

## Procedure for approval of a CCTO

Reference: Commission Regulation (EU) No 1178/2011, as amended.

### CIVIL AVIATION DIRECTORATE

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## 1.0 INTRODUCTION

The European Regulation (EU) 1178/2011, as amended, details the rules for the licensing of aircrew subject to EASA regulation. Part-ORA contains information with regards to the approval of Pilots Approved Training Organisations and Part-CC the cabin crew attestation

### 1.1 Purpose of This Document

This document has been established to serve the following purposes:

- Give guidance to new organisations to ensure that an application made for the initial approval will satisfy EASA and TM-CAD requirements
- Give guidance of administrative arrangements and legal matters particular to Malta
- ensure the process and procedures are understood by the organisation TM-CAD regulates and to ensure continued compliance

### 1.2 General

All organisations offering courses to which information in this document relates to must be approved as a CCTO.

Organisations seeking approval are to be in possession of the latest version of EASA Aircrew Regulation Part-CC, Part-ARA, Part-ORA and the Basic Regulation.

### 1.3 Who can apply

An organisation must be an “Cabin Crew Training Organisation” (CCTO) in order to provide training for the issue of a cabin crew attestation.

Organisations that wish to conduct cabin crew training with a Malta CCTO must have their principal place of business located in Malta.

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## 2.0 PREPARATION FOR INITIAL APPROVAL OR VARIATION TO AN EXISTING APPROVAL

### 2.1 Prior to Application

Prior to application the organisation must state if training is conducted at multiple locations. All sites will be subject to approval and onsite inspections/oversight (including contracted organisations).

### 2.2 Applying

The process flow chart in Appendix 1 shall be followed for the initial application. In detail guidance shall be provided by TM-CAD PEL department upon application.

### 2.3 Fees

Fees and charges are published under the 16<sup>th</sup> Schedule of the Malta ANO and are payable upon application, thereafter a continuation charge is made on the 1<sup>st</sup> week of each year. Please note for reasons of security only e-banking transfer to our account are accepted or by visiting our accounts department in person with a cheque or an EPOS for credit/debit card transaction.

### 2.4 Timescale

When making an application for initial approval, or to vary an existing approval a CCTO shall ensure that any documents provided are compliant to the EASA regulation, ICAO documentation (if applicable) and to TM-CAD procedures. Applications are processed in order of receipt. If documentation is not compliant this will delay the approval process.

### 2.5 Language

TM-CAD will only approve courses and documentation in the English language.

### 2.6 Items Required for Submission for Initial Application

- 3 year Business plan
- Application Form TM/CAD/0171 completed and signed
- CCTO Manuals
- Fee according to ANO
- Application Form TM/CAD/0419 completed and signed for each nominated person including CVs and relevant certificates
- TM-CAD completed checklists
- Proof that the organisation has established Malta as their principal place of business

#### Additional Items Required

- The manual shall contain a floor plan with dimensions and maximum number of students per room.
- Training material, including PPTs, handouts, and CBT access.

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#### 2.7 Nominated persons

The key personnel in an organisation must be notified to TM-CAD. See flow chart in Appendix 1 for documentation needed and the guidance from the EASA regulations with regards to requirements for nominated person positions. TM-CAD interviews the below persons:

##### Accountable Manager

The requirements and qualifications for the Accountable Manager can be found in Part-ORA.GEN.210 and PEL notice 89.

##### Safety Manager

The requirements and qualifications for the Safety Manager can be found in PEL notice 89.

##### Compliance Manager

The requirements and qualifications for the Compliance Manager can be found in AMC1 ORA.GEN.210(a)(6)(c)(3)(iii).

##### Head of Training

The assigned person responsible for training. This person shall have adequate experience in cabin crew training procedures and regulations.

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## 2.8 Cabin Crew Instructors and Examiners

Reference of the requirements and pre-requisites for Cabin Crew Instructors and Examiners can be found in Regulation (EU) 2018/1139 as listed below:

### Cabin Crew Instructors

Instruction must be given by appropriately qualified instructors. Those instructors must:

- (a) have appropriate knowledge in the field where instruction is to be given;
- (b) be capable of using appropriate instructional techniques; and
- (c) receive regular refresher training to ensure that the instructional standards are maintained up to date.

The TM-CAD interpretation of the above is that the instructor shall have:

- Senior Cabin Crew Experience or an equivalent level of experience accepted by TM-CAD
- Undergone a course in instructional techniques

The regularity of the refresher training shall be determined by the CCTO and approved by TMCAD. As guidance to the PEL Unit, an adequate regularity is at least yearly.

Note:

The above requirement does not preclude a subject matter expert from being authorised to instruct on matters that deal with their area of expertise. Separate/additional qualification criteria may be required for subject matter experts, as relevant to the particular subject to be covered. For these specific courses the below is acceptable:

- For CRM modules the instructor shall be a qualified CRM Trainer
- For Dangerous Goods modules the instructor shall have completed the programme in the applicable category or Category 6 of IATA Table 1.5.A or another training programme that additionally covers all aspects of Table 1.5.A
- For Aero-Medical modules the instructor shall be a qualified First Aid Trainer or equivalent
- For Fire Fighting modules the instructor shall be a qualified Fire Fighting Instructor or equivalent
- For Security modules the instructor shall be a qualified Security Trainer or equivalent

### Cabin crew Examiners

Persons responsible for examination of cabin crew must:

- (a) meet the requirements for cabin crew instructors; and
- (b) be capable of assessing cabin crew performance and conducting examinations

## 2.9 Records

Records shall be maintained in Malta and these shall be easily accessible for inspections, including any ad-hoc inspections.

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## 3.0 PROGRESS OF APPLICATION

### 3.1 Review of manual, Examinations and Supporting Documentation

Manuals put forward for initial approval shall be in electronic format and placed on the TM-CAD online platform called Centrik (Access codes will be provided once application is received).

Organisations that wish to apply for approval to provide cabin crew training and issue cabin crew attestations shall state how the required procedures are documented.

Reference Regulation:

- (1) Commission Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew.

Reference Material:

- (1) Annex V (Part CC) and Guidance Material to Part-CC and
- (2) Annex VI

### 3.2 On-site Inspection of Facilities

Prior to the approval an inspection of the facilities shall be conducted to ensure full compliance with the applicable requirements. When more than one facility is applied for, then the inspection of these facilities shall also be conducted.

### 3.3 Inspection of Training

Once a CCTO approval is given, the organisation shall keep TM-CAD informed of the first training planned and TM-CAD has the authority to attend this training as part of the approval process.

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**4.0 CONTINUED OVERSIGHT**

Once a CCTO has been issued with an approval it is subject to continued oversight of the management system, documentation, training and other areas required by TM-CAD.

**4.1 Oversight Planning Cycle**

The frequency of the audit is based on a risk-based concept. Nevertheless, the first oversight inspection will be conducted after 12 months of the issue date of the CCTO.

**4.2 Desk-top audits**

At any stage TM-CAD may conduct desk-top audits of the CCTO.

**4.3 Ad-hoc inspections**

TM-CAD may conduct ad-hoc inspections to any CCTO approved under TM-CAD.

**4.4 Changes to the organisation**

All changes requiring prior approval must be submitted to the authority for approval. For other changes not-requiring prior approval, the CCTO must have a procedure in the manual for these changes in accordance with ORA.GEN.130.

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#### 5.0 REVOCATION, SUSPENSION OR VARIATION/ LIMITATION OF AN APPROVAL

In case of any significant non-compliance to the regulations or with the terms of approval which reduces safety or seriously hazards flight safety (ARA.GEN.350(b) and/or ARA.GEN.330(b)) TM-CAD will raise a Level 1 finding and thus TM-CAD will prohibit, limit or suspend activities of the organisation. When the non-compliance “could” reduce safety or hazard flight safety as indicated in ARA.GEN.350(c), the competent authority will raise a Level 2 finding.

#### 5.1 Non-compliances

Any Findings shall be issued and addressed through Centrik. Access codes shall be provided upon approval of the CCTO to the compliance manager.

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**6.0 CONTINUATION OF APPROVAL**

**6.1 Approval validity period**

Organisation approvals are non-expiring; however this is subject to a continuation recommendation every 12 or 24 months from the date of issue. This is raised by the TM-CAD Inspector following the audit programme.



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**7.0 USEFUL INFORMATION**

Malta ANO

PEL Notice 89

Contact us on:

Civil Aviation Directorate

Transport Malta

Malta Transport Centre

Pantar Road

Lija LJA 2021

Malta

Email: [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)

Telephone: +356 25555611

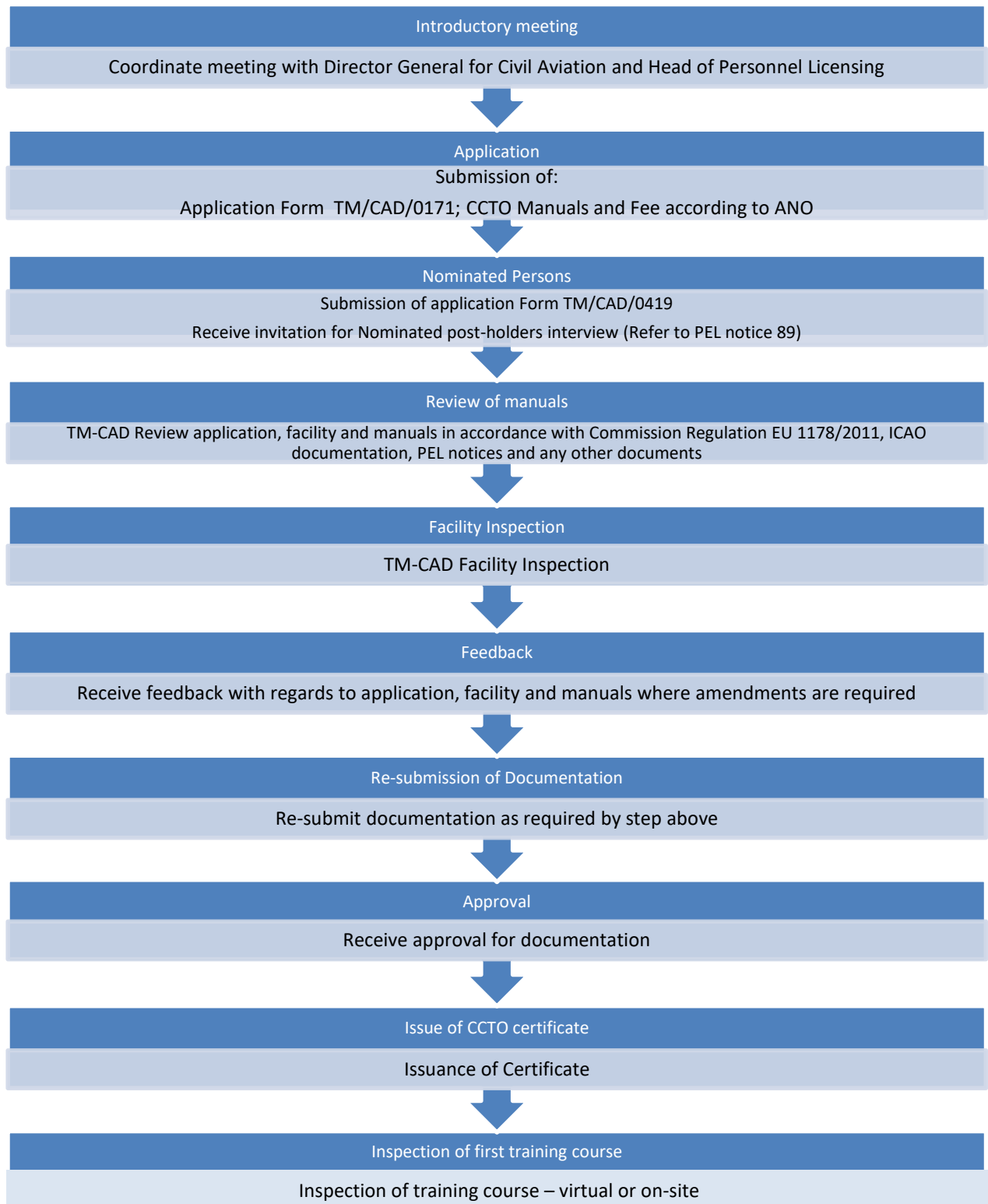
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#### APPENDIX 1



#### PERSONNEL LICENSING SECTION