Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

11 January 2022 [shall come into force on 14 January 2022];

6 February 2024 [shall come into force on 8 February 2024].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 373

Adopted 9 June 2020

**Procedures for Certifying Providers of Civil Aviation Flight Crew Member Training**

*Issued pursuant to*

*Section 31, Paragraph three of the law On Aviation*

**I. General Provisions**

1. The Regulation prescribes the procedures for certifying natural and legal persons and institutions which have the right to prepare civil aviation flight crew members (hereinafter – the flight crew members).

2. The terms used in this Regulation correspond to the terms used in the following European Union legal acts:

2.1. Article 3 of Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91 (hereinafter – Regulation No 2018/1139);

2.2. Article 2 of Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (hereinafter – Regulation No 1178/2011).

3. Within the meaning of Article 11b of, ORA.GEN.105 of Annex VII, and DTO.GEN.105 of Annex VIII to Regulation No 1178/2011, the competent authority is the State agency Civil Aviation Agency (hereinafter – the Civil Aviation Agency).

4. The Civil Aviation Agency shall:

4.1. certify the organisations referred to in the first subparagraph of Article 10a(1) of Regulation No 1178/2011 (hereinafter – the approved training organisation);

4.2. certify the declared training organisations referred to in the second subparagraph of Article 10a(1) of Regulation No 1178/2011 (hereinafter – the declared training organisation) by issuing an acknowledgement of receipt of the declaration of the declared training organisation;

4.3. certify national training organisations that wish to prepare flight crew members for obtaining a leisure pilot license or a qualification which gives the right to perform flights on the aircraft referred to in Annex I to Regulation No 2018/1139 (hereinafter – the national training organisation) by issuing an acknowledgement of receipt of the declaration of the national training organisation, and also approve training course programmes of the respective national training organisation;

4.4. certify a language-testing body that wishes to test English proficiency of aircraft flight crew members which is necessary for radio communications in accordance with the requirements of FCL.055 of Annex I to Regulation No 1178/2011.

[*11 January 2022*]

5. The Civil Aviation Agency shall publish on its website the information referred to in ARA.GEN.220(b) of Annex VI to Regulation No 1178/2011 as soon as such information is at the disposal of the Civil Aviation Agency, and also the following information:

5.1. the name of the national training organisation, the reference number assigned thereto, and the name of the training course programme which the national training organisation is entitled to provide;

5.2. the information on the limitation, suspension, or revocation of activities of the approved training organisation, the declared training organisation, and the national training organisation.

6. The Civil Aviation Agency shall:

6.1. perform oversight of the approved training organisation and the declared training organisation in accordance with the oversight programme specified in ARA.GEN.305 of Annex VI to Regulation No 1178/2011;

6.2. perform oversight of the national training organisation in accordance with an oversight programme prepared by the Civil Aviation Agency. In the course of oversight, the Civil Aviation Agency shall:

6.2.1. assess compliance of the operations manual and training manual of the national training organisation with this Regulation and the laws and regulations governing the procedures for the issuance of a licence of a flight crew member;

6.2.2. conduct planned and unplanned audits and inspections of the national training organisation;

6.2.3. prepare a level 2 finding if it establishes that the training programme of the national training organisation does not conform to the requirements referred to in Sub-paragraph 6.2.1 of this Regulation or activity of the national training organisation does not conform to the requirements laid down in the declaration and accompanying documents, and this could lower the flight safety level or hazard flight safety;

6.2.4. prepare a level 1 finding if it establishes that activity of the national training organisation does not conform to the requirements laid down in the declaration and accompanying documents, and this significantly lowers the flight safety level or seriously hazards flight safety.

7. The Civil Aviation Agency shall prepare the following for the national training organisation:

7.1. a level 1 finding if:

7.1.1. after receiving two written requests, the national training organisation fails to provide inspectors of the Civil Aviation Agency with access to the premises of the national training organisation, aircraft, flight simulation training devices, records, procedures, and other documents related to the activity of the national training organisation;

7.1.2. knowingly false information has been provided in the declaration of the national training organisation and the accompanying documents;

7.1.3. the national training organisation commences the provision of a training course in respect of which it has not received an approval of the Civil Aviation Agency;

7.1.4. the accountable manager appointed by the national training organisation does not conform to the requirements referred to in Sub-paragraph 40.4.1 of this Regulation;

7.2. a level 2 finding if the non-compliance is not classified as a level 1 finding immediately after detection thereof.

[*6 February 2024*]

8. If the Civil Aviation Agency has prepared the following for the national training organisation:

8.1. a level 2 finding – the national training organisation shall, within the time period stipulated by the Civil Aviation Agency which is not longer than 15 days, submit the root cause analysis of the identified non-compliance and the corrective action plan, and shall address the identified non-compliance not later than within three months after receipt of the finding. If the national training organisation has failed to analyse the root cause of the identified non-compliance, develop the corrective action plan, or address the identified non-compliance within the abovementioned time period, the Civil Aviation Agency shall classify it as a level 1 finding;

8.2. a level 1 finding – the Civil Aviation Agency shall immediately prohibit the national training organisation from providing training courses or impose relevant restrictions until the moment the national training organisation remedies the level 1 finding. The national training organisation shall, within the time period stipulated by the Civil Aviation Agency which is not longer than 15 days, submit the root cause analysis of the identified non-compliance and the corrective action plan to the Civil Aviation Agency.

8.1 The Civil Aviation Agency may extend the time period to address the identified non-compliance referred to in Sub-paragraph 8.1 of this Regulation once for a period not exceeding three months if the national training organisation submits changes in the approved correction action plan and accordingly justifies the need for such changes not later than five working days before expiry of the initially specified time period to address the non-compliance.

[*6 February 2024*]

9. The accountable manager of the relevant training organisation shall be responsible for the compliance of the approved training organisation, the declared training organisation, and the national training organisation with Annexes VII and VIII to Regulation No 1178/2011 and this Regulation.

[*6 February 2024*]

10. If, during performance of oversight in accordance with Section 6, Paragraph two, Clause 12 of the law On Aviation, the Civil Aviation Agency suspends or revokes the approved training organisation certificate, a confirmation of the declared training organisation, or a confirmation of the national training organisation, the holder thereof shall hand over the relevant certificate or confirmation to the Civil Aviation Agency within five days after notification of the abovementioned decision.

**II. Procedures for Certifying the Approved Training Organisation**

11. The approved training organisation certificate in the Republic of Latvia may be obtained by a legal person or institution (hereinafter – the training organisation) which complies with the requirements of ORA.GEN.105(a)(1)(i) of Annex VII to Regulation No 1178/2011 and has implemented and maintains the management system specified in ORA.GEN.200 of Annex VII to Regulation No 1178/2011.

12. In order to obtain the approved training organisation certificate which gives the privilege to prepare flight crew members for obtaining the relevant flight crew licence and associated qualifications and certificates, the training organisation shall submit the following documents to the Civil Aviation Agency:

12.1. an application for the approved training organisation certificate (hereinafter in this Chapter – the application) (Annex 1);

12.2. documents confirming that the training organisation has personnel that conforms to ORA.GEN.200, ORA.GEN.210, ORA.ATO.110, and ORA.ATO.210 of Annex VII to Regulation No 1178/2011 and Paragraph 13 of this Regulation;

12.3. a training course programme in accordance with ORA.ATO.125 and ORA.ATO.225 of Annex VII to Regulation No 1178/2011 (if applicable);

12.4. an operations manual and a training manual in accordance with ORA.ATO.130 and ORA.ATO.230 of Annex VII to Regulation No 1178/2011 (if applicable);

12.5. copies of the documents that confirm ownership rights or holding rights to the facilities specified in ORA.GEN.215 of Annex VII to Regulation No 1178/2011;

12.6. copies of the documents that confirm ownership rights or holding rights to aircraft and flight simulation training devices intended for use in the planned training courses;

12.7. documents confirming the implementation and maintenance of the management system referred to in Paragraph 11 of this Regulation in the training organisation.

[*6 February 2024*]

13. The approved training organisation:

13.1. may appoint the following person as the accountable manager within the meaning of ORA.GEN.210 of Annex VII to Regulation No 1178/2011:

13.1.1. who has been granted the right of signature according to the articles of association of a legal person or an order of an institution;

13.1.2. whose flight crew licence has not been suspended or revoked in the last three years due to violations committed in the field of flight safety;

13.1.3. who has not been the accountable manager, compliance monitoring manager, or safety manager in the last three years in an approved training organisation, declared training organisation, or national training organisation the activity of which has been suspended, revoked, or limited due to committed violations or non-compliance in the field of flight safety;

13.2. may appoint the following person as the compliance monitoring manager within the meaning of ORA.GEN.200(a)(6) of Annex VII to Regulation No 1178/2011:

13.2.1. who conforms to the requirements laid referred to in Sub-paragraphs 13.1.2 and 13.1.3 of this Regulation;

13.2.2. who has completed training courses in the field of flight crew member training, certification and activities of training organisations;

13.2.3. who conforms to at least one of the following requirements:

13.2.3.1. the person has or has had a flight crew licence;

13.2.3.2. the person has obtained higher education in the field of civil aviation;

13.2.3.3. the person has at least three-year work experience in the field of flight crew member training, aircraft operations, or civil aviation oversight;

13.3. may appoint the following person as the safety manager within the meaning of ORA.GEN.200(a)(1) of Annex VII to Regulation No 1178/2011:

13.3.1. who conforms to the requirements laid referred to in Sub-paragraphs 13.1.2 and 13.1.3 of this Regulation;

13.3.2. who has completed training courses on a flight safety management system.

[*6 February 2024*]

14. The documents referred to in Sub-paragraphs 12.3, 12.4 and 12.7 of this Regulation may be developed as separate documents or a single document, without duplicating information and ensuring a common table of contents at the beginning of each document.

[*6 February 2024*]

15. The Civil Aviation Agency shall carry out certification of the training organisation in the following stages:

15.1. a pre-certification document examination stage – the Civil Aviation Agency shall verify that all necessary information has been included in the application and that all necessary documents have been submitted according to the planned training courses indicated in the application;

15.2. a certification stage which includes the following:

15.2.1. a document audit – the Civil Aviation Agency shall verify the compliance of the qualification and experience of the personnel appointed by the training organisation and also the compliance of the training course programme, the operations manual, and the training manual with the requirements of Annex VII to Regulation No 1178/2011;

15.2.2. on-site inspection.

[*6 February 2024*]

16. The Civil Aviation Agency shall, within 15 days after receipt of the application, carry out the activities included in the pre-certification document examination stage and take one of the following decisions:

16.1. to initiate the certification stage if the application includes all necessary information and all necessary documents have been submitted according to the planned training courses indicated in the application;

16.2. to request clarification of the information provided in the application in case it does not include all necessary information or submit the missing documents.

17. The training organisation shall, within 15 days after notification of the decision referred to in Sub-paragraph 16.2 of this Regulation, submit the clarified application or requested documents to the Civil Aviation Agency.

18. When clarifying the application, the training organisation may not supplement it with a new training course or change the personnel referred to in Sub-paragraph 12.2 of this Regulation. If the training organisation wishes to supplement the application with a new training course or make changes in the composition of the personnel referred to in Sub-paragraph 12.2 of this Regulation, it shall submit a new application in accordance with the procedures referred to in Paragraph 12 of this Regulation, while simultaneously withdrawing the previous application.

19. The Civil Aviation Agency shall, within 10 days after receipt of the documents referred to in Paragraph 17 of this Regulation, take one of the following decisions:

19.1. to initiate the certification stage if the application includes all necessary information and all necessary documents have been submitted according to the planned training courses indicated in the application;

19.2. to reject initiation of the certification stage if the application does not include the requested information or the requested documents have not been submitted.

20. After taking of the decision referred to in Sub-paragraph 16.1 or 19.1 of this Regulation, the certification phase is initiated in conformity with the following time periods:

20.1. the Civil Aviation Agency shall, within three months, conduct the document audit of the training organisation and on-site inspection in conformity with the requirements referred to in Paragraph 22 of this Regulation;

20.2. the training organisation shall, within the time period stipulated by the Civil Aviation Agency which is not longer than three months, carry out the activities specified in ORA.GEN.150 of Annex VII to Regulation No 1178/2011 if the training organisation has received the finding referred to in Paragraph 22 of this Regulation;

20.3. the Civil Aviation Agency shall, within a month after expiry of the time period referred to in Sub-paragraph 20.2 of this Regulation, conduct the document audit of the training organisation and on-site inspection in conformity with the requirement referred to in Paragraph 22 of this Regulation.

21. During the document audit, the Civil Aviation Agency shall verify in a selective manner that the necessary procedures and requirements have been implemented and described according to the planned training courses in accordance with Annex VII to Regulation No 1178/2011, taking into account the submitted documents of the management system, the training course programmes, and also the scope of the operations manual and the training manual. The Civil Aviation Agency shall not clarify the documents submitted by the training organisation.

[*6 February 2024*]

22. The Civil Aviation Agency shall conduct the on-site inspection if a level 1 or level 2 finding as specified in ARA.GEN.350(b) or (c) of Annex VI to Regulation No 1178/2011 has not been detected during the document audit of the training organisation.

23. If a level 1 or level 2 finding has been detected in the training organisation during the certification stage, the Civil Aviation Agency shall prepare a relevant finding and inform the accountable manager of the training organisation in writing thereof, while setting a time period for performing corrective actions in accordance with ORA.GEN.150 of Annex VII to Regulation No 1178/2011.

24. The accountable manager and the compliance monitoring manager of the training organisation shall be responsible for taking the necessary measures in order to address the non-compliances detected by the Civil Aviation Agency and to ensure the conformity of the documents of the management system, the training course programme, the operations manual, and the training manual submitted to the Civil Aviation Agency with the requirements of Annex VII to Regulation No 1178/2011.

[*6 February 2024*]

25. When submitting the clarified documents of the management system, the training course programme, the operations manual, and the training manual to the Civil Aviation Agency, the training organisation shall indicate the corrections made and provide for a list of the change control status and of the effective pages or paragraphs in each document after the table of contents.

[*6 February 2024*]

26. The Civil Aviation Agency shall issue the approved training organisation certificate in accordance with Annex VI, Appendix III to Regulation No 1178/2011, provided that documents, personnel, facilities, equipment, and procedures of the training organisation conform to the requirements of Annex VII to Regulation No 1178/2011 for the provision of the intended training courses.

[*6 February 2024*]

27. The Civil Aviation Agency shall take the decision to refuse to issue the approved training organisation certificate if the training organisation fails to comply with the requirements of ORA.GEN.150(a) or (b), or (c) of Regulation No 1178/2011 within the time period stipulated by the Civil Aviation Agency.

**III. Procedures for Granting the Status of a Declared Training Organisation and Approving a Training Programme**

28. A natural person who has been registered as a merchant, a legal person, or an institution having the principal place of business in the Republic of Latvia may be a declared training organisation.

29. An applicant shall acquire the status of a declared training organisation at the moment when it submits the following documents to the Civil Aviation Agency:

29.1. a declaration in accordance with DTO.GEN.115(a) of Annex VIII and Annex VIII, Appendix 1 to Regulation No 1178/2011;

29.2. a training course programme in accordance with DTO.GEN.115(c) and DTO.GEN.230 of Annex VIII to Regulation No 1178/2011;

29.3. an application for approval of the training course programme if required in accordance with DTO.GEN.230(c) of Annex VIII to Regulation No 1178/2011.

30. In addition to the documents referred to in Paragraph 29 of this Regulation, the applicant shall submit the following documents:

30.1. copies of the documents that confirm existence of the personnel referred to in DTO.GEN.210 and DTO.GEN.250(b)(1) of Annex VIII to Regulation No 1178/2011, and copies of documents confirming qualification of the abovementioned personnel;

30.2. copies of the documents that confirm the ownership rights or holding rights to the facilities specified in DTO.GEN.215 of Annex VIII to Regulation No 1178/2011;

30.3. copies of the documents that confirm ownership rights or holding rights to the aircraft and flight simulation training devices referred to in DTO.GEN.240 of Annex VIII to Regulation No 1178/2011;

30.4. documents confirming that the applicant has implemented the safety policy referred to in DTO.GEN.210(a)(1)(ii) of Annex VIII to Regulation No 1178/2011.

[*6 February 2024*]

31. A person who has been granted the right of signature according to the articles of association of a legal person or an order of an institution may be appointed as the accountable manager of the declared training organisation within the meaning of DTO.GEN.210(a)(1) of Annex VIII to Regulation No 1178/2011.

32. The declared training organisation may commence the provision of the training courses specified in the declaration and referred to in DTO.GEN.110(a) of Annex VIII to Regulation No 1178/2011, provided that an acknowledgement of receipt of the declaration has been received from the Civil Aviation Agency.

[*6 February 2024*]

33. The declared training organisation may commence the provision of the training course specified in the declaration and referred to in DTO.GEN.110(b) of Annex VIII to Regulation No 1178/2011, provided that approval of the relevant training course programme has been received from the Civil Aviation Agency.

34. The declared training organisation shall, not later than within 10 days, inform the Civil Aviation Agency of the changes specified in DTO.GEN.116 of Annex VIII to Regulation No 1178/2011 and cessation of training activities, and also of any changes regarding the documents referred to in Paragraph 30 of this Regulation.

35. Any changes in the training course programme referred to in Paragraph 33 of this Regulation may only be implemented after they have been approved by the Civil Aviation Agency.

36. The Civil Aviation Agency shall:

36.1. within 15 days after receipt of the initial declaration from the declared training organisation or of the declaration through which the declared training organisation has notified of changes, examine the respective declaration and act in accordance with ARA.DTO.100 of Annex VI to Regulation No 1178/2011;

36.2. within three months after receipt of the training course programme, verify the compliance thereof with ARA.DTO.110 of Annex VI to Regulation No 1178/2011;

36.3. within one month after receipt of changes in the training course programme referred to in Paragraph 33 of this Regulation, verify the compliance thereof with ARA.DTO.110 of Annex VI to Regulation No 1178/2011.

37. The declared training organisation shall prepare the annual internal review and annual activity report for the previous calendar year, as specified in DTO.GEN.270 of Annex VIII to Regulation No 1178/2011, and submit them to the Civil Aviation Agency by 1 March each year.

38. The declared training organisation shall lose its status in the cases referred to in DTO.GEN.135 of Annex VIII to Regulation No 1178/2011, and also in the event when the Civil Aviation Agency, in accordance with ARA.GEN.350(da) of Annex VI to Regulation No 1178/2011, has taken the decision to prohibit the provision of the training courses specified in the declaration of the declared training organisation.

**IV. Procedures for Granting the Status of a National Training Organisation and Approving a Training Programme**

39. A natural person who has been registered as a merchant, a legal person, or an institution having the principal place of business in the Republic of Latvia may be a national training organisation.

40. An applicant shall acquire the status of a national training organisation at the moment when it submits the following documents to the Civil Aviation Agency:

40.1. the declaration of the establishment of the national training organisation (Annex 2);

40.2. the operations manual (Annex 3);

40.3. the training manual which includes the programme for each training course indicated in the declaration (Annex 4);

40.4. copies of the documents that confirm existence of the following personnel:

40.4.1. an accountable manager. The following person may be appointed as the accountable manager:

40.4.1.1. who has been granted the right of signature according to the articles of association or an order of a legal person or institution;

40.4.1.2. whose flight crew licence has not been suspended or revoked in the last three years due to violations committed in the field of flight safety;

40.4.1.3. who has not been the accountable manager, compliance monitoring manager, or safety manager in the last three years in an approved training organisation, declared training organisation, or national training organisation the activity of which has been suspended or limited due to committed violations or non-compliance in the field of flight safety;

40.4.2. a head of training. The following person may be appointed as the head of training:

40.4.2.1. who has or has had in the last three years before designation as the head of training a flight crew licence with a valid relevant rating and instructor rating according to the training courses planned by the national training organisation;

40.4.2.2. whose flight crew licence or instructor rating has not been suspended or revoked in the last three years due to violations committed in the field of flight safety;

40.4.3. a deputy head of training if the applicant intends to provide training courses for obtaining a flight crew licence for more than one aircraft category. A person who meets the requirements referred to in Sub-paragraph 40.4.2 of this Regulation may be appointed as the deputy head of training;

40.4.4. a theoretical knowledge instructor. A person may be appointed as the theoretical knowledge instructor provided that he or she meets at least one of the following requirements:

40.4.4.1. the person has at least a two-year practical experience in aviation which is related to the intended teaching of theoretical knowledge and has completed a training methodology programme;

40.4.4.2. the person has at least a two-year experience in teaching of theoretical knowledge;

40.4.5. a flight instructor. A person may be appointed as the flight instructor provided that he or she has a flight crew licence with a valid rating for the obtaining of which it is intended to provide the practical training flights, and valid relevant flight instructor rating;

40.5. copies of the documents that confirm the ownership rights or holding rights to the facilities referred to in Paragraph 41 of this Regulation;

40.6. copies of the documents that confirm the ownership rights or holding rights to aircraft and flight simulation training devices intended for use in the planned training courses.

[*6 February 2024*]

41. In order to provide the training courses specified in the declaration, the national training organisation shall have the following facilities:

41.1. a flight planning and briefing room equipped with the following:

41.1.1. up-to-date aeronautical charts;

41.1.2. up-to-date aeronautical information;

41.1.3. up-to-date meteorological information;

41.1.4. communications with air traffic control (if applicable);

41.1.5. any other materials related to flight safety;

41.2. rooms where flight instructors can prepare reports on student pilots, make records, and complete other training-related documentation;

41.3. recreational and personal hygiene facilities for instructors and student pilots;

41.4. rooms intended for the teaching of theoretical knowledge:

41.4.1. which are suitable for the relevant number of student pilots;

41.4.2. which contain the equipment necessary for the teaching of theoretical knowledge.

42. After receipt of an acknowledgement of receipt of the declaration from the Civil Aviation Agency, the national training organisation may commence the provision of the training courses which have been specified in the declaration referred to in Sub-paragraph 40.1 of this Regulation and intended for flight crew members for obtaining a leisure pilot licence which gives them the right to operate the aircraft referred to in Annex 1 to Regulation No 2018/1139.

[*6 February 2024*]

43. The national training organisation may commence the provision of the training courses indicated in the declaration referred to in Sub-paragraph 40.1 of this Regulation and intended for flight crew members for obtaining an aircraft type rating if approval of the relevant training course programme has been received from the Civil Aviation Agency.

44. The national training organisation shall, within 10 days, inform the Civil Aviation Agency of any changes in the documents referred to in Paragraph 40 of this Regulation.

45. Any changes in the training course programme referred to in Paragraph 43 of this Regulation may only be implemented after they have been approved by the Civil Aviation Agency.

46. The Civil Aviation Agency shall, within 15 days after receipt of the initial declaration from the national training organisation or of such declaration by which the national training organisation has notified of changes, examine the respective declaration and take one of the following decisions:

46.1. to issue an acknowledgement of receipt of the declaration, assigning a reference number to the national training organisation, and to include the national training organisation in the oversight programme if the declaration contains all the necessary information and is accompanied by all the documents referred to in Paragraph 40 of this Regulation;

46.2. to request clarification of the information provided in the declaration if it does not contain all necessary information or to submit the necessary documents.

[*6 February 2024*]

47. The national training organisation shall, within 15 days after notification of the decision referred to in Sub-paragraph 46.2 of this Regulation, submit the clarified declaration and the requested documents to the Civil Aviation Agency.

48. The Civil Aviation Agency shall, within 15 days after receipt of the documents referred to in Paragraph 47 of this Regulation, take one of the following decisions:

48.1. to issue an acknowledgement of receipt of the declaration, assigning a reference number to the national training organisation, and to include the national training organisation in the oversight programme if the declaration contains all the necessary information and is accompanied by all the necessary documents;

48.2. to refuse to issue the relevant acknowledgement to the national training organisation if the declaration does not include the requested information or the requested documents have not been submitted.

[*6 February 2024*]

49. If the declaration of the national training organisation includes a training course for flight crew members for obtaining an aircraft type rating, the Civil Aviation Agency shall, within three months, assess conformity of the respective training course programme with the laws and regulations governing the procedures for the issuance of a licence of a civil aircraft flight crew member and take one of the following decisions:

49.1. to approve the training course programme for aircraft type rating if it conforms to the requirements referred to in Sub-paragraph 6.2.1 of this Regulation;

49.2. to request clarifications to be made to the training course programme for aircraft type rating within a specific time period if it does not conform to the requirements referred to in Sub-paragraph 6.2.1 of this Regulation;

49.3. to refuse approval of the training course programme for aircraft type rating if the clarified training course programme for aircraft type rating has not been submitted within the time period stipulated by the Civil Aviation Agency.

50. The national training organisation shall prepare the annual activity report for the previous calendar year and submit it to the Civil Aviation Agency each year by 1 March.

51. The national training organisation shall indicate the following in the annual activity report for the previous calendar year:

51.1. information on the training courses provided;

51.2. information on theoretical knowledge instructors, flight instructors, and flight simulation training instructors (the given name, surname, the number of the flight crew licence (if any), the relevant ratings, and the term of validity) who were involved in the provision of the training courses referred to in Sub-paragraph 51.1 of this Regulation;

51.3. information on aerodromes (the name, the identification code allocated by the International Civil Aviation Organization (ICAO)) and operating sites (addresses, coordinates) used within the framework of the training courses referred to in Sub-paragraph 51.1 of this Regulation;

51.4. the number of student pilots in each training course, the number of exams passed and failed in the training course;

51.5. information on aircraft (including the aircraft registration number, the training course in which the aircraft was used, and the aerodrome or operating site where it was used) and flight simulation training devices (including the qualification number of the training device) used within the framework of the training courses referred to in Sub-paragraph 51.1 of this Regulation;

51.6. information on occurrences, accidents, or incidents that occurred during the training courses;

51.7. information on the implementation of the internal audit plan and safety indicators;

51.8. any other information that the national training organisation considers to be relevant or that the Civil Aviation Agency has requested to be submitted.

52. The status of a national training organisation shall be lost if:

52.1. the national training organisation withdraws the submitted declaration;

52.2. the national training organisation has failed to commence the provision of any training course indicated in the declaration within 36 months;

52.3. the Civil Aviation Agency has taken the decision to prohibit the provision of the training courses indicated in the declaration of the national training organisation according to the oversight programme.

**IV.1 Procedures for Certifying an English Language-Testing Body**

[*11 January 2022*]

52.1 In the Republic of Latvia, a certificate of an English language-testing body which grants the rights to test English proficiency of aircraft flight crew members may be obtained by an approved training organisation certified by the Civil Aviation Agency which demonstrates its conformity with the requirements of AMC1 FCL.055(n) in Part-FCL, Acceptable Means of Compliance (AMC), of the European Aviation Safety Agency (EASA) and the Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835) of the International Civil Aviation Organisation. The Civil Aviation Agency shall not approve the English language proficiency testing system.

[*6 February 2024*]

52.2 The Civil Aviation Agency shall publish on its website www.caa.gov.lv the translation into the Latvian language of Part-FCL, Acceptable Means of Compliance (AMC), of the European Aviation Safety Agency (EASA) and the Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835) of the International Civil Aviation Organisation.

[*11 January 2022*]

52.3 In order to obtain a certificate of an English language-testing body, the approved training organisation shall submit the following documents to the Civil Aviation Agency:

52.31. an application (Annex 5);

52.32. a copy of a contract for the use of such English language proficiency testing system which the International Civil Aviation Organisation (ICAO) or the aviation competent authority of a European Union Member State has recognised as conforming to the requirements of the Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835) of the International Civil Aviation Organisation (ICAO);

52.33. a document confirming that the approved training organisation has the following qualified personnel in order to test the English language proficiency:

52.33.1. the examiner – operational assessor;

52.33.2. the examiner – linguistic assessor;

52.33.3. the administrator;

52.34. a language proficiency testing manual (Annex 6).

[*11 January 2022*]

52.4 An English language-testing body may:

52.41. appoint the following person as the examiner – operational assessor:

52.41.1. who has obtained at least a commercial pilot licence (CPL) issued in accordance with Annex I to Regulation No 1178/2011, with a valid aircraft class or type rating and a valid instructor or examiner rating or who has obtained a licence of an air traffic controller issued in accordance with Annex 1 to Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers’ licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011, with a valid instructor or assessor confirmation;

52.41.2. who holds a pilot licence or a licence of an air traffic controller with at least a valid English language proficiency endorsement at the extended level (Level 5), if tests will be conducted to determine the conformity of the applicant with the English language proficiency at the operational level (Level 4) or extended level (Level 5), or at the expert level (Level 6), if tests will be conducted to determine the conformity of the applicant with the English language proficiency at the expert level (Level 6);

52.41.3. who has completed a training course for aviation English language examiners recognised in a European Union Member State;

52.41.4. who has not received a finding in the last three years in accordance with ARA.GEN.355 of Annex VI to Regulation No 1178/2011 or ATCO.AR.C.010 of Annex II to Regulation No 2015/340;

52.42. appoint the following person as the examiner – linguistic assessor:

52.42.1.who has obtained at least an academic bachelor’s degree or a second level higher vocational education in English language pedagogy, philology, or linguistics or for whom English is a native language and who has obtained in the English language at least an academic bachelor’s degree or a second level higher vocational education in the field of pedagogy, philology, or civil aviation;

52.42.2. who has completed a training course for aviation English language examiners recognised in a European Union Member State;

52.43. appoint as the administrator the examiners referred to in Sub-paragraphs 52.41 and 52.42 of this Regulation or a person who has mastered the procedures established in the language proficiency testing manual of the approved training organisation.

[*11 January 2022*]

52.5 The requirements referred to in Sub-paragraphs 52.41 and 52.42 of this Regulation shall not be applicable to the examiners who have obtained a certificate of the examiner – operational assessor – or the examiner – linguistic assessor – in accordance with the requirements of FCL.055 of Annex I to Regulation No 1178/2011.

[*11 January 2022*]

52.6 The manual referred to in Sub-paragraph 52.34 of this Regulation may be developed as a separate document or as a separate section in the manuals of an approved training organisation certified by the Civil Aviation Agency, without duplicating information and ensuring a common table of contents at the beginning of each document.

[*6 February 2024*]

52.7 The Civil Aviation Agency shall take the decision to approve the English language proficiency testing programme in accordance with the procedures for certifying a training organisation which are referred to in Chapter II of this Regulation.

[*11 January 2022*]

52.8 An English language-testing body shall ensure that examination documents of each applicant are stored for at least seven years.

[*11 January 2022*]

**V. Closing Provisions**

53. Approved training organisations, declared training organisations, and national training organisations that have been certified before coming into force of this Regulation shall ensure conformity with the requirements of this Regulation not later than by 1 June 2021.

54. Certificates and acknowledgements of receipt of the declaration of the declared training organisation issued by the approved training organisation before the moment of the coming into force of this Regulation shall be considered conforming to the requirements of this Regulation.

55. Approved training organisations that have obtained a certificate of the English language-testing body before the day of coming into force of Chapter IV.1 of this Regulation shall ensure conformity with the requirements of Chapter IV.1 of this Regulation by 1 March 2022.

[*11 January 2022*]

56. National training organisations that have been certified before coming into force of amendments to Annex 4 to this Regulation which provides for the inclusion of a syllabus of training flights and theoretical knowledge in the training manual, based on the relevant requirements of Annex I to Regulation No 1178/2011 depending on the training course programme, shall ensure that the training manuals conform to Annex 4 to this Regulation by 31 December 2024.

[*6 February 2024*]

Prime Minister A. K. Kariņš

Minister for Transport T. Linkaits

**Annex 1**

Cabinet Regulation No. 373

9 June 2020

**Application for the Approved Training Organisation Certificate**

|  |
| --- |
| Initial approval/ Changes in the approval |
| The intended date of commencement of activity: dd/mm/yyyy |

|  |
| --- |
| **Legal person/Institution** |
| Name |   |
| Registration number |   |
| Address of the principal place of business and actual address |   |
| Telephone |   |
| E-mail |   |
| **Training organisation** |
| Name (on the certificate) |   |
| Certificate number (if applicable) |   |
| Address |   |
| Telephone |   |
| E-mail |   |
| Website address |   |
| **Contact person** |
| Given name, surname |   |
| Position |   |
| Telephone |   |
| E-mail |   |
| **Document confirming payment for the paid service of the Civil Aviation Agency** |
| Payment number |   |
| Payment date |   |

|  |
| --- |
| **Training courses** |
| No. | Name of the training course | Reference to Regulation No 1178/2011 | Type of training |
| 1. |   |   | theoretical training training on an aircraft training on a *FSTD* |
| 2. |   |   | theoretical training training on an aircraft training on a *FSTD* |
| 3. |   |   | theoretical training training on an aircraft training on a *FSTD* |

|  |
| --- |
| **Personnel, facilities, and equipment of the training organisation** |
| **Accountable manager (AM)** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| **Compliance monitoring manager (CMM)** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Experience related to activities of the training organisation |   |
| Experience in compliance monitoring |   |
| Employment contract |  full-time/ part-time |
| **Safety manager (SM)** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Experience related to activities of the training organisation |   |
| Experience in safety monitoring |   |
| Employment contract |  full-time/ part-time |
| **Head of training (HT)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Type of licence |   |
| Licence number |   |
| Current ratings |   |
| Employment contract |  full-time/ part-time |
| **Chief flight instructor (CFI)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Type of licence |   |
| Licence number |   |
| Current ratings |   |
| Employment contract |  full-time/ part-time |
| **Chief theoretical knowledge instructor (CTKI)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Experience in theoretical knowledge instruction |   |
| Type of licence (if applicable) |   |
| Licence number (if applicable) |   |
| Current ratings |   |
| Employment contract |  full-time/ part-time |

|  |
| --- |
| **Instructors\*** |
| No. | Given name, surname | Licence number | Field of activity |
| 1. |   |   | theoretical knowledge instructor flight instructor flight simulation training instructor full-time/ part-time |
| 2. |   |   | theoretical knowledge instructor flight instructor flight simulation training instructor full-time/ part-time |
| **Aerodrome(s)/operating site(s) to be used** |
| No. | Indicator and name of the location of the aerodrome | Types of flights permitted at the aerodrome |
| 1. |   | *IFR* approaches night flying air traffic control flight testing facilities data reply facilities |
| **Flight operations accommodation** |
| No. | Location of facilities | Number | Size (m2) |
| 1. |   |   |   |
| **Theoretical instruction facilities** |
| No. | Location of facilities | Number | Size (m2) |
| 1. |   |   |   |
| **Description of training devices (if applicable)** |
| No. | Reference number | Type of the aircraft | Qualification level |
| 1. |   |   |   |
| **Description of aircraft** |
| No. | Class/type of the aircraft | Registration number | Equipment |
| 1. |   |   | *VFR**IFR* other\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Documents accompanying the application** |
| Manuals | Contracts | Qualification of personnel | Other |
| training manual operations manual management manual (or list of references) training course programmes training records | personnel facilities aircraft training devices | CVs licence certificates |   |

|  |
| --- |
| **Information on the proposed compliance monitoring system** |
| No. | Function of the monitoring system | Reference to the documentation |
| 1. |  |  |

|  |  |  |
| --- | --- | --- |
| I, |   | , the accountable manager |
|   | (given name, surname) |   |
|   | of the training organisation, |
| (name) |   |
| confirm that all personnel referred to in the application comply with the applicable requirements and that all information provided in this application is complete and correct. |

|  |  |  |
| --- | --- | --- |
|   |   |   |
| (date\*\*) |   | (signature\*\*) |

Notes.

1. \* Please, supplement accordingly if deputies have been appointed for the abovementioned personnel.

2. If answers to any of the above questions are incomplete, the applicant should provide full details of alternative arrangements separately.

3. IFR – Instrument Flight Rules, FFS – full flight simulator, FNPT – flight and navigation procedures trainer, FTD – flight training device, BITD – basic instrument training device.

4. \*\* The details of the document “date” and “signature” need not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding the drawing up of electronic documents.

Minister for Transport T. Linkaits

**Annex 2**

Cabinet Regulation No. 373

9 June 2020

[*6 February 2024*]

**DECLARATION on Establishment of a National Training Organisation**

 Initial declaration

 Notification of changes\* – NMO reference number: LVA.NMO.\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. | **National training organisation (NMO)**Name |
| 2. | **Legal and actual address and contact details of the national training organisation**Address, telephone number, e-mail address, website address |
| 3. | **List of training courses** (indicate also the reference to the section of the training manual which includes the relevant training programme) |
| 4. | **Personnel** |
|   | **Given name, surname, and contact details of the NMO accountable manager** (telephone number, e-mail address) | **Accompanying documents** |
|   | **Given name, surname, and contact details of the NMO head of training** (telephone number, e-mail address) | **Accompanying documents** |
|   | **Given name, surname, and contact details of the NMO deputy head of training\*\*** (telephone number, e-mail address) | **Accompanying documents** |
|   | **Theoretical knowledge instructors, flight and flight simulation training instructors**\*\* |
|   | **Given name, surname** | **Instructor rating** | **Accompanying documents** |
| **theoretical knowledge instructor** | **flight instructor** | **flight simulation training instructor** |
|   |   |  |  |  |   |
|   |   |  |  |  |   |
|   |   |  |  |  |   |

|  |  |
| --- | --- |
|   |   |
| 5. | **Training aircraft and flight simulation training devices**\*\*Aircraft and flight simulation training devices to be used for training: |
|   | **Type of the aircraft/training device** | **Aircraft registration number/letter code of the training device as indicated on the qualification certificate** | **Accompanying documents** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| 6. | **Aerodrome(s)/operating site(s)**\*\* |
|   | Aerodromes and operating sites used for training: |
|   | **Aerodrome/operating site** | **Address** | **Accompanying documents** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| 7. | **Expected date of the commencement of training** |
| 8. | **Application for the approval of an aircraft type rating training programme** The NMO hereby applies for the approval of the aircraft type rating training programme(s) indicated in this declaration in accordance with Paragraph 43 of Cabinet Regulation No. 373 of 9 June 2020, Procedures for Certifying Providers of Training for Civil Aviation Flight Crew Members |
| 9. | **Statements** The NMO has developed the operations manual and the training manual in accordance with Annexes 3 and 4 to Cabinet Regulation No. 373 of 9 June 2020, Procedures for Certifying Providers of Training for Civil Aviation Flight Crew Members, and Cabinet Regulation No. 754 of 16 November 2021, Regulations Regarding Certification of Civil Aviation Flight Crew Members The NMO conforms and will, during all training activities covered by the declaration, continue to conform to Cabinet Regulation No. 373 of 9 June 2020, Procedures for Certifying Providers of Training for Civil Aviation Flight Crew Members I hereby confirm that all information contained in this declaration, including its annexes (if any), is complete and correct |
|   | The NMO accountable manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |   | (given name, surname) |
|   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date\*\*\*) |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature\*\*\*) |

Notes.

1. \* In case of any changes, complete only Paragraph 1 and fields containing changes.

2. \*\* Insert additional fields for the provision of information, if necessary.

3. \*\*\* The details of the document “date” and “signature” need not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding the drawing up of electronic documents.

**Annex 3**

Cabinet Regulation No. 373

9 June 2020

**Information to be Included in the Operations Manual**

1. Table of contents of the operations manual.

2. General information on the operations manual, procedures, and their applicability:

2.1. description of the structure and layout of the operations manual;

2.2. numbering system of the operations manual;

2.3. description of the scope of activities.

3. Procedure for making amendments to the operations manual and allocation of responsibilities:

3.1. procedure for making amendments;

3.2. amendments requiring prior approval;

3.3. temporary amendments;

3.4. amendment registration page;

3.5. informing of the personnel of the amendments;

3.6. list of the effective pages.

4. Information on the organisational set-up of the national training organisation:

4.1. organisation chart;

4.2. personnel – the given name, surname, position, and description of qualification (if necessary);

4.3. duties and responsibility of the personnel.

5. Detailed description and objectives of the safety policy of the national training organisation:

5.1. duties and responsibility of the personnel;

5.2. identification of hazards;

5.3. risk assessment;

5.4. evaluation of the effectiveness of risk mitigation measures;

5.5. occurrence reporting;

5.6. planning of safety measures;

5.7. immediate reaction to safety problems.

6. Conformity of the national training organisation with the applicable requirements, continued compliance, and management system:

6.1. management system and its principles;

6.2. documentation, procedures, and forms of the management system;

6.3. compliance monitoring and audits;

6.4. audit schedules and implementation plans;

6.5. finding management procedures, root cause analysis, defining a corrective action plan, corrective actions to address non-compliances, responsible persons, and procedures.

7. Description of training facilities of the national training organisation:

7.1. the total number of rooms and their area;

7.2. rooms intended for the teaching of theoretical knowledge;

7.3. flight planning and briefing rooms for student pilots;

7.4. recreational facilities for the personnel and student pilots.

8. Procedures for maintaining, archiving, and protecting documentation of the national training organisation.

9. Information on the aircraft and their equipment used in the training process.

10. Information on aerodromes and operating sites to be used for training flights (including dual instruction and solo training flights, cross-country flights).

11. Procedures for enrolling student pilots to the training course, and also for authorising student pilots for theoretical knowledge training and training flights.

12. Procedures for planning and authorising training flights of student pilots, and also for authorising solo training flights of student pilots.

13. Procedures for preparing training flight programmes.

14. Aircraft handling and performance of PIC’s duties during training flights.

15. Rules concerning a student pilot’s logbook entries.

16. Information on the personnel that may be present on the aircraft during training flights.

17. Documentation that must be present on the aircraft during training flights when performing a dual instruction, and also during a solo training flight of a student pilot.

18. Qualification documentation of the flight crew, its storage, and responsibility for maintaining its validity.

19. Planning of the duty time of flight instructors and student pilots, hours of rest, and limitations.

20. Flight planning procedures:

20.1. route planning;

20.2. fuel planning and its permissible minimum;

20.3. analysis of weather and airspace constraints;

20.4. submission and preparation of a flight plan;

20.5. any other procedures related to the flight planning.

21. Aircraft technical information and procedures for its use:

21.1. information on the type, class, national mark, and registration mark of the aircraft;

21.2. aircraft documentation, procedures, and limitations;

21.3. suitability of aircraft equipment for the training to be provided;

21.4. minimum required aircraft equipment for performing the relevant training flights.

22. Meteorological restrictions in training flights when performing a dual instruction and in solo training flights.

23. Training and qualification maintenance of the personnel of the national training organisation:

23.1. requirements for the personnel;

23.2. initial training, including safety training;

23.3. standardisation;

23.4. proficiency and standardisation checks;

23.5. annual training for maintaining position and qualification.

Minister for Transport T. Linkaits

**Annex 4**

Cabinet Regulation No. 373

9 June 2020

[*6 February 2024*]

**Information to be Included in the Training Manual**

1. The aim of the training course, course standards, and limitations.

2. Pre-entry requirements for student pilots:

2.1. minimum age;

2.2. requirements in respect of the education obtained;

2.3. required language proficiency;

2.4. medical fitness.

3. Procedures for assessing the previous experience, crediting procedures, and preparation of an individual training plan.

4. Syllabus of training flights and theoretical knowledge in accordance with the relevant requirements of Annex I to Regulation No 1178/2011 depending on the training course programme.

5. Detailed structure of the training course – sequence and deadlines for completing training flights and theoretical knowledge tasks, a description of objectives for each task.

6. Training course programme:

6.1. general arrangements for daily and weekly programmes for training flights and theoretical knowledge classes;

6.2. maximum training time for flights for student pilots;

6.3. maximum theoretical training time for student pilots;

6.4. training and rest time for student pilots;

6.5. duty and rest time for instructors.

7. Training records:

7.1. procedures for training records entries and storage;

7.2. training attendance records of student pilots;

7.3. the form of training records to be kept;

7.4. personnel responsible for entries in training records and checking compliance of the entries made;

7.5. procedures for the nature and frequency of training record checks;

7.6. standardisation of the entries made in training records;

7.7. procedures for logbook entries.

8. Procedures for student pilots’ safety training:

8.1. individual responsibilities and tasks of the personnel of the national training organisation and student pilots in the field of safety;

8.2. essential exercises and emergency drills for student pilots;

8.3. procedures for training student pilots before solo flights.

9. Procedures for training flight assessment:

9.1. progress checks of student pilots;

9.2. assessment of skills of student pilots if a student pilot continues training in another national training organisation;

9.3. assessment of skills of student pilots after completion of the training and recommendation for a skill test.

10. Procedures for theoretical knowledge tests and examinations:

10.1. preparation of examination questions;

10.2. preparation of progress tests and final examination papers;

10.3.examination and test procedures;

10.4. criteria for assessing examinations and tests and the pass standard;

10.5. recommendation of student pilots for examination;

10.6. theoretical knowledge test reports and records;

10.7. rules concerning refresher training before retest and examination resit procedures;

10.8. procedure for question analysis and review and for raising replacement papers.

11. Procedures for assessing effectiveness of training:

11.1. persons responsible for assessing effectiveness of training;

11.2. assessment of the training for student pilots and forwarding of information to responsible persons;

11.3. actions in case a student pilot fails examinations of the national training organisation or examinations of the Civil Aviation Agency;

11.4. procedures for changing instructors and the maximum acceptable number of instructor changes for one student pilot;

11.5. assessment of standardisation and detection of training deficiencies;

11.6. procedure for suspending a student pilot from training;

11.7. discipline and restrictions for student pilots;

11.8. documentation of the process involving assessment of the effectiveness of training.

12. Standards and level of performance of student pilots at various stages:

12.1. application of test criteria;

12.2. additional training for standard of proficiency the student pilot must achieve before progressing from one phase of training to the next.

13. Student pilot’s logbook (form) containing a complete list of air exercises.

14. Detailed statement of air exercises:

14.1. content specification of all the air exercises to be taught and performance criteria;

14.2. sequence to be flown.

15. Detailed description of the training course structure:

15.1. a statement of how the course will be divided into phases and indication of how air exercises will be divided between the phases;

15.2. updating of air exercises during the training process and repetition of essential (emergency) exercises;

15.3. assessment of the performance of student pilots during each training phase;

15.4. integration of the training programme into the training process – sequence of theoretical knowledge and training flights to ensure the most effective training process for student pilots.

16. Instructional methods:

16.1. requirements, particularly in respect of pre- and postflying briefing;

16.2. instructional methodology;

16.3. standardisation of instructional methodology;

16.4. additional training and briefing for the authorisation of solo flights.

17. List of topics for theoretical knowledge instruction:

17.1. the time allocated to each topic;

17.2. the material to be studied for individual elements of the course;

17.3. training aids.

18. Lesson plans:

18.1. plans for on-site classes – training topics, objectives, and the standard that must be achieved;

18.2. procedures for conducting progress tests for student pilots;

18.3. plan for distance learning.

**Annex 5**

Cabinet Regulation No. 373

9 June 2020

[*11 January 2022*]

**Application for the Approval of the English Language Proficiency Testing Programme**

|  |
| --- |
| **Approved training organisation** |
| Name (on the certificate) |   |
| Certificate number |   |
| Address |   |
| Telephone |   |
| E-mail |   |
| Website address |   |
| **Contact person** |
| Given name, surname |   |
| Position |   |
| Telephone |   |
| E-mail |   |
| **Personnel** |
| **Accountable manager (AM)** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| **Compliance monitoring manage (CMM)** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Administrator** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – operational assessor (1)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – operational assessor (2)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – operational assessor (3)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – linguistic assessor (1)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – linguistic assessor (2)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **Examiner – linguistic assessor (3)\*** |
| Given name, surname |   |
| Telephone |   |
| E-mail |   |
| Employment contract |  full-time/ part-time |
| **English language proficiency testing system to be used** |
| Name of the system |   |
| Owner of the system |   |
| Date of conclusion of the contract\*\* for the use of the system and the contract number |   |
| Validity period of the contract |   |
| **Facilities and equipment for the English language proficiency testing** |
| Location of facilities |   |
| Equipment to be used |   |
| **Documents accompanying the application** |
|   |
|   |
|   |
|   |
|   |
|   |
| I, |   | , the accountable manager |
|   | (given name, surname) |   |
|   | of the training organisation, |
| (name) |   |

|  |
| --- |
| confirm that all personnel referred to in the application comply with the applicable requirements and that all information provided in this application is complete and correct. |
|   |   |   |
| (date\*\*\*) |   | (signature\*\*\*) |

Notes.

1. \* Accompanied by documents confirming qualification.

2. \*\* Accompanied by a copy of the contract.

3. \*\*\* The details of the document “date” and “signature” need not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding the drawing up of electronic documents.

**Annex 6**

Cabinet Regulation No. 373

9 June 2020

[*6 February 2024*]

**Conditions for the Development of the Language Proficiency Testing Manual**

1. The language proficiency testing manual (hereinafter – the manual) shall be developed in conformity with the requirements laid down in FCL.055 of Annex 1 to Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, Part-FCL, the Acceptable Means of Compliance (AMC), of the European Aviation Safety Agency (EASA) and the Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835) of the International Civil Aviation Organisation (ICAO).

2. The manual shall contain the following information:

2.1. general information on the manual:

2.1.1. description of the structure and layout of the manual;

2.1.2. distribution and confidentiality of the manual;

2.1.3. procedure for making amendments, including temporary amendments, amendment registration page, informing of personnel of the amendments, etc.;

2.1.4. explanation of abbreviations and terms used in the manual;

2.1.5. references to the applicable legal framework;

2.2. information on the structure and personnel of the language-testing body:

2.2.1. organisation chart of the language-testing body;

2.2.2. the given name, surname, and contact details of the accountable manager and the compliance monitoring manager;

2.2.3. the given name, surname, and contact details of examiners and the administrator;

2.2.4. procedure for selecting examiners and administrator, qualification requirements, requirements for maintaining qualification and training;

2.2.5. initial and periodic standardisation of examiners and administrators;

2.2.6. code of ethics of examiners;

2.3. detailed description and objectives of the safety policy of the language-testing body:

2.3.1. duties and responsibility of the personnel;

2.3.2. identification of hazards;

2.3.3. risk assessment;

2.3.4. evaluation of the effectiveness of risk mitigation measures;

2.3.5. occurrence reporting;

2.3.6. planning of safety measures;

2.3.7. immediate reaction to safety problems;

2.4. continued conformity of the language-testing body to the applicable requirements:

2.4.1. compliance monitoring and audits;

2.4.2. audit schedules and implementation plans;

2.4.3. procedures for the address of non-compliance, root cause analysis, development of corrective actions, addressing of non-compliance, responsible persons, and procedures;

2.4.4. customer satisfaction;

2.5. language proficiency testing:

2.5.1. applicable language proficiency testing system;

2.5.2. procedures by which applicants apply for the examination and the procedures for approving them;

2.5.3. identification and registration of the applicant;

2.5.4. type, stages, and duration of the language proficiency testing;

2.5.5. assignment and number of examiners;

2.5.6. criteria for evaluation levels and passing and failing criteria for testing;

2.5.7. informing of the applicant of the results;

2.5.8. procedures for disputing results;

2.6. information of the location of the language proficiency testing:

2.6.1. description of the facilities where the language proficiency testing is conducted;

2.6.2. equipment;

2.7. document storage, archiving, and protection;

2.8. annexes (forms of certificates, logbooks, etc.).