

List of basic requirements for the provision of the state service "Issuing a certificate of the Civil Aviation Training Organization"

No.	Name of the state service	Issuance of the certificate of the Civil Aviation Training Organization
1	Name of the service provider	Joint-Stock Company "Aviation Administration of Kazakhstan"
2	Methods of providing a public service	Portal
3	Term of rendering a public service	Issuance of the certificate of the Civil Aviation Training Organization – 27 (twenty-seven) working days
4	Form of public service provision	Electronic (partially automated)
5	Result of rendering a public service	Issuance of a certificate from the Civil aviation training organization or a reasoned response on refusal to provide a public service
6	The amount of the fee charged to the service recipient in the provision of public services and the methods of its collection in cases stipulated by the legislation of the Republic of Kazakhstan	Issuance of the certificate of the Civil Aviation training organization and extension of the scope of the certificate of the civil Aviation training organization – for a fee, in accordance with paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan "On the Use of the Airspace of the Republic of Kazakhstan and Aviation Activities" and the List of paid services of an authorized organization in the field of civil aviation and payment rates in the field of civil aviation.
7	Working hours of the service provider and information objects	1) portal-around the clock, except for technical interruptions in connection with repair work (if the service recipient applies after the end of working hours, on weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan, the application is accepted and the result of rendering a public service is issued on the next working day);

		<p>2) service provider – from Monday to Friday from 08-30 to 17-30 hours, with a lunch break from 13-00 to 14-00 hours, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan.</p>
8	<p>List of documents and information required from the service recipient for the provision of public services</p>	<p>1) an application for certification of an aviation training organization; 2) electronic copies of the constituent documents; 3) an electronic copy of the personnel training and procedures manual; 4) an electronic copy of the quality manual; 5) an electronic copy of the flight safety management manual (if necessary); 6) an electronic copy of the aviation training organization's staffing table; 7) an electronic copy of contracts concluded by the aviation training organization with other educational institutions, enterprises and third-party organizations related to the provision of the educational process (if any); 8) an electronic copy of information (document) containing information on the financial and economic situation; 9) an electronic copy of information confirming payment for the provision of public services.</p> <p>The authorized organization receives information about identity documents and state registration (re-registration) of a legal entity, state registration as an individual entrepreneur from the relevant state information systems through the e-government gateway.</p>

9	<p>Grounds for refusal to provide public services established by the laws of the Republic of Kazakhstan</p>	<p>1) establishing the unreliability of the documents submitted by the applicant for receiving a public service, and (or) the data (information) contained therein.</p> <p>2) the applicant's non-compliance with the certification requirements of the aviation training organization certification survey program, which prevents the issuance of the aviation training organization certificate and (or) the submitted materials, objects, data and information necessary for obtaining public services, with the requirements of these Rules;</p> <p>3) failure of the applicant to submit a corrective action plan for approval by the authorized organization within 3 (three) working days from the date of receipt of the Certificate on the portal in the "personal account", in case of non-compliance with certification requirements, which does not hinder the implementation of activities, if it is eliminated within the time limits agreed with the authorized organization or restrictions are imposed;</p> <p>4) in respect of the applicant, there is a court decision (sentence) that has entered into legal force prohibiting activities or certain types of activities that require obtaining a certain public service;</p> <p>5) the applicant has a court decision that has entered into legal force, based on which the applicant is deprived of a special right related to receiving a public service.</p>
10	<p>Other requirements, considering the specifics of the provision of public services, including those provided in electronic form</p>	<p>Addresses of places where public services are provided are available on the Internet resource: Ministry of Transport of the Republic of Kazakhstan – www.transport.gov.kz, section "Public services". The service recipient could receive public services in electronic form through the portal, subject</p>

		to the availability of an EDS; information on the procedure and status of providing public services in remote access mode through the portal's "personal account", as well as a single contact organization for the provision of public services. Phone number of the Unified Contact Organization for Public Services: 1414, 8 800 080 7777.
--	--	---