



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

**Application for
Small Unmanned Aircraft Approved Training Organisation (SUA ATO)
under the Small Unmanned Aircraft Order
(Cap. 448G of the Laws of Hong Kong)**

Please read the “Small Unmanned Aircraft Approved Training Organisation Requirements Document (“TRD”)” and “Guidance Notes” on the last page of the form before submission of application.

1. ORGANISATION PARTICULARS		
Name of Organisation (or bodies) (in full) : _____		
Address in Hong Kong: _____ _____		
Telephone No.: _____ Email Address: _____		
Type of Approval Applied for :		
<input type="checkbox"/> Initial <i>Approval will be valid for a maximum period of one year subject to conditions.</i>		
<input type="checkbox"/> Renewal (Expiry date of current approval: _____) <i>Approval will be valid for a maximum period of two years subject to conditions.</i>		
2. REQUIRED INFORMATION AND DOCUMENT(S)		
Item(s)	Relevant Information / Documents (If the item is set out in any of your documents, please specify the name of the document and the relevant paragraph number. The document’s name should be equivalent to the file name if it is submitted via email.)	Submitted ? (Yes/No/ N.A.)
A. GENERAL		
(1) Copy of the Business Registration Certificate (or other equivalent registration document) issued by the Hong Kong SAR Government if applicable		
B. TRAINING COURSE		

(1) Training course outline (syllabus, lesson plans, mode of delivery and duration)		
(2) Theoretical knowledge training materials (including student handbook and/or instructor handbook, etc.) <i>(see TRD Section 4.3 and Appendix B for details)</i>		
(3) Encrypted theoretical knowledge examination papers / question bank with answers and marking scheme <i>(see TRD Section 4.4 for details)</i>	<i>(decryption to be submitted separately upon further instruction from CAD)</i>	
(4) Practical training and assessment materials with marking scheme <i>(see TRD Section 4.5 and Appendix C for details)</i>		
(5) Policy on student attendance		
(6) Policy on examination, invigilator guide, including examination rules, permitted examination duration, etc., and handling arrangement for misconduct during examination		
(7) Mechanism to ensure security of examination question bank		
(8) Sample training certificate (to be issued to the trainees) <i>(see TRD Appendix F for template)</i>		
(9) Policy on ensuring trainees obtaining 2 hours of SUA flight(s) as a remote pilot within the past 12 months before they are recommended to the CAD for Advanced Rating		
C. FACILITIES AND EQUIPMENT		
(1) Address and seating capacity of the proposed training venue / facility in Hong Kong, including at least the venues for: (i) Instructional training; (ii) Theoretical knowledge examination; and (iii) Practical training and		

assessment.		
(2) List of training SUA to be used on course		
<ul style="list-style-type: none"> (i) General description; and (ii) SUA Registration Number 		
D. PERSONNEL		
(1) List of Key Personnel(s)		
(2) Resume (CV) of Key Personnel(s)		
(3) List of qualified instructor(s) / practical assessor(s)		
(4) Resume (CV) of instructor(s) / practical assessor(s)		
<p>(5) Documentary proof of the following qualifications / experience:</p> <ul style="list-style-type: none"> (i) SUA-related Qualifications: <ul style="list-style-type: none"> - Holder of valid Remote Pilot Certificate with Advanced Rating issued by the CAD; or (ii) SUA-related training and/or assessment experience for: <ul style="list-style-type: none"> (a) <u>Instructor(s)</u> <ul style="list-style-type: none"> - Have undergone a course of instructional technique training or have previous experience in delivering theoretical knowledge instruction on SUA (which may include experience as assistant instructors); <i>Note: Applicants may propose alternate qualifications which might satisfy the above such as qualified teacher or lecturer, or be a recognized instructor in another technical discipline.</i> and - At least ONE year of SUA operations-related working experience in a supervisory/ remote pilot/ instructional/ assessor role 		

<p>(b) <u>Practical Assessor(s)</u></p> <ul style="list-style-type: none"> - Have undergone a course of practical assessment / examiner training or have previous experience in conducting practical assessment on SUA; <i>Note: Applicants may propose alternate qualifications which might demonstrate sound knowledge of practical skill assessment with adequate experience of such processes.</i> <p>and</p> <ul style="list-style-type: none"> - At least ONE year of SUA operations-related working experience in a supervisory/ remote pilot/ instructional/ assessor role 		
E. QUALITY ASSURANCE AND SAFETY ASSURANCE		
<p>(1) Quality assurance system:</p> <ul style="list-style-type: none"> - Name of the quality assurance personnel(s) or organisation(s) - Audit plan and programme including internal audit schedule for the coming 12 months - Aspects of operations under the audit programme 		
<p>(2) Safety assurance system:</p> <ul style="list-style-type: none"> - Methodology and checklist to carry out risk assessment conducted on proposed training or practical assessment at the specified location(s) - Risk assessment conducted on the proposed training or practical assessment at the specified location(s) 		
<p>(3) Procedures of reporting and handling of occurrences</p>		
F. RECORDS		
<p>(1) Records keeping system for</p> <ul style="list-style-type: none"> - Students; - Staff; - Examination papers; and - Records of quality assurance and safety assurance activities (e.g. audit, risk assessment, etc.) 		

G. CONTRACTED ACTIVITIES (IF APPLICABLE)		
(1) Name or list of the contracted organisation(s)		
(2) Service(s) provided by the contracted organisation(s)		
(3) Address of the contracted organisation(s)		
(4) Copy of written agreement between SUA Approved Training Organisation and the contracted organisation(s) <i>Including the scope of contracted activities, the hours of services to be provided, audit/ oversight arrangement, etc.</i>		
(5) Specific procedures on the control of contracted organisation(s)		

Declaration and Signature

I, as the Training Manager, declare that:

- All the information and materials submitted for the application of SUA ATO shall not infringe, induce and/or constitute infringement of, any intellectual property rights of any third parties;
- The information given in this application form is correct to the best of my knowledge and belief;
- I have the corporate authority for ensuring that all training commitments can be financed and carried out to the required standards; and
- I am accountable for all matters relating to the SUA ATO as well as coordination with CAD when needed.

Name

Signature & Company Chop

Date

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.