



सत्यमेव जयते

**GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

ALD CIRCULAR 3 of 2019

File No. DGCA-21048/14/2018-ANS
29 May 2019

CIRCULAR

Subject: Guidelines to implement the CAR Section 9 Series L Part VIII for issuing certificate and authorization to personnel of Air Traffic Services-Aeronautical Station Operator.

1. INTRODUCTION:

Rule 117 of Aircraft Rules, 1937 provides that every Aeronautical Station Operator (ASO) forming a part of Flight Information Service shall operate in accordance with the requirements specified by the Director General.

CAR Section 9 Series L Part VIII (issued under the provisions of Rule 117 of the Aircraft Rules 1937) specifies the requirements for Air Navigation Service Provider (ANSP).

2. PURPOSE:

The purpose of this circular is to provide guidelines to ANSP to implement CAR Section 9 Series L Part VIII for issuing certificate and authorization to personnel of Air Traffic Services- Aeronautical Station Operator.

3. REQUIREMENTS OF MANUALS BY ANSP:

ANSP is required to comply with the above mentioned CAR to certify and authorize personnel of ATS-ASO. Further, ANSP is required to develop the following documents with the below mentioned minimum requirements:

3.1 Training Procedure Manual (TPM-ASO) for carrying out training course at ANSP ASO-Training centre containing the following basic information:

- i) A general description of the scope of authorized training.
- ii) Organizational structure of ANSP ASO-Training centre.

- iii) List of key operational personnel – name, description of duties and qualification of the person designated as responsible for planning, performing and supervising the training and compliance.
- iv) The content of the training programme including the courseware and equipment to be used.
- v) A description of the facilities including class rooms and labs for authorized training course.
- vi) A description of the procedures used to establish and maintain the competence of instructional personnel.
- vii) A description of retention of the training records.
- viii) Amendment, revision & distribution of TPM-ASO.

3.2 **Quality Assurance Manual (QAM-ASO)** to ensure the standard set out in TPM-ASO and for continuous improvement of the quality of training provided. It shall contain the following basic information:

- i) Objectives of Quality Assurance System.
- ii) Elements of Quality Assurance System.
- iii) Quality Policy of ANSP authorized Training Centre.
- iv) Responsibility of Quality Manager of Training Centre.
- v) Quality Assurance Systems of Training Centre.
- vi) Feedback system of Training Centre.
- vii) Quality Assurance Audit Program.
- viii) Follow-up mechanism and corrective action.
- ix) Amendment, Revision & Distribution of QAM-ASO.

3.3 **Certification & Authorization Training Manual (CATM)** as per DGCA CAR Section-9, Series-L, Part-VIII, describing the procedures to be adopted by the Aeronautical Station.

4. REQUIREMENTS FOR AUTHORIZATION AS INSTRUCTORS/ EXAMINERS:

ANSP is required to develop a mechanism for authorization of Instructors/ Examiners at ASO Training Centre and Aeronautical Stations for conducting examinations/carrying out On-the-Job Training as per the details specified in Appendix A of this Circular.

4.1 General Requirements:

- i) All persons functioning as Instructor/ Examiner are required to successfully complete an instructor technique course before 01.01.2020 as per the syllabus given in Appendix B of this Circular.
- ii) Instructors/Examiners who have already undergone Instructor Development Programme/Instructional Technique Course within AAI will be considered as meeting this requirement.
- iii) The requirement of having valid authorization is not applicable in respect of persons already functioning as examiners/instructors with ANSP ASO-Training centre till 31/12/2019. Thereafter, only the persons holding authorization issued by Air Navigation Service Provider (ANSP) should act as Examiner/ Instructor.

- iv) ANSP should lay down the requirement of recurrent training for Instructors/Examiners in Training Procedure Manual (TPM-ASO) & Certification & Authorization Training Manual (CATM) of its ASO-Training Centre.
- v) ANSP should inform DGCA well in advance of the schedule of Examinations/Assessment Board to facilitate DGCA to nominate their person, if required.

5. BOARD FOR ASSESSMENT & SELECTION OF INSTRUCTORS/ EXAMINERS:

ANSP is required to constitute Assessment Board for conducting examinations as per the following guidelines:

- a) The Board appointed for carrying out assessment & selection of Instructors / Examiners at ANSP ASO-Training Centre should consist of at least three members one of which must be an Examiner/ Instructor of ANSP authorized Training Centre.
- b) The Board appointed for carrying carry out assessment & selection of Instructors / Examiners at Aeronautical Stations should consist of at least three members, one of which must be an Examiner/ Instructor of respective Aeronautical Station for which candidate is required to be assessed.

6. EXAMINER/INSTRUCTOR VALIDITY:

- a) Authorization of Examiner/Instructor at Training Centres/Aeronautical Station should be valid for a period of two years from the date of issuance unless suspended /withdrawn.
- b) Authorization of Examiner/Instructor of Training Centres/Aeronautical Station can be renewed for a period not exceeding two years at a time, provided, the Examiner/ Instructor has carried out his functions in preceding six months. If he could not carry out his functions in the preceding 6 months, the renewal can be done on the recommendation by Head of ASO training with valid reasons.
- c) In case, Authorization of Examiner/Instructor of Training Centres/Aeronautical Station is expired for a period of more than six months, then authorization can be renewed by undergoing the same process as for the issue.

7. AUTHORIZED INSTRUCTOR/EXAMINER CERTIFICATE:

ANSP shall issue a certificate of Authorized Instructor/ Examiner at ANSP ASO-training centre to trainees who have successfully completed the Instructional Technique Course. The prescribed format is given in Appendix C.

8. MANAGEMENT PERSONNEL:

ANSP shall ensure that the ANSP authorized training centre should have designated management personnel for the key roles as mentioned below:

- a) Accountable Manager- A person who has corporate authority for ensuring that training can be financed and carried out as per the standards.

- b) Head of ASO Training.
- c) Quality Assurance Manager.

Depending upon the size and scope of the ANSP, a post holder may perform a combination of key roles and responsibilities.

9. RECORD KEEPING:

All the records in respect of authorization of Instructor/Examiner/Board will be retained by the ANSP for a period of five years after expiry. Record of no. of examinations carried out by each Examiner/Board may be kept for at least five years and should be readily available.

10. SUBMISSION OF APPLICATION BY ANSP & SUBSEQUENT OVERSIGHT BY DGCA:

ANSP should submit duly filled in application as specified in Appendix F along with necessary enclosures, for ensuring that ASO operations are carried out in accordance with requirements specified by Director General.

DGCA will evaluate the documents submitted and on satisfactory document evaluation, an inspection may be carried out by DGCA in which ANSP has to demonstrate that the ASO process is in accordance with the DGCA's specifications.

On satisfactory demonstration, DGCA may permit ANSP to operate Aeronautical Station operations under Rule 117.

DGCA may carry out surveillance to ensure continuity of operations in accordance with the permission granted to ANSP under Rule 117.

Sd/-
(B.S. BHULLAR)
Director General of Civil Aviation

**REQUIREMENTS FOR AUTHORIZATION AS INSTRUCTORS/ EXAMINER AT
ASO TRAINING CENTRE-ASOTC:**

Instructor:

- i) Basic Requirements:**
 - a) Hold / held ASO Certificate.
 - b) Successful completion of Instructional Technique Course.
 - c) Accident/incident free record, immediately preceding two years before date of application.
- ii) Experience requirements:**

Worked as ASO for at least 5 years.
- iii) Functions:**

To act as an Instructor and to impart instructions in accordance with knowledge & experience criteria laid down in CAR Section-9 Series-L Part-VIII para 3.2 & 3.4.

Examiner:

- i) Basic Requirements:**
 - a) Hold / held ASO Certificate
 - b) Successful completion of Instructional Technique Course.
 - c) Accident/incident free record, immediately preceding two years before date of application
- ii) Experience requirements:**
 - a) Overall experience of at least 5years as ASO.
 - b) Instructional experience in AMS HFRT Course.
- iii) Functions:**
 - a) To act as Instructor
 - b) Prepare & update theory question bank at ASOTC.
 - c) Evaluator of theory examination answer sheets.
 - d) To act as examiner to evaluate the demonstration in practical sessions by candidate as required vide CAR Section-9 Series-L Part-VIII para 3.5.

Meteorological Examiner / Instructor:

Refer CAR Section-9 Series-L Part-III for Meteorological Examiner / Instructor requirements.

ATM Instructor:

ATM Examiners / Instructors shall be authorized Instructors from ATM faculty of ATSTO.

**REQUIREMENTS FOR AUTHORIZATION AS INSTRUCTORS/ EXAMINER AT
AERONAUTICAL STATIONS:**

Instructor:

- i) Basic Requirements:**
 - a) Hold / held ASO Certificate.
 - b) Successful completion of Instructional Technique Course.
 - c) Accident/incident free record, immediately preceding two years before date of application.
- ii) Experience requirements:**
 - a) Worked as ASO for at least 5 years.
 - b) Out of a) above at least 2 years of working experience should be in the same Aeronautical Station where he intends to impart training.
- iii) Functions:**
 - a) To act as instructor and
 - b) To impart instructions in accordance with criteria laid down in CAR Section-9 Series-L Part-VIII para 3.2, 3.4, 5 & 6.3.

Examiner:

- i) Basic Requirements:**
 - a) Hold / held ASO Certificate.
 - b) Have successfully completed Instructional Technique Course.
 - c) Accident / incident free record, immediately preceding two years before date of application.
- ii) Experience requirements:**
 - a) Hold / held ASO Certificate and authorization for at least 5 years.
 - b) Out of a) above at least 2 years of working experience should be at the same Aeronautical Station where he intends to be and examiner or evaluator of performance of On-the-Job training.
 - c) Hold /held valid Instructor authorization for respective Aeronautical Station where he/she has to act as examiner.
- iii) Functions:**
 - a) To perform the functions of Instructor at Aeronautical Station.
 - b) To evaluate trainee ASOs' performance (On-the-Job Training) for the purpose of certifying him/her as ASO at the Aeronautical Station and prepare / arrange / make standard questions for assessment of ASO. (Refer CAR Section-9 Series-L Part-VIII para 5).
 - c) To conduct proficiency check.
 - d) To conduct Refresher Courses for ASOs from time-to-time at Aeronautical Stations.

SYLLABUS FOR INSTRUCTIONAL TECHNIQUE COURSE

1. TRAINING ORGANISATION

- i) Content and Training Objectives of ASO Training Course at ANSP authorized Training Centre as mentioned in DGCA CAR Section-9, Series-L. Part-VIII.
- ii) Training organisation Structure at Training Centres & Aeronautical Stations
- iii) Regulation

2. HUMAN FACTORS

- i) Teaching and learning
- ii) Teams and Interactions within Teams
- iii) Communication skill
- iv) On-the-Job-Training Instructor (OJTI) - Professional and Personal Profile
- v) Stress management

3. TRAINING TECHNIQUES

- i) Briefing
- ii) Demonstration
- iii) Monitoring
- iv) Debriefing
- v) Counselling

4. ASSESSMENT METHODS AND REPORT WRITING

- i) Assessment Methods
- ii) Report Writing

Logo
of
ANSP

Certificate No.

.....
.....
(Name &Address of ANSP/ASO Training Centre)

CERTIFICATE

It is to certify that Mr./Ms. _____ has complied all the requirements of DGCA CAR Section-9, Series-L, Part-VIII and accordingly authorized as Instructor/ Examiner at

.....

This certificate is valid upto.....

Place

Date.....

(Signature with seal)
Head of ASO Training/
Authorized Signatory of
ANSP
(Print whichever applicable)

Training and Procedures Manual (TPM-ASO) Compliance Checklist

Application form **Appendix-G** shall be accompanied with this compliance checklist. This Checklist shall be used as ASOTC’s compliance statement and DGCA inspector checklist for acceptance of Training and Procedures Manual (TPM-ASO) of ASOTC. The ASOTC shall fill up checklist after ensuring each item.

| |
|---|
| Name of ASOTC: Date: Address of ASOTC: Website & e-mail of ASOTC: Name of Accountable manager: Name of Head of Training: Contact Numbers: |
| (A =Acceptable, U =Unacceptable) TPM – (ASO) = Training & Procedure Manual (ASO) |

| No. | Subject | To be filled by ASOTC | To be filled by DGCA | | Remarks |
|-----------|---|-----------------------|----------------------|---|---------|
| | | | A | U | |
| 1. | GENERAL | TPM-ASO ref. | | | |
| 1.1 | Preamble relating to use and authority of the Training and Procedures Manual-ASO. | | | | |
| 1.2 | Table of contents. | | | | |
| 1.3 | Amendment, revision and distribution. | | | | |
| | a) Procedures for amendment; | | | | |
| | b) Record of amendment page; | | | | |
| | c) Distribution list; and | | | | |
| 1.4 | Glossary of significant terms and definitions, Including a list of acronyms and/or abbreviations | | | | |
| 2. | TRAINING ORGANISATION | | | | |
| 2.1 | Description of the scope of training courses Authorized / to be authorized under the ASOTC's terms of approval. | | | | |
| 2.2 | Organizational structure of the training center, including the names of the post holders. | | | | |
| 2.3 | Qualifications, responsibilities and reporting Hierarchy of management and key operational personnel, including but not limited to: | | | | |
| | a)Accountable manager | | | | |
| | b) Head of training/Chief Instructor | | | | |

| | | | | | |
|-----------|---|--|--|--|--|
| | c) Chief Instructor | | | | |
| | d) Quality Manager | | | | |
| | e) Safety Manager (If available) | | | | |
| | f) Instructors | | | | |
| | g) Examiners, and assessors | | | | |
| 2.4 | Policies of training center, including the ones dealing with : | | | | |
| | a) The ASOTC's objectives. | | | | |
| | b) The selection of operational personnel (Instructor, Examiners etc.) and the maintenance of their qualifications. | | | | |
| | c)The training programme design and development, | | | | |
| | d)The evaluation, selection and maintenance of training material and devices. | | | | |
| | e)The maintenance of the training facilities and equipment. | | | | |
| 3. | FACILITIES | | | | |
| 3.1 | Office space for operational and Administrative staff | | | | |
| 3.2 | Classrooms and Labs- | | | | |
| | a) Classrooms to conduct the theory classes | | | | |
| | b) Training Simulator Lab equipped with training devices and material to conduct the practical classes. | | | | |
| | c) Training aids such as computer, projector/ suitable monitor , multimedia aids, etc. | | | | |
| | d) Language lab as per the operational and training requirements | | | | |
| 3.3 | Library- | | | | |
| | Sufficient copies of subject wise updated study material, DGCA circulars, CARs, AICs, AIP, ICAO Annexes and Docs etc. | | | | |
| 4. | TRAINING | | | | |
| 4.1 | Well defined Training Course Aim and Objective | | | | |

| | | | | | |
|-----|--|--|--|--|--|
| 4.2 | Pre-entry requirements- | | | | |
| | a) Minimum age | | | | |
| | b) Educational requirements | | | | |
| 4.3 | Training curricula of ASO Training Course, including- | | | | |
| | a)Theoretical training (knowledge) | | | | |
| | b)Practical training(skill) | | | | |
| | c)Human factors (attitude) | | | | |
| | d)Assessment and examination methods | | | | |
| 4.4 | Content of the training programme(s) offered Including the courseware and equipment used - | | | | |
| | a) | | | | |
| | b) | | | | |
| | c) | | | | |
| | d) | | | | |
| | e) | | | | |
| | f) | | | | |
| | g) | | | | |
| | h) | | | | |
| 4.5 | Training records - | | | | |
| | a) Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc. | | | | |
| | b) Attendance records. | | | | |
| | c) Persons responsible for checking records and students' logbooks and procedure thereof. | | | | |
| | d) The nature and frequency of records checks. | | | | |
| | e) Standardization of entries in training records. | | | | |
| | f) Students logbooks | | | | |
| 4.7 | Checks and tests– | | | | |
| | a) Knowledge progress tests | | | | |
| | b) Test reports and records. | | | | |
| | c) Procedures for test paper preparation, type of question and assessment, standard required for passing the test. | | | | |
| | d) Test/retest procedures. | | | | |
| 4.8 | Course structure- training phase | | | | |

| | | | | | |
|-----------|---|--|--|--|--|
| | The curriculum hours for each phase and number of exercises within each phase shall be stated and when progress tests are to be conducted, etc. | | | | |
| 4.9 | Course structure & integration of curricula | | | | |
| | The manner in which theoretical knowledge, and Simulation training will be integrated so that as the theoretical training and simulation training exercises are carried out, students will be able to apply the knowledge gained from the associated theoretical knowledge. | | | | |
| 4.10 | Student progress | | | | |
| | a) The requirement for student progress and include a brief but specific statement of student is expected to be able to do and the standard of proficiency he or she must achieve before progressing from one phase to another phase. | | | | |
| | b) Include minimum experience requirements in terms of hours of practical training/number of exercises, satisfactory exercise completion, etc. as necessary before commencing next phase. | | | | |
| 4.11 | Instructional methods- | | | | |
| | The ASOTC requirements, particularly in respect Of pre and post exercise briefing, adherence to curricula and training specifications. | | | | |
| 4.12 | Standardized check-lists for basic and emergency procedures? | | | | |
| 5. | STAFF TRAINING | | | | |
| 5.1 | Appointments of persons responsible for standards/ competence of instructional staff. | | | | |
| 5.2 | Initial training of Instructors | | | | |
| 5.3 | Refresher training of Instructors | | | | |
| 5.4 | Advance training of Instructors | | | | |

The information as mentioned on the page and para column has been verified from the Training and Procedure Manual-ASO of ASOTC.

(Head of Training (ASOTC) /Accountable Manager)
Signature with Date:

(Chief Instructor-ASOTC)
Signature with Date:

For office use only:
Review by DGCA:-

Remarks:

Actions required:

Name of DGCA Team members conducted the review:

Date:

Quality Assurance Manual (QAM-ASOTC) Compliance Checklist

Application form **Appendix-G** shall be accompanied with this compliance checklist. This Checklist shall be used as ASOTC’s compliance statement and DGCA inspector checklist for acceptance of Quality Assurance Manual of ASOTC. The ASOTC shall fill up checklist after ensuring each item.

| |
|---|
| Name of ASOTC: Date: Address of ASOTC: Website & E-mail of ASOTC: Name of Accountable Manager: Name of Head of Training: Contact Numbers: (A =Acceptable, U =Unacceptable) QAM-ASOTC=Quality Assurance Manual of ASO Training Centre) |
|---|

| No. | Subject | To be filled by ASOTC | To be filled by DGCA | | |
|-----------|--|-----------------------|----------------------|---|---------|
| | | | A | U | Remarks |
| 1. | GENERAL | QAM-ASOTC ref. | | | |
| 1.1 | Preamble relating to use and authority of the QAM-ASOTC. | | | | |
| 1.2 | Table of contents. | | | | |
| 1.3 | Amendment, revision and distribution. | | | | |
| | a) Procedures for amendment; | | | | |
| | b) Record of amendment page; | | | | |
| | c) Distribution list; | | | | |
| 2. | Objective of Quality Assurance System | | | | |
| 2.1 | Definition | | | | |
| 2.2 | Objective | | | | |
| 3. | Elements of Quality Assurance System | | | | |
| 3.1 | ASOTC Training Policy | | | | |
| 3.2 | Training Standards | | | | |
| 3.3 | Allocation of Responsibilities | | | | |
| 3.4 | System to ensure conformance of training with policy and standards | | | | |
| 4. | Contents of ASOTC’s QAM | | | | |
| 4.1 | QAM Strategy | | | | |

| | | | | | |
|-----------|--|--|--|--|--|
| 4.2 | Overall responsibility of Quality Assurance | | | | |
| 4.3 | Responsibility of Quality Manager & Hierarchy | | | | |
| 4.4 | Quality Assurance system | | | | |
| 4.5 | Feedback system | | | | |
| 5. | Quality Assurance Audit | | | | |
| 5.1 | Name and responsibilities of Auditors | | | | |
| 5.2 | Auditor's independence | | | | |
| 5.3 | Audit scheduling | | | | |
| 6. | Monitoring & Corrective action | | | | |
| 6.1 | Scope of monitoring | | | | |
| 6.2 | Monitoring activities | | | | |
| 6.3 | Identification of non-conformance | | | | |
| 6.4 | Corrective & preventive action | | | | |
| 7. | Management review and Analysis | | | | |
| 7.1 | Analysis of Quality inspection | | | | |
| 7.2 | Review mechanism | | | | |
| 7.3 | Recommendations of review | | | | |
| 8. | Recording | | | | |
| 8.1 | Maintenance of records of Quality Assurance Audit | | | | |
| 8.2 | Period of retention of records | | | | |
| 9. | Quality Assurance responsibility for Satellite centers of ASOTC | | | | |
| 9.1 | Responsibility of Quality Assurance at Satellite Centres | | | | |

The information as mentioned on the page and para column has been verified from the Training and Procedure Manual-ASO of ASOTC.

(Head of Training (ASOTC) /Accountable Manager)
Signature with Date:

(Chief Instructor-ASOTC)
Signature with Date:

For office use only:
Review by DGCA:-

Remarks:

Actions required:

Name of DGCA Team members conducted the review:

Date:

Directorate General of Civil Aviation
Directorate of Air Space and Air Navigation Services Standards (AS & ANSS)
Aeronautical Station Operator-Training Centre (ASO-TC) Inspection/Surveillance Checklist

| Name and Address of ASOTC with Location | | | | |
|---|--|--|------------|----------------|
| Contact Details of ASOTC | | | | |
| Date(s) of Inspection | | | | |
| Name of DGCA Team Leader | | | | |
| Name of DGCA Team Members | | | | |
| Name of ASOTC's Post Holders | | | | |
| Name of ASOTC's Post Holders | | | | |
| Name of ASOTC's Post Holders | | | | |
| Legend for table : Satisfactory(S)/ Unsatisfactory (U) | | | | |
| S.N. | Item | Documentary Reference TPM Para (To be filled by ANSP) | S/U | Remarks |
| 1. | Space | | | |
| 1.1 | Office Space and facilities: <ul style="list-style-type: none"> • Instructional • Administrative • Display of ASOTC approval Certificate. | | | |
| 1.2 | Storage area: <ul style="list-style-type: none"> • Secure area for examination • Training • Personal records | | | |
| 1.3 | Class rooms for theory classes <ul style="list-style-type: none"> • Total no of classrooms • Size/ Capacity • Lighting • Furniture • Equipment | | | |
| 1.4 | Labs for practical classes including briefing space <ul style="list-style-type: none"> • Total no of Labs • Size/ Capacity • Lighting • Furniture | | | |

| | | | | |
|-----------|--|--|--|--|
| | <ul style="list-style-type: none"> • Equipment • Simulator and its demonstration (if any) | | | |
| 1.5 | Facilities for examination | | | |
| 1.6 | Library <ul style="list-style-type: none"> • Space and ambience • Textbooks/e-books • DGCA regulations • ICAO Annexes • Aircraft Manual • CARs, AICs, Circulars, AIP, Maps & Charts etc. | | | |
| 1.7 | Training Aids (Maintenance arrangement) <ul style="list-style-type: none"> • Computer/Projector/Monitor/Multimedia • Simulators/Labs (as applicable) | | | |
| 2. | Personnel and their files | | | |
| 2.1 | Name of Accountable Manager | | | |
| 2.2 | Name of Head of training/ Chief Instructor | | | |
| 2.3 | Chief Instructor | | | |
| 2.4 | Quality Assurance Manager | | | |
| 2.5 | Instructor(s)/ Examiner(s) (Attach Annexure) | | | |
| 3. | Training records of students (Para 7 of CAR Sec. 9 Ser. L Pt. VIII) | | | |
| 4. | Document showing examination procedure | | | |
| 5. | Availability of TPM & QAM | | | |

Note: This Checklist has to be filled up by ASOTC and duly signed by Head of ASOTC/CI and Accountable Manager. Remarks and S/U column are for official use.

Signature of Accountable Manager

Signature of Head of ASOTC/C

Other Comments of Inspection Team (if any):

Signature(s) of:

DGCA Team Leader: _____

DGCA Team Members: _____

ASOTC Team Members: _____



**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNG AIRPORT, NEW DELHI-110003**

**APPLICATION FOR SEEKING PERMISSION IN RESPECT OF AERONAUTION
STATION OPERATOR (ASO) AS PER RULE 117**

| | |
|-----------|---|
| 1. | PARTICULARS OF APPLICANT: |
| 1.1 | <p>Name :</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p> |
| 2. | LIST OF ASO TRAINING CENTERS WITH DETAILS: (Attach separate Annexure, if required) |
| 2.1 | Name & Address of Training Centers: |
| 2.2 | <p>Names & Designation of their Key Personnel:</p> <p>a) Accountable Manager:</p> <p>b) Head of Training Center:</p> <p>c) Quality Assurance Manager:</p> |
| 2.3 | List of Appointed Examiner/Instructors |

| | | |
|-----------|---|--|
| 3. | ENCLOSED DOCUMENTS | |
| 3.1 | CAR Compliance | |
| 3.2 | ALD Circular 3 of 2019 Compliance | |
| 3.3 | Training and Procedure Manual (TPM-ASO) along with duly filled in compliance check list as per Appendix - D | |
| 3.4 | Quality Assurance Manual (QAM-ASO) along with duly filled in compliance checklist as per Appendix -E | |
| 3.5 | Self-Inspection Checklist as per Appendix -F | |
| 4. | OTHER INFORMATION | |
| | | |
| 5. | DECLARATION | |
| | I hereby declare that the above particulars, compliance checklists provided in Appendices And all documents submitted are true to the best of my knowledge. | |
| | Date: Location: | (Accountable Executive -CNS) Signature with Stamp |