AZƏRBAYCAN RESPUBLİKASININ
NƏQLİYYAT, RABİTƏ VƏ YÜKSƏK TEXNOLOGİYALAR NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

Ə M R

№ 38

Bakı şəhəri "06" may 2021

"Azerbaijan Aviation Rules – Declared Training Organisation" adlı sənədin qüvvəyə minməsi barədə

EASA qaydalarının tətbiqini təmin etmək məqsədilə "Azerbaijan Aviation Rules – Declared Training Organisation" adlı sənədin 1-ci nəşri işlənib hazırlanmışdır.

Sözügedən sənədin tətbiqini təmin etmək məqsədilə "Azərbaycan Respublikasının Nəqliyyat, Rabitə və Yüksək Texnologiyalar Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqıda Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq, **əmr edirəm:**

1. "Azerbaijan Aviation Rules – Declared Training Organisation" adlı sənədin 1-ci nəşri 16.05.2021-ci il tarixindən qüvvəyə minsin.
2. Sənəddə göstərilən tələblərə uyğun olaraq bütün zəruri prosedurların tətbiqi təmin edilsin.
3. Sənədin Dövlət Mülki Aviasiya Agentliyinin (DMAA) və "Mülki Aviasiyada Uçuşların Təhlükəsizliyi üzrə Dövlət Müfəttişliyi"nin aidiyyəti mütəxəssisləri tərəfindən öyrənilməsi və bütün zəruri prosedurların təmin edilməsi təşkil edilsin.
4. Sənədin yenilənmiş versiyası DMAA-nın rəsmi internet saytında yerləşdirilsin.
5. Əmr bütün şəxsi heyətə çatdırılsın.
6. Əmrin icrasına nəzarət direktorun müavini Hacıağa Hacıyevə həvalə edilsin.

Direktor **Arif Məmmədov**

APPROVED
by SCAA Director Order
№ 38 dd. 06 May 2021

AZERBAIJAN AVIATION RULES – DECLARED TRAINING ORGANISATION (AAR-DTO)

State Civil Aviation Agency of the Republic of Azerbaijan

Document № AAR-PEL-009

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0.3 DISTRIBUTION AND CONTROL

Copy #	Type of Copy	Department	Location
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1	**(S)**	Quality Control And Rulemaking	Q-Pulse
2	**(S)**	Quality Control and Rulemaking	Official web-site of SCAA

S) Soft Copy - (electronic version)

(H) Hard Copy – (printed version)

Note: *Electronic and hard copies are considered "uncontrolled" if they are printed or not included into this distribution list.*

0.4 RECORDS OF AMENDMENTS AND REVISIONS

Ed./Rev. №:	Effective date:	Reason
Ed.01	16.05.2021	

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

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0.5 TERMS AND DEFINITIONS

(1) 'Part-FCL licence' means a flight crew licence which complies with the requirements of AAR-FCL;

(2) 'Light aircraft pilot licence (LAPL)' means the leisure pilot licence;

(3) 'AAR-compliant licence' means the pilot licence and attached ratings, certificates, authorisations and/or qualifications, issued or recognised, in accordance with the national legislation reflecting AAR and procedures, by the Republic of Azerbaijan;

(4) 'Credit' means the recognition of prior experience or qualifications;

(5) 'Credit report' means a report on the basis of which prior experience or qualifications may be recognised; \

(6) "competent authority"- means the State Civil Aviation Agency

(7) 'Conversion report' means a report on the basis of which a licence may be converted into a AAR-Part-FCL licence;

(8) 'AAR-compliant pilots' medical certificate and aero-medical examiners' certificate' means the certificate issued or recognised, in accordance with the national legislation reflecting AAR and procedures, by the Republic of Azerbaijan;

(9) 'Cabin crew member' means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;

(10) 'Aircrew' means flight crew and cabin crew;

(11) "acceptable means of compliance (AMC)" means non-binding standards adopted by the State Civil Aviation Agency to illustrate means to establish compliance with the relevant aviation regulation and its implementing rules;

(12) "alternative means of compliance (AltMoC)" means those means that propose an alternative to an existing AMC or those that propose new means to establish compliance with the relevant aviation regulation and its implementing rules for which no associated AMC have been adopted by the State Civil Aviation Agency;

(13) "approved training organisation (ATO)" means an organisation which is entitled to provide training to pilots on the basis of an approval issued by SCAA;

(14) "basic instrument training device (BITD)" means a ground-based training device for the training of pilots representing the student pilot's station of a class of aeroplanes, which may use screen-based instrument panels and spring-loaded flight controls, and providing a training platform for at least the procedural aspects of instrument flight;

(15) "certification specifications (CS)" mean technical standards adopted by the Agency indicating means to be used by an organisation for the purpose of certification;

(16) "flight instructor (FI)" means an instructor with the privileges to provide training, in accordance with Subpart J of the AAR-FCL, in an aircraft;

(17) "flight simulation training device (FSTD)" means a device for the training of pilots which is:

(a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT) or a basic instrument training device (BITD);

(b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);

(18) "FSTD qualification" means the level of technical ability of an FSTD as specified in the certification specifications relating to the FSTD in question;

(19) "principal place of business" of an organisation means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;

(20) "Automatically validated" means the acceptance, without formalities, by an ICAO contracting State listed in the ICAO attachment of a flight crew licence issued by a State in accordance with Annex 1 to the Chicago Convention;

(21) "ICAO attachment" means an attachment to an automatically validated flight crew licence issued in accordance with Annex 1 to the Chicago Convention, which is mentioned under item XIII of the flight crew licence;

(22) "qualification test guide (QTG)" means a document established to demonstrate that the performance and handling qualities of an FSTD represent those of the aircraft, class of aeroplane or type of helicopter, simulated within prescribed limits and that all applicable requirements have been met. The QTG includes both the data of the aircraft, class of aeroplane or type of helicopter and FSTD data used to support the validation;

(23) "declared training organisation (DTO)" means an organisation which is entitled to provide training to pilots on the basis of a declaration made and approved by SCAA;

(24) "DTO training programme" means a document established by a DTO, describing in detail the training course provided by that DTO.

0.6 ABBREVIATION

AAR	Azerbaijan Aviation Rules
(A)	aeroplane
(H)	helicopter
A/C	aircraft
ACAS	airborne collision avoidance system
AD	airworthiness directive
AIS	aeronautical information services
AM	accountable manager
AeMC	aero-medical centre
AMC	acceptable means of compliance
AME	aero-medical examiner
APP	approach
APU	auxiliary power unit
ARA	authority requirements for aircrew
ATC	air traffic control
ATO	approved training organisation
ATPL	airline transport pilot licence
BITD	basic instrument training device
BPL	balloon pilot licence
bpm	beats per minute
CAT	category
CBT	computer-based training
CC	cabin crew
CFI	chief flying instructor
cm	centimetres
CM	compliance monitoring
CMP	compliance-monitoring programme
CMS	compliance-monitoring system
COP	code of practice
CPL	commercial pilot licence
CRM	crew resource management
CS	certification specifications
CS-FSTD(A)	Certification Specifications for aeroplane flight simulation training devices
CS-FSTD(H)	Certification Specifications for helicopter flight simulation training devices
CTKI	chief theoretical-knowledge instructor
dB	decibel
DG	dangerous goods
DH	decision height
DPATO	defined point after take-off
DPBL	decision point before landing

DTO	Declared Training Organisation
EC	European Community
ECG	electrocardiogram
ENT	ear, nose and throat
EOG	electro-oculography
ERP	emergency response plan
ETOPS	extended-range operations with twin-engined aeroplanes
FANS	future air navigation system
FATO	final approach and take-off are
FD	flight director
FEV1	forced expiratory volume in 1 second
FFS	full flight simulator
FMGC	flight management and guidance computer
FMS	flight management system
FNPT	flight navigation and procedures trainer
FSTD	flight simulation training device
ft	feet
FTD	flight training device
FTI	flight test instructor
FVC	forced vital capacity
GM	guidance material
GMP	general medical practitioner
GPS	global positioning system
HEMS	helicopter emergency medical service
HF	human factors
Hg	mercury
HHO	helicopter hoist operation
HT	head of training
Hz	Hertz
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	instrument flight rules
IGE	in-ground effect
ILS	instrument landing system
IMC	instrument meteorological conditions
IOS	instructor operating station
IR	instrument rating
kg	kilogram
LAPL	light aircraft pilot licence
LDP	landing decision point

LIFUS	line flying under supervision
LVO	low-visibility operation
LVTO	low visibility take-off
MCC	multi-crew cooperation
MMEL	master minimum equipment list
MPA	multi-pilot aeroplane
MPL	multi-crew pilot licence
NVIS	night vision imaging system
m	metre
mm	millimetre
OGE	out-of-ground effect
OPC	operator proficiency check
ORA	organisation requirements for aircrew
ORO	organisation requirements for air operations
OSD	operational suitability data
OTD	other training device
PBN	performance-based navigation
PF	pilot flying
PIC	pilot-in-command
PM	pilot monitoring
POM	proof of match
PPL	private pilot licence
QTG	qualification test guide
ROD	rate of descent
RVR	runway visual range
RWY	runway
SCAA	State Civil Aviation Agency of the Republic of Azerbaijan
SMM	safety management manual
SOP	standard operating procedure
SPL	sailplane pilot licence
TAWS	terrain avoidance and warning system
TDP	take-off decision point
TRE	type rating examiner
TRI	type rating instructor
TWY	taxiway
VDR	validation data road map
VFR	visual flight rules
ZFTT	zero-flight-time training

0.7 TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.8 ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

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1 GENERAL REQUIREMENTS

DTO.GEN.100 GENERAL

This Rules (AAR-DTO) sets out the requirements applicable to pilot training organisations providing the training referred to in point AAR-DTO.GEN.110 on the basis of an declaration made in accordance with point AAR-DTO.GEN.115.

DTO.GEN.105 COMPETENT AUTHORITY

For the purpose of this Rules (AAR-DTO), the SCAA is a competent authority in respect of a DTO on the territory of Azerbaijan Republic which the DTO has its principal place of business.

DTO.GEN.110 SCOPE OF THE TRAINING

(a) A DTO shall be entitled to provide the following training, provided that the DTO has submitted a declaration in accordance with point AAR-DTO.GEN.115:

(1) for aeroplanes:

(a) theoretical knowledge instruction for LAPL(A) and PPL(A);

(b) flight instruction for LAPL(A) and PPL(A);

(c) training towards class rating for SEP(land), SEP(sea) and TMG;

(d) training towards additional ratings: night, aerobatics, mountain, sailplane and banner towing;

(2) for helicopters:

(a) theoretical knowledge instruction for LAPL(H) and PPL(H);

(b) flight instruction for LAPL(H), PPL(H);

(c) single-engine type rating for helicopters for which the maximum certified seat configuration does not exceed five seats;

(d) training towards night rating;

(3) for sailplanes, in accordance with the requirements of AAR-SFCL:

(a) theoretical knowledge instruction for the SPL;

(b) flight instruction for the SPL;

(c) training towards extension of privileges to sailplanes or TMGs in accordance with point AAR-SFCL.150;

(d) training towards additional launching methods in accordance with point AAR-SFCL.155;

(e) training towards additional ratings and privileges: basic aerobatic and advanced aerobatic privileges, sailplane and banner towing rating, TMG night rating, and sailplane cloud flying privileges;

(f) training towards flight instructor certificate for sailplanes (FI(S));

(g) FI(S) refresher course;

(4) for balloons, in accordance with the requirements of AAR-BFCL:

(a) theoretical knowledge instruction for the BPL;

(b) flight instruction for the BPL;

(c) training towards class or group extension in accordance with point AAR-BFCL.150;

(d) training towards additional ratings: tethered hot-air balloon flight, night, and commercial operation rating;

(e) training towards flight instructor certificate for balloons (FI(B));

(f) FI(B) refresher course.

(b) A DTO shall be entitled to also provide the examiner courses referred to in points AAR-BFCL.430 and AAR-BFCL.460(b) (1) of Rules AAR-BFCL for FE(B), as well as in points AAR-SFCL.430 and AAR-SFCL.460(b)(1) of Rules AAR-SFCL for FE(S), provided that the DTO has submitted a declaration in accordance with point AAR-DTO.GEN.115 and the competent authority has approved the training programme in accordance with point AAR-DTO.GEN.230(c).

DTO.GEN.115 DECLARATION

(a) Prior to providing any of the training specified in point AAR-DTO.GEN.110, an organisation intending to provide such training shall submit a declaration to the SCAA. The declaration shall contain at least the following information:

(1) the name of the DTO;

(2) contact details of the DTO's principal place of business and, where applicable, the contact details of the aerodromes and the operating sites of the DTO;

(3) names and contact details of the following persons:

(i) the representative of the DTO;

(ii) the head of training of the DTO; and

(iii) all deputy heads of training, if required by point AAR-DTO.GEN.250(b)(1);

(4) the type of training, as specified in point AAR-DTO.GEN.110, provided at each aerodrome and/or operating site;

(5) a list of all aircraft and FSTDs to be used for the training, if applicable;

(6) the date of intended commencement of the training;

(7) a statement confirming that the DTO has developed a safety policy and will apply that policy during all training activities covered by the declaration, in accordance with point AAR.GEN.210(a)(1)(ii);

(8) a statement that confirms that the DTO complies and will, during all training activities covered by the declaration, continue to comply with the essential requirements set out in AAR-MED, with the requirements of AAR-FCL and AAR-DTO and with the requirements of AAR-BFCL and AAR-SFCL.

(b) The declaration, and any subsequent changes thereto, shall be made using the form contained in Appendix 1.

(c) A DTO shall, together with the declaration, submit to the competent authority the training programme or programmes, which it uses or intends to use to provide the training, as well as its application for approval of the training programme or programmes where such approval is required in accordance with point AAR-DTO.GEN.230(c).

(d) by derogation from point (c), an organisation which holds an approval issued in accordance with subpart ATO of AAR-ORA may, together with the declaration, only submit the reference to the already approved training manual or manuals.

DTO.GEN.116 NOTIFICATION OF CHANGES AND CESSATION OF TRAINING ACTIVITIES

A DTO shall notify the competent authority without undue delay of the following:

(a) any changes to the information contained in the declaration specified in point AAR-DTO.GEN.115(a) and to the training programme or programmes or the approved training manual or manuals referred to in points AAR-DTO.GEN.115(c) and (d) respectively;

(b) the cessation of some or all training activities covered by the declaration.

DTO.GEN.135 TERMINATION OF ENTITLEMENT TO PROVIDE TRAINING

A DTO shall no longer be entitled to provide some or all of the training specified in its declaration on the basis of that declaration, where one of the following occurs:

(a) the DTO has notified the competent authority of the cessation of some or all of the training activities covered by the declaration in accordance with point AAR-DTO.GEN.116(b);

(b) the DTO has not provided the training for more than 36 consecutive months.

DTO.GEN.140 ACCESS

For the purpose of determining whether a DTO is acting in compliance with its declaration, the DTO shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its training activities covered by the declaration, to any person authorised by the competent authority.

DTO.GEN.150 FINDINGS

After the competent authority has communicated a finding to a DTO in accordance with point ARA.GEN.350(da)(1), the DTO shall take the following steps within the time period determined by the competent authority:

(a) identify the root cause of the non-compliance;

(b) take the necessary corrective action to terminate the non-compliance and, where relevant, remedy the consequences thereof;

(c) inform the competent authority about the corrective action it has taken.

DTO.GEN.155 REACTION TO A SAFETY PROBLEM

As a reaction to a safety problem, a DTO shall implement:

(a) the safety measures mandated by the competent authority in accordance with point AAR-ARA.GEN.135(c);

(b) the relevant mandatory safety information issued by the SCAA, including airworthiness directives**.**

DTO.GEN.210 PERSONNEL REQUIREMENTS

(a) A DTO shall designate:

(1) a representative, who shall be responsible and duly authorised to do at least the following:

(i) ensure compliance of the DTO and its activities with the applicable requirements and with its declaration;

(ii) develop and establish a safety policy which ensures that the DTO's activities are carried out safely, ensure that the DTO adheres to that safety policy and take the necessary measures in order to achieve the objectives of that safety policy;

(iii) promote safety within the DTO;

(iv) ensure the availability of sufficient resources within the DTO so that the activities referred to in points (i), (ii) and (iii) can be carried out in an effective manner.

(2) a head of training, who shall be responsible and qualified to ensure at least the following:

(i) that the training provided complies with the requirements of AAR-FCL, AAR-BFCL and AAR-SFCL

(ii) the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction;

(iii) the supervision of the progress of students;

(iv) in the case referred to in point AAR-DTO.GEN.250(b), the supervision of the deputy head or heads of training.

(b) A DTO may designate a single person as its representative and its head of training.

(c) A DTO shall not designate a person as its representative or its head of training if there are objective indications that he or she cannot be trusted to carry out the tasks listed in point (a) in a manner which safeguards and furthers aviation safety. The fact that a person has been subject to an enforcement measure taken in accordance with point AAR-ARA.GEN.355 in the past three years shall be deemed to constitute such an objective indication, unless that person can demonstrate that the finding leading to that measure, by reason of its nature, scale or impact on aviation safety, is not such as to indicate that he or she cannot be trusted to carry out those tasks in that manner.

(d) A DTO shall ensure that its theoretical knowledge instructors have either of the following qualifications:

(1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training instructional techniques;

(2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.

(e) flight instructors and flight simulation training instructors shall hold the qualifications required by AAR-FCL, AAR-BFCL and AAR-SFCL for the type of training they provide.

DTO.GEN.215 FACILITY REQUIREMENTS

A DTO shall have facilities in place allowing the performance and management of all its activities in accordance with the essential requirements of AAR-OPS and with the requirements of this Rules AAR-DTO.

DTO.GEN.220 RECORD-KEEPING

(a) A DTO shall keep for each individual student the following records throughout the training course and for three years after completion of the last training session:

(1) details of ground, flight and simulated flight training;

(2) information on individual progress;

(3) information on the licences and associated ratings relevant to the training provided, including expiry dates of ratings and medical certificates.

(b) A DTO shall keep the report on the annual internal review and the activity report referred to in point AAR-DTO.GEN.270(a) and (b) respectively for three years from the date at which the DTO established those reports.

(c) A DTO shall keep its training programme for three years from the date at which it provided the last training course in accordance with that programme.

(d) A DTO shall, in accordance with the applicable law on the protection of personal data, store the records referred to in point (a) in a manner that ensures protection by

appropriate tools and protocols and take the necessary measures to restrict the access to those records to persons who are duly authorised to access them.

DTO.GEN.230 DTO TRAINING PROGRAMME

(a) A DTO shall establish a training programme for each of the trainings specified in point AAR-DTO.GEN.110 which the DTO provides.

(b) The training programmes shall comply with the requirements of AAR-FCL, AAR-BFCL and AAR-SFCL, as applicable.

(c) A DTO shall be entitled to provide the training referred to in point AAR-DTO.GEN.110(b) only when its training programme for that training, and any changes thereto, have been issued by the competent authority, upon application by the DTO, with an approval in accordance with point AAR-ARA.DTO.110, confirming that the training programme and any changes thereto comply with the requirements of AAR-FCL, AAR-BFCL and AAR-SFCL, as applicable. A DTO shall apply for such approval through the submission of its declaration in accordance with point AAR-DTO.GEN.115.

(d) point (c) shall not apply to an organisation also holding an approval issued in accordance with subpart ATO of AAR-ORA that includes privileges for that training.

DTO.GEN.240 DTO TRAINING AIRCRAFT AND FSTDS

(a) A DTO shall use an adequate fleet of training aircraft or FSTDs appropriately equipped for the training course provided. The fleet of aircraft shall be composed of aircraft that comply with all requirements defined in AAR-FCL. Aircraft that fall under points (a), (b), (c) or (d) of AAR-FCL, may be used for training if all of the following conditions are met:

(1) during an evaluation process the competent authority has confirmed a level of safety comparable to the one defined by all essential requirements laid down in AAR-FCL part II;
(2) the competent authority has authorised the use of the aircraft for training in the DTO.

(b) A DTO shall establish and keep up-to-date a list of all aircraft, including their registration marks, used for the training it provides.

DTO.GEN.260 THEORETICAL KNOWLEDGE INSTRUCTION

(a) When providing theoretical knowledge instruction, a DTO may use on-site instruction or distance learning.

(b) A DTO shall monitor and record the progress of any student undergoing theoretical knowledge instruction**.**

DTO.GEN.270 ANNUAL INTERNAL REVIEW AND ANNUAL ACTIVITY REPORT

A DTO shall take the following steps:

(a) conduct an annual internal review of the tasks and responsibilities specified in point AAR-DTO.GEN.210 and establish a report on that review;

(b) establish an annual activity report;

(c) submit the report on the annual internal review and the annual activity report to the competent authority by the date determined by the competent authority.

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APPENDIX 1 TO AAR-DTO

DECLARATION

☐ **Initial declaration**

☐ **Notification of changes** [1] – DTO reference number:

1. Declared training organisation (DTO)

Name:

2. Place(s) of business

Contact details (address, phone, email) of the DTO's principal place of business:

3. Personnel

_____

Name and contact details (address, phone, email) of the DTO's representative:

_____

Name and contact details (address, phone, email) of the DTO's head of training and, if applicable, of the DTO's deputy head(s) of training:

4. Training scope

List of all training provided:

List of all training programmes used to provide the training (documents to be attached to this declaration) or, in the case referred to in point AAR-DTO.GEN.230(d) of AAR-DTO, the reference to all approved training manuals used to provide the training:

5. Training aircraft and FSTDs

List of aircraft used for the training:

List of qualified FSTDs used for the training (if applicable, including letter code as indicated on the qualification certificate):

6. Aerodrome(s) and the operating site(s)

Contact details (address, phone, email) of all aerodromes and operating sites used by the DTO to provide the training:

7. Date of intended commencement of training:

8. Application for approval of examiner standardisation courses and refresher seminars (if applicable)

☐ The DTO hereby applies for approval of the above-mentioned training programme(s) for examiner courses for sailplanes or balloons in accordance with points AAR-DTO.GEN.110(b) and DTO.GEN.230(c) of AAR-DTO.

[1] in the case of changes, only point 1 and those fields containing changes need to be completed.

9. Statement

The DTO has developed a safety policy in accordance with AAR-DTO, and in particular with point AAR-DTO.GEN.210(a)(1)(ii) thereof, and will apply that policy during all training activities covered by the declaration.

The DTO complies and will, during all training activities covered by the declaration, continue to comply with the essential requirements set out in AAR-MED, with the requirements of AAR-FCL and AAR-DTO, and with the requirements of AAR-BFCL and AAR-SFCL.

We confirm that all information contained in this declaration, including its annexes (if applicable), is complete and correct.

Name, date and signature of the representative of the DTO

Name, date and signature of the head of training of the DTO