



FEBRUARY
2022


DTO



How to comply and create your own accepted
DTO and DTO manual

What you need to do

Download and read

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>SACAA Private Bag X 73 Halfway House 1685</p>
<p>Tel: (011) 545-1323</p> <p>E-Mail: niemandj@caa.co.za</p>	<p>GENERAL NOTICE # PEL-2021/DTO 001 Revision 2</p>	<p>DATED: 22 November 2021</p>



What you need to do

Email

PEL.Training@caa.co.za

State you are ATO RAA005/ Your sub ATO number and you wish to convert to a “DTO”
Stee please would you supply me with a DTO number so I can start the application process

- Name of Ex RAASA ATO (If applicable)
- Trading name of EX RAASA ATO (If applicable)
- Approval number of EX RAASA ATO (If applicable)- RAA/xxxxx
- Name of DTO
- Trading name of DTO (If applicable)

DTO – Better, bespoke and designed

Additional documentation for application

- **Letter of confirmation you can use your regular site (landowner) permission**
- **Letter of being in good standing from your club or similar**
- **CIPC documents showing company is trading and is a going concern and is registered for training**
- **Photos of you main training site plus**
- **Copy of ID**
- **Address of business**
- **Operational address**
- **Co ordinates of your main training site**

GO TO

Forms
required

[http://www.caa.co.za/Pages/Personnel%20Licensing/
Forms.aspx](http://www.caa.co.za/Pages/Personnel%20Licensing/Forms.aspx)

Download and complete these
forms

CA 141-35

CA 141 36

Technical guidance material for a DTOPM



THE TGM

Read it and follow it applying one's mind to the guidance

- **DECLARED TRAINING ORGANISATION (DTO)
PROCEDURES MANUAL SAMPLE TRAINING
MANUAL TEMPLATE**
-
- **EFFECTIVE DATE: 14 DECEMBER 2021**
- **General Notice - Declared Training Organisations
PEL 2021 - DTO 001 Rev 2 -22 Nov21**



Where to start

Make your document brief simple and direct

DTO ORGANISATION NAME DTO PROCEDURES MANUAL

[DELETE PAGES 1 TO 3 OF THE TGM AND REPLACE THE HEADER WITH YOUR ORGANISATION LOGO AND NAME (INCLUDE THE TRADING AS NAME IF APPLICABLE). THIS WILL APPEAR ON EVERY PAGE TO IDENTIFY YOUR DOCUMENT]

Example of the name –
MICRORLIGHT SERVICES T/A FUN FLYERS

IN ACCORDANCE WITH SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011 AS AMENDED

DTO APPROVAL NUMBER SACAA [ENTER DTO NUMBER HERE] DTO
EX RAASA APPROVAL NUMBER (if applicable) RAA [ENTER RAA NUMBER HERE]

Example of the approval numbers –
SACAA 6000 DTO
RAA 123

DTO Manual

Important elements

Amendment record

3. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Original	22 Nov 2021	First issue	K Storie

[NB. keep your Amendment Record up to date: The Amendment Date should reflect the date on the front page, and the footer.]

List of effective pages

4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Front Page	REV	DATE	Appendix E	Original	22/11/2021
0-1	Original	22/11/2021			
0-2	Original	22/11/2021			
0-2	Original	22/11/2021			
1-1	Original	22/11/2021			
2-1	Original	22/11/2021			
3-1	Original	22/11/2021			
Appendix A	Original	22/11/2021			
Appendix B	Original	22/11/2021			
Appendix C	Original	22/11/2021			
Appendix D	Original	22/11/2021			

[NB. keep each chapter separate to enable page changes easily without having to renumber the entire document: The Amendment Date should reflect the date on the front page, and the footer. The Appendix Page should reflect the Appendix as well as the page number e.g., App A -1]



Signatures

There are a few places that must be signed by the accountable manager and head of training and Safety officer - plus a confirmation from the SACAA

ADD A DTOFOOTER

DETAILS AND APPROVAL

Title of TRAINING MANUAL: BLUE GRAVITY TRAINING MANUAL
Revision and Amendment Number: Revision number: 0
Effective Date: 1 Jan 2022

PROCESS	NAME	SIGNATURE	DATE
Prepared By	KEVIN STORIE		12 DEC 2021
Reviewed by the Accountable Manager	KEVIN STORIE		12 DEC 2021
Approved by the South African Civil Aviation Authority			



SACAA to
sign here


STATEMENT OF CONFIDENTIALITY

This Declared Training Organisation Procedures Manual contains information that is confidential and proprietary to **KEVIN STORIE** from **BLUE GRAVITY**.

KEVIN STORIE from **BLUE GRAVITY** submits this document to the regulator which shall be held in strict confidence and will not be disclosed, duplicated, or disseminated or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of **KEVIN STORIE** from **BLUE GRAVITY**

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7. TYPE OF TRAINING PROVIDED BY DTO

	SACARS 141.08.3. 1. (3)
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This Declared Training Manual is accepted by the Director Civil Aviation confirming this organisation provides theoretical knowledge training and practical instruction for the issuance of the applicable license, certificate, rating, endorsement via the below listed course to the standards and syllabi contained in the applicable section civil aviation regulations [Place part and subpart of the regulations]

1. [list the course or training provided]
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.


I, the undersigned Accountable Manager, will ensure that there is a suitable and applicable operational safety system and quality system which provides for the necessary oversight of all administrative and training activities conducted and contained in the approved Training Operational Specification. I shall ensure that this declared organisation and all staff will operate according to the approved syllabi documented on the applicable Training Operational Specification, conduct training within the approved exercises and/or training manual and meet the minimum standards contemplated in the applicable regulations and technical standards. I will ensure that the annual report is completed and submitted as required timeously to the regulator and will avail the organisation for any audits that may be required.

SIGNED:	[The SACAA requires a handwritten, not typed, signature here]	[Enter Date]
ACCOUNTABLE MANAGER:	[Full Name of the Accountable Manager]	DATE

Type of Training and Accountable Manager

List in simple form the course or training you provide based on the syllabi appended, and the accountable manager should sign

8. PERSONNEL

	SACARS 141.08.12. (1)
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8.1 TITLES AND NAMES


This section to include the titles and names of the nominated person to be the accountable manager

Title	Name
PERSON NOMINATED AS THE ACCOUNTABLE MANAGER	[ENTER NAME HERE]
PERSON NOMINATED AND RESPONSIBLE FOR QUALITY	[ENTER NAME HERE]
PERSON NOMINATED ND RESPONSIDBLE TO MANAGE SAFETY [Specify the titles of any other persons unless all are the same person, use more rows if needed]	[ENTER NAME HERE]

[NB: Keep the titles and names updated at each review]

The AM will ensure that all a list of all instructors and their currencies with applicable files are kept current and on record at the DTO.

8.2 PERSONNEL PLAN FOR THE DTO

	SACARS 141.08.12. (2) & (10)
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This section will outline the personal, their duties and responsibilities within the DTO to perform and supervise the training to be conducted or provided.

8.2.1 Personnel posts and positions

[Enter personnel (that hold positions or posts) and state that a current record of these personal and their duties are recorded on file at the respective DTO. There should be a file on each staff member detailing respective positions, including duties and responsibilities scope, authorisations qualifications and designations held with a signature confirming that they have accepted them and are responsible (cv with applicable qualifications)]

Personnel

Add the names of the main personnel here and detail their positions and duties

DTO

HOT Signatures

Head of training


List duties and responsibilities

Add any CFI if sites EG gliding clubs

Add responsibilities

Keep a list with signatures of all current CFIs where they agree to comply with manual and DTO requirements

DTO

	SACARS 141.08.1 (9)
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8.2.3 Declaration of the Head of Training (HOT)

I, the HOT declares that I shall ensure all the duties and responsibilities detailed hereunder, including all training and instruction provided SHALL comply with the applicable current SACAR's, SACAT's Appendices and syllabi and shall maintain the applicable standards of training and safety and I shall manage mentor and guide all CFIs or other instructors that I manage as applicable.

SIGNED:	[The SACAA requires a handwritten, not typed, signature here]	DATE
HEAD OF TRAINING:	[Full Name of the Head of Training]	[ENTER DATE]
CONTACT NUMBER		

8.2.4 Duties (manage all training and training standards and instructors etc)

[List the duties of the HOT]

8.2.5 Responsibilities

[List the responsibilities of the HOT]

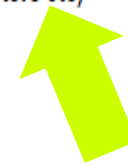
8.2.6 Sub DTO's

[List the duties of any CFI in the DTO]

8.2.7 CFI Responsibilities

[List the responsibilities of the CFI.]

Note: the AM shall keep a current list on file with names and accompanying signatures confirming that the nominated CFI's will perform their duties and will adhere to their responsibilities and provided training as required.



HOT to sign here

8.3 DUTIES AND RESPONSIBILITIES OF NOMINATED PERSON TO MANAGE SAFETY



SACARS 141.08.12. (2) aligning to 7.7.1

8.3.1 Duties (to develop and implement the safety policy of the DTO)

[List the duties of the nominated person for safety i.e., the Safety Officer]

8.3.2 Responsibilities

[Enter the areas of responsibilities and tasks such as safety meetings, safety reporting and risk assessments as applicable.]

8.3.3 Club or school safety officer duties

[List the duties of the CSO]

8.3.4 Responsibilities

[Enter the areas of responsibilities and tasks such as safety meetings, safety reporting and risk assessments as applicable]

Note: the AM shall keep a current list on-file with names and accompanying signatures confirming that the nominated person /people for safety, know and perform their duties and will adhere to their responsibilities.

Safety Manager / Safety officer


List in simple form duties and responsibilities and keep a list where the SO has signed confirming these duties and that they will abide by the requirements of the DTO

Where you operate from

Simplicity and do not over think, less is more

Operating sites

9. OPERATING LOCATIONS, AERODROMES OR SITES

	SACARS 141.08.11. (5) & (9)
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[This section should include names, details of the regularly or primary training aerodrome field or site – you may expand in Annexure B if necessary. If in an ENR publication or similar these can be referred to here in this document]

LOCATION	GPS CO ORDINATE	RUNWAYS	RT FREQUENCY
[ENTER LOCATION AND DETAILS]	ENTER CO- ORDINATES]	[ENTER RUNWAYS HERE if applicable]	[ENTER RT FREQUENCY DETAILS]

Equipment

FACILITIES (as applicable)	LIST	REVIEW DATE
AVIATION MAPS	[ENTER INFO]	
AERONAUTICAL INFORMATION		
METROLOGICAL INFORMATION		
WEATHER STATION		
WINDSOCK		
FIRST AID KIT		
COMMUNICATION EQUIPMENT		
CLASSROOM		
AUDIO VISUAL		
ONLINE LECTURES		
EXAMINATION CENTRE		
FIRE EXTINGUISHER		

[This section should include the basic equipment that is used – indicated more detailed list can be found on-file at the DTO]

Training material and aircraft

Simple list will be placed here however a comprehensive list will be managed and be up to date at your organization

11. TRAINING MATERIAL, EQUIPMENT AND FSTD's



SACARS 141.08.11. (2) & (8)

[This section will include a list and details as per the heading – ie only simulators or similar]

FSTD	TYPE	AUTHORISATION
[ENTER NAME]	[ENTER TYPE]	[ENTER AUTHORISATION]
Example - gliding simulator		

EQUIPMENT TYPE	NAME	ADDITIONAL INFO
[ENTER TYPE]	[ENTER NAME]	[ENTER INFO]
Example - winch		

TRAINING MATERIAL	NAME	ADDITIONAL INFO
[ENTER TYPE]	[ENTER NAME]	[ENTER INFO]
Example training manuals and books		

SAFETY SYSTEM

12.1 SAFETY POLICY

[Place the Safety Policy of the organisation in simplistic terms here. Note the DTO does not need to comply with the PART 140 Safety Management System requirements and include a brief description how accident reporting is dealt with]

NB: Safety is looking at Risk

12.2 SAFETY SYSTEM AND PROCEDURES

[Define the DTO simple safety systems or procedures for;

- accident and incident reporting
- hazard identification,
- risk assessments
- mitigation and follow up

This can be referred to a system documented and kept on file at the DTO and should include an ERP (emergency response plan)]

Quality and Annual reporting

NB: IMPORTANT

12.4 QUALITY SYSTEM

[Define the system and checks and include the internal review and schedule as well as the annually required activity report compiled as per ANNEXURE C. Expand how you manage quality and documenting quality matters in the DTO to ensure compliance to the accepted training programmes and syllabi, etc. Define the basic procedure to record the occurrences, deficiencies, findings, how they are addressed and remedied, and recorded and if applicable analysed and stated that they are defined further in the integrated reporting system for the DTO]

ANNUAL ACTIVITY REPORT ITEMS	NUMBER
TRAINING COURSES PROVIDED	
REFRESHER TRAINING PROVIDED	

GM for DTO Procedures Manual

Issue: 14 December 2021

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NUMBER OF STUDENTS TRAINED	
INCIDENTS	
ACCIDENTS	

12.4.1 Duties of the QAP

[List the duties QAP]

12.4.2 Responsibilities

[List the responsibilities of the QAP]

11.4 QUALITY ASSURANCE SYSTEM

The BG Quality assurance system is an internal review program that operates in tandem with our [Single Integrated Reporting System Log](#) and is scheduled as per table below. The annually required activity report compiled as per Appendix C is on record and may be requested or submitted as applicable to the applicable authority.

ANNUAL ACTIVITY REPORT ITEMS	NUMBER
TRAINING COURSES PROVIDED	
REFRESHER TRAINING PROVIDED	
NUMBER OF STUDENTS TRAINED	
INCIDENTS	
ACCIDENTS	

PROGRAM REVIEW ITEMS	DATE SCHEDULED					COMPLETED
	Q1	Q2	Q3	Q4	Annually	
Certificate and ops spec review					<input checked="" type="checkbox"/>	
Student files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Instructor files	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Incident and accident reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Safety occurrences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Theory training review and material review					<input checked="" type="checkbox"/>	
Practical training review and content review					<input checked="" type="checkbox"/>	
Single Integrated Reporting System Log review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Aircraft review and airworthiness					<input checked="" type="checkbox"/>	
Equipment review					<input checked="" type="checkbox"/>	
Safety review					<input checked="" type="checkbox"/>	
Annual activity report completion					<input checked="" type="checkbox"/>	

ANY issue or rectification that be highlighted in any review or audit that may need rectification is recorded and completed and signed off in the [Single Integrated Reporting System Log](#) which is under constant review and is a living document.

Record keeping & Single integrated reporting system



DTO

13. RECORD KEEPING



SACARS 141.08.15. (1) to (3)

13.1 METHOD FOR RETAINING RECORDS

[Define and explain the methodology and time the DTO retains records (archiving Act is 5 years) and the format they are retained – NB Protection of Personal Information Act compliance and all relevant details. NB; records for students, instructors and staff and aircraft and maintenance]

13.2 Training records and instructor logbooks

[Enter the procedures here how the DTO will record and what format these records will be documented]



13.3 AIRCRAFT AND EQUIPMENT MAINTENANCE

[Enter the policy, schedules and where the records for this maintenance will be recorded and stored]

13.4 SINGLE INTEGRATED REPORTING SYSTEM

[Give an example and document in simple terms the organisations system of managing the quality and requirements of the DTO. For small DTO's a single integrated reporting system which integrates, plans, checklists, review, internal audit, corrections, maintenance records, and accident etc into one ongoing continuous record system will suffice– (a logbook of events, actions and completion of all matters pertinent to the DTO. This is aligned to a schedule of checks and reviews staggered throughout the year which regularly requires review this system/log)]

Example

DATE	EVENT LOG /ACTIVITY	ACTION	DATE COMPLETED AND COMMENTS	BY WHO
[ENTER date]	[ENTER ACTIVITY]	[CAPTURE ACTION]	[ENTER DATE]	NAME AND SIGNATURE
22 Nov 2021	Instructor file review	Check files and update	2 Dec 2021	"Piet Pompjes" 
22 Nov 2021	Fire Extinguisher check	Needs check expires December – must get a sign out – fire company contacted – will complete by end Nov 2021		
1 Sept 2021	ATF required	ATF expires end Nov -applied for and submitted to authority. expected back-end Nov – follow up mid Nov		
Nov19 2021	Student ABC	Photo and medical still outstanding	Received 1 Dec 2021	Piet Pompjes" 

14. SYLLABI AND TRAINING MANUAL



SACARS 141.08.13.

[List and include your Course or syllabi and exercise for the applicable courses – i.e., you can add it to Annexure D. Ensure theory and practical exercises and associated elements are included. Include brief lesson structure – keep simplistic – these will be approved by the SACAA – if you have a training manual either existing or developed this can also be submitted and appended]

18. CONTROL AND DISTRIBUTION OF DOCUMENTATION

[Enter the in simple terms the procedures to control distribute applicable documentation and any revisions or amendments inclusive of use of digital means ie email, messenger apps and websites]

Amended versions of the manual shall be distributed electronically to all members and personnel]

19. APPENDICIES

19.1 List the training programmes that need to be approved by the SACAA. Place a section break into your document at each Appendix and renumber the page to 1. **The Appendix Page should reflect the Appendix as well as the page number e.g., App A -1**

19.2 x

19.3 x

19.4 x

Syllabi and Appendices

Use the SACAA 141 - 36 form syllabi as a minimum

DO THIS and simply you have a DTO



SOUTH AFRICAN

**CIVIL AVIATION
AUTHORITY**

DECLARED TRAINING ORGANISATION CERTIFICATE

Blue Gravity Storie cc
Blue Gravity Land and Air (Blue Gravity)
DTO NO: SACAA0001/DTO
OLD RAA NO: RAA 004

Postal Address: 127 B Pretorius Avenue, Lyttelton, Gqeberha, 6017, South Africa
Cellphone: 0823613276
E-mail: Karin.Bluegravity@gmail.com
Main Base of Operation: Greendale Flying Club S 25.63 E 28.09

This organisation has been approved as a Declared Training Organisation under Subpart S of Part 141 of the South African Civil Aviation Regulations 2011 (as amended) subject to the conditions specified below.

CONDITIONS OF APPROVAL

- The above holder of this certificate has been approved to conduct aviation training in accordance with:
- The attached Training Operations Specifications (OTOSpec), the privileges of which may only be conducted by suitably qualified instructors, on approved aircraft, flight simulator or other training devices (as applicable) and provided that the OTOSpec has not exceeded its annual expiry date.
- The DTO approved training programme.
- If the holder of a DTO certificate applies for the renewal of the certificate at least 30 days prior to the annual anniversary of the expiry date of the certificate and pays the fee as prescribed in Part 167, then the certificate shall remain in force until the Authority issues the renewal thereof. These fees are deemed to be annual currency fees.
- The privileges of the approval may not be exercised in the succeeding year unless all outstanding fees are paid in full at least 30 days prior to the annual anniversary of the expiry date of the certificate.
- The certificate shall remain valid unless it has been surrendered, superseded, limited, suspended or revoked or if any expiry date has been exceeded.


Signature	Simon Segwasha Executive Aviation Safety Operations Name	Effective Date: 13/01/2022 Expiry Date: 31/03/2023
EXECUTIVE: AVIATION SAFETY OPERATIONS This certificate was issued without any alteration or reserve SACAA0001/DTO-1		

ISSUING AUTHORITY: SOUTH AFRICAN CIVIL AVIATION AUTHORITY
E-mail: PEL.Training@saa.co.za

TRAINING OPERATIONS SPECIFICATIONS
DTO NO: SACAA0001/DTO
OLD DTO NO: RAA 004
Blue Gravity Storie cc
Blue Gravity Land and Air (Blue Gravity)

has obtained the privilege to provide and conduct the following training courses and to use the following resources

Approved Course	Date of Approval
NPL - Class Rating (Hang Gliders - Class A)	17/01/2022
NPL - Class Rating (Hang Gliders - Class B)	17/01/2022
NPL - Class Rating (Hang Gliders - Class C)	17/01/2022
NPL - Class Rating (Hang Gliders - Novice)	17/01/2022
NPL - Class Rating (Paragliders, powered paragliders and powered parafoils - Basic)	17/01/2022
NPL - Class Rating (Paragliders, powered paragliders and powered parafoils - Sport)	17/01/2022
NPL - National FI Rating - Hang-gliders and paragliders - Grade A	17/01/2022
NPL - National FI Rating - Hang-gliders and paragliders - Grade B	17/01/2022
NPL - National FI Rating - Hang-gliders and paragliders - Grade C	17/01/2022
NPL - Paragliders, including powered paragliders and powered parafoils	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 1)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 2)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 3)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 4)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 5)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 6)	17/01/2022
NPL - Type Rating (Hang-gliders and paraglider - Type 7)	17/01/2022
VALIDATION OF NPL FOREIGN LICENCE	17/01/2022

Operations Specifications Approval		
	Dr. PAUL PHOOKO	Effective Date: 17/01/2022
	Signature	Name in Block Letters
SENIOR MANAGER: PERSONNEL LICENSING	DTA Certificate No: 1	Expiry Date: 31/03/2023 CAA/PEL/CPSPEC: 1

ISSUING AUTHORITY: SOUTH AFRICAN CIVIL AVIATION AUTHORITY
E-mail: PEL.Training@saa.co.za
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Base of Operations	
Bambi Mphumalenge S 25.40 E 30.29	
Bartberton S 25.79 E 31.04	
Greendale Flying Club S 25.63 E 28.09	
Sedgefield S 34.00 E 32.79	
Restrictions and/or Limitations	
NIL	
Other Training Devices	
NIL	
Nominated Post Holder	
Name	Designation
KEVIN STORIE	Accountable Manager
KEVIN STORIE	Head of Training

DTO

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THANK YOU!



Kev Storie
CEO CAASA (ACTING)

Email

kev@caasa.co.za