

AMC to IR Light Approved Training Organisation**AMC to LATO.020 Organization - Management**

(a), (b)

The Accountable Manager of the organization has the overall responsibility for all training activities.

S/He is assisted by the Head of Training (HoT) who is responsible for the training as such.

Whether these functions are combined or not, these persons are volunteers or employed, depending on the size of the organization.

In the case a LATO has a sports federation structure, the respective board/chairman of associated clubs (according to the law of the member state) will be responsible for the day to day operations in their clubs. Every club shall appoint a Chief Flying Instructor (CFI). The HoT of the LATO delegates the responsibility for the training activities in their respective club, as well as the supervision of the Flight Instructors, to the CFI but he will monitor the training activities.

All post holders shall have the necessary qualifications and be familiar with the rules and procedures.

(d)

The flight safety policy should:

- a. be endorsed by the accountable manager;
- b. reflect organizational commitments regarding safety;
- c. be communicated throughout the organization.

The safety risk management system should include hazard identification, risk analysis and mitigation processes but would be expected to do so in a simplified manner.

Hazard checklists or similar risk management tools or processes may be used, which are integrated into the activities of the organization.

The overall objective of the scheme is to use reported information to improve the level of flight safety and not to attribute blame.

The objectives of the scheme are:

- a. to enable an assessment of the safety implications of each relevant incident and accident to be made, including previous similar occurrences, so that any necessary action can be initiated; and
- b. to ensure that knowledge of relevant incidents and accidents is disseminated, so that other persons and organizations may learn from them.

The scheme is an essential part of the overall monitoring function and is complementary to the normal day to day procedures and 'control' systems and not intended to duplicate or supercede any of them. The scheme is a tool to identify those occasions where routine procedures have failed.

Occurrence reports should remain in the database when judged reportable by the person submitting the report as the significance of such reports may only become obvious at a later date.

The organization manual should at least include the following information:

- (i) a statement signed by the accountable manager to confirm that the organization will continuously work in accordance with Part OR and the organization manual at all times;
- (ii) the organization's scope of activity;
- (iii) the titles and names of persons involved
- (iv) an organization chart showing associated chains of responsibility between the persons
- (v) a general description and location of the facilities used
- (vi) procedures specifying how the organization ensures compliance with this Part;
- (vii) the organization manual amendment procedure.
- (viii) a listing of the aircraft used for training

The organization manual and its amendments should be made available to the competent authority.

AMC to LATO.030 Facilities

A Light Approved Training Organizations will have at his disposal:

1. Appropriate accommodation and storage should be available with the following facilities:
 - i appropriate current aviation maps and charts
 - ii current AIS information
 - iii current weather information and available forecast.
 - iv any other flight safety related material.
2. Appropriate accommodation for theoretical knowledge instruction should be available for the current student population, with suitable demonstration equipment to support the theoretical knowledge instruction.

Note: *Item 1 and 2 above can be implemented in the same room.*

AMC to LATO.040 Aerodromes

Aerodromes or/and sites at which flying training is being conducted should have at least the following facilities:

- a. at least one runway or take off and landing area that allows training aircraft to make a normal take off or landing at the maximum takeoff or maximum landing mass authorized, in the following conditions (*This item needs more discussion*) :
 - (i) under calm wind (not more than 4 knots) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
 - (ii) clearing all obstacles safely in the take-off flight path;
 - (iii) in the case of a powered aircraft with the power plant operation and the landing gear and flap operation (if applicable) recommended by the manufacturer; and
 - (iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques.
- b. a wind direction indicator
- c. adequate runway electrical lighting if used for night training;

AMC to LATO.050 Aircraft

1. Each aircraft used for training should be fitted with duplicated primary flight controls for use by the instructor and the student and be equipped as required in the training specifications concerning the course of study in which it is used.
2. An LATO must have the ability to use a training aircraft suitable for demonstrating stalling and spin avoidance. This suitable aircraft can be shared by different LATO next to each other.

AMC to LATO.060 Recordkeeping

1. Records should be kept in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The records should remain legible throughout the required retention period.
2. Paper systems should use robust material which can withstand normal handling and filing.
3. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain program safeguards against the ability of unauthorized personnel to alter the database.
4. A person authorized by the competent authority should be given access to any documents and records which are related to flight operations.

Note : *In order to avoid too complicated form versions, It can be useful to have an AMC with a simple acceptable LATO application form...*