

Certification of Training Organizations (RFF)

Civil Aviation Authority
Sultanate of Oman

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INTRODUCTION

The CAA Oman is responsible for establishing the certification and operational standards for organizations that offer training to aerodrome personnel involved in safety-related duties. These roles require formal approval by the CAA to ensure competency.

One such category requiring certification includes training providers for **Aerodrome Rescue and Firefighting Services (RFFS)**.

To qualify for the Approved Training Center Certificate, applicants must fully comply with the criteria set out in Chapter 13 of CAR 139, as assessed and approved by the CAA.



CAR-139 Part I

Civil Aviation Regulation AERODROME CERTIFICATION, DESIGN AND OPERATION

Effective date: 30th of October 2024

Approved by: H.E. Eng. Naif Ali Hamed Al Abri
President of Civil Aviation Authority

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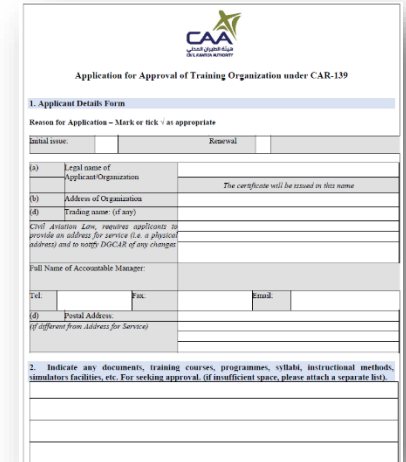
APPLICATION PROCESS

- Submit at least:

- 90 days before training
- 60 days before amendment

- Provide:

- Curriculum
- Facility & materials list
- Instructors' CVs
- Management structure
- Record keeping & student capacity



CAA
هيئة الطيران المدني
CIVIL AVIATION AUTHORITY

Application for Approval of Training Organization under CAR-139

1. Applicant Details Form

Reason for Application - Mark or tick ✓ as appropriate

Initial issue: ☐ Renewal: ☐

(a) Legal name of Applicant Organization: _____
The certificate will be issued in this name

(b) Address of Organization: _____

(c) Trading name (if any): _____

Civil Aviation Law, requires applicants to provide an address for service (i.e. a physical address) and to notify DGCA of any change:

Full Name of Accountable Manager: _____

Tel: _____ Fax: _____ Email: _____

(d) Postal Address: _____
(if different from Address for Service)

2. Indicate any documents, training courses, programmes, syllabi, instructional methods, simulators facilities, etc. For seeking approval. (if insufficient space, please attach a separate list).

CERTIFICATE ISSUE & DURATION

Certificate valid

- 24 months

Includes

- Holder's name & address
- Approved training specifications

Renewal

- Apply 60 days before expiry

Return
revoked/surrendered

- in 5 working days

PERSONNEL & INSTRUCTOR REQUIREMENTS

- ☐ Chief Executive with operational authority
- ☐ Competent senior staff & sufficient trainers
- ☐ Instructors

- a. Certified + 5 years experience*
- b. Proficient in teaching & equipment*
- c. Ratio: 1 instructor per 20 students*
- d. Chief Instructor per course*

FACILITIES, EQUIPMENT & DOCUMENTATION

Must have

- Classrooms, simulators, technical equipment

Maintain

- Current technical documents
- Document control procedures









OPERATIONAL RULES

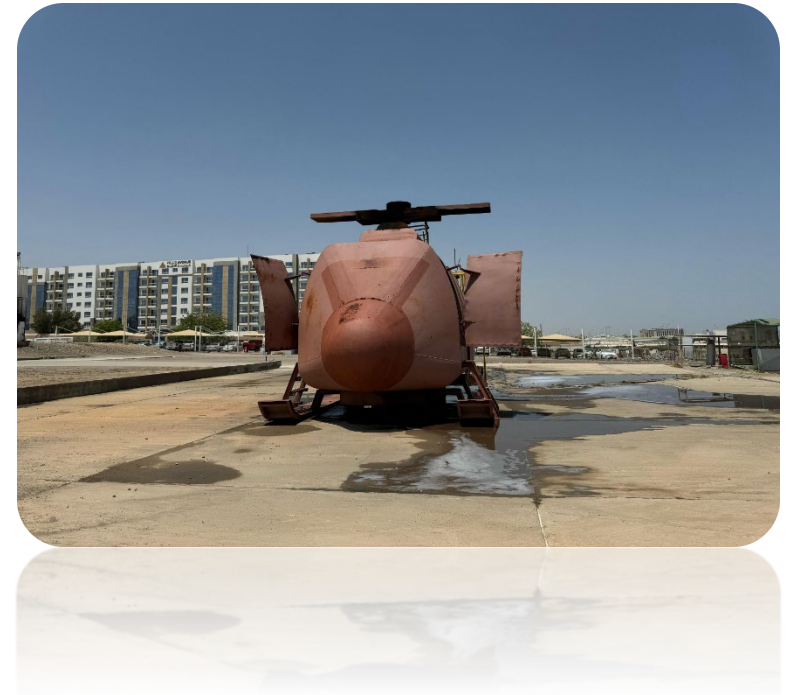
- ❑ Training limitations:
 - *Max 8 hours/day, 5 days/week*
- ❑ Completion of curriculum + tests
- ❑ Use approved grading & attendance systems
- ❑ Entry requirements: academic, health, language

RECORDS, CERTIFICATES & MAINTENANCE

- ☐ Maintain student records for 5 years
- ☐ Provide transcripts & certificates
- ☐ Maintain
 - a. Instructor qualifications*
 - b. Facilities & curriculum*
 - c. Quality (70% pass rate on first attempt)*

COMPLIANCE, AUDIT & ADVERTISING

- ☐ Display certificate publicly
- ☐ Notify CAA 30 days before location change
- ☐ Subject to inspections
- ☐ Advertising rules
 - a. No false claims*
 - b. Distinguish approved courses*
 - c. Remove CAA references if certification is lost*



AUDIT PROCESS

After submitting the application :

- 1) Review the documents submitted,
- 2) Reply to the applicant with the Audit date and Audit Plane,
- 3) Site visit as per the audit Plane,
- 4) Collect the evidences,
- 5) Prepare the report,
- 6) Send the report to the applicant,
- 7) Receive the corrective action plane,
- 8) Reply with comments and target date to close the findings,
- 9) Issue the certificate after all findings closed.

AUDIT CHICKLIST



Civil Aviation Authority

CERTIFICATE SPECIFIC CHECKLIST

AREA:
(MOS-ARFFT)

AUDIT CHICKLIST

AERODROME SAFETY DEPARTMENT
ON-SITE VERIFICATION SPECIFIC CHECKLIST

1. Eligibility

| QUESTIONS | STATUS OF COMPLIANCE | REMARKS |
|--|--|---------|
| <p>the organization registered in the Ministry of Industry and Commerce and try of labor as a training center?</p> <p>Copy of CR provided?</p> <p>Copy of certificates provided?</p> | <p>S <input type="checkbox"/></p> <p>NS <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p> | |
| <p>the organization have valid Insurance policy with an adequate amount to liability in case of accidents for :</p> <p>the premises</p> <p>the students</p> <p>the employees and Third party.</p> | <p>S <input type="checkbox"/></p> <p>NS <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p> | |
| <p>the Organization owning or leasing appropriate building(s) and workshops for safety function training applied for and the size of the potential accidents?</p> <p>the location approved by the authority</p> <p>the preparation shall be adequate enough to assure limited accessibility to the concerned people, and protection against external intruders</p> <p>the environment in regard to acceptable level of noise, pollution, heating, conditioning, lighting and ventilation</p> <p>the safety to ensure adequate relevant aspects such as fire escape, fire protection, and enough instruction in case of accidents</p> <p>the accommodation and Entertainment adequate layout and spaces for non-learning student's activities</p> | <p>S <input type="checkbox"/></p> <p>NS <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p> | |
| <p>the ownership and operational control for all tools and equipment appropriate for the safety function(s) applied for.</p> | <p>S <input type="checkbox"/></p> <p>NS <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p> | |

SIMULATOR CHICKLIST

| Item | Aircraft Simulator Minimum Requirements | Comment | Compliant |
|------|--|---------|-----------|
| 1 | Are the approach roads to the training area suitable for the RFFS appliances and other vehicle likely to require access. | | |
| 2 | Is the training facility of a block mounted steel construction aircraft frame commensurate with CAR 139 (RFFS) | | |
| 3 | Is the aircraft training rig commensurate with the risk at the airport (does it represent the type of aircraft using the aerodrome) | | |
| 4 | Does the aircraft simulator include provision for passenger style seating and in a configuration likely to be seen in A/C using the aerodrome.. | | |
| 5 | Does the Aircraft simulator include provision for rapid ventilation of heated products and atmospheres if required | | |
| 6 | Does the Aircraft simulator include engines and undercarriages simulations and the provision for pressurized fuel fires. | | |
| 7 | Has provision been made for the fitting of aircraft type doors (simulated) and at a height that is commensurate (cill height) of aircraft using the aerodrome | | |
| 8 | Has provision for a fuel line supplying fuel directly to the areas requiring pressurized fire been fitted and directly from a fuel supply/tank (port side undercarriage and engine assemblies) | | |

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