

Revision 7

5 April 2025

Aviation Training Organisations—Certification

General

Civil Aviation Authority (CAA) Advisory Circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC describes an acceptable means of compliance with the certification requirements of Part 141, *Aviation Training Organisations - Certification*. This material is intended for applicants for, and holders of, aviation training organisation certificates, and for their clients.

Related Rules

This AC relates specifically to Part 141.

Change Notice

Revision 7 updates information on certification requirements to align with CAA's Certification and Licensing policy and removes specific form references. It also adds a note in the section on rule 141.63, *Organisation Exposition, about Drug and Alcohol Management Plans (DAMPs)*, which was introduced when the Civil Aviation Act 2023 (CA Act 2023) came into force on 5 April 2025.

Version History

History Log

Revision No.	Effective Date	Summary of Changes
AC141-1, Rev 0	19 Dec 1995	Initial issue of this AC. <i>Note: There was a further update on 30 July 1996, not published as a revision, which corrected incorrect training course rule references.</i>
AC141-1, Rev 1	16 May 2000	Corrected training course references Removed rule references pending a review of Part 141 Changed the format to single column
AC141-1, Rev 2	9 May 2007	Aligned ACs referenced in the document to reflect the new numbering of these ACs
AC141-1, Rev 3	29 Jun 2015	Removed section 141.15 to align with the removal of the corresponding rule
AC141-1, Rev 4	23 Oct 2015	Included the option of conducting courses and assessments not requiring approval under the provisions of rule 141.5; and Added Appendix A to include a list of current courses and assessments to include in the organisation's certificate.
AC141-1, Rev 5	5 Dec 2022	Updated guidance to reflect the change from a QMS to an SMS focus. Made changes throughout to reflect the update of rule 141.61 to being about an SMS. Made stylistic changes and corrects typos and other minor errors throughout. Substituted guidance on quality management with reference to AC100-1. Added a Version History.

AC141-1, Rev 6	23 Feb 2024	<p>In Appendix A:</p> <ul style="list-style-type: none"> added two training courses in <i>Description of Training Course</i>, P12, Robinson Safety Awareness Training and P13, Examiner Theory Course, and added PBN Specification to A5 in <i>Description of Assessment</i> <p>to reflect the update of AC61-19, <i>Pilot licences and ratings - Flight Examiner Ratings</i>, Revision 16.</p>
AC141-1, Rev 7	5 April 2025	<p>Updates information on certification requirements to align with CAA's Certification and Licensing policy and removes specific form references.</p> <p>Adds a note in the section on rule 141.63, <i>Organisation Exposition</i>, about Drug and Alcohol Management Plans (DAMPs), which was introduced when the CA Act 2023 came into force on 5 April 2025.</p>

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Subpart A – General

Note: To assist readers with cross referencing, the numbering of the paragraphs contained within this AC corresponds generally with rules in Part 141.

Rule 141.1 Applicability

Part 141 prescribes the rules governing the certification and operation of organisations conducting aviation training and assessments. Part 141 does not itself determine which training courses and assessments are to be conducted under this Part.

Part 141 provides a means for the Director to ensure that certain training courses and assessments are conducted by either:

- (a) organisations holding a standard aviation training organisation certificate for the purpose of conducting ongoing training courses and assessments, and subject to audit against their exposition by the Director, or
- (b) organisations holding a restricted aviation training organisation certificates for the purpose of conducting one-off training courses, and subject to inspection by the Director against the appropriate requirements of this Part.

Rule 141.3 Application for certificate

Although certification may be seen as CAA accreditation of a training organisation, it is not a requirement under the rule. However, certification is a means of demonstrating to CAA that the organisation can carry out the training courses and assessments that require this type of certification.

The standard aviation training organisation certificate will therefore allow the certificate holder to run ongoing training courses and assessments without the need for continuous monitoring by the Director. The restricted aviation training organisation certificate will likewise allow organisations to run one-off courses without the need for expositions.

An application for the grant of an aviation training certificate must be made on the applicable form. To find the applicable form, navigate to 'Forms' on the CAA website, then click on the filter for Part 141.

Applicants should plan their certification programme in advance. Early consultation with CAA will ensure all issues are dealt with well before the planned start date.

- **Before submitting, do the research:** A poor quality or incomplete application will be returned.
- **Check that the application includes everything CAA has asked applicants to supply.** It is very important to submit a complete application, with all the documentation needed. An incomplete application will either be returned, or, if accepted, cause delays in the assessment.

CAA will only start their assessment once the submitted application is complete.

An applicant is charged a standard rate per hour for the time CAA needs to assess an application. The time depends on the type of aviation safety risks generated by the operation and the quality of the information provided in an application.

An initial payment may be required with each application. Participants may be invoiced for some of this during the course of the assessment, or it may be part of the final invoice.

CAA's fees and standard hourly charges are listed on CAA's website here:

<https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/>

The application is to be supported by providing the appropriate senior persons applications (including Fit and Proper Persons (FPP) forms), the Part 141 matrices as appropriate, and the exposition.

In accordance with rule 141.5, *Issue of Certificate*, the Chief Executive (CE) and other key senior people must meet FPP requirements. See the section on rule 141.51, *Personnel Requirements*, for advice on FPP requirements for senior persons.

Rule 141.7 Privileges of certificate

The aviation training certificate specifies the training courses and assessments that the holder is authorised to conduct under the classifications 'Training courses' and 'Assessments'.

The following training courses and assessments presently require approval by the Director. They can only be conducted by organisations that hold an aviation training organisation certificate:

(a) Training courses:

- (i) pilot type rating technical training courses for aircraft exceeding 5700 kg MCTOW, and for multi-engine helicopters
- (ii) basic gas turbine courses which can issue a BGT rating without external examination
- (iii) human factors courses, completion of which is accepted as the equivalent to a written examination pass
- (iv) 150-hour Commercial Pilot Licence (Aeroplane) courses
- (v) 125-hour Commercial Pilot Licence (Helicopter) courses
- (vi) Dangerous Goods training courses
- (vii) flight engineer type rating training courses
- (viii) aircraft maintenance engineer licence training courses
- (ix) aircraft maintenance engineer type rating training courses
- (x) helicopter supplementary crew training courses
- (xi) cabin crew emergency procedures training courses
- (xii) aviation medicine hypoxia training courses.

(b) Assessments:

- (i) private pilot licence issue flight tests

- (ii) instrument rating annual competency flight tests
- (iii) instrument rating flight tests for the additional privileges of Instrument Landing System (ILS), Precision Radar Approach (PRA), or multi-engine aircraft
- (iv) instructor rating annual competency flight tests
- (v) instructor rating flight tests for the additional privileges of night or aerobatic instruction
- (vi) operational competency assessments.

An organisation which holds a standard aviation training organisation certificate under Part 141 may also conduct training and assessment under the certificate for courses that do not require approval under rule 141.7.

Note: *A list of courses and assessments currently available for inclusion on an organisation's certificate may be found at Appendix A — Training Courses and Assessments.*

Rule 141.9 Duration of certificate

Rule 141.9(a) provides that a standard aviation training organisation certificate may be granted or renewed for a period of up to five years.

Certificates that expire, are suspended, or are revoked, must be returned to CAA. Certificates should be returned to the Director at the address on the CAA website within seven days of ceasing to be effective.

Rule 141.9(b) provides for a restricted aviation training organisation certificate to be granted for the period required to conduct a single training course.

Note: *To manage workflows, e.g. to prevent delays caused by applications being due just before holiday periods, CAA may grant a certificate for less than five years to ensure CAA assessors can progress applications efficiently.*

Rule 141.11 Renewal of certificate

Rule 141.11 (b) requires that the renewal application be submitted to the Director before the renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

An organisation is responsible for submitting their renewal application and supporting documents in enough time for CAA to process their application before their current certificate expires.

CAA *strongly recommends* that applicants send in applications earlier than this, if applications are likely to be complex or the exposition has changed significantly, so CAA can ensure they are assessed before the certificate expires.

The time taken to assess a renewal application varies by organisation. CAA's assessment focuses on aviation risk, so assessors consider:

- the nature and scope of the aviation activity
- the type of aviation risks being managed

- how much the operator and their operation has changed
- the operator's previous performance, and
- their attitude towards safety and security

when working out how detailed the assessment needs to be.

The advice in the section on Rule 141.3, *Application for certificate*, about ensuring the application is complete is equally applicable to submitting a renewal application, as missing or incomplete documents are also likely to delay a decision on the renewal.

See also the section on rule 141.51, for advice on FPP requirements for senior persons when renewing a certificate.

Rule 141.13 Safety inspections and audits

Once a standard aviation training organisation certificate has been in force for the full five-year period, the application will be subject to an entry-level inspection. The scope of such an inspection will depend on a review of the conduct of the certificate holder and on the system for Safety Management (SMS) findings over the preceding period of validity.

Under rule 141.13 each holder of an aviation training organisation certificate may be required by the Director to undergo or carry out such inspections and audits of the holder's facilities, documents and records as the Director considers necessary in the interests of civil aviation safety and security in accordance with section 291 of the CA Act 2023. The Director may require from the holder of an aviation training organisation certificate such information as the Director considers relevant to the inspection or audit.

Holders of standard aviation training organisation certificates are subject to audit against their expositions. The inspection and audit programme will normally be agreed between the Director and the certificate holder at the time of issue of the certificate. This will allow for forward planning by both parties.

Holders of restricted aviation training organisation certificates are subject to inspection only. Where the Director considers it necessary, this inspection can be in the form of continuous monitoring of the training course.

Spot checks may also be carried out by the Director on a random selection or opportunity basis, or if the Director has reasonable grounds to believe that the certificate holder is not in compliance with the requirements of the organisation's exposition, the Act, or Part 141. Such spot checks will generally be of short duration to minimise any disruption to the certificate holder's activities.

Subpart B – Certification Requirements

Rule 141.51 Personnel requirements

An applicant for a standard aviation training organisation certificate must employ, contract or otherwise engage a senior person identified as the CE. They will have the overall authority within the organisation, including financial authority, to ensure that the necessary resources are available to provide the training courses conducted under this rule.

The CE is required to ensure that the organisation's activities are carried out in accordance with the procedures contained in their exposition.

The CE must have:

- the authority within the organisation to ensure the activities are performed in accordance with the applicable requirements
- the authority within the organisation to ensure appropriate actions are taken to address safety issues and risks, and respond to accidents and incidents, and
- the financial responsibility and resources are made available to support this.

As per rule 141.51(a)(2), the applicant is to employ, contract or otherwise engage one or more senior persons accountable to the CE.

In smaller organisations, the CE and the senior persons may be the same individual, but in all cases, there should be clear definitions of the position's responsibilities. Individuals undertaking one or more functions in the organisation should have a clear understanding of the division of responsibilities and be able to demonstrate this to CAA.

The areas of responsibility referred to above include the SMS, in particular, responsibility for:

- the organisation's SMS procedures
- monitoring of the organisation's compliance with Part 141 and with its exposition, and
- ensuring the adequacy of the organisation's exposition and associated procedures in meeting the requirements specified in Part 141 and in reflecting the organisation's activities, and
- ensuring the implementation of actions to correct deficiencies in the organisation's documentation and procedures that are detected during internal quality assurance reviews, audits, or inspections of the organisation's activities, and
- ensuring that conditions attached to the certificate or to any exemption are complied with.

They also include:

- training management and delivery and responsibility for the organisation's training
- instructors
- course material, and
- training records.

Note: *The need for an SMS is discussed in more detail under section 141.61, below.*

All persons exercising privileges under the authority of a document holder, including all nominated senior persons, are required to meet FPP requirements. The persons nominated must be identified on the application form and a completed FPP form submitted for each person. The person's biographical details or *curriculum vitae* should accompany these forms.

When an organisation applies to renew their certificate, they need to include FPP forms for each of their senior persons.

The declaration for an FPP assessment (CAA 24FPPDEC) may be used by senior persons who have met FPP requirements previously, and can attest that there are no changes to their FPP status, i.e.:

- their health status and criminal conviction/ transport offence history is unchanged, and
- they are doing the same role for which they were granted FPP status.

Senior persons whose health status or criminal conviction/ transport offence history has changed, or who have taken on a new role with different scope and responsibilities, need to fill in an application for an FPP assessment (24FPP).

Under rule 141.51(b) the applicant must establish procedures for initially assessing and then maintaining the competence of personnel conducting the training courses and assessments listed in the applicant's exposition. Applicants should be able to demonstrate how their assessment and training procedures ensure that:

- (a) staff have the necessary levels of training, qualification, and experience, and
- (b) staff have an adequate knowledge of the organisation's procedures relevant to their role in that organisation, and
- (c) on-the-job competency checks are carried out at regular intervals with appropriate continuation training to maintain competency levels, and
- (d) continuation training includes instruction on changes in regulatory requirements and standards, and changes to the organisation's procedures and exposition.

Job descriptions need to be available for all positions within the certificate holder's organisation. The job descriptions for all personnel should define their responsibilities, authority, and their interrelationships. This is particularly important for personnel who need organisational freedom and authority and should include written documentation of any person's authorisations.

Rule 141.53 Facility requirements

Rule 141.53 requires applicants for the grant of a standard aviation training organisation certificate to provide facilities and resources appropriate to the training courses and assessments listed in the applicant's exposition. Part 141 covers many areas of training, and because of the range of qualifications and experience available (professional, technical, and educational), it is neither possible nor desirable to provide a definitive list. It is recommended, however, that:

- (a) Facilities be kept in a clean and orderly condition.
- (b) Each space used for examination purposes be adequately equipped, heated, lighted, and ventilated, and located away from any distractions for the candidates.
- (c) Examination rooms only be used for examination purposes, if possible, or, when examinations are being held, set aside for this purpose at least 10 minutes before the examination until at least 10 minutes afterwards.

- (d) All subject reference material, other than that permitted for that particular examination, be removed before the examinations.
- (e) Only examination candidates and the conducting officer be permitted in the examination room.
- (f) The conducting officer has control over the examination room and over the candidates for the period of the examination, and
- (g) Examination papers and scripts be securely stored.

Rule 141.57 Training courses and assessments

Training Courses and Assessments

Under rule 141.57(b)(2) applicants must have procedures in place to ensure that assessments meet the applicable syllabus requirements listed in their exposition and are conducted without any compromise of the integrity of the assessments.

Examples of good examination practice that would help ensure the integrity of written assessments include procedures which ensure that:

- (a) Examination papers are drawn from a question bank where both the bank and the individual papers are moderated to ensure full coverage of the syllabus at the appropriate level.
- (b) The bank is sufficiently large for the system to ensure that the instructor is unaware of the actual questions to be asked. Normally the bank would have to hold three to five times as many questions as a question paper.
- (c) Answers to question papers are analysed to ensure they discriminate properly.
- (d) Questions are checked and updated, as necessary.
- (e) The type of questions, e.g., multi-choice, short answer, or full written answer, are appropriate to the level of assessment.
- (f) The examinations are conducted responsibly.

Instructors

For approved courses, rule 141.51(b) directs an organisation to choose suitably qualified and/or experienced people to instruct and assess, and ensure they maintain their competence. The instructor must have greater qualifications and experience in the subject taught than the candidates in the particular course.

Participants have asked who is higher than an ATPL or a Category A Instructor, in order to teach and assess them. The answer is that this rule does not apply to ATPL and A categories, because they do not require approved courses. This rule only applies to approved courses and should be seen in that light.

Note: *This requirement is a permissive and enabling rule, to allow the widest possible options for an organisation to choose suitably qualified and/or experienced people to instruct and assess. The instructor must have greater qualifications and experience in the subject taught than the candidates in the course. What we do not want, on these approved courses is a repeat of brand-new C category instructors giving illegal flight instruction, or brand new CPLs reciting from their own notes, on short CPL courses.*

This rule has replaced former Regulation 192 that required individual approval for instructors, and FAR 143 that required ground instructor certificates with written tests for ratings for each authorised subject. The current rule requirement is very similar to that required by NZQA.

The rule therefore gives flexibility to responsible organisations, rather than CAA setting rigid criteria for suitably qualified and/or experienced people. However, if the sector expressed a strong wish to work with CAA to develop fixed criteria for who is judged as competent to teach any particular course, or carry out the associated assessment, rather than retain this flexibility, then those details could be published in a future revision of this AC.

Rule 141.59 Records

Rule 141.59 requires each applicant for the grant of a standard aviation training organisation certificate to establish procedures to identify, collect, index, store, and maintain the records that are necessary for the training courses and assessments listed in the applicant's exposition.

The records required by rule 141.59 may be kept in any format and should be controlled by a responsible senior person. Access to the record system should be controlled to ensure that the integrity of the records is maintained. The Director may require access to any of the records for certification or safety audit purposes. Records may also be required by the Director or TAIC for the investigation of any accident or incident or for proceedings.

Computer based systems may be used in place of paper for documents provided sufficient controls are established to maintain the integrity of the information held, and to provide a level of traceability equivalent to that required for paper documents. The records shall be retained for a minimum period of five years from date of completion of the training.

To comply with the Privacy Act (2020) CAA advice is for organisations to obtain students' permission to keep training records and specify the purposes for which they are used and retained, notably that having these records allows CAA to accept the course. It will also be in the students' interests if the proof of their training is retained for as long as possible.

Rule 141.61 Safety management

Rule 141.61 requires each applicant for a standard aviation training organisation certificate to establish an SMS that meets the requirement of Part 100. To comply with this rule, organisations seeking certification must develop, document, implement, and maintain an SMS. This system should include internal audits and regular reviews of the SMS.

AC100-1, *Safety Management*, provides comprehensive guidance material to help organisations implementing an SMS. Development and implementation of an SMS will not only give a structured set of tools, but it will also provide significant business benefits.

In practice, organisations will need to appoint a person/s to manage and run its SMS. This person will be responsible for:

- helping the CE to establish, implement and maintain a system for safety management in accordance with rule 100.3
- providing day-to-day leadership for people carrying out SMS work, noting the final responsibility sits with the CE
- ensuring the oversight and coordination of all SMS-related policies, procedures and activities, and

- reporting to and providing advice to the CE and line managers on what is needed to run an effective SMS, including the resources needed to carry out this work effectively.

In very small organisations, the CE may be the person who runs the SMS, but it still needs to be a discrete function run across the organisation. *AC100-1, Section 1.5, Scalability of SMS*, provides a step-by-step approach to working out what scale of SMS is appropriate, while *Section 2.2.1, Element 1: Safety policy and accountability*, outlines key responsibilities.

Note 1: *AC100-1, section 2.5.2, Training and Competency Guidance Material, is a useful reference point for managers responsible for this function, as it is an in-depth list of typical tasks and responsibilities associated with the person responsible for SMS in an organisation.*

Note 2: *CAA will require the person who carries out this role to have direct access to and be responsible to the CE. For larger organisations where the post holder may report to a position other than the CE for administration purposes, direct access is still required for matters of safety. This is normally shown in the organisation chart as a dotted reporting line.*

Note 3: *In addition to rule 141.61, organisations also have obligations under the Health and Safety at Work Act (2015) (HSWA) to make sure their operation is safe, including minimising the risk of fatigue for all workers. Further information and guidance can be found on the [CAA Fatigue Risk Management webpage](#) and the [WorkSafe New Zealand website](#).*

Relationship between SMS and QMS (Quality Management Systems)

Some organisations may be transitioning to SMS from QMS. As explained in more detail in AC100-1, SMS and QMS share a number of common purposes and processes, as both:

- depend upon measuring and monitoring
- strive for continual improvement, and
- use some of the same tools, such as auditing and review.

However, a QMS does not include all the elements, features and activities of an SMS, as it focuses mainly on compliance, conformance, and monitoring. SMS goes further and requires the organisation to identify and manage risk to achieve an acceptable level of safety performance.

It is not so much a case of replacing QMS by SMS, but instead, realising that they are complementary and inextricably linked - one cannot build an effective SMS without applying QMS principles.¹

The SMS incorporates QMS concepts that can result in more structured management practices and continual improvement of operational processes. The guidance material in AC100-1 is designed to encourage and facilitate integration of safety thinking into the organisation's current business practices already in place such as quality, health, and safety at work and environmental control systems.

¹ AC100-1, *Safety Management Systems*, section 1.6.1, p 19

Rule 141.63 Standard aviation training organisation exposition

Rule 141.63 requires an applicant for the grant of a standard aviation training organisation certificate to provide the Director with an exposition. It sets out the procedures, means and methods of a certificated organisation to establish compliance with the rules. The exposition will only be accepted by the Director if it meets all the requirements of Part 141 appropriate to the organisation. A certificate cannot be issued until the exposition is accepted by the Director.

The exposition is the means by which the certificate holder defines its operation. It shows both the employees and CAA how the certificate holder will conduct their day-to-day business. The exposition is intended to be a tool to assist management in the operation of the business.

It also gives CAA assurance that an organisation has procedures to maintain compliance with applicable rules before CAA grants entry into the system.

The administration/management section of the exposition should normally be contained within one document. It should commence with the corporate commitment by the CE. The remaining parts of the exposition may be produced as any number of separate procedures manuals, provided that they are cross-referenced to the management part of the exposition.

Managers should have ready access to or hold copies of those parts of an exposition which affect their areas of responsibility. Training staff should have ready access to and be familiar with those parts of an exposition which affect their job.

The following paragraphs address the individual requirements of the exposition:

- Under the rules system, each certificate holder has the responsibility to ensure that their operation is planned, organised, carried out, maintained, developed, and documented according to applicable regulatory requirements, standards, and operating specifications.
- As part of their SMS, each certificate holder should establish goals and objectives for their operation including safety standards equal to or above the level prescribed by the Director. This is outlined in more detail in section 141.61, above.
- The signed statement by the CE required by rule 141.63(a)(1) is accepted by the Director as a corporate commitment by the certificate holder. The statement may also contain the certificate holder's goals and objectives in respect of their commercial activities. The exposition should be a tool of management to present the certificate holder's operation to their staff, customers and to the Director.
- The certificate holder needs to show the lines of responsibility and communication between the CE and the work front. The chart should show the relationship between the central body of the organisation and any satellite locations where staff are permanently based.

The applicant is to list the training courses to be covered by the certificate, and the locations at which they will be conducted.

The course outline and curriculum contain more than just the syllabi. It might also include:

- a description of each room used for ground training, including its size and the maximum number of students that may be instructed in the room at one time
- the qualifications and experience required for each instructor position

- the prerequisites required for enrolment in the course
- a description of each lesson, including its objectives and standards, and the measurable unit of student accomplishment or learning to be derived from the lesson or course
- the time scale of the course
- a description of the tests and checks used to measure a student's accomplishment at appropriate stages during the training, and
- the student attendance required by the organisation for satisfactory completion of the course and how any reasonable shortfall can be made up.

As part of the exposition, this information provides the working documents that guide the certificate holder's activities and the range and type of training courses and assessments offered. It may include references to other internal instructions.

The exposition should have a section that outlines procedures for how the certificate holder will control, amend, and distribute the exposition, to meet the requirements of rule 141.63(a)(9).

The acceptance of the applicant's exposition by the Director is the final step in approval for the issue of a standard aviation training organisation certificate.

Note: *The CA Act 2023 came into effect on 5 April 2025. It introduces the requirement for operators, who hold a certificate(s) listed in rule 99.5, Who is a DAMP operator, and who conduct safety-sensitive activities, to develop a drug and alcohol management plan (DAMP). There will be a two-year transition period from 5 April 2025 to 4 April 2027, during which time operators must submit their DAMP to CAA for approval by one of two deadlines set out in rule 99.9, Deadline for current DAMP operators to submit a DAMP for approval. DAMPs must be implemented, and form part of an operator's exposition, from 5 April 2027.*

More information on DAMP and the requirements can be found on the CAA [website](#), including the Part 99 rules, AC 99-1 and the transport instrument (CATI 99.19).

Subpart C — Operating Requirements

Rule 141.101 Continued compliance

It is the responsibility of the standard aviation training organisation certificate holder to ensure that:

- the organisation continues to meet the certification requirements, and
- a complete copy of the exposition is held at each major location covered by the exposition.

The exposition may be electronic, provided the applicable parts are made available to staff to enable them to carry out their duties. Smaller satellite locations may only need those parts that directly apply to their scope of activities.

Rule 141.103 Changes to certificate holder's organisation

Rule 141.103 requires each holder of a standard aviation training organisation certificate to ensure that their exposition is amended to remain a current description of the holder's organisation. The exposition is intended to be a living document to reflect the organisation's activities and its means to carry out those activities. Therefore, as the organisation's activities, means, methods and facilities change, the exposition is to be changed accordingly. The organisation must provide the Director with a copy of each amendment to the exposition.

Any changes to the certificate holder's procedures or standards that may affect the functions of the organisation need to be properly documented with background information and reasons for the change. Such documentation should be retained for possible audit trail purposes.

Rule 141.103(d) specifies the changes to the exposition that require the prior approval of the Director. This includes the senior persons, where the fit and proper person criteria are to be met, and changes that require a change to the certificate. The Director may also prescribe conditions that may be necessary for aviation safety because of a change in these items. The conditions may be transitional to allow the certificate holder to continue to operate while arrangements are made to incorporate permanent changes.

Subpart D — Restricted Aviation Training Organisation Certificate**Rule 141.151 Certification requirements**

Under rule 141.151(a)(1) each applicant for the grant of a restricted aviation training certificate is required to engage, employ, or contract sufficient personnel to plan, conduct, and supervise the training course listed in the application. Where a certificate holder engages a third party to meet any requirement, the certificate holder remains responsible for that requirement.

Under rule 141.151(a)(2) the applicant must ensure the personnel who are conducting the training course have a combination of qualifications and experience greater than the level of qualification being taught.

Under rule 141.151(a)(3) the applicant must have facilities and resources appropriate to the training course listed in their application.

Under rule 141.151(a)(5) the applicant must have documented procedures for conducting the training course listed in their application.

Holders of Restricted Aviation Training Certificates can also refer to rules 141.53 and 141.57, which, although aimed at holders of standard Aviation Training Certificates, provide information on acceptable standards in planning and carrying out training activities.

Appendix A

Training Courses and Assessments

Code	Description of Training Course
P1	Pilot type rating – specific to type
P2	Pilot licence training (a/c & helicopter)
P3	Flight instructor – instructional techniques course Cats 'C' & 'D'
P4	Pilot chemical rating
P5	Basic gas turbine rating
P6	Flight simulators – specific to type
P7	Cat II & III ILS approaches
P8	Aerobatic flight rating
P9	EDTO
P10	Agricultural rating
P11	Advanced mountain flying
P12	Robinson Safety Awareness Training
P13	Examiner Theory Course
E1	Engineer type rating training
E2	Engineer licence training
E3	Flight engineer type rating
E4	Flight engineer licence training
M1	Dangerous goods
M2	Aviation medical training - Hypoxia
M3	Human factors
M4	Cabin crew emergency procedures
M6	Crew Training – 121/125/135/102 – AQP
M7	Cabin crew training
M8	Safety Management

Code	Description of Assessment
A1	PPL demonstration flight test to recommend issue
A2	CPL demonstration flight test to recommend issue
A3	ATPL Flight test
A4	Flight instructor rating – initial issue
A5	Instrument rating Additional aid / PBN Specification Continued competency Multi-engine
A6	Instructor rating – currency test Cat ‘A’ Cat ‘B’ Cat ‘C’
A7	Instructor rating – additional privileges Aerobatic Night Spinning Instrument Multi-engine Mountain Flying
A8	Operational Competency – Parts 121/125/135/115 operations
A9	Aerobatic flight rating
A10	Agricultural rating
A11	Helicopter winching, rappelling & human sling load