



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO: 036-2024

TO : ALL APPROVED TRAINING ORGANIZATIONS (ATOs)

FROM : CAPTAIN EDGARDO G. DIAZ
Deputy Director General for Operations

SUBJECT : TOCID SURVEILLANCE PLAN FOR 2025 TO 2026

DATE : December 11, 2024

I. PURPOSE:

1. The Civil Aviation Authority of the Philippines is transitioning from the previous Minimum Required Annual Inspection (MRAI) system to a new Continuous Surveillance System.
2. The purpose of this memorandum is to guide the TOCID surveillance plan for 2025 to 2026. This plan aims to ensure that Approved Training Organizations consistently demonstrate compliance with the requirements of the Philippine Civil Aviation Regulations, as well as with other CAAP issuances and directives.

II. APPLICABILITY:

The Memorandum shall apply to all Approved Training Organizations Certified by the Civil Aviation Authority of the Philippines (CAAP).

III. DEFINITION OF TERMS:

- 1) **Audit** – A systematic, independent, documented process for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
- 2) **Aviation Certificate** – Means any airworthiness certificate, airman certificate, air operator certificate, certificate authorizing the operation of an aviation school or approved maintenance organization, or other document issued by the provisions of the Republic Act 9497 in respect of any person, aircraft, airport, or aviation-related service.
- 3) **Inspection** – An independent documented conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing, or gauging, to verify compliance with applicable requirements.

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Records Officer II
Central Records & Archives Division

- 4) **Safety Performance** – The demonstration of how effectively a regulated entity can mitigate its risks, substantiated through the proven ability to comply with the applicable requirements, implement and maintain effective safety management, identify, and manage safety risks, and achieve and maintain safe operations.
- 5) **Surveillance** – The evaluation of the effectiveness of an organization's quality control measures which may be defined as the surveillance techniques and activities used by CAAP to continually assess certificate/authorization holders.

IV. APPROVED TRAINING ORGANIZATION MAINTENANCE TRAINING CENTERS (LOCAL & FOREIGN)

1. Every twenty four (24) months after the last audit, intermediate audits will be carried out utilizing the authorized checklists and surveillance plan.
2. The Approved Training Organization Maintenance Training Center Quality and Safety audits will be submitted to TOCID according to its Audit plan for the year. The assigned auditor will do the following actions:
 - a) Review the internal audit plans to ensure that they fully complies with PCAR Standards
 - b) Assess whether an on-site audit is necessary and justify his determination.

V. APPROVED TRAINING ORGANIZATION MAINTENANCE TRAINING SCHOOLS

1. The audit process for the initial and renewal of Approved Training Organization Maintenance Training School Certification shall remain unchanged.
2. Intermediate audits will be conducted every twelve (12) months following the previous audit using the approved checklists and surveillance plan.
3. Maintenance schools under heightened surveillance may be scheduled for less than twelve (12) months as determined by the assigned auditor.
4. Airworthiness auditors to be assigned to maintenance schools for intermediate audits are as follows:
 - a) One auditor for maintenance schools located in the National Capital Region (NCR).
He will decide and recommend the number of inspectors depending on the scope and complexity of the audit.
 - b) Two airworthiness auditors for maintenance schools located outside the NCR.

5. The intermediate audit of maintenance schools will strictly follow the surveillance plan and will focus on the following:
 - a) The conducted Quality and Safety Audits
 - b) The training program implementation
 - c) The maintenance program implementation
 - d) The Surveillance Checklists
6. The functions of TOCID Airworthiness Auditors conducting initial and renewal certifications will remain unchanged.

VI. APPROVED TRAINING ORGANIZATION FSTD TRAINING CENTERS (LOCAL MAINTENANCE SCHOOLS SURVEILLANCE PLAN 2025 (Transition) & FOREIGN)

1. Every twenty-four (24) months after the last audit, intermediate audits will be carried out utilizing the authorized checklists and surveillance strategy.
2. The Approved Training Organization FSTD Training Center Quality and Safety audits will be submitted to TOCID according to its Audit plan for the year. The assigned auditor will do the following actions:
 - a) Examine the internal audit reports to make sure the agency is adhering to PCAR standards.
 - b) Determine whether an on-site audit is required and provide evidence to support his decision

VII. APPROVED FLYING SCHOOLS

1. The audit process for the initial and renewal of Approved Training Organization Flying School Certification shall remain unchanged.
2. Intermediate audits will be conducted every twelve (12) months following the previous audit using the approved checklists and surveillance plan.
3. Flying schools under heightened surveillance may be scheduled for less than twelve (12) months, as determined by the assigned auditor.
4. One operations inspector will be assigned to a flying school for intermediate audits. He can decide and recommend the number of inspectors depending on the scope and complexity of the audit.
5. The intermediate audit of an ATO will strictly follow the surveillance plan and will focus on the following:
 - a) The internal quality and Safety Audits
 - b) The training program implementation
 - c) The maintenance program implementation
 - d) The Surveillance Checklists

6. The functions of TOCID auditors conducting initial and renewal flying school ATO certifications will remain unchanged.

VIII. IMPLEMENTATION:

1. The ATO will be given a maximum of 59 days from the date of the audit exit briefing to submit to the concerned inspector/auditor an acceptable Corrective Action Plan (CAP) for their audit findings (if any).
2. Sixty (60) days after the exit briefing, if compliance with the findings has not been met, TOCID will issue a "WARNING" letter to the ATO reiterating their non-compliance.
3. Ninety (90) days after the exit briefing, if compliance with the findings has not been met, TOCID will notify the ATO that they are under "HEIGHTENED SURVEILLANCE."
4. One Hundred Twenty (120) days after the exit briefing, if compliance with the findings has not been met, TOCID will issue a "SUSPENSION OF OPERATIONS" letter to the ATO effective upon receipt of the letter.
5. The suspension of operations will only be lifted when the ATO fully complies with the requirements of PCAR as determined by the assigned inspector.
6. An intermediate inspection can only be conducted when the ATO fully complies with the requirements of PCAR as determined by the assigned inspector.

For your guidance.

By Authority of the Director General:


CAPTAIN EDGARDO G. DIAZ
Deputy Director General for Operations

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