

CAAM HCC GUIDELINES FOR APPROVED TRAINING PROVIDERS

1. An organization responsible for the training on helideck requirements shall demonstrate its capability to provide training by holding a Helideck Training Provider approval certificate, issued by the Civil Aviation Authority of Malaysia (CAAM).
2. A Helideck Training Provider shall be an institution staffed, equipped and operated in a suitable environment offering Helideck related training of specific curricula and supervision, including theoretical and operational instructions approved by the CAAM.
3. Any organisation intending to conduct Helideck related training, shall apply for approval as a Helideck Approved Training Provider. The application shall be made to CAAM using *Form CAAM/ASD/HLD-ATO1* as attached herewith in Appendix A.
4. In addition, the training provider seeking such approval shall submit a written exposition detailing how its organisation, facilities, equipment, accommodation, staffing, assessment processes and quality management system will enable it to provide Helideck training of professional standards. An example of a suitable exposition layout is shown in Appendix B.
5. The training organization shall nominate a Principal who shall have administrative authority to ensure that all training commitments are carried out in accordance with ICAO standards. A Standards Officer shall be appointed who shall have sound knowledge and experiences in helideck requirement and standards.
6. The exposition shall include an organisation chart and a functional chart, documenting key personnel's responsibilities and accountabilities.
7. A focal point for coordination with the CAAM shall be nominated by the training organization.
8. The training organization shall demonstrate that it has sufficient qualified personnel to plan and carry out theoretical and practical training, as well as associated assessments in accordance with this

Approval.

9. The training provider shall have adequate classroom, synthetic trainer (e.g. helideck mock-up, radio communications equipment etc), office and rest accommodation to satisfactorily carry out and support all planned training programmes. Optionally, If the training provider decides to organize a course in a different venue, the classroom shall be adequate and satisfactory helideck mock-up shall be made available near the course venue. Rest accommodation may be provided by a hotel(s) located near the course venue.
10. The training organization shall have relevant Instructor manual and training hand-outs.
11. Helideck model and mock-up shall be appropriate for the type of training it is intended for and the mock-up shall replicate as close as possible, a real-time environment.
12. The training organization shall have access to relevant helicopter for familiarization training, nearby the training facility. The type of helicopter shall be relevant to those which will be operated by the Helicopter Landing Officer.
13. The syllabus of the Helicopter Landing Officer (HLO) Course shall include but not limited to:

	MODULES	HOURS
1	Helideck Regulations and Standards	2.0
2	Helicopter Operational Hazard, Danger Zone, Access & Engine Controls	1.5
3	Helicopter Landing & Departure Preparation	2.0
4	Standards Operating Procedures / Radio Telephony	2.5
5	Helideck Emergency Response Procedures / First Response Fire Fighting	2.0
6	Cargo Handling & Dangerous Goods Regulations	1.5
7	Offshore Helicopter Refuelling	1.0
8	Helicopter Practical Session & Assessment	3.0
9	Helideck Practical Session & Assessment	4.0
10	Theoretical Assessment	0.5
Total		20.0

14. The validity of HLO Course shall not be more than two (2) years. Suitable helideck mock-up shall be provided for this training.
15. The syllabus of the Helideck Assistant (HDA) Course shall include but not limited to:

	MODULES	HOURS
1	Helideck Regulations and Standards	1.0
2	Helicopter Operational Hazard, Danger Zone, Access & Engine Controls	1.0
3	Helicopter Landing & Departure Preparation	1.0
4	Standards Operating Procedures	2.0
5	Helideck Emergency Response Procedures / First Response Fire Fighting	2.0
6	Cargo Handling & Dangerous Goods Regulations	1.5
7	Offshore Helicopter Refuelling	1.0
8	Helicopter Practical Session & Assessment	3.0
9	Helideck Practical Session & Assessment	3.0
10	Theoretical Assessment	0.5
Total		16.0

16. The validity of HDA Course shall not be more than two (2) years. Suitable helideck mock-up shall be provided for this training.
17. The syllabus of the Helideck Radio Operator (HRO) Course shall include but not limited to:

	MODULES	HOURS
1	Helideck Regulations and Standards	3.0
2	Meteorology	2.0
3	Weather Observation	4.0
4	Air Traffic Regulations	3.0
5	Radio Telephony	4.0
6	Offshore Standards Operating Procedures	2.0
7	Emergency Procedures	2.0
8	Radio Telephony Practical Session & Assessment	3.0
9	Theoretical Assessment	1.0
Total		24.0

18. The validity of HRO Course shall not be more than two (2) years. Suitable radio communications equipment (at least 2 sets) shall be provided for this training (portable walkie-talkie is not sufficient).
19. The syllabus of the Helideck Inspection Course (HIC) shall include but not limited to:

	MODULES	HOURS
1	Helideck Regulations & Standards	1.0
2	Helideck Environment & Equipment	2.0
3	The Inspector - Requirements, Certificates and Equipment	2.0
4	Components of Helideck Inspection	2.0
5	Helicopter Performances & Operations	2.0
6	Helideck Standards	5.0
7	Communication & Meteorological Equipment	1.0
8	RFF & Crash Rescue Equipment	1.0
9	Helideck Limitation List & Helideck Inspection Report	8.0
	Total	24.0

20. The validity of HIC shall not be more than two (2) years.
21. Instructors and Practical Assessors shall meet the qualification requirements to ensure an appropriate standard of training in compliance with ICAO standards.
22. Instructors and Practical Assessors shall have relevant background qualification and working experience for a minimum of five (5) years.
23. The training provider shall establish procedures, and document all written, oral and practical performance assessments of the trainee.
24. All assessment shall be carried out by suitably qualified personnel.
25. A Quality Management System (QMS) shall be designed, operated and maintained to manage, develop, deliver and sustain Helideck training in accordance with ICAO Standard and Recommended Practices.

26. The QMS shall be process based and specifies processes with respect to its management structure, course design and conduct, the assessment scheme and the competence of its instructional and assessment personnel.
27. The QMS shall also include but not limited to:
 - a. a requirement for an independent external audit to monitor training standards;
 - b. the integrity of theory and practical assessments;
 - c. adequacy of procedures; and
 - d. the audit shall allow feedback of the audit findings to the accountable executive to ensure necessary corrective actions.
28. Application for renewal of Certificate of Approval shall be made to CAAM HCC prior to a planned course which will be organized by the Training Provider. A representative(s) from CAAM HCC shall attend the course provided by the Training Provider as observer/reviewer to ensure any changes in current requirement being taught in the course, instructors are competent and training facilities and classroom are adequate.
29. Once approved, Training Provider shall inform CAAM HCC every time it intends to conduct a course. Failure to do so may result in the course will not be recognized by CAAM HCC.

CIVIL AVIATION AUTHORITY OF MALAYSIA

**Application for Certification of
Helideck - Approved Training Organization (ATO)**



1 APPLICANT		
1.1	Organization	<i>Insert name of organization</i>
1.2	Address	<i>Insert correspondence address</i>
1.3	Contact Person	<i>Name of officer</i>
1.4	Telephone	
1.5	Facsimile	
1.6	Email	
1.7	Location	<i>List location(s) of training location(s)</i>
2 TRAINING SCOPE		
2.1 Helideck Courses :		
	2.1.1	<i>Insert name</i>
	2.1.2	<i>Insert name</i>
	2.1.3	<i>Insert name</i>
	2.1.4	<i>Insert name</i>
	2.1.5	<i>Insert name</i>
	2.1.6	<i>Insert name</i>
2.2 Non-Helideck Courses :		
	2.1.1	<i>Insert name</i>
	2.1.2	<i>Insert name</i>
	2.1.3	<i>Insert name</i>
	2.1.4	<i>Insert name</i>
	2.1.5	<i>Insert name</i>
3. HUMAN RESOURCE <i>(Please attach list of names)</i>		
3.1	Instructors	<i>Insert name</i>
3.2	Administrative personnel	<i>Insert name</i>
3.3	Training Assistants	<i>Insert name</i>
3.4	Others	<i>Insert name</i>
4 Signature		
	Date	Stamp of Accountable Executive
		Signature

Appendix B - Training Organisation Exposition Layout

In order to obtain the Helideck Approved Training Provider Certificate, a training organization shall submit an exposition containing the information as specified below. The exposition shall be typed, with paragraphs and pages numbered, following the specified sequence:

1. Cover Page

- a. Name of training organization;
- b. Title of exposition;
- c. Version number; and
- d. Date of document.

2. Administrative Information

- a. Name and address of the training organisation and, if different, name and address of the training centre to which this application refers;
- b. The names, telephone and fax numbers, and email addresses of the following:
 - i) the Accountable Executive;
 - ii) the head of the training centre (if different from (i)); and
 - iii) title and name of person(s) nominated by the training organisation as the focal point for communication with the CAAM;
- c. A statement signed by the Accountable Executive, describing the extent of compliance of the organization with this Guidelines;
- d. An organization chart showing associated chains of responsibility of accountable executive and other key personnel; and
- e. A list of instructors and simulator personnel with supporting documents verifying each individual's qualifications and experience.

3. Facilities, Equipment, Material and Records

In this section, the training organization shall show how it complies with the requirements of this Directive in terms of these items.

4. Training Courses

The applicant shall also apply for the approval of training courses, if it has not done so previously.