



GUIDELINES FOR ENROLMENT IN CAAM APPROVED TRAINING ORGANISATION – FLIGHT TRAINING ORGANISATION (ATO-FTO)

1 Introduction

- 1.1 With the gradual recovery of the aviation sector globally, there has been a surge in the number of individuals aspiring to pursue a career as a pilot. Many are keen on enrolling in the Approved Training Organisation – Flight Training Organisation (ATO-FTO) certified by the Civil Aviation Authority of Malaysia (CAAM) to obtain a Professional Pilot Licence in Malaysia. However, navigating the enrolment process in ATOs and understanding the associated regulatory requirements can be challenging without proper guidance.
- 1.2 On the contrary, it is not uncommon for aspiring pilots to have misconceptions or unclear expectations regarding the role of the ATOs and CAAM in their training journey. This lack of understanding may lead to confusion and frustration during the enrolment process, hindering their progress towards achieving their aviation goals.

2 Purpose

- 2.1 This Advisory Information (AI) serves to provide aspiring pilots with clear and concise guidance on the enrolment process at the ATO-FTOs approved by CAAM. By outlining the regulatory requirements, expectations from CAAM and FTOs and providing guidance on navigating the enrolment process, this AI would equip the public with the knowledge and resources to make an informed decision to successfully pursue their aviation goals.

3 Functions of CAAM in regulating ATOs

- 3.1 The primary responsibility of CAAM is to regulate the technical matters pertaining to the safety and security of civil aviation, as well as to support the growth of Malaysia's civil aviation industry and ensuring that aviation remains efficient, safe, and compliant with International Civil Aviation Organisation (ICAO) Standards and Recommended Practices (SARPs).

3.2 The CAAM regulates ATOs to ensure compliance with aviation standards and safety procedures. As Malaysia's aviation regulatory body, CAAM sets and enforces requirements, conducts audits and inspections, and issues certifications to ATOs. This oversight ensures the integrity of aviation training programmes, upholds safety standards, and ensures pilot competence and proficiency. By monitoring ATO operations and adherence to regulations, CAAM maintains high standards of aviation safety and professionalism.

3.3 Since CAAM's transformation began in 2020, numerous Civil Aviation Directives (CADs) and Civil Aviation Guidance Materials (CAGMs) aligned with ICAO standards have been published. These documents serve as key references for regulatory authorities and aviation stakeholders, promoting a unified approach to aviation safety and regulatory compliance in Malaysia. These documents are available on the CAAM website under the [publication link](#). Below is a list of relevant documents for issuance of license and ATO certification:

a) [CAD 1 – Personnel Licensing \(PEL\)](#)

1) This directive outlines the procedures and criteria for the issuance, renewal, and validation of licenses, ratings, and authorisations for individuals engaged in civil aviation activities in Malaysia. This directive also provides comprehensive guidance on the requirements and standards that must be met by individuals seeking various categories of licenses, including pilots, aircraft maintenance personnel, air traffic controllers, and other aviation personnel.

b) [CAGM 1001 – Flight Crew Licensing \(FCL\)](#)

1) This guidance material provides detailed guidance, explanations, and interpretations of the requirements outlined in CAD 1 and other regulatory documents pertaining to the licensing and certification of flight crew and aspiring pilots.

c) [CAD 1002 – Flying Club Providing Instructional Flying \(FC\)](#)

1) The purpose of this directive is to establish regulatory requirements and guidelines for Flying Clubs (FC) that provide instructional flying to the general public. The FC may provide theoretical knowledge instruction as well as flight instruction up to the level of Private Pilot Licence (PPL) subject to the FCs have submitted an application to CAAM.

d) [CAD 1011 – Approved Training Organisation \(ATO\)](#)

1) The purpose of this directive is to establish standards for ATOs to ensure the quality, safety, and competency of flight training provided to pilots and other aviation personnel. It also prescribes the requirements for issuance and renewal of the Certificate of Approval (COA) for the training organisations.

e) [CAGM 1011 – Approved Training Organisation \(ATO\)](#)

- 1) This guidance material provides detailed explanations and guidance to assist ATOs in understanding and complying with the requirements outlined in CAD 1011. It also serves as a resource for ATOs and CAAM to promote the consistent application of regulatory standards, enhance safety and facilitate continuous improvement in flight training operations.

3.4 Individuals who aspire to pursue a career in the aviation industry and obtain a Professional Pilot License in Malaysia are encouraged to familiarise themselves with the relevant CADs and CAGMs. By reviewing the relevant CADs and CAGMs, aspiring pilots can gain a better understanding of the regulatory framework governing the aviation industry in Malaysia. This knowledge will enable them to navigate the licensing process more effectively and ensure compliance with CAAM's requirements.

4 ATO Obligations

4.1 An ATO is an organisation that is approved by the CAAM to deliver specific approved training programmes to aviation personnel for licensing purposes. The ATOs play a crucial role in providing high-quality training and ensuring the competency and proficiency of pilots, flight instructors, and other aviation personnel. They shall comply with CAD 1011 requirements to obtain CAAM's approval to conduct the relevant training courses.

4.2 The ATO is further classified into four (4) categories which are Type Rating Training Organisation (TRTO), Flight Training Organisation (FTO), Flying Clubs providing instructional flying (FC) and Remote Pilot Training Organisation (RPTO).

4.3 Once CAAM issues the COA, it signifies the ATO has passed a rigorous audit and met all necessary standards and regulations, allowing them to train aspiring pilots and licence holders according to Malaysian civil aviation regulations.

4.4 The ATOs shall at all times adhere to the terms specified in the COA and training specifications, as well as the requirements described in its training and procedures manual. CAAM will monitor them continuously to ensure regulatory compliance and safety standards are met by the ATOs.

4.5 According to regulation 193 of the Civil Aviation Regulation 2016, if the ATOs fail to comply with the requirements or meet safety standards as specified in the directive, CAAM has the power to mandate corrective actions or suspend the ATOs operations until the non-compliance or safety concerns are effectively addressed, or to revoke their COA.

5 Guidelines for Enrolment in ATO-FTO approved by CAAM

5.1 Steps for aspiring pilots pursuing professional pilot training

5.1.1 Aspiring pilots who wish to obtain a Professional Pilot Licence in Malaysia are advised to follow the initial steps outlined below to kickstart their journey towards achieving this goal:

- a) **Meet CAD 1 requirements:** Applicant, whether for initial pilot training (ab initio) or requiring an abridged course shall not be accepted for training in an approved Professional Pilot Licence Course for CPL/MPL/ATPL unless he fulfils the educational qualifications requirements as outlined in CAD 1, Chapter 2 – Licences and Ratings for Pilots.
- b) **Request letter of acceptance:** Once the educational qualifications are met, the applicant shall request a Letter of Acceptance for Professional Pilot Training directly from the CAAM. This request shall be made by the applicant himself and not by any ATO-FTO or third-party agents. This request can be made to CAAM using the CAAM form (CAAM/BOP/FCL/50) which can be obtained by [clicking this link](#).
- c) **Wait for CAAM response:** Once the applicant submits the request, he should obtain the Letter of Acceptance for Professional Pilot Training from CAAM. This letter is crucial before proceeding with the training at any ATO-FTOs. According to CAAM's client charter, the application turnaround time is within 12 working days which starts from submission of fully completed documents and information.
- d) **Enrolling in a CAAM ATO-FTO:** Upon receiving the Letter of Acceptance for Professional Pilot Training from CAAM, applicants are now eligible to enrol in any Training Organisation approved by CAAM. The list of approved ATOs can be obtained from the CAAM website or by [clicking on this link](#). Should there be a third-party agent involved in the enrolment process, applicants must be aware of the associated risks involved. CAAM will not be held accountable for any issues that may arise during the flight training period if a third-party agent is involved.

5.1.2 For aspiring pilots who are offered cadet positions by an airline, the steps specified in Paragraph 5.1.1 for pursuing professional pilot training will be carried out by the airline as a batch. Furthermore, guidance for selecting an ATO-FTO as outlined in Paragraph 5.2 may not be applicable in this circumstance. This is because the ATO-FTO will be chosen by the airline itself, and cadets will typically undergo training as per the airline's internal training programme which had been aligned with the training programme in ATO-FTOs. Prospective cadets are advised to consult their respective airlines regarding the training process and selection of an ATO-FTO.

5.2 Guidance in selecting an ATO-FTO

- 5.2.1 Embarking on flight training is a significant step towards realising one's dream of becoming a pilot. However, with numerous ATO-FTOs available, selecting the right one can be a daunting task.
- 5.2.2 This guide aims to simplify the process by providing valuable insights and considerations to help the applicant choose an ATO-FTO that best aligns with their needs and aspirations. From understanding the training objectives to evaluating the facilities and training programme offered by different ATOs, this guide offers practical advice to ensure the applicant makes an informed decision and embarks on a fulfilling aviation journey tailored to his preferences.
- 5.2.3 Before deciding which ATO-FTO to enrol in, applicants are advised to take the following steps to gain a better understanding of their goals, requirements and preferences:
- a) **Research and choosing an ATO-FTO:** Before enrolling in any ATO-FTO, it is crucial to conduct thorough research on the available options as published on the CAAM's website. Consider factors such as the ATO-FTO's accreditation status, facilities, training programmes offered, instructor qualifications and safety records.
 - b) **Verify accreditation:** Verify that the ATO-FTO is approved by CAAM for the type of training one intends to pursue. This can be confirmed through the official CAAM's website or by contacting CAAM directly. Individuals may also request the COA and training specifications from the ATO-FTO. The sample of COA and training specifications can be found in CAD 1011, Chapter 7, Attachment A and Attachment B.
 - c) **Review training programmes:** Carefully review the training programmes offered by the ATO-FTO to ensure they align with the career goals and objectives. Pay attention to the curriculum, training duration, equipment, and resources such as the number of students enrolled in the ATO-FTO and the availability of instructors and aircraft.
 - d) **Visit the ATO:** Whenever possible, schedule a visit to the ATO-FTO to tour the facilities, meet with instructors, and get a sense of the training environment. This will help the individual make an informed decision about the suitability of the ATO for the training needs.
 - e) **Understand regulatory requirements:** Get familiar with the requirements for obtaining a Malaysian pilot licence, including medical requirements, English language proficiency, minimum age requirements and other requirements as outlined in CAD 1. Ensure that all prerequisites are met before enrolling in training.
 - f) **Cost and financial consideration:** Consider the cost of training at the ATO-FTO, including course fees, examination fees, and any additional expenses such as accommodation and transportation. Develop a financial plan to cover these costs and explore available financing options if necessary.

5.3 Enrolment process

5.3.1 Once the applicant has selected an ATO-FTO, he shall follow the specific application guidelines and requirements of the chosen ATO-FTO on the enrolment process. He shall provide all required documentation, complete any necessary assessments or interviews, and adhere to any deadlines or timelines specified by the ATO-FTO.

5.3.2 Following the candidate's acceptance for enrolment in flight training by the chosen ATO-FTO, the appropriate ATO-FTO personnel will conduct an induction briefing for him. The briefing shall encompass the following aspects to ensure a comprehensive understanding and smooth conduct of the flight training, including but not limited to:

a) ATO-FTO's policies & procedures:

- 1) Regulatory requirements.
- 2) Training plan – It shall not exceed twelve (12) months for the theoretical knowledge training phase and eighteen (18) months for the flight and/or Flight Simulation Training Device (FSTD) training phase as outlined in the CAD 1011, Chapter 3 - Training.
- 3) Training policies as outlined in the ATO-FTO's Training and Procedures Manual (TPM) such as slow progress policy, disciplinary policy, absenteeism policy, and any other relevant policy.
- 4) Safety risks involved with flight training activities.
- 5) Insurance policy and coverage.
- 6) Consequences of a student failing to complete the flight training course within the stipulated training timeline.
- 7) Consequences of the ATO-FTO failing to deliver or provide flight training as agreed upon within the training timeline.
- 8) Safety Management System

b) Contract / Letter of Agreement:

- 1) Payment schedule.
- 2) Penalties that may be imposed.
- 3) Financial and training consequences in case of termination from the course.
- 4) Refund / Non-refundable fees policy.
- 5) Additional costs may be incurred for the additional ground training, tuition, flight training and etc.
- 6) Training, food and accommodation duration policy.
- 7) Fuel surcharge/fuel policy.

5.3.3 Applicants should thoroughly review the pilot training agreement/contract before signing it. After obtaining a complete briefing from the ATO-FTO and carefully considering all of the terms and conditions stated, the applicant may sign the contract, indicating their agreement and commitment to the required terms.

- 5.3.4 CAAM assumes no responsibility for the terms and conditions outlined in the contract between the client and the ATO-FTO. Once signed, the contract is solely between the client and the ATO-FTO, and any issues or disputes arising thereafter shall be resolved directly between the parties involved.
- 5.3.5 Once CAAM approves the request made by the ATO-FTO for new student intake, then only the pilot training course can commence, allowing the ATO-FTO to train new students in accordance with its established curriculum and schedule.
- 5.3.6 It is important to note that the approved flight training course conducted at ATO-FTOs is an intensive programme that demands a high level of commitment from student pilots. With multiple progress tests and assessments scheduled throughout the course, students shall remain focused and dedicated to meeting the required flight training standards for obtaining a pilot license. It is essential to emphasise that failure to demonstrate the necessary skills and knowledge may result in various consequences, including suspension, recourse, or full termination from the course.

6 Conclusion

- 6.1 Aspiring pilots shall keep themselves updated on any changes or updates to CAAM regulations and directives that may affect the training and licensing process by regularly checking the CAAM website for announcements and advisories.
- 6.2 CAAM encourages voluntary reporting across all areas of civil aviation operations in Malaysia. In order to further promote and develop better aviation safety, anyone can voluntarily report any occurrences relating to safety concerns, issues and hazards that could cause harm to aviation training. All voluntary reports can be submitted through the CAAM Aviation Reporting System (CAREs) via <https://safetyreporting.caam.gov.my/safety-reporting-portal/>
- 6.3 By following these guidelines, individuals can ensure a smooth and successful enrolment process in an ATO-FTO approved by CAAM. This ensures they embark on their journey towards obtaining a Professional Pilot Licence in Malaysia confidently and with a clear understanding of the steps involved.



DATO' CAPTAIN NORAZMAN MAHMUD
Chief Executive Officer
for Civil Aviation Authority of Malaysia
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