

Training Centers and Schools Section - Training Centers (TC) TC Renewal 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 renewal Certification shall be valid for 180 calendar days starting from the date of application.

1. Applicant Details

Training Center Name			
Address of Principal Business office			
Address of Main Operations Base			
TC Satellite address, if applicable			
Current TC Certificate & Operations Specifications number		Expiry Date	
Head of Training Contact Details	Name	Phone Number	E-Mail

2. Training Courses Details.

No	Course Title
1	
2	
3	
4	
5	

3. Management Structure Details.

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

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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
1				
2				
3				
4				
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11				
12				
13				
14				
15				

6. Approved Training Facilities Details

(a) Flight Operations Accommodation

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

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(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	

*Attach copy of GACA Economics/Financial acceptance

8. Accountable Manager Declaration

<ul style="list-style-type: none"> • 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

No.	
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3. Approval Details.

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

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

Restriction or limitations	
1	
2	
3	
4	
5	

Air Safety Inspector (ASI) Name	Signature	Date (dd/mm/yy)

5. Application Form Attachments and supporting Documents.

No.	Supporting Documents	YES	NO
1	Copy of the Current Training Center Certificate & Operations Specifications		
2	Copy of GACA Economic Approval		
3	Copy of GACA Certificate Fees		
4	A copy of Applicant (Training Center) letter of Certificate Renewal requesting		
5	List of current Approved FSTDs (GACA certificate(s) and specifications)		
6	Copy of current approved FSTDs, if required		
7	Copy of current Foreign FSTDs certificates and specifications, if required		
6	Copies of leases, agreements, and contracts, if applicable		
7	Copy of the completed certification job aid (Audit/Inspection Compliance Checklist)		
8	Compliance statement, if applicable, could be part of the approved TC Training and Operations manual		
9	Copy of List of Current Instructors		
10	Copy of List of current Evaluators/Examiners		
11	Any correspondence between the applicant and the GACA		
12	A summary of any difficulty/Findings encountered during certification and its resolution (GACA Audit/Inspection Report)		