room			
• FSTDs			
• Rest Room			
• Staff Office			
• Maintenance			
• Record Keeping			

##### (b) Theoretical Training Facilities

Type	Location	Size	Number
• Classroom			
• CBT Room			
• Rest Room			
• Staff office			
• Record Keeping			

#### 7. Financial Details

Financial Requirements			
GACA Economic Authority Acceptance Number		Date (dd/mm/yy)	

\*Attach copy of GACA Economics/Financial acceptance

#### 8. Accountable Manager Declaration

- I hereby apply for ( ) Training Center Certificate renewal in accordance with GACAR PART 142 and other applicable GAGARs and EBOOK Volumes requirements;
- The minimum qualification requirements for each management position are in compliance with GACA requirements;
- ( ) Training Center acknowledged that any change made in the assignment of persons in the required management positions must be notified the President within 10 working days;
- ( ) Training Center Management and Personnel are committed to maintain continuous compliance with the GACAR PART 142 and all other applicable GACA requirements.
- I certify that, the information contained in this application is true, corrected and completed.

Accountable Manager Name	Signature	Date

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#### A. GACA Approval. (GACA Use Only)

##### 1. GACA Assessment.

Training Center (TC) approval/certificate will be issued or renewed in accordance with the GACAR PART 142 and the other applicable GACARs and EBOOK Volumes.

• Application form and all Supporting Documents Assessment Status	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
• Applicant, (Training Center), has satisfactorily completed all required process and procedures	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
• Training Center Certificate Renewal Status	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected

##### 2. Remarks

<b>Remarks</b>
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##### 3. Approval Details.

• Training Center (TC) Name	
• Certificate/Approval and Operations Specifications Expiry Date	
• Others, if applicable	

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### 4. Certificate/Approval Restriction or limitations, if applicable.

Restriction or limitations	
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No.	Air Safety Inspector (ASI) Name	Signature	Date

Training Center Project Manager (TC Principal Inspector) Name	Signature	Date

### 5. Application Form Attachments and supporting Documents.

No.	Supporting Documents	YES	NO
1	Copy of the Letter of Intent		
2	GACA Economic Approval		
3	Copy of Certificate/Approval fees slip		
4	Management Approval/Acceptance Form (attached with relevant evidence)		
5	Head of Training		
6	Chief Flying Instructor, if applicable		
7	Chief Ground Instructor, if applicable		
8	Safety Manager (SMS), if applicable		
9	Quality Manager		
10	Manuals Approval/Acceptance Forms & Compliance Checklists		
a	Operations Manual		
b	Training Manual		
c	Quality Manual		
d	Safety Management System manual, if applicable		
e	Operations Manual Compliance checklist		
f	Training Manual Compliance checklist		
g	Quality Manual Compliance checklist		
h	Safety Management System Manual Compliance checklist, if applicable		
11	FSTDs manual(s)		
12	Copy of QTG		
13	Flight crew Quick Reference Handbook (checklists)		
14	Copies of leases, agreements, and contracts, if applicable		
15	Compliance statement, could be part of the approved TC Training/Operations manual		