CIVIL AVIATION SAFETY AUTHORITY OF PAPUA NEW GUINEA

PNG
Civil Aviation Rule
Part 141

Aviation Training Organisation – Certification and Operation

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DESCRIPTION

Part 141 prescribes the certification and operating requirements for aviation training organisations

Part 141 does not itself prescribe which training courses and assessments require the holding of a Part 141 certificate. It is other CAR Parts which will require the holding of a Part 141 certificate in order to meet the requirements of those other Parts.

BULLETIN

This Part first came into force on 1 January 2004 and now incorporates the following amendments:

Amendment	Applicable Date
Amendment 1	1 May 2016
Amendment 2	14 December 2020
Amendment 3	03 November 2023
Amendment 4	19 November 2025
Amendment 5	26 November 2026

Summary of amendments:
Amendment 05 aligns Part 141 with Amendment 179 of ICAO Annex 1

Amendment 5:
(Docket 26/17/CAR141/38)

(a) New Rules:

(1) Rule 141. 2 (b) – transpose new ICAO Annex 1 standard 1.2.8.3 for flight crew approved training.

(2) Rule 141.2(c)-transpose new ICAO Annex 1 standard 1.2.8.3 for air traffic controller approved training.

(3) Rule 141.2(d)-transpose new ICAO Annex 1 standard 1.2.8.4 for competency-based approved aircraft maintenance engineer training.

(4) Rule 141.2(e)-transpose new ICAO Annex 1 standard 1.2.8.6 for competency-based approved Flight operations officer/Flight dispatcher training.

(b) Amendments:

(1) Rule 141.2(a) prescribes new requirements for training organisations that issue license and ratings or certificate of competency.

(2) Rule 141.203(b)(3)(ii) -delete "personnel competency and authorisation" senior person position.

(c) Editorials:

Nil

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Subpart A — General

141.1 Purpose

(a) This Part prescribes rules governing the certification and operation of organisations conducting aviation training and assessments that are required by Civil Aviation Rules to be conducted by an organisation certificated under this Part.

(b) The following certificates are issued under this part:

(1) Standard Aviation Training Organisation Certificate:

(2) Restricted Aviation Training Organisation Certificate.

141.2 Requirement for certificate

(a) A person shall not conduct aviation training and assessment for the issue of a:

(1) License and ratings under Part 61, Part 63, Part 65 and Part 66; or

(2) Certificate of competency in any other aviation related training, except under the authority of a certificate issued under this Part.

(b) The training required under paragraph (a)(1) shall be conducted under a competency-based framework and where applicable meet the requirement of Appendix A and Appendix B.

141.3 Application for certificate

An applicant for the grant of an aviation training organisation certificate shall complete form CA 141/01 and submit it to the Director with payment of the appropriate application fee prescribed by regulations made under the Act, together with—

(1) for a standard aviation training organisation certificate, the exposition required by 141.63; or

(2) for a restricted aviation training organisation certificate, the information required by 141.151(b).

141.5 Issue of certificate

(a) An applicant is entitled to a standard aviation training organisation certificate if the Director is satisfied that—

(1) the applicant, and any senior person or persons required by 141.51(a)(1) and (2), are fit and proper persons; and

(2) the applicant meets the requirements of Subpart B; and

(3) the granting of the certificate is not contrary to the interests of aviation safety.

(b) An applicant is entitled to a restricted aviation training organisation certificate if the Director is satisfied that—

(1) the applicant is a fit and proper person; and

(2) the applicant meets the requirements of 141.151; and

(3) the granting of the certificate is not contrary to the interests of aviation safety.

141.7 Privileges of certificate

The aviation training organisation certificate issued under this Part specifies the training courses, assessments, aviation documents and functions that the holder is authorised to conduct, administer and perform.

141.9 Duration of certificate

(a) A standard aviation training organisation certificate may be granted or renewed for a period of up to 5 years.

(b) A restricted aviation training organisation certificate may be granted for the period required to conduct a one-off training course.

(c) An aviation training organisation certificate remains in force until it expires or is suspended or revoked.

(d) The holder of an aviation training organisation certificate that is revoked must immediately surrender the certificate to the Director.

(e) The holder of an aviation training organisation certificate that is suspended must immediately produce the certificate to the Director for appropriate endorsement.

141.11 Renewal of certificate

(a) An application for the renewal of a standard aviation training organisation certificate shall be made on form CA 141/01.

(b) The application shall be submitted to the Director before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

141.13 Specification for Approval

The specification for an aviation training organi~~z~~sation certificate shall contain at least-

(1) details of the physical location of the certificate holder's principal base of operations; and

(2) the certificate holder's address for service in Papua New Guinea; and

(3) date of issue and period of validity; and

(4) terms and conditions of the approval.

Subpart B — Standard Aviation Training Organisation: Certification Requirements

141.51 Personnel requirements

(a) An applicant for the grant of a standard aviation training organisation certificate shall engage, employ or contract:

(1) a senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that all training courses and assessments conducted by the organisation can be financed and carried out in accordance with the requirements prescribed by this Part; and

(2) a senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Chief Executive; and

(3) sufficient personnel to plan, conduct, and supervise the training courses and assessments listed in the applicant's exposition:

(b) The allocation of senior person responsibilities shall be appropriate to the structure of the applicant's organisation and acceptable to the Director.

(c) An applicant shall ensure that each person conducting aviation training or assessments, that are required by Civil Aviation Rules to be conducted by an organisation certificated under this Part, has a combination of qualifications and experience greater than the level of qualification being taught or assessed.

(d) The applicant shall establish procedures for initially assessing, and for maintaining, the competence of those personnel conducting the training courses and assessments listed in the applicant's exposition.

141.53 Facility requirements

An applicant for the grant of a standard aviation training organisation certificate shall provide facilities and resources appropriate to the training courses and assessments listed in the applicant's exposition.

141.55 Documentation and exposition

(a) An applicant for the grant of a standard aviation training organisation certificate shall hold current copies of all relevant technical standards and practices and any other documentation that is necessary for the provision of the training courses and assessments listed in the applicant's exposition.

(b) The applicant shall establish procedures to control and amend the documentation required by paragraph (a) to ensure—

(1) all documentation is reviewed and authorised by appropriate personnel before issue; and

(2) current issues of relevant documentation are available to personnel for the provision of training courses and assessments listed in their exposition; and

(3) all obsolete documentation is promptly removed from all points of issue or use; and

(4) changes to documentation are reviewed and approved by appropriate personnel.

141.57 Training courses and assessments

(a) An applicant for the grant of a standard aviation training organisation certificate shall establish procedures for conducting the training courses and assessments listed in the applicant's exposition.

(b) The procedures shall ensure that—

(1) training courses meet the applicable syllabus requirements of the Civil Aviation Rules; and

(2) assessments meet the applicable syllabus requirements of the Civil Aviation Rules, and are conducted without any compromise of the integrity of the assessments.

141.59 Records

(a) An applicant for the grant of a standard aviation training organisation certificate must establish procedures to identify, collect, index, maintain, store and dispose of the records relevant to the training courses and assessments listed in the applicant's exposition.

(b) The procedures must ensure that—

(1) there is a record for each person who conducts training courses or assessments. The record shall include details of their experience, qualifications, training, and competence assessments; and

(2) there is a record for each person being trained or assessed by the applicant's organisation. The record shall include: name, date of birth, details of aviation documents held, details of enrolment, attendance, subjects, instructor comments, any flight or similar practical sessions, and any assessments; and

(3) there is a record of each management review audit and corrective and preventative action carried out or raised under the procedures required by rule 141.61; and

(4) all records are legible; and

(5) all records shall be retained for a period of at least 5 years from the date of the last entry made on that record.

141.61 Safety Management System

An applicant for the grant of an aviation training organization certificate must establish and implement a safety management system which meets the requirements of Part 100.

141.63 Quality Management System

An applicant for the grant of an aviation training organization certificate must establish and implement a quality management system which meets the requirements of Part 100.

141.65 Organisation exposition

(a) An applicant for the grant of a standard aviation training organisation certificate shall provide the Director with an exposition which shall contain—

(1) a statement signed by the Chief Executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—

(i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and

(ii) are required to be complied with at all times; and

(2) the titles and names of the senior person or persons required by rule 141.51 (a)(1) and (2); and

(3) the duties and responsibilities of the senior person or persons specified in paragraph (a)(2), including matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and

(4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and

(5) a list of the training courses and assessments to be covered by the certificate; and

(6) the locations at which each training course or assessment will be conducted; and

(7) the course outline and the curriculum for each of the training courses and assessments to be conducted by the organisation; and

(8) details of the applicant's procedures required by rule—

(i) 141.51(c) regarding the competence of personnel; and

(ii) 141.55(b) regarding the control of documentation; and

(iii) 141.57(b) regarding training courses and assessments; and

(iv) 141.59(b) regarding records; and

(v) 141.61 regarding quality management system; and

(9) procedures to control, amend and distribute the exposition.

(b) The applicant's exposition must be acceptable to the Director.

Subpart C — Standard Aviation Training Organisation: Operating Requirements

141.101 Continued compliance

A holder of a standard aviation training organisation certificate shall—

(1) hold at least one complete and current copy of their exposition at each major location specified in their exposition; and

(2) comply with all procedures detailed in their exposition; and

(3) make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and

(4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and

(5) notify the Director within 7 days of any change of address for service, telephone number or facsimile number required by form CA 141/01.

141.103 Changes to certificate holder's organisation

(a) A holder of a standard aviation training organisation certificate shall ensure its exposition is amended so as to remain a current description of the holder's organisation.

(b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Part and complies with the amendment procedures contained in the holder's exposition.

(c) The certificate holder shall provide the Director with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.

(d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Director is required:

(1) the Chief Executive specified in rule 141.51(a)(1):

(2) the listed senior persons specified in rule 141.51(a)(2):

(3) the locations at which training courses or assessments may be carried out:

(4) the training courses or assessments for which the certificate is granted.

(e) The Director may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).

(f) A certificate holder shall comply with any conditions prescribed under paragraph (e).

(g) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.

(h) The certificate holder shall make such amendments to the holder's exposition as the Director may consider necessary in the interests of aviation safety.

Subpart D — Restricted Aviation Training Organisation: Certification and Operating Requirements

141.151 Certification requirements

(a) An applicant for the grant of a restricted aviation training organisation certificate shall—

(1) engage, employ, or contract sufficient personnel to plan, conduct, and supervise the training course listed in the application; and

(2) ensure that the personnel who are conducting the training course have a combination of qualifications and experience greater than the level of qualification being taught; and

(3) have facilities and resources appropriate to the training course listed in the application; and

(4) hold current copies of relevant technical standards and practices and any other documentation that is necessary for the provision of the training course listed in the application; and

(5) have documented procedures for conducting the training course listed in the application, including arrangements for examination or assessment.

(b) An applicant shall provide the Director with the details of their compliance with each of the requirements of paragraph (a) for the period the certificate remains in force.

141.153 Continued compliance

A holder of a restricted aviation training organisation certificate shall continue to comply with the certification requirements in rule 141.151(a).

141.155 Records

(a) A holder of a restricted aviation training organisation certificate shall identify, collect, index, store, and maintain records that are relevant to the training course listed in the application for the certificate.

(b) The certificate holder shall ensure that—

(1) there is a record for each person who conducts the training course including details of their experience, qualifications, and training; and

(2) there is a record for each person enrolled on the course that must include: name, date birth, details of aviation documents held, details of enrolment, attendance, subjects and any flight operations or practical exercises covered in their training and instruction, any flight times, instructor comments, and the results of any assessments; and

(3) all records are legible; and

(4) all records are to be retained for a period of at least 5 years from the date of the last entry made on that record.

Subpart E – Acceptance of Foreign Training Organisations

141.201 Purpose

This Subpart prescribes the rules for the grant of an Aviation Training organisation certificate to a foreign organisation which the Director finds acceptable on the basis of an approval issued by an ICAO contracting State**.**

141.203 Recognised foreign certifications

(a) Subject to the requirements of paragraphs (b) and (c), an Aviation Training organisation certificate issued by any of the following authorities will be accepted by the Director for the issue of an Aviation Training organisation certificate under this Part:

(1) the Civil Aviation Safety Authority of Australia:

(2) the Civil Aviation Authority of New Zealand:

(3) the Civil Aviation Authority of the United Kingdom:

(4) the Department of Transport Canada:

(5) the European Aviation Safety Authority:

(6) the National Civil Aviation Agency of Brazil:

(7) the Civil Aviation Department of Hong Kong:

(8) the Civil Aviation Authority of Singapore:

(9) the Civil Aviation Bureau of Japan:

(10) the Civil Aviation Administration of China:

(11) the Federal Aviation Administration of the United States.

(b) An applicant for an Aviation Training organisation certificate to be issued under paragraph (a) must provide the Director with the following:

(1) a copy of the foreign Training organisation certificate;

(2) a copy of the exposition required by the foreign Authority;

(3) the name of the chief executive and those senior persons who have responsibility for dealing directly with the Director on the following matters-

(i) the performance of Training activities:

(ii) safety management system

(iii) quality management system:

(c) Any information the Director may require regarding continuing validity of the foreign certificate.

(d) The Director may impose conditions and limitations on an Aviation Training organisation certificate issued under paragraph (a).

Appendix A. Approved Training Organisation

A1. Issue of approval

1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix.

1.2 The approval document shall contain at least the following:

(a) organization's name and location;

(b) date of issue and period of validity (where appropriate);

(c) terms of approval.

A2. Training and procedures manual

2.1 The training organization must provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

(a) a general description of the scope of training authorized under the organization's terms of approval;

(b) the content of the training programs offered including the courseware and equipment to be used;

(c) a description of the organization's quality assurance system in accordance with 4;

(d) a description of the organization's facilities;

(e) the name, duties and qualifications of the person designated as responsible for compliance with the requirements of the approval in 6.1;

(f) a description of the duties and qualifications of the personnel designated as responsible for planning, performing and supervising the training in 6.2;

(g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by 6.3;

(h) a description of the method used for the completion and retention of the training records required by 7;

(i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and

(j) when a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the Licensing Authority.

2.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

2.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

A3. Training programmes

3.1 Approved training programme shall be established for conducting training under:

(a) Part 61, Part 63, Part 65; and Part 66; and

(b) any other aviation related training.

3.2 Alternative means of compliance with the experience requirements established under this Part may be approved, provided that the approved training organization demonstrates a satisfactory level of competency acceptable to the Director.

3.3 Approved training programme for a multi-crew pilot licence, shall demonstrate a satisfactory level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilots.

A4. Quality assurance system

The training organization must establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements.

A5. Facilities

5.1 The facilities and working environment must be appropriate for the task to be performed and be acceptable to the Licensing Authority.

5.2 The training organization must have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

5.3 Synthetic training devices must be qualified according to requirements established by the State and their use shall be approved by the Licensing Authority to ensure that they are appropriate to the task.

A6. Personnel

6.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

6.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

6.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Licensing Authority.

6.4 The training organization must ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training program established by the training organization shall include training in knowledge and skills related to human performance.

A7. Records

7.1 The training organization must retain detailed student records to show that all requirements of the training course have been met as agreed by the Licensing Authority.

7.2 The training organization must maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

7.3 The records required by 7.1 must be kept for a minimum period of two years after completion of the training. The records required by 7.2 shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

A8. Oversight

Contracting States must maintain an effective oversight program of the approved training organization to ensure continuing compliance with the approval requirements.

A9. Evaluation and checking

When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the Licensing Authority or designated by the training organization in accordance with criteria approved by the Licensing Authority.

Appendix B - Part 141 Senior Persons Qualifications

B.1 – Senior Persons identified as Part 141 Chief Instructor (Part 66)

Part 141 – Aircraft Maintenance Engineer Training	
	Part 141 Chief Instructor (Part 66)
Document required	Hold or have held a valid Certificate of Instructor or Examiner Authorisation issued in accordance with Part 66; AND Has exercised the privileges of an aircraft maintenance engineer licence or equivalent within the immediately preceding 3 years of application for designation; AND Have successfully completed a formal course of training as PNG Part 141 Instructor or Examiner, acceptable to the Director
Instruction experience	Has taught at an approved aviation organisation or secondary education level or higher for at least 6 months, in the immediately preceding 5 years of application for designation.
Managerial experience	At least 2 years' experience as supervisor in an approved aviation organisation or as an instructor in a Part 141 aviation-training organisation, which may be undertaken during the 5 years' technical experience required above.
Knowledge	Have a clear knowledge and understanding of the continuing airworthiness parts of the organisation's exposition and the applicable continuing airworthiness provisions of the PNG civil aviation rules.
Competency	Undertake any examination or test that the Director may require determining the applicant's competency to perform the Instructor control functions required.

B.2 – Senior Persons identified as Part 141 Chief Examiner (Part 66)

Part 141 – Aircraft Maintenance Engineer Licence Training	
	Part 141 Chief Examiner (Part 66)
Document required	Hold or have held a valid Certificate of Instructor or Examiner Authorisation issued in accordance with Part 66; AND Has exercised the privileges of the aircraft maintenance engineer licence or equivalent within the immediately preceding 3 years of application for designation; AND Have successfully completed a formal course of training as PNG Part 141 Instructor, acceptable to the director
Examiner experience	Has been an Examiner at approved aviation organisation or secondary education level or higher for at least 6 months, in the immediately preceding 5 years of application for designation.
Managerial experience	At least 2 years' experience as supervisor in an approved aviation organisation or as an instructor in a Part 141 aviation-training organisation, which may be undertaken during the 5 years' technical experience required above.
Knowledge	Have a clear knowledge and understanding of the continuing airworthiness parts of the organisation's exposition and the applicable continuing airworthiness provisions of the PNG civil aviation rules.
Competency	Undertake any examination or test that the Director may require to determine the applicant's competency to perform the Instructor control functions required.