



Approved Training Organisations

Organisation Requirements

Specific Requirements for Approved Training Organisations

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Specific Requirements for ATOs

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» Chapter 1 - Distance learning courses

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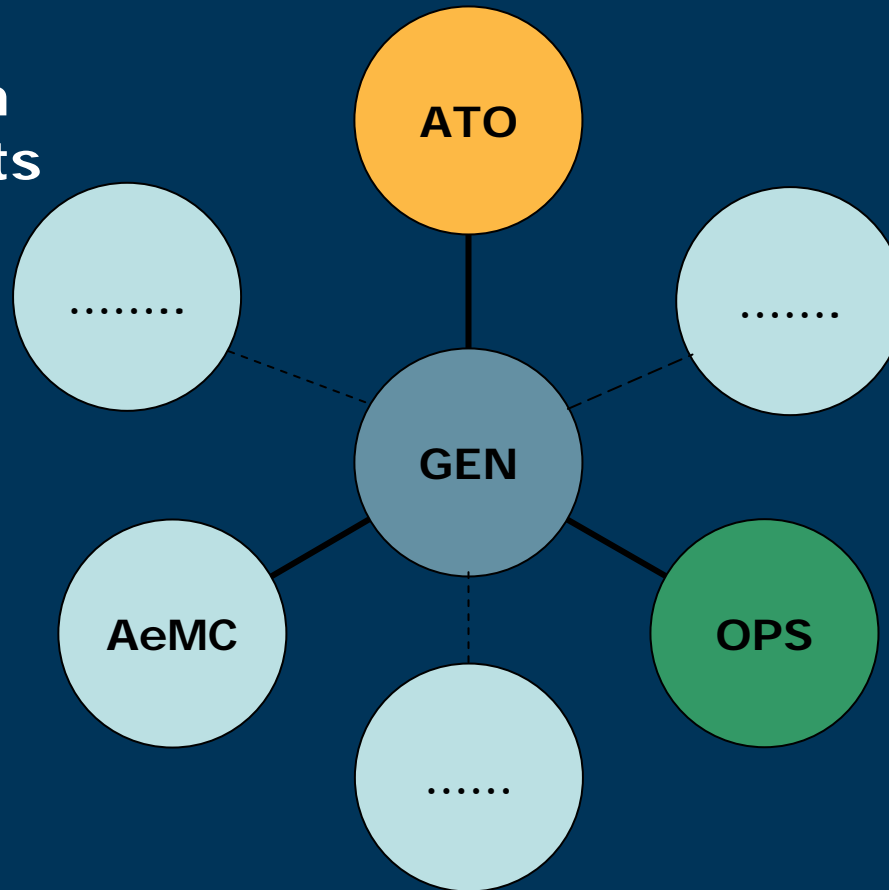
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★ Summary



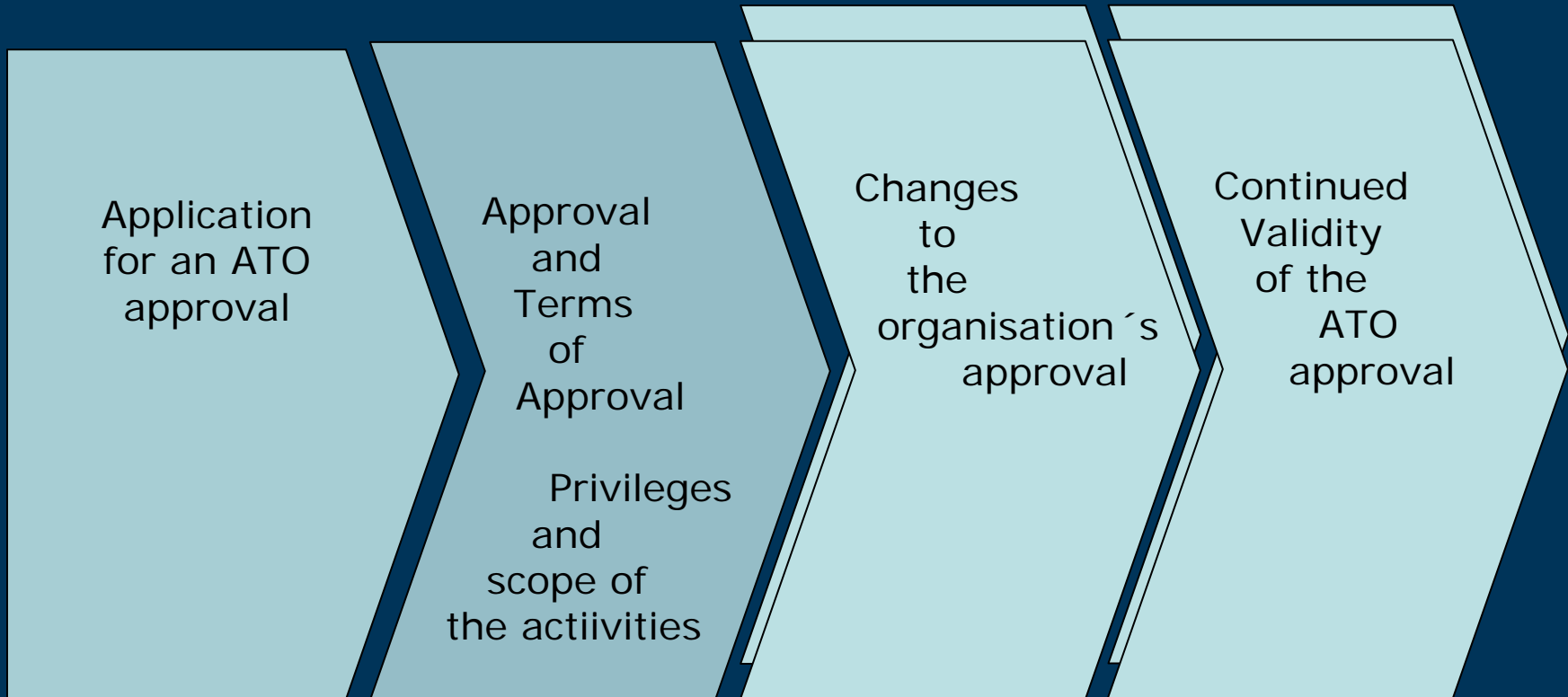
Introduction

Part Organisation Requirements



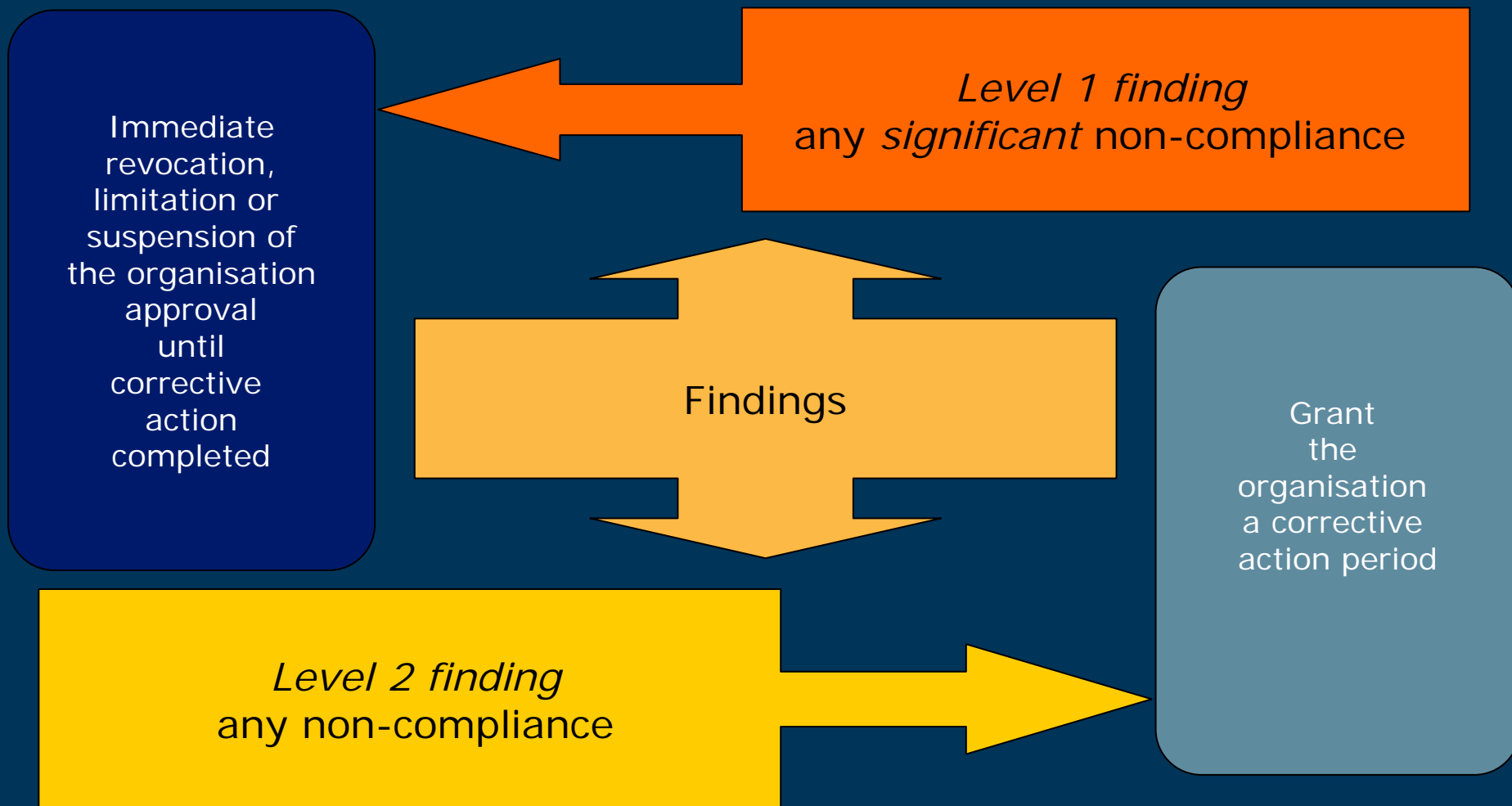


Introduction





Introduction





Introduction

- An ATO shall have a Management System with the following elements:
 - ✧ Safety policy
 - ✧ Hazard identification and Risk management
 - ✧ Accountability for safety on the part of senior management
 - ✧ Trained and competent personnel
 - ✧ Reporting system
 - ✧ Organisation manual
 - ✧ Compliance monitoring system



Introduction

- The Management System shall correspond to:
 - ★ Size
 - ★ Nature
 - ★ Complexity of the activities
- and
- ★ The hazards
 - ★ Associated risks inherent in these activities
- The criteria are specified concerning the size in each subpart (for each organisation type).



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➤ Part Organisation Requirements

★ **Subpart ATO - Approved Training Organisations**

➤ Section 1 – General

- Scope
- Definitions
- Legal entity and financial resources
- Personnel requirements
- Training programme
- Training aircraft and FSTDs
- Aerodromes
- Pre-requisites for training
- Training outside Member States
- Application
- Record keeping



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★ **Subpart ATO - Approved Training Organisations**

➤ Section 1 – General

➤ **Training programme**

- (a) A training programme shall be developed for each type of course offered.
- (b) In the case of type rating courses, the training programme shall be based on the training syllabus for the aircraft type as approved in accordance with Part-21.



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★ Subpart ATO - Approved Training Organisations

➔ Section 1 – General

➔ Application - 1

(a) Applicants for an initial approval shall provide the competent authority with:

(1) the following information:

- (i) name and address of the organisation;
- (ii) date of intended commencement of operations;
- (iii) personal details and qualifications of the flight instructors;
- (iv) name and address of the aerodromes from which the training is to be conducted, and the name of the aerodrome operator;
- (v) list of aircraft to be used for training, including their group, class or type, registration, owners and category of the certificate of airworthiness;
- (vi) list of FSTDs that the organisation intends to use
- (vii) the type of training that the organisation wishes to provide, and the corresponding theoretical knowledge and flight instruction syllabi.

(2) the operations and training manuals, except for ATOs wishing to provide training for LPL, PPL, BPL and SPL



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➤ Section 1 – General

➤ **Application - 2**

- (b) In the case of a change to the approval, applicants shall provide the competent authority with the relevant parts of the documentation or manuals referred to in (a).



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★ **Subpart ATO - Approved Training Organisations**

- Section 2 - Additional requirements for ATOs providing training for licences and ratings other than the LPL, PPL, SPL and BPL.
 - Personnel requirements
 - Training programme
 - Training manual and operations manual



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➤ **Part Organisation Requirements**

★ **Subpart ATO - Approved Training Organisations**

- Section 2 - Additional requirements for ATOs providing training for licences and ratings other than the LPL, PPL, SPL and BPL.
 - **Training manual and operations manual**



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➤ **Training manual and operations manual - 1**

- (a) An ATO shall establish and maintain a training manual and operations' manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.
- (b) An ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the training organisation's approval documentation.



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➤ **Training manual and operations manual - 2**

(c) The training manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following parts:

- ✧ **Part 1 – Training Plan**
- ✧ **Part 2 – Briefing and Air Exercises**
- ✧ **Part 3 – Synthetic Flight Training**
- ✧ **Part 4 – Theoretical Knowledge Instruction**



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➤ Training manual and operations manual - 3

- (d) The operations manual shall provide relevant information to particular groups of staff, as flight instructors, synthetic flight instructors, ground instructors, operations and maintenance staff, and shall include general, technical, route and staff training information.
- (e) The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with Subpart OPS.



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➤ Subpart ATO - Approved Training Organisations

➤ *Section 3 - Additional requirements for ATOs providing training in FSTDs and the Qualification of FSTDs **

** Will be part of a dedicated presentation !!*



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★ **Subpart ATO - Approved Training Organisations**

- Section 4 - Additional requirements for ATOs providing specific types of training
 - Chapter 1 - Distance learning courses
 - Chapter 2 - Zero Flight Time Training
 - Chapter 3 – MPL courses
 - Chapter 4 – Flight testing qualification courses