

Statutory Instrument No. 104 of 2021

CIVIL AVIATION ACT
(Cap. 71:01)

**CIVIL AVIATION (APPROVED TRAINING ORGANISATIONS)
(AMENDMENT) REGULATIONS, 2021**
(Published on 10th December, 2021)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Amendment of regulation 4 of Cap. 71:01 (Sub. Leg.)
3. Amendment of regulation 5 of the Regulations
4. Amendment of regulation 7 of the Regulations
5. Amendment of regulation 8 of the Regulations
6. Amendment of regulation 10 of the Regulations
7. Amendment of regulation 19 of the Regulations
8. Amendment of regulation 22 of the Regulations
9. Amendment of regulation 23 of the Regulations
10. Amendment of regulation 28 of the Regulations
11. Insertion of regulation 42A in the Regulations
12. Amendment of regulation 43 of the Regulations
13. Amendment of regulation 46 of the Regulations
14. Amendment of regulation 47 of the Regulations
15. Amendment of regulation 48 of the Regulations
16. Deletion of regulation 49 of the Regulations
17. Deletion of regulation 50 of the Regulations
18. Amendment of Schedule to the Regulations

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Act and on the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

1. These Regulations may be cited as the Civil Aviation (Approved Training Organisations) (Amendment) Regulations, 2021. Citation
2. The Civil Aviation (Approved Training Organisations) (Amendment) Regulations (referred to as “the Regulations”) are amended in regulation 4 — Amendment of regulation 4 of Cap. 71:01 (Sub. Leg.)
 - a. by inserting immediately after subregulation (3), the following new subregulations —
“(3A) Approved training for flight crew and air traffic controllers shall be conducted within an approved training organisation.
(3B) Competency-based approved training for aircraft maintenance personnel shall be conducted within an approved training organisation.”; and
 - b. in subregulation (4) by substituting for the words “P50 000” appearing therein, the words “P5 000 000.”.
3. Regulation 5 is amended — Amendment of regulation 5 of the Regulations
 - (a) in subregulation (3) by substituting for the words “set out in Schedule 5” appearing therein, the words “as may be determined by the Authority.”;

(b) in subregulation (4) by substituting for paragraph (k) appearing therein, the following new paragraph —

“(k) a safety management system manual or description of the safety management measures proposed in accordance with the Civil Aviation Safety Management Regulations.”;

Cap. 71:01
(Sub. Leg)

(c) by substituting for subregulation (6) the following new subregulation —
“(6)A person applying for an approved training organisation certificate shall ensure that the facilities and equipment described in the application are —

(a) available for inspection and evaluation prior to an approval of the application; and

(b) in place and operational at the location of the approved training organisation prior to the issue of a certificate under these Regulations.”;

and
(d) by substituting for subregulation (7), the following new subregulation —
“(7)A training organisation located outside Botswana may apply in accordance with this regulation with this regulation for an approved training organisation certificate.”.

Amendment of regulation 7 of the Regulations

4. Regulation 7 is amended in subregulation (2) by substituting for the words “set out in Schedule 5” appearing therein, the words “as determined by the Authority.”.

Amendment of regulation 8 of the Regulations

5. The Regulations are amended by substituting for regulation 8 the following new regulation —

“Validity of certificate 8.(1) An approved training organisation certificate issued or renewed under these Regulations shall be valid for a period of 12 months, from the date of issue or renewal, unless —

(a) a shorter period is specified by the Authority;

(b) the Authority amends, suspends, revokes or otherwise terminates the certificate; or

(c) the approved training organisation surrenders the certificate to the Authority.

(2) Any person who operates a training organisation without a valid licence commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.”.

Amendment of regulation 10 of the Regulations

6. Regulation 10 is amended in subregulation (2) by substituting for the words “set out in Schedule 5” appearing therein, the words “as may be determined by the Authority.”.

Amendment of regulation 19 of the Regulations

7. Regulation 19 is amended by inserting immediately after subregulation (3), the following new subregulation —

“(4) An approved training organisation shall maintain an instructor to student ratio of 1:5.”.

Amendment of regulation 22 of the Regulations

8. Regulation 22 is amended —

(a) by substituting for subregulation (1), the following new subregulation —

“(1) A holder of an approved training organisation certificate shall have access to an adequate fleet of training devices appropriate to the course provided and the aircraft used for training in an approved training organisation shall meet the minimum airworthiness requirements for the type of certification.”; and

(b) by inserting immediately after subregulation (3), the following new subregulation —
“(4) An approved training organisation shall maintain an aircraft to student ratio of 1:5.”.

9. The Regulations are amended by substituting for regulation 23, for the following new regulation —

“Training courses for licences and ratings for aircraft maintenance engineers, etc. 23. (1) The Authority may approve the following courses of instruction to an applicant for, or holder of, an approved training organisation certificate, provided the applicant meets the requirements of the Authority —

- (a) aircraft maintenance engineers basic course;
- (b) airframe rating, power-plant rating, avionics rating course;
- (c) air traffic controller licence course;
- (d) course for ratings of air traffic controller licences;
- (e) flight operation officer course;
- (f) flight radio telephony operator course;
- (g) cabin crew member course; and
- (h) soft skills courses —
 - (i) Human Factors,
 - (ii) Crew Resource Management,
 - (iii) Dangerous Goods,
 - (iv) Safety Management Systems,
 - (v) Quality Management Systems,
 - (vi) Aviation Medicine, Live Fire Fighting,
 - (vii) Safety and Emergency Procedures Training,
 - (viii) Aviation Security,
 - (ix) English Language Proficiency,
 - (x) Train the Trainer Course, and
 - (i) any other course as may be determined by the Authority.

(2) Notwithstanding the requirements of subregulation (1), approved training for flight crew and air traffic controllers shall be conducted within an approved training organisation.”.

10. Regulation 28 is amended —

- (a) in subregulation (1) by substituting for the words “set out in Schedule 5” appearing therein, with the words “as may be determined by the Authority.”; and
- (b) in subregulation (3) by substituting for the word “proceeding” appearing therein, the word “preceding”.

11. The Regulations are amended by inserting, immediately after regulation 42, the following new regulation —

“Recognition of foreign training organisation 42A. The requirements for recognition of a foreign training organisation shall be in accordance with specifications determined by the Authority.”.

12. Regulation 43 is amended in subregulation (4) by substituting for the words “set out in Schedule 5” appearing therein, the words “as may be determined by the Authority.”.

13. Regulation 46 is amended by substituting for subregulation (2), the following new subregulation —

Amendment of regulation 23 of the Regulations

Amendment of regulation 28 of the Regulations

Insertion of regulation 42A in the Regulations

Amendment of regulation 43 of the Regulations

Amendment of regulation 46 of the Regulations

“(2) The Authority shall notify the applicant in writing of its decision to grant or deny the exemption, and shall give a detailed summary of its decision.”.

Amendment of
regulation 47
of the
Regulations

14. Regulation 47 is amended by substituting for the words “set out in Schedule 5” appearing therein, the words “as may be determined by the Authority.”.

Amendment of
regulation 48
of the
Regulations

15. Regulation 48 is amended in subregulation (3) by substituting for the words “P50 000” appearing therein, the words “P5 000 000.”.

Deletion of
regulation 49
of the
Regulations

16. The Regulations are amended by deleting regulation 49.

Deletion of
regulation 50
of the
Regulations

17. The Regulations are amended by deleting regulation 50.

Amendment of
Schedule to the
Regulations

18. The Regulations are amended under the Schedule by —
(a) substituting for Schedule 1, appearing therein the following new Schedule —

" Schedule 1
FORM A

Application for an Approved Training Organisation (ATO) Certificate
(reg 5(3), 10 (2) and 28 (1))

CIVIL AVIATION AUTHORITY OF BOTSWANA
P. O. Box 250
GABORONE
Tel: +267 3688200/3913236 Fax: +267 3913121

APPLICATION FOR AN APPROVED TRAINING ORGANISATION (ATO) CERTIFICATE	
Section 1. General:	
1. Certificate No.	
2. Name of Training Organisation	3. Principal Business Office Address 3a. Telephone No.
4. Location of Training Facility	5. Location of Satellite Training Facility
6. Application is hereby made for:	
6a. <input type="checkbox"/> Original Issuance of an ATO Certificate and Training Specifications for the training courses identified below (three copies of each course attached)	
6b. <input type="checkbox"/> Renewal of ATO Certificate (expiring on _____) and Training Specifications for the training courses identified below (three copies of each additional course for which approval is requested attached)	
6c. <input type="checkbox"/> Amendment of ATO Certificate and/or Training Specifications for the training courses identified below (three copies of each additional course for which approval is requested attached)	
Section 2. Identification Of Training Courses (tick/check appropriate box):	
2a. <input type="checkbox"/> Private Pilot license course	2l. <input type="checkbox"/> Class rating course
2b. <input type="checkbox"/> Flight navigator license course	2m. <input type="checkbox"/> Instructor course for additional type or class rating
2c. <input type="checkbox"/> Instructor course for synthetic flight training	2n. <input type="checkbox"/> Instrument rating course

2d. <input type="checkbox"/> Air traffic controller licence course	2o. <input type="checkbox"/> Airline transport pilot licence course
2e. <input type="checkbox"/> Flight operations officer course	2p. <input type="checkbox"/> Crew resource management course
2f. <input type="checkbox"/> Aeronautical station operator course	2q. <input type="checkbox"/> Flight engineer licence course
2g. <input type="checkbox"/> Aviation maintenance technician licence course	2r. <input type="checkbox"/> Courses for ratings for air traffic controller licences
2h. <input type="checkbox"/> Airframe rating course	2s. <input type="checkbox"/> Refresher course
2i. <input type="checkbox"/> Powerplant rating course	2t. <input type="checkbox"/> Type rating course
2j. <input type="checkbox"/> Avionics rating course	2u. <input type="checkbox"/> Flight instructor course
2k. <input type="checkbox"/> Commercial pilot licence course	2v. <input type="checkbox"/> Other (Describe)
Section 3. Management Personnel:	
3a.	3d.
3b.	3e.
3c.	3f.
Section 4. Maintenance of Training Aircraft:	
4a. <input type="checkbox"/> Flight Training Organisation will maintain and inspect it's aircraft in accordance with Civil Aviation (Air worthiness) Regulations	
4b. <input type="checkbox"/> Flight Training Organisation will arrange for maintenance and inspection of it's aircraft	
Section 5. Applicant's Signature:	
I hereby certify that the training organisation identified above meets the requirements for certification as an ATO in accordance with Civil Aviation (Approve Training Organisation) Regulations (ATO CARs).	
Name _____	Title _____
Signature _____	Date _____

**APPLICATION FOR AN
APPROVED TRAINING ORGANISATION (ATO) CERTIFICATE (page 2)**

Section 6. Attachments:	
<input type="checkbox"/> Training Specifications	<input type="checkbox"/> Management Personnel Resumes
<input type="checkbox"/> Schedule Of Events	<input type="checkbox"/> Instructors Qualifications
<input type="checkbox"/> Training Manual	<input type="checkbox"/> Equipment Attachment
<input type="checkbox"/> Procedures Manual	<input type="checkbox"/> Aerodromes and Facilities Attachment
<input type="checkbox"/> Quality System Manual	<input type="checkbox"/> Initial Compliance Statement Attachment
<input type="checkbox"/> Maintenance Program	<input type="checkbox"/> Maintenance Control Manual
FOR CAA USE ONLY	
<input type="checkbox"/> Approved, ATO Certificate Issued On (Date) _____	
<input type="checkbox"/> Renewal <input type="checkbox"/> Amendments (Attached) <input type="checkbox"/> Disapproved	
Name of Approving Official _____ Title _____	
Signature _____ Date _____	

FORM B
Approved Training Organisation Certificate
(reg 7(2))

REPUBLIC OF BOTSWANA
CIVIL AVIATION AUTHORITY OF BOTSWANA

Approved Training
Organisation Certificate

Number:

This certificate is issued to:

.....

Whose business address is:

.....
.....
.....
.....

Upon finding that its organisation complies in all respects with the requirements of the Civil Aviation (Approved Training Organization)(Amendment) Regulations of 2019, as amended relating to the establishment of an Approved Training Organisation and is empowered to operate an Approved Training Organisation.

With the following ratings:

.....
.....
.....
.....
.....

The Training Specification is attached hereto as part of the approval issued to the above organisation and should be treated as part of the legal requirements. The organisation shall only exercise the privileges as stipulated in its specific training specifications.

This certificate shall continue in effect until unless cancelled, suspended, or revoked.

For/Civil Aviation Authority of Botswana
Date of Issue

Name & Title in Block Letters

This certificate is not transferrable.

FORM C
TRAINING SPECIFICATIONS
(reg 4 (1))

TRAINING SPECIFICATIONS	
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	Section/division	PERSONNEL LICENSING	
		NOTICE	
	<p>This document is issued as a supplement to the display certificate issued to this ATO. The authorizations contained within this document represent the complete authorizations granted to this ATO. No other training functions are authorized. This document must be presented upon the request of the authorities of any State.</p>		
	Physical address	Plot 61920, Letsema Office Park, Gaborone, Botswana	
	Postal address:	P.O Box 250, Gaborone	Website: www.caab.co.bw
TRAINING SPECIFICATIONS FOR APPROVED TRAINING ORGANISATIONS			

Name of Organization				
Approval Number				
PART A	TABLE OF CONTENTS, LIST OF EFFECTIVE PAGES & DATE, AND RATINGS AUTHORITY			
Table of Contents	List of Effective Pages	Effective Date	Authorized	Unauthorized
Table of Contents, LEP's & Rating authority	Page 1			
Definitions and abbreviations	Page 2			
Approved Training Courses	Page 3			
Approved Training Aircraft and Flight Simulators	Page 4			
Special Processes	Page 5			
Exemption and deviation Authority	Page 6			
Satellite Facilities	Page 7			
Page left blank intentionally	Page 8			
(a)	These training specifications are issued as part of this Approved Training Organization Certificate, and are in effect as of the Effective Date.			

(b)	The signatures below indicates acceptance of these Training specifications by the ATO, and confirmation to abide and comply with the limitations imposed by them. The Chief Executive Officer of CAAB reserves the right to amend, revoke and alter these Specifications at any given time should circumstances warrant such.
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I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.

SIGNATURE OF ATO REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE
JOB TITLE	Accountable Manager	

TRAINING SPECIFICATIONS	
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PART B	Definitions and Abbreviations
Unless otherwise defined in these training specifications provisions, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Botswana Civil Aviation Regulations and Botswana Civil Aviation Act, as amended. Additionally, the definitions listed below are applicable to Training conducted in accordance with these Training specifications provisions.	
ATO	Approved Training Organization
CAAB	Civil Aviation Authority of Botswana
BCARs	Botswana Civil Aviation Regulations
TPM	Training & Procedures Manual
Certificate Holder	In these training specifications provisions the term "certificate holder" shall mean the holder of an approved training organization certificate, issued in terms of Civil Aviation Regulations.
Approved Training Organisation	An Organisation approved by the Authority under the Civil Aviation (Approved Training Organisations) Regulations 2012 to perform approved training and operating under the supervision of the Authority.
Approved Training	Training conducted under curricula and supervision approved by the Authority.
Rating	Means an authorization entered on or associated with an ATO approval and forming part of such approval, stating special conditions, privileges or limitations relating to such approval.
Maintenance	Means all work done in accordance with manufacturers' recommendations and approved maintenance schedules and include inspection, adjustment, replacement, rectification, repair, modification, overhaul, manufacturing and testing.
Exemption Authority	An authorization that permits an alternate means of compliance with BCARs. The deviation authority must meet the procedural requirements of BCARs (ATO) Reg. Part VI.
Limitation	A restriction imposed on the corresponding rating based on the ATO capability.
Satellite Facility	Means any facility used for the performance of training under BCARs approval but is located at another location than the principal place of business (main base) but is an integral part of the organization

TRAINING SPECIFICATIONS

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PART C		APPROVED TRAINING COURSES
*A = APPROVED N/A = NOT APPROVED		
Private Pilot Licence (A)		Quality Management Systems Course
Private Pilot Licence (H)		Safety and Emergency Procedures Course
Commercial Pilot Licence (A)		Instrument Rating Course
Commercial Pilot Licence (H)		Aviation Medicine Course
Commercial Pilot Licence – (A) IR		Refresher Course
Commercial Pilot Licence – (H) IR		Live Fire Fighting Course
Airline Transport Pilot Licence (A)		Class Rating Course
Airline Transport Pilot Licence (H)		Aviation security Course
Flight Instructor Rating Course (A)		Type Rating Course
Flight Instructor Rating Course (H)		Dangerous Goods Course
Aircraft Maintenance Engineers Basic Licence		Crew Resource Management Course
Flight Operations Officer Licence		Human Factors Course
Cabin Crew Member Licence		English Language Proficiency Course
Air Traffic Controller Licence		Train the Trainer Course
Remotely Piloted Aircraft Licence		
Areas of Training:		
Restrictions and Limitations		
Aircraft Categories		
I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.		
SIGNATURE OF ATO REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE

JOB TITLE	Accountable Manager									
I hereby approve the Training Specifications contained in this paragraph.										
Date approval is effective:									Revision Number:	Original
	y	y	y	y	m	m	d	d		
SIGNATURE OF DIRECTOR AVIATION SAFETY OR HIS/HER DESIGNATE					NAME IN BLOCK LETTERS				DATE	
TRAINING SPECIFICATIONS										
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PART D					APPROVED TRAINING AIRCRAFT AND FLIGHT SIMULATORS					
MAKE/MODEL			REGISTRATION				LIMITATIONS			
I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.										
SIGNATURE OF ATO REPRESENTATIVE					NAME IN BLOCK LETTERS				DATE	
JOB TITLE					Accountable Manager					
I hereby approve the Training Specifications contained in this paragraph.										
Date approval is effective:									Revision Number:	Original
	y	y	y	y	m	m	d	d		
SIGNATURE OF DIRECTOR AVIATION SAFETY OR HIS/HER DESIGNATE					NAME IN BLOCK LETTERS				DATE	
TRAINING SPECIFICATIONS										
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PART E	SPECIAL PROCESSES
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PROCESS	DESCRIPTION	REFERENCE STANDARD	LIMITATIONS

I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.

SIGNATURE OF ATO REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE
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JOB TITLE Accountable Manager

I hereby approve the Training Specifications contained in this paragraph.

Date approval is effective:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">y</td> <td style="width: 10%; text-align: center;">m</td> <td style="width: 10%; text-align: center;">m</td> <td style="width: 10%; text-align: center;">d</td> <td style="width: 10%; text-align: center;">d</td> </tr> </table>	y	y	y	y	m	m	d	d	Revision Number:	Original
y	y	y	y	m	m	d	d				

SIGNATURE OF DIRECTOR AVIATION SAFETY OR HIS/HER DESIGNATE	NAME IN BLOCK LETTERS	DATE
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TRAINING SPECIFICATIONS	
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PART F	EXEMPTION & DEVIATION AUTHORITY
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The certificate holder is authorized to perform Training in accordance with the provisions, conditions, and/or limitations set forth in the following deviations listed in the table below

C.

DEVIATION REFERENCE	DATE OF DEVIATION	DATE OF TERMINATION	REMARKS/ REFERENCE

I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.

SIGNATURE OF ATO REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE
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JOB TITLE		Accountable Manager	
I hereby approve the Training Specifications contained in this paragraph.			
Date approval is effective:		Revision Number:	
y	y	y	Original
y	y	m	
m	m	d	
d	d		
SIGNATURE OF DIRECTOR AVIATION SAFETY OR HIS/HER DESIGNATE		NAME IN BLOCK LETTERS	DATE

TRAINING SPECIFICATIONS

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PART G		SATELLITE FACILITIES		
PHYSICAL LOCATION (Address)	APPROVED TRAINING COURSES	APPROVED TRAINING AIRCRAFT AND FLIGHT SIMULATORS	LIMITATIONS	EXPIRY DATE
I hereby accept the conditions and limitations set forth in this approval as stated and contained in this paragraph.				
Date approval is effective:		Revision Number:		Original
y	y	y		
y	y	m		
m	m	d		
d	d			
SIGNATURE OF ATO REPRESENTATIVE		NAME IN BLOCK LETTERS	DATE	

JOB TITLE		Accountable Manager	
I hereby approve the Training Specifications contained in this paragraph.			
Date approval is effective:		Revision Number:	
y	y	y	Original
y	y	m	
m	m	d	
d	d		
SIGNATURE OF DIRECTOR AVIATION SAFETY OR HIS/HER DESIGNATE		NAME IN BLOCK LETTERS	DATE

TRAINING SPECIFICATIONS

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FORM D

Flight Simulation Training Device Certificate
(reg 4 (2))

REPUBLIC OF BOTSWANA
CIVIL AVIATION AUTHORITY OF BOTSWANA

FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

Registration Number:

Pursuant to the Civil Aviation (Approved Training Organization)(Amendment) Regulations of 2021, regulation 7 and subject to conditions specified below, the Civil Aviation Authority of Botswana certifies that

.....

Located at:

.....

Has satisfied the qualification requirements prescribed in CAAB-FSTD A, subject to the conditions of the attached FSTD specifications.

This certificate shall remain valid subject to the FSTD and the holder of the qualification certificate remaining in compliance with the applicable requirements until unless cancelled, suspended, or revoked.

For/Civil Aviation Authority of Botswana
Date of Issue

Name & Title in Block Letters

This certificate is not transferrable

**REPUBLIC OF BOTSWANA
CIVIL AVIATION AUTHORITY OF BOTSWANA**

FLIGHT SIMULATOR TRAINING DEVICE SPECIFICATIONS		
REG No:		
a	Type/Variant of Aircraft	
b	FSTD Qualification Level	
c	Visual System	
d	Motion System	
e	Engine Fit	
f	Instrument Fit	
g	ACAS	
h	Windshear profiles available	
i	Additional capabilities	
j	Restrictions or limitations	
k Training, Testing and Checking Considerations:		
CAT I	RVR-550m DH – 200 ft	
CAT II	RVR-300m DH – 100 ft	
CAT III (lowest minimum)	RVR-200m DH – 50 ft	
LVTO	RVR-125m	
Auto-coupled Approach		
Recency		
IFR Training and checking		
Type Rating		
Proficiency Checks		
Autoland / Roll out guide		
ACAS I/II (ver. 7.1)		
Windshear warning system / predictive windshear		
WX-Radar		
GPWS/EGPWS		
HUD / HUGS		
FANS		
RNP APCH LNAV		
RNP APCH LNAV / VNAV		
RNP APCH LPV		
RNP AR APCH		
ETOPS capability		
Other: Smoke generator / Steep approaches (EGLC) / CPDLC		

Framework for a Safety Management System (SMS)
(*regulation 15*)

This Schedule specifies the framework for the implementation and maintenance of a safety management system (SMS) by an approved training organisation. An SMS is a management system for the management of safety by an organisation. The framework includes four components and 12 elements representing the minimum requirements for SMS implementation. The implementation of the framework shall be commensurate with the size of the organisation and the complexity of the services provided. This Schedule also includes a brief description of each element of the framework.

1. Safety policy and objectives
 - 1.1 Management commitment and responsibility
 - 1.2 Safety accountabilities
 - 1.3 Appointment of key safety personnel
 - 1.4 Coordination of emergency response planning
 - 1.5 SMS documentation
2. Safety risk management
 - 2.1 Hazard identification
 - 2.2 Safety risk assessment and mitigation
3. Safety assurance
 - 3.1 Safety performance monitoring and measurement
 - 3.2 The management of change
 - 3.3 Continuous improvement of the SMS
4. Safety promotion
 - 4.1 Training and education
 - 4.2 Safety communication

1. Safety Policy and Objectives
 - 1.1 Management commitment and responsibility

The approved training organisation shall define the organisation's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organisation. The safety policy shall reflect organisational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organisation. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply. The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organisation.

1.2 Safety accountabilities

The approved training organisation shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the approved training organisation, for the implementation and maintenance of the SMS. The approved training organisation shall also identify the accountabilities of all members of

management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS. Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organisation, and shall include a definition of the levels of management with authority to make decisions regarding safety risk tolerability.

1.3 Appointment of key safety personnel

The approved training organisation shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

1.4 Coordination of emergency response planning

The approved training organisation shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organisations it must interface with during the provision of its services.

1.5 SMS documentation

The approved training organisation shall develop an SMS implementation plan, endorsed by senior management of the organisation that defines the organisation's approach to the management of safety in a manner that meets the organisation's safety objectives. The approved training organisation shall develop and maintain SMS documentation describing the safety policy and objectives, the SMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the SMS outputs. Also as part of the SMS documentation, the approved training organisation shall develop and maintain a safety management systems manual (SMSM), to communicate its approach to the management of safety throughout the organisation.

2. Safety Risk Management

2.1 Hazard identification

The approved training organisation shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

2.2 Safety risk assessment and mitigation

The approved training organisation shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.

3. Safety Assurance

3.1 Safety performance monitoring and measurement

The approved training organisation shall develop and maintain the means to verify the safety performance of the organisation and to validate the effectiveness of safety risk controls. The safety performance of the organisation shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

3.2 The management of change

The approved training organisation shall develop and maintain a formal process to identify changes within the organisation which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

3.3 Continuous improvement of the SMS

The approved training organisation shall develop and maintain a formal process to identify the causes of substandard performance of the SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes.

4. Safety Promotion

4.1 Training and education

The approved training organisation shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS.

4.2 Safety communication

The approved training organisation shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.”.

(b) inserting the following new Part F under Schedule 3 —

PART F – SOFT SKILLS COURSES TRAINING

1. Head of Training

The Head of Training shall have –

- (a) the overall responsibility for ensuring satisfactory integration of training in both theoretical and practical training, and for supervising the progress of students;
- (b) had extensive experience in training techniques as an instructor in the courses to be provided by the ATO and possess a sound managerial capability; and
- (c) possess good interpersonal and communication skills, be technically competent, be a person of integrity and impartial in carrying out tasks, be tactful, have good understanding of human nature and possess the ability of get along with other people.

2. Instructors

An Instructor shall –

- (a) hold an Instructor's Authorisation in the field he or she is to give instructions;
- (b) have received training in teaching and instructional techniques;
- (c) be technically competent and a person of integrity; and
- (d) have good interpersonal and communication skills.”.

(c) deleting Schedule 5 appearing therein.

MADE this 18th day of November, 2021.

THULAGANO M. SEGOKGO
Minister of Transport and Communications.