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|  | TECHNICAL BULLETIN | | |
| | SURVEILLANCE AND INSPECTION ACTIVITIES FOR FOREIGN TRAINING CENTERS | | |
| BT-5101-069-001 | Change: 01 | Date: 24-02-10 | Pág: 1 de 7 |

1. PURPOSE

This Technical Bulletin provides an acceptable, but not the only, means to address Foreign Training Centers issues related to surveillance and inspection activities in compliance with RAC 2.15.

2. DISTRIBUTION

This bulletin is intended to be used by all Air safety Inspectors-Operations


3. BACKGROUND

In the previous year because of the lack of qualified inspectors the UAEAC, in accordance with ICAO, looked for the support of foreign Civil Aviation authorities and certified Designated Examiners to accomplish the duties and responsibilities related to licensing and currency of Colombian airmen. These issues created a void with the Regulations and Inspector Guides therefore, this bulletin is an immediate corrective action until the UAEAC issues a revision of the Operations Inspector's Guide.

The Unidad Administrativa Especial de la Aeronáutica Civil (UAEAC) is empowered, by statutory requirement, "...to carry out the functions, powers, and duties related to aviation safety." One of the most significant duties of the UAEAC is to conduct surveillance in all areas of air transportation safety. Surveillance is a continuing duty and responsibility of all aviation safety inspectors in the flight standards organization. The term "surveillance," as used in this bulletin, relates to this ongoing duty and responsibility and related programs. Surveillance programs provide the UAEAC with a method for the continual evaluation of operator compliance with RACs and safe operating practices. Information generated from the surveillance programs permits the UAEAC to act upon deficiencies, which affect or have a potential effect on aviation safety. For surveillance programs to be effective, they must be carefully planned and executed during the conduct of specific inspection activity. Inspections provide specific data, which can be further evaluated; therefore, they support and maintain ongoing surveillance programs. Inspections are specific work activities that have the following characteristics:

- A specific work activity title and a code;
- A definite beginning and a definite end;
- Defined procedures;
- Specific objectives; and
- A requirement for a report of findings (either positive, negative, or both)

Air Safety Inspectors (Operations) have regulatory oversight responsibility for foreign certificated training centers, in accordance with the appropriate regulations, the task of determining if a certificated training center continues to meet the requirements of their

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initial certification as defined during the certification process. A comprehensive surveillance plan will enable the inspector to:

- Determine each operator's compliance with their own regulatory requirements and ours and safe operating practices;
- Detect changes as they occur in the operational environment;
- Detect the need for regulatory, managerial, and operational changes;
- Measure the effectiveness of previous corrective actions and focus on the certificate holders' ability to continue to offer the training, testing, and checking authorized by its certificate and training specifications; and
- Inform the appropriate civil aviation authority of any deficiencies found

4. RELATED REGULATIONS: RAC 2.15 and ICAO ANNEX 1

5. APPLICABILITY

This Bulletin applies to all Foreign Training Centers that are used by Colombian air operators for certification of airman and/or to keep airman's currency, such as, but not limited to, initial, transition, and proficiency checks, refresh courses, etc., and to all foreign Designated Examiners that along with the authorization of the Colombian Civil Aviation Authority and the authorization of the proper CAA carry out initial or transition check rides.


6. ACTIONS:

Air Safety Inspectors should follow and apply the following procedure for the surveillance and inspection activities related with foreign training centers:

6.1 GENERAL.

A. UAEAC policies and procedures for surveillance activities are detailed in the Operations Inspector's Guide. Inspectors should review PART IV for guidance on the development of a surveillance plan for assigned training centers. PART IV, chapter 1, sections 1 and 2 provides policies and procedures for the planning and execution of surveillance programs. Chapter 2 contains specific surveillance guidance on various types of inspections that will also aid with the development of an appropriate surveillance plan. Section 11 deals with base inspections, which contain information applicable to all centers, associated satellites, and remote sites.

B. The information in this bulletin is meant to supplement the surveillance guidelines in the Operations Inspector's Guide, and will concentrate on specific areas relating to the inspection of flight training centers, their satellites, and or remote sets.

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6.2 SURVEILLANCE PLAN.

A. Four-Phase Surveillance Programs. When developing a surveillance plan, be sure to follow the four phases for planning and executing surveillance programs and the specific guidance for each phase located in PART IV, chapter 1 of the Operations Inspector's Guide.

B. Frequency and Timing. Although unannounced inspections may be appropriate under some conditions, inspectors should consider conducting inspections at a time agreed and coordinated with the training centers management. Whenever practicable, the more encompassing formal inspections should be conducted during normal working hours (0800-1700). Routine daily or weekly inspections and/or observations should be conducted randomly and at times and places to ensure compliance with the Flight Standards office's surveillance plan. Surveillance plans for centers that operate around or nearly around the clock should include inspections throughout the center's operating hours.

C. Flight Standards Office (FSO) Responsibilities. Surveillance and inspection of satellite training centers and remote training sites will normally be conducted by the Air Safety Inspectors under the supervision of the Inspector's chief and the Flight Standards Director


D. Developing a Surveillance Plan. The basis for a good surveillance plan begins with an evaluation of the centers; original certification documentation, training specifications, and the centers compliance statement (if available). Secondly, inspectors should evaluate the requirements for initial certification, outlined in RAC 2.15, on a recurring basis as part of any comprehensive inspection process.

E. Job Aids. Inspectors must use this document as a guide and the format: **FOREIGN TRAINING CENTER INSPECTION REPORT** to comply with these tasks.

F. Policies and Procedures. PART IV of the Operations Inspector's Guide outlines the UAEAC's policies and procedures for the development of surveillance plans and remains the primary guidance. The following subparagraphs are provided as a supplement to the guidance provided in PART IV and not meant to replace or supersede that guidance.

1. *Aircraft and Ramp Checks.* Ramp checks may include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants.

2. *Observation of Training Programs.* Inspectors will schedule periodic observations of approved curricula and/or courses to ensure that each curriculum is being conducted in accordance with its current approval and to ensure the courseware originally or subsequently approved for the specific curriculum is being appropriately utilized.

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3. *Training Center Evaluators (TCE)*. Ensure that each evaluator is observed annually by a qualified UAEAC inspector. The surveillance (which may be unannounced) will consist of the following:

- a. Observation of the conduct of an oral evaluation.
- b. Observation of the flight simulator portion of a practical test, which should include the observation of the evaluator operating the simulator control panel during a certification practical test or check.
- c. Observation of the aircraft portion of a practical test, if appropriate.
- d. Compare the centers training specifications or individual TCE listing against the center's copy of each TCE's LOA for consistency, and to ensure each authorized TCE has received training appropriate to their Letter of Authorization (LOA).

4. *Training Programs, Curricula, and Courses*.


- a. Evaluate the courseware, syllabuses, equipment, and personnel to ensure that they continue to meet RAC's regulatory requirements. A checklist to assist with the internal evaluation of training centers can be found at the end of this section
- b. Ensure that the training specifications include all approved curricula/courses.

G. Inspection Results. The completion of a particular inspection will always result in one of the following:

1. Issuing a finding of satisfactory;
2. Issuing a list of observations; or
3. Issuing a finding of unsatisfactory and indicating expected corrective action or other ramifications of the unsatisfactory results, such as reports to the proper civil aviation authority.

H. Future Activities.


1. Schedule follow-up inspections for any deficiencies.
2. Possible report to foreign's civil aviation authority about items not in compliance.
3. Continuation of routine surveillance and interaction.


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7. REPORTING: All the information related to these activities will be registered in the Format *SESA OP 072: SURVEILLANCE AND INSPECTION ACTIVITIES FOR FOREIGN TRAINING CENTERS*


Cr. GERMAN R. GARCIA A.
SECRETARIO DE SEGURIDAD AÉREA


CAP. JULIO CESAR WILCHES B.
DIRECTOR ESTANDARES DE VUELO


 Preparado por: Jairo B. Salazar M.
 Inspector de Seguridad Aérea


 Revisado por: Jorge L. Reyes Q.
 Jefe de Grupo de Operaciones



REPÚBLICA DE COLOMBIA
UNIDAD ADMINISTRATIVA ESPECIAL DE AERONÁUTICA
CIVIL
SECRETARÍA DE SEGURIDAD AÉREA
FOREIGN TRAINING CENTER INSPECTION REPORT

ICAO ANNEX 1
RAC 2.15.

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TRAINING CENTER NAME AND REFERENCE NUMBER:

DATE:

CITY

APPROVED COURSES (AIRCRAFT TYPES):

COUNTRY:

INSPECTOR:

| N. | TRAINING CENTER | S | I | COMMENTS |
|-----------------------------------|---|---|---|----------|
| 1 | Certificate and training specifications or equivalent documents | | | |
| 2 | Personnel | | | |
| 3 | Training program and approval | | | |
| 4 | Course material: ground and flight training | | | |
| 5 | Flight Simulator's certificates (as apply) | | | |
| 6 | FTD's certificates (as apply) | | | |
| 7 | Instructional Standards | | | |
| 8 | Training facilities | | | |
| 9 | Training manual | | | |
| 10 | Procedures manual | | | |
| 11 | Airman Training records | | | |
| 12 | Quality System | | | |
| TRAINING CENTER EVALUATORS | | | | |
| 13 | Licences and type ratings | | | |
| 14 | Letters of authorization (LOAs): | | | |
| | ▪ Authorization from proper CAA | | | |
| | ▪ Authorization from UAEAC | | | |
| 15 | Experience | | | |
| 16 | Knowledge of Colombian regulations | | | |
| OBSERVATIONS: | | | | |
| 17 | Conduct of an oral evaluation | | | |
| 18 | Briefing | | | |
| 19 | Flight simulator section of a practical test | | | |
| 20 | Airplane section of a practical test, if applicable | | | |
| 21 | Debriefing | | | |
| 22 | Evaluation of Training programs, Curricula, and courses. | | | |
| 23 | Filling out training records | | | |
| 24 | Filling out practical test formats | | | |

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FOREIGN TRAINING CENTER INSPECTION REPORT (cont.)**SESA OP 072 (cont.)**

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