**PART 4**

**RECORD KEEPING MANUAL TEMPLATE**

*Cover Page*

ATO’S LOGO

**ATO’S NAME**

**RECORD KEEPING MANAUL**

ISSUE NO. XX/REVISION NO. XX

**APPROVED BY**

*CAAT’S STAMP*

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**(NAME OF CAAT-DG)**

**DATE of APPROVAL**

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**Volume no….**

*Second Page*

ATO’S LOGO

**ATO’S NAME**

**RECORD KEEPING MANAUL**

ISSUE NO. XX/REVISION NO. XX

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| **Prepared by** | QA Officer | *Original Signature* | 24 Jan 2020 |
| **Reviewed by** | QA Manager | *Original Signature* |  |
| **Accepted by** | *Accountable Executive* | *Original Signature* |  |

**LIST OF EFFECTIVE DATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Page** | **Rev.** | **Issue Date** | **Page** | **Rev.** |
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CAAT’s Stamp

**DISTRIBUTION LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Volume** | **Holder** | **Type** | **Location** |
| 01 | CAAT | Hard Copy  Electronic File | PEL Office |
| 02 | Accountable Executive |  |  |
| 09 | Library |  | Library |

This document should be made available to all personnel involved in the Approved Training Organisation. This does not mean that all personnel have to be in receipt of a manual but key personnel should have reasonable access to one. The following is a typical list of those who require access to the documents and is for *guidance only.*

*01 – CAAT*

*02 – Accountable Executive*

*03 - QA Manager*

*04 – Safety Manager*

*05 – Head of Training*

*06 – Instructional Service Manager*

*07 - Maintenance Manager*

*08 – Administration*

*09 – Library*

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PART 1. RECORD KEEPING SYSTEM

**PART 2. RECORD-KEEPING POLICY AND PROCEDURES**

**PART 3 RECORDS RETENTION AND DISSEMINATION POLICY**

PART 1. RECORD KEEPING SYSTEM

**1.0 Record Keeping Principles**

* 1. Completeness - *ATO document details of process/procedures to retain sufficient records of current trainees, graduated trainees, and instructors.*
  2. Integrity - *ATO document details of process/procedures to maintain records and back-up system in case of unanticipated or disastrous events.*
     1. Accessibility - *ATO document details of process/procedures of assessable security system to assess to personal profiles and training records of instructional personnel and trainees*.
  3. **Responsible Function for Checking and Maintaining Records**
  + *ATO provides details of responsible function or person to check and maintain records.*

**PART 2. RECORD-KEEPING POLICY AND PROCEDURES**

**2..1 Procedures for Security of Records, Security System and Accessibility**

**-** *ATO describes its security system to protect confidential information and authorisation to access to such data.*

**2.2 Procedures to keep records of trainees**

1. Full name of each trainee
2. Copy of Personnel Licence and Medical Certificate
3. Copy of transcripts
4. Course name and aircraft type used in flight training
5. Pre-training qualifications
6. Duration of training
7. Date of completion of training, date of graduation, or date of transfer to another organization
8. Results attained in each phase of training and names of instructors
9. Training progress in each phase
10. Release date of knowledge test results for theoretical and practical (flight) training, including the names of personnel conducting the tests
11. Additional training hours in case of failing the test

2.**.3 Procedures to Keep Records of ATO’s Staff Members**

* + - 1. Records of qualification and training of ATO Staff
      2. Records of qualifications and training of Key Personnel
      3. Records of qualifications and training of instructional Personnel

**2.4 Procedures to fill out Training Documents**

*- This section aims to provide instructions for trainees, instructors, QA officers and other concerned personnel in record keeping process to enter data/information onto ATO’s controlled forms and documents.*

*- ATO should describe its procedures to complete essential training records such as Pilot Log Book, Examination forms, Duty and flight time.*

**2.5 Backup Data System**

- *ATO describes a system to backup data stored in different location from original data storage and ensure that data remain in good conditions.*

**PART 3 RECORDS RETENTION AND DISSEMINATION POLICY**

**3.1 Retention and Dissemination Policy of the ATO**

*- ATO describes its general policy in terms of retaining documents and the duration the ATO wishes to retain its documents. The following documents should be addressed in the manual*

**3.2 Retention and Dissemination Procedures**

*- ATO describes the procedures of retention and dissemination. The following types of documentation should be addressed as a minimum. Other kind of documentation, such as maintenance records, aircraft log books, ATO’s manuals and internal audit reports may be added in this section.*

1. Staff members’ profiles;
2. Students’ profiles;
3. Training and examination records; and
4. External documentation