

SAFETY INFORMATION 01/2022

3 January 2022



APPROVED TRAINING ORGANISATIONS SETTING UP A SATELLITE BASE

Purpose

This Safety Information (SI) emphasises on the importance of a management of change process to approved training organisations (ATOs). In particular, flight training organisations (FTO) and flying clubs providing instructional flying (FC) intending to set up a satellite base.

Background

There had been an accident involving a student pilot that occurred at the satellite base of a flight training organisation. The student who was flying solo at the time had failed to follow ATC instructions after take-off and was cautioned by the ATC. Following this, the student was unable to complete the sortie and returned. Two unsuccessful attempts to land were made and on the third attempt, upon touchdown the nose gear collapsed.

Discussion

Management of change is a formal process for systematic and proactive identification of hazards and of appropriate mitigation strategies and measures, to be applied to all changes concerning the safety of services provided by an aviation organisation.

One of the important activities of the management of change is to understand and define who and what will be affected. This maybe individuals within the organisation, other departments or external people or organisations.

ATOs should consider the impact of the change in operating environment and/or personnel. This could affect the way the change is accepted by those affected.

Recommended Action(s)

1. ATOs shall ensure a formal change management is carried out as part of the process in setting up a satellite base.
2. The following are mitigating measures to be taken, but not limited to:
 - a. CAAM Flight Operations Division inspectors shall be consulted during the management of change process.
 - b. An engagement with air traffic service providers to ensure safe, effective and efficient application of rules and procedures.
 - c. Ensure Flight Instructors assigned to satellite bases are suitable and competent to manage changes.
 - d. Ensure student pilots have achieved certain level of proficiency before assigning them to satellite bases.

Further Information

For further information on the management of change, refer to:

- ICAO Doc 9859 – Safety Management Manual



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