



Foreign ATO approvals – User guide for ATO Manuals

UG.FCTOA.00004-000

	Name	Validation	Date
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Verified by:			
Reviewed by:			
Approved by:			



DOCUMENT CONTROL SHEET

Process Area Organisation approval
Main Process Flight Crew Licensing Organisation Approval
Scenario ATO approval
Process
Main Process Owner

Reference documents

a) Contextual documents

Basic Regulation: Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC as amended;

Aircrew Regulation: Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council;

Amended Aircrew Regulation: Aircrew regulation as amended by Commission Regulation (EU) No 290/2012 of 30 March 2012.

b) Internal documents

- EASA Form 143 - ATO approval certificate
- FO.FCTOA.00010 - Application for a Part-ORA ATO Approval
- UG.FCTOA.00003 - Foreign ATO approvals - User Guide for Applicants
- UG.FCTOA.00005 - Foreign ATO - User guide for FSTD User Approval

Log of issues

Issue	Issue date	Change description
000	08 June 2012	<ul style="list-style-type: none"> • Minor editorial changes from preliminary draft version UG.FCLOA.00000-000 dated 21/09/2011 • Disclaimer page 3 deleted as any draft version cannot be confused with the final version of a document. • Update of internal document references



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1. Definitions and Abbreviations

A&P	Applications and Procurements services
ACO	Approval Coordinator
AMC	Acceptable Means of Compliance
ARE	Accredited Recommending Entity
ATO	Approved Training Organisation
ATPL	Airline Transport Pilot Licence
BPL	Balloon Pilot Licence
CFI	Chief Flight Instructor
CMS	Compliance Monitoring System
CPL	Commercial Pilot Licence
CTKI	Chief Theoretical Knowledge Instructor
EASA	European Aviation Safety Agency
EU	European Union
FCL	Flight Crew Licencing
FCLAO	Flight Crew Licencing Organisation Approval
FCLOM	EASA's Flight Crew Licencing Organisation Manager
GM	Guidance Material
HoD	Head of EASA's Organisations Department
HT	Head of Training
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
LAPL	Light Aircraft Pilot Licence
MOR	Mandatory Occurrence Reporting
MPL	Multi-Crew Pilot Licence
MS	EASA Member States (as per Art.34 and 66 of Regulation (EC) No 216/2008 as amended)
OAM	Organisation's Accountable Manager
OM	Operations Manual
OPC	Oversight Planning Cycle
Part FCL	Annex I of Amended Aircrew regulation
Part MED	Annex IV of Amended Aircrew regulation
Part ARA	Annex VI of Amended Aircrew regulation
Part ORA	Annex VII of Amended Aircrew regulation
PPL	Private Pilot Licence
PTO	Pilot Training Organisations
SMS	Safety Management System
SPL	Sailplane Pilot Licence
TC	Third Country: outside the territory of MS
TITL	Technical Investigation Team Leader
TOA	Training Organisation Approval
TOAP	Training Organisation Approval Procedures
TRI	Type Rating Instructor
TRM	Training Manual
TRP	Training Programme
WG	Working Group
WHOC	EASA Working Hours Oversight Coordinator
ZFTT	Zero Flight-Time Training

2. Scope

This user guide for the preparation of ATO Manuals for Foreign EASA Part ORA Approval is complementary to the requirements of Implementing Rule – Aircrew Regulation (EU) 1178/2111 “as amended” and does not supersede or replace the information defined within that document.



3. Important clarification

This user guide is designed to be used by:

- Part ORA PTOs (Pilot Training Organisations) - To assist them in the production of their own Documentation.
- Technical Investigation Team Leader - As a comparison document for ATO Manuals submitted to them for approval.

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part ORA. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

The organisation is expected to comply with all applicable requirements of the relevant regulations and particularly the ones related to the documentation. The documents should provide clear and complete information on how the organisation intends to achieve compliance. The quality of the documentation as well as the processes related to its validation, distribution and control are determinant factors as to the capacity of the organisation to demonstrate effective compliance.

For each detailed procedure described within the Manuals, the Part ORA organisation should address the following questions:

- What must be done?
- Who should do it?
- When must it be done?
- Where must it be done?
- How must it be done?
- Which procedure(s)/form(s) should be used?
- How can the organisation's compliance monitoring system effectively check all the above?

The Manuals should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) provided that the ARE (Accredited Recommending Entity) has agreed and EASA has finally accepted. In the case the Manuals are written in English and in a second language, the English version shall prevail.

If the organisation chooses to use a different format, for example, to allow the manuals to serve for more than one approval, the manuals submitted to EASA approval shall not make reference to any national approval and must be exclusively dedicated to EASA Part ORA. As a matter of fact the manuals cannot refer to different set of requirements or approvals then the ones resulting from Part ORA as they might be inconsistent or contradicting. EASA will not check consistency with external references and cannot accept therefore any manual that is not strictly limited to the scope of the approval and free from any external consideration outside Part ORA and related regulation.

4. Control of documents

Document control shall be identified as one of the management system key processes addressed by ORA.GEN.200 (a)(5)

Documents required by the regulations applicable to the scope of the approval shall be identified as part of the organisation's documentation system and controlled according to paragraph a) (to meet at least requirements ORA.GEN.115, ORA.GEN.200, ORA.ATO.130 and ORA.ATO.230 as applicable to the scope of the approval). Records are a special type of document and shall be controlled according to paragraph b) (to meet at least requirements ORA.GEN.210, ORA.GEN.220, ORA.ATO.120 and ORA.ATO.355 as applicable to the scope of the approval).

- a. A documented procedure shall be established to identify the controls needed to:
 - a.1. approve documents for adequacy prior to issue,
 - a.2. review and update as necessary and re-approve documents,
 - a.3. ensure that changes and the current revision status of documents are identified,
 - a.4. ensure that relevant versions of applicable documents are available at points of use,
 - a.5. ensure that documents remain legible and readily identifiable,
 - a.6. ensure that documents of external origin determined by the organization to be necessary for the planning, the management and the conduct of the organisation's activity are identified and their distribution controlled, and



- a.7. prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.
- b. Records established to provide evidence of compliance with requirements and of the effective operation of the management system shall be controlled. Records shall remain legible, readily identifiable and retrievable. The organization shall establish a documented procedure to define the controls needed for the:
 - b.1. identification,
 - b.2. storage,
 - b.3. protection,
 - b.4. retrieval,
 - b.5. retention and
 - b.6. disposition of records.

5. General

A Part-ORA ATO is required to establish a documentation system covering the three following aspects:

- “Organisation’s Management Manual” (OMM)
ORA.GEN.115 requires Part-ORA organisations to provide the competent authority with documentation demonstrating how they will comply with the requirements established in Regulation (EC) No 216/2008 and its Implementing Rules. ORA.GEN.200 requires that all management system key processes be documented. The documentation related to the Organisation’s Management System is referred to in this guide as the “Organisation’s Management Manual” or OMM. The naming of the document adopted by the organisation can be different. In this case it is the responsibility of the organisation to identify the document to be used as the OMM. If this document is partly or totally incorporated in other documents of the organisation, it is the responsibility of the organisation to provide a cross reference table clearly identifying in the whole documentation system all parts of the OMM.
- “Training Manual” (TRM)
- “Operations Manual” (OM)

6. Manuals format

The Manuals may be produced in hardcopy or electronic format;

- Hardcopy: EASA does recommend using white paper (format A4); The Manuals shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Manuals should be in Portable Document Format (PDF) but a printed copy shall be delivered to the recommending entity (proceeding to the technical investigation) to facilitate the document review.

7. Structure and content of the Organisation’s Documentation

It is not required to duplicate information in several manuals. The information may be contained in any of the organisation manuals (e.g. Organisation’s Management Manual, Operations Manual or Training Manual), which may also be combined (see relevant **AMCs and GM**).

- Single document: This manual can include all the information required in the separate manuals indicated hereafter. However, its structure shall give the same readability as if the manuals were split e.g. it shall be easy to determine if the information relates to the Management system, Operations or the Training. A cross reference table (or index) shall be used to segregate the information (regarding the Management system, the Operations Manual or the Training Manual) and to relate it to the applicable Part ORA or Part FCL requirement(s) to facilitate compliance monitoring.



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• Several documents:

- Organisation’s Management Manual (OMM):

This manual shall at least contain information required to comply with all obligations laid down in the following provisions as applicable to the size, scope and complexity of the ATO

ORA.GEN.200 (a)	Management system
see relevant AMCs and GM	Non-Complex Organisations - General
see relevant AMCs and GM	Complex Organisations - Organisation And Accountabilities
see relevant AMCs and GM	Management System / Safety Manager
see relevant AMCs and GM	Complex Organisations - Safety Action Group
see relevant AMCs and GM	Complex Organisations - Safety Policy
see relevant AMCs and GM	Management System / Safety Policy
see relevant AMCs and GM	Complex Organisations - Safety Risk Management
see relevant AMCs and GM	Management System / Internal Occurrence Reporting Scheme
see relevant AMCs and GM	Management System / Training And Communication On Safety
see relevant AMCs and GM	Management System / Organisation’s Management System Documentation
see relevant AMCs and GM	Complex Organisations – Organisation’s Safety Management Manual
see relevant AMCs and GM	Management System / Safety Risk Assessment
see relevant AMCs and GM	Management System / Compliance Monitoring - General
see relevant AMCs and GM	Complex Organisations - Compliance Monitoring Programme for ATOs
see relevant AMCs and GM	Management System / Audit And Inspection
see relevant AMCs and GM	Management System / Size, Nature And Complexity of The Activity
see relevant AMCs and GM	Contracted activities / Responsibility When Contracting Activities

- Operations Manual (OM):

This manual shall at least contain information required to comply with all obligations laid down in the following provisions as applicable to the size, scope and complexity of the ATO

ORA.ATO.130	Training manual and operations manual
ORA.ATO.230 (b)	Training manual and operations manual / operations manual
see relevant AMCs and GM	Personnel requirements / General / Management Structure and individual responsibilities
see relevant AMCs and GM	Training manual and operations manual – all ATOs except those providing flight test training / Operations Manual

The OM of an ATO conducting flight training courses should include the following:

Item	Can be in OM or OMM
1. General	
a. List and description of all volumes in the Operations Manual	Y
b. Administration (function and management)	Y
c. Responsibilities (all management and administrative staff)	Y
d. Student discipline and disciplinary action	Y
e. Approval/authorisation of flights	
f. Preparation of flying programme (restriction of numbers of aircraft in poor weather)	
g. Command of aircraft	
h. Responsibilities of pilot-in-command	
i. Carriage of passengers	
j. Aircraft documentation	
k. Retention of documents	P
l. Flight crew qualification records (licences and ratings)	Y
m. Revalidation (medical certificates and ratings)	Y
n. Flight duty period and flight time limitations (flying instructors)	
o. Flight duty period and flight time limitations (students)	
p. Rest periods (flight instructors)	
q. Rest periods (students)	



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Item	Can be in OM or OMM
r. Pilots' log books	
s. Flight planning (general) and	
t. Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.	
2. Technical	
a. Aircraft descriptive notes	
b. Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.)	
c. Emergency procedures	
d. Radio and radio navigation aids and	
e. Allowable deficiencies (based on MMEL, if available).	
3. Route	
a. Performance (legislation, take-off, route, landing etc.)	
b. Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.)	
c. Loading (load sheets, mass, balance, limitations)	
d. Weather minima (flying instructors)	
e. Weather minima (students – at various stages of training) and	
f. Training routes/areas.	
4. Personnel Training	
a. Appointments of persons responsible for standards/competence of flight personnel	Y
b. Initial training	Y
c. Refresher training	Y
d. Standardisation training	Y
e. Proficiency checks	Y
f. Upgrading training and	Y
g. ATO personnel standards evaluation	Y
Legend:	
Y = Yes	can be either in OM or OMM
P = Partly yes	retention of documents not directly related to flight operations may be described in the OMM while details about document retention directly linked to flight operations such as flight logs, aircraft logs, duty time logs, ATC flight plans, Load/Trim sheets, Performance calculations, Technical flight plans, Fuel receipts, etc ... shall be described in the OM. Retention of training records related to the courses provided under the scope of approval should be described in the TRM

- **Training Manual (TRM):**

The Training Manual shall at least contain information required to comply with all obligations laid down in the following provisions as applicable to the size, scope and complexity of the ATO

ORA.ATO.125	Training programme
ORA.ATO.130	Training manual and operations manual
ORA.ATO.230 (a)	Training manual and operations manual / Training manual
see relevant AMCs and GM	Training programme / General
see relevant AMCs and GM	Training programme / Type Rating Courses – Aeroplanes
see relevant AMCs and GM	Training programme / Type Rating Courses - Helicopters
see relevant AMCs and GM	Training programme / Flight Test Training Courses – Aeroplanes & Helicopters
see relevant AMCs and GM	Training manual and operations manual / Training manual

The TRM of an ATO conducting integrated or modular flight training courses providing training for CPL, MPL and ATPL and associated ratings and certificates should at least include the following:



Item
<p>1. Training Plan</p> <ul style="list-style-type: none"> a. Aim of the course (ATP, CPL/IR, CPL, etc as applicable) b. Pre-entry requirements c. Credits for previous experience d. Training Syllabi e. Time scale and scale in weeks, for each syllabus f. Training programme g. Training records h. Safety training i. Tests and examinations j. Training effectiveness k. Standards and Level of performance at various stages
<p>2. Briefing and Air Exercises</p> <ul style="list-style-type: none"> a. Air exercises b. Air exercise reference list <i>Only main and subtitles of above air exercises for quick reference for the instructors' daily use</i> c. Course structure - Phase of training d. Course structure integration of syllabi e. Student progress f. Instructional methods g. Progress tests h. Glossary of terms i. Appendices
<p>3. Flight training in an FSTD</p> <ul style="list-style-type: none"> a. Air Exercise b. Air exercise reference list (Only main and subtitles of above exercises for quick reference for the instructors' daily use) c. Course structure - Phase of training d. Course structure integration of syllabi e. Student progress f. Instructional methods g. Progress tests h. Glossary of terms i. Appendices
<p>4. Theoretical knowledge instruction</p> <ul style="list-style-type: none"> a. Structure of the theoretical knowledge course b. Lesson Plans c. Teaching materials d. Student progress e. Progress testing f. Review procedure

- The Manuals should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. aircraft checklists to be used, approved flight manuals, navigation/approach charts, list of sub-contractors, etc.)
- These associated documents must meet the same rules as described for the rest of the Manuals in terms of document control, distribution, etc.

For some organisations some items related to the structure of the documents as indicated above may be 'not applicable'. In this case they should be annotated as such within the Manuals.



- the name of the document such as "Organisation's Management Manual" or "Operations Manual" or "Training manual". If the title is different from these three titles, the document used as OMM shall contain a cross reference table to identify what document is considered as the OMM, the OM or the TRM.

9. Corporate commitment by Accountable Manager

Prior to submission of the 'draft' Manuals to EASA for a Part-ORA approval the Accountable Manager shall sign and date the Corporate Commitments statement related to:

- see relevant **AMCs and GM** / Non-Complex Organisations – General (Commitment for safety policy)
- see relevant **AMCs and GM** / Complex Organisations - Safety Policy (Endorsement & Commitment for safety policy)
- see relevant **AMCs and GM** / Organisation's Management System Documentation (Statement for continuous and consistent compliance).
- see relevant **AMCs and GM** / Complex Organisations - Organisation's Safety Management Manual (Accountability of the accountable manager).

as appropriate to the size and complexity of the organisation. The signature of these commitments cannot be delegated to any person but the Accountable Manager. This confirms that he has read the relevant part of the documents and understands its responsibilities under the approval scope. In case of change of Accountable Manager the new incumbent should sign the document and submit a suitable amendment to EASA for approval.



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10. Cross reference table

The suggested distribution below maybe used to prepare and produce an ATO Part ORA documentation system.

In all cases this table shall be used by a Part-ATO to cross reference the content and the organisation of its manuals with those Part ORA requirements applicable to its scope of approval as appropriate to its size and complexity. The “ATO Doc Ref” column shall be filled accordingly. No cell shall be left empty. If not applicable the “ATO Doc Ref” cell related to the “Part ORA ref” shall contain an “N/A” entry. The requirements marked N/R in the table are not to be considered.

Item ID	Part ORA ref	ATO Doc Ref	Suggested distribution				Note
			N/R	OMM	OM	TRM	
1.	ORA.GEN.115 (b)			x			<p><u>Documentation demonstrating how the ATO will comply with the requirements established in Regulation (EC) No 216/2008 and its Implementing Rules:</u> Cross reference table to demonstrate that all applicable requirements are covered in one way or another by the proposed documents.</p> <p><u>Procedure describing how changes not requiring prior approval will be managed and notified to the competent authority:</u> Formal description of the procedure and related process</p> <p>(see also ORA.GEN.130 (c))</p>
2.	ORA.GEN.120 (a)			x			Cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b) shall include all applicable AMCs and GM implemented by ATO
3.	ORA.GEN.120 (b)			x			Description of related process/procedures to meet the requirement
4.	ORA.GEN.125			x			<p>In case the organisation is approved under multiple regulation systems (Own National Regulation, EU Part-ORA, other Third Country National Regulations ...) the ATO shall have a process described and implemented to ensure that activities under the scope of Part-ORA approval are clearly identified and distinguished from other activities conducted under other approval systems. The manual shall indicate how these activities are related to different independent processes. Any potential uncertainty between activities conducted under different approvals shall be identified and addressed so that the approved training remains continuously within the scope and privileges defined in the terms of approval attached to the organisation’s Part-ORA certificate.</p> <p>Example: Delivering a Part FCL course completion certificate related to a course for a licence, rating, certificate, authorisation and/or qualification out of the scope of the</p>



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			N/R	OMM	OM	TRM	
							organisation's EASA Part-ORA approval (Such as a course for a licence not compliant with Part FCL regulation) shall be efficiently prevented
5.	ORA.GEN.130 (a)(1)			x			A process for making personnel aware of this part of the requirement shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)
6.	ORA.GEN.130 (a)(2)			x			A process for making personnel aware of this part of the requirement shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)
7.	ORA.GEN.130 (b)			x			Description of related process/procedures to meet the requirement
8.	ORA.GEN.130 (c)			x			Description of related process/procedures to meet the requirement
9.	ORA.GEN.135 (a)(3)			x			Description of related process/procedures to meet the requirement
10.	ORA.GEN.135 (b)			x			Description of related process/procedures to meet the requirement
11.	ORA.GEN.140 (a)			x			<p>A process for making personnel aware of this part of the requirement shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e).</p> <p>Confirmation that there is no restricted access resulting from special national or local regulation(s). If special procedures are needed to access restricted areas, the process to grant access in compliance with ORA.GEN.140 shall be described and implemented.</p> <p>Failure to give the Agency (or the entity conducting the technical investigation) access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests may result in a level 1 finding as provided by ARA.GEN.350 (b)(1)</p>
12.	ORA.GEN.140 (b)			x			When applicable, the ATO will be informed to enable the organisation to address this requirement as indicated in ORA.GEN.140 (a)
13.	ORA.GEN.155 (a)			x			<p>Shall be part of the compliance monitoring required by ORA.GEN.200 (a)(6)</p> <p>Shall be included in cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b)</p>



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			N/R	OMM	OM	TRM	
14.	ORA.GEN.155 (b)			x			<p>Shall be part of the compliance monitoring required by ORA.GEN.200 (a)(6)</p> <p>Shall be included in the cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b)</p>
15.	ORA.GEN.160 (a)			x			<p>Description of related process/procedures to meet the requirement</p> <p>A process for making personnel aware of their roles and responsibilities shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)</p>
16.	ORA.GEN.160 (b)			x			<p>Description of related process/procedures to meet the requirement</p> <p>A process for making personnel aware of their roles and responsibilities shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)</p>
17.	ORA.GEN.160 (c)			x			<p>Description of related process/procedures to meet the requirement</p> <p>A process for making personnel aware of their roles and responsibilities shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)</p>
18.	ORA.GEN.160 (d)			x			<p>Description of related process/procedures to meet the requirement</p> <p>A process for making personnel aware of their roles and responsibilities shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)</p>
19.	ORA.GEN.160 (e)			x			<p>Description of related process/procedures to meet the requirement</p> <p>A process for making personnel aware of their roles and responsibilities shall be described and implemented in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e)</p>
20.	ORA.GEN.200 (a)(1)			x			
21.	ORA.GEN.200 (a)(2)			x			
22.	ORA.GEN.200 (a)(3)			x			
23.	ORA.GEN.200 (a)(4)			x			



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			N/R	OMM	OM	TRM	
24.	ORA.GEN.200 (a)(5)			x			Management system key processes shall be clearly identified and listed in cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b)
25.	ORA.GEN.200 (a)(6)			x			
26.	ORA.GEN.200 (a)(7)			x			The ATO shall consider relevant AMCs and GM related to the evidence of sufficient funding as an additional requirement
27.	ORA.GEN.200 (b)			x			<u>Taking into account the hazards and associated risks inherent in these activities:</u> Shall be demonstrated according to ORA.GEN.200 (a)(3)
28.	ORA.GEN.205 (a)			x			Description of related process/procedures to meet the requirement
29.	ORA.GEN.205 (b)			x			Description of related process/procedures to meet the requirement
30.	ORA.GEN.210 (a)			x			
31.	ORA.GEN.210 (b)			x			The compliance monitoring system shall be described including the list, the role and the responsibilities of each individual, be it one single person or a group
32.	ORA.GEN.210 (c)			x			Description of related process/procedures to meet the requirement
33.	ORA.GEN.210 (d)			x			
34.	ORA.GEN.210 (e)			x			This requirement shall be part of the document control process as described in paragraph 4 page 5
35.	ORA.GEN.215			x/p	x/p	x/p	Description of related process/procedures to meet the requirement List of such facilities with related characteristics and scope of use (to be included in OM or TRM as appropriate).
36.	ORA.GEN.220 (a)			x			
37.	ORA.GEN.220 (b)			x			
38.	ORA.GEN.220 (c)			x			Applicable data protection legislation shall be stated and personnel made aware of their roles and responsibilities in accordance with ORA.GEN.200 (a)(4), ORA.GEN.200 (a)(5) and ORA.GEN.210 (e) A process to inform trainees shall be described and implemented
39.	ORA.ATO.105 (a)(1)(i)			x			Should match the information provided in the Application Form



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			N/R	OMM	OM	TRM	
40.	ORA.ATO.105 (a)(1)(ii)			x			Should match the information provided in the Application From
41.	ORA.ATO.105 (a)(1)(iii)			x/p	x/p	x/p	Should match the information provided in the Application From Nominated post holders, qualifications requirements, training requirements and administrative roles can be described in the OMM. Functions, roles and responsibilities related to operations and training can be described in OM and TRM respectively See for example: ORA.ATO.110 (a), ORA.ATO.110 (b)(1), ORA.ATO.110 (b)(2), ORA.ATO.110 (b)(3), ORA.ATO.110 (c)(1), ORA.ATO.110 (c)(2) below
42.	ORA.ATO.105 (a)(1)(iv)			x/or	x/or	x/or	Should match the information provided in the Application From. When providing flight training on aircraft or balloons, an ATO shall have continuous use of an airport and a pilot briefing area. This can be demonstrated by the school having a written agreement showing that it has continuous use of those facilities for at least the time needed to complete the training courses covered by the approval at the time of certification or renewal of certificate.
43.	ORA.ATO.105 (a)(1)(v)			x/or	x/or	x/or	Should match the information provided in the Application From. If a training aircraft is not own by the PTO, details of the contracts or arrangements related to its use for training and all related processes and procedures shall be documented
44.	ORA.ATO.105 (a)(1)(vi)			x/or	x/or	x/or	Should match the information provided in the Application From. If FSTDs are not owned by the PTO, details of the contracts or arrangements related to its use for training and all related processes and procedures shall be documented
45.	ORA.ATO.105 (a)(1)(vii)					x	Courses to be provided under the scope of the EASA Part-ORA approval sought, shall be indicated so that: <ul style="list-style-type: none"> The course name or identifier is unique for each course but also unique for each different version of the same course (if any). Similar courses with different syllabuses or entry levels, different breakdown or sequencing of the theoretical/flight/simulator sessions, are to be considered different. The course FCL type indicated refers to a Part-FCL course as identified by the



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							<p>relevant requirement in Aircrew regulation 1178/2011 as amended.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Course name or ref. PPL-08V001b; for a course according to PPL(A) FCL.210.A(b) indicating a PPL (A) course for trainees holding a LAPL(A) • Course name or ref. PPL-09V002; for a course according to PPL(A) FCL.210.A(c) indicating a PPL (A) course for trainees holding a LAPL(S) + TMG • Course name or ref. ATPL-A1/05; for a course according to ATPL(A) Part-FCL Annex I §3.1 indicating an ATPL theoretical bridge course from (H) to (A) • Course name or ref. ATPL-H2/01; for a course according to ATPL (H) Part-FCL Annex I §3.1 indicating an ATPL theoretical bridge course from (A) to (H) <p>ATOs under Grandfathering shall refer to Part-FCL requirements that best reflect the JAR FCL approved course to be grandfathered as indicated above as much as possible.</p> <p>This list of courses must match the information provided in the Application Form</p>
46.	ORA.ATO.105 (a)(2)				x	x	<p>Manuals to be provided for initial approval and reviewed for approval continuation.</p> <p>These manuals shall be submitted to the document control process described in paragraph 4 page 5</p>
47.	ORA.ATO.105 (b)(1)			x/or	x/or	x/or	See note related to item 42 for ORA.ATO.105 (a)(1)(iv) page 16
48.	ORA.ATO.105 (b)(2)			x/or	x/or	x/or	
49.	ORA.ATO.105 (c)			x/or	x/or	x/or	The related document(s) shall be updated accordingly
50.	ORA.ATO.110 (a)			x			See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16
51.	ORA.ATO.110 (b)(1)					x	See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16
52.	ORA.ATO.110 (b)(2)					x	See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16



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53.	ORA.ATO.110 (b)(3)					x	See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16
54.	ORA.ATO.110 (c)(1)			x			See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16 For each instructor the documents provided shall indicate which option of ORA.ATO.110 (c) applies
55.	ORA.ATO.110 (c)(2)			x			See note related to item 41 for ORA.ATO.105 (a)(1)(iii) page 16 For each instructor the documents provided shall indicate which option of ORA.ATO.110 (c) applies
56.	ORA.ATO.110 (d)			x			Description of related process/procedures to meet the requirement
57.	ORA.ATO.120 (a)					x	Description of related process/procedures to meet the requirement
58.	ORA.ATO.120 (b)					x	Description of related process/procedures to meet the requirement
59.	ORA.ATO.120 (c)					x	Description of related process/procedures to meet the requirement
60.	ORA.ATO.125 (a)					x	The organisation is expected to describe and implement a course design process to demonstrate its capacity to develop a training programme for each course offered. The organisation should be able to address following aspects (as applicable): <ul style="list-style-type: none"> • Course type (initial training / recurrent training / refresher training / specific training, ...) • Course objectives • Entry level criteria / Students' prior abilities, competence, knowledge & skill / determination / assessment • Identification of training needs of all potential trainees / group of profiles ... • Instructional strategies / Training methodology / Course Structure / Syllabus / Sequencing / Timing • Objective breakdown/ Module specification / design • Training material specification / design / production / procurement • Planning / calendar / course pace • Training standards • Training delivery / Resources / Equipment / Facilities



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							<ul style="list-style-type: none"> • Instructors / Subject Matter Experts / Examiners / Assessors / Tutors / Human resources • Knowledge progress assessment / Attitude / Skill / evaluation / criteria • Hazard Identification / analysis / negative learning / undetected shortages in training provided / Human factors / Fatigue management / ... • Risk mitigation and management / flight safety / ... • Course validation / control • Course updating (new methods / changes in regulation) • Continued performance monitoring and improvement ...
61.	ORA.ATO.125 (b)					x	<p>The cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b) shall include all applicable Part-FCL/Part-21 and related AMC/GM relevant to the scope of approval of the ATO.</p> <p>A separate cross reference table including all applicable Part-FCL/Part-21 and related AMC/GM relevant to the scope of approval of the ATO is acceptable if it is clearly identified as part of the organisation's documentation system</p>
62.	ORA.ATO.130 (a)			x/p	x/p	x/p	<p>The OMM shall contain a description of related management process/procedures to meet the requirement.</p> <p>This requirement shall be part of the document control process as described in paragraph 4 page 5</p> <p>The OM and the TRM shall comply with the format, the identification, the validation, the distribution and any additional requirements established in the OMM for each manual.</p>
63.	ORA.ATO.130 (b)			x/p	x/p	x/p	<p>The OMM shall contain a description of related management process/procedures to meet the requirement.</p> <p>This requirement shall be part of the document control process as described in paragraph 4 page 5</p> <p>The OM and the TRM shall comply with the format, the identification, the validation, the distribution and any additional requirements established in the OMM for each manual.</p>



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64.	ORA.ATO.130 (c)						<p>The cross reference table referred to in the note of item 1 page 12 related to ORA.GEN.115 (b) shall include all applicable Part-FCL/Part-21 and related AMC/GM relevant to the scope of approval of the ATO.</p> <p>A separate cross reference table including all applicable Part-FCL/Part-21 and related AMC/GM relevant to the scope of approval of the ATO is acceptable if it is clearly identified as part of the organisation's documentation system</p>
65.	ORA.ATO.130 (d)						<p>Description of related process/procedures to meet the requirement</p> <p><u>Note:</u> Before entry into force of Part ORO, Regulation (EC) No 859/2008 of 20 August 2008 applies (particularly subpart Q)</p> <p>A PTO is expected to develop procedures and implement processes related to fatigue management based on the principles of safety management so that the risks associated with fatigue of trainees and/or instructors do not negatively impact flight safety during training or result in training deficiencies creating latent conditions with the potential to breach aviation system defences (well after the pilot has finished his training).</p> <p>ICAO Doc 9966 provides guidance for the implementation of Fatigue Risk Management Systems and may be used to adapt the system to the size and complexity of the PTO.</p>
66.	ORA.ATO.135 (a)			x/or	x/or	x/or	<p>See note for ORA.ATO.105 (a)(1)(v)</p> <p>The process ensuring and maintaining adequacy shall be described, implemented and monitored.</p>
67.	ORA.ATO.135 (b)(1)					x	<p>Additional guidance is provided in the "Foreign ATO - User guide for FSTD User Approval" (UG.FCTOA.00005)</p>
68.	ORA.ATO.135 (b)(2)					x	<p>See note for ORA.ATO.125 (b)</p>
69.	ORA.ATO.135 (b)(3)			x/or	x/or	x/or	<p>See note for ORA.ATO.105 (a)(1)(vi)</p> <p>The process ensuring and maintaining adequacy shall be described, implemented and monitored</p> <p>Additional guidance is provided in the "Foreign ATO - User guide for FSTD User</p>



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70.	ORA.ATO.135 (b)(4)			x/or	x/or	x/or	See note for ORA.ATO.105 (a)(1)(vi) The process ensuring and maintaining adequacy shall be described, implemented and monitored Additional guidance is provided in the "Foreign ATO - User guide for FSTD User Approval" (UG.FCTOA.00005)
71.	ORA.ATO.135 (c)					x	Description of related process/procedures to meet the requirement
72.	ORA.ATO.135 (d)					x	Description of related process/procedures to meet the requirement
73.	ORA.ATO.140			x/p	x/p		See note for ORA.ATO.105 (a)(1)(iv) The operational information and procedure shall be described in the OM The process ensuring and maintaining adequacy shall be described in the OMM, implemented and monitored
74.	ORA.ATO.145 (a)					x	See note for ORA.ATO.125 (b) The process ensuring and maintaining compliance with the requirement shall be described, implemented and monitored
75.	ORA.ATO.145 (b)					x	See note for ORA.ATO.125 (b) The process ensuring and maintaining compliance with the requirement shall be described, implemented and monitored
76.	ORA.ATO.150 (a)					x	See note for ORA.ATO.125 (a)
77.	ORA.ATO.150 (b)					x	this information shall also be provided to trainees
78.	ORA.ATO.210 (a)			x			See note for ORA.ATO.105 (a)(1)(iii)
79.	ORA.ATO.210 (b)			x/p		x/p	See note for ORA.ATO.105 (a)(1)(iii)
80.	ORA.ATO.210 (c)			x/p		x/p	See note for ORA.ATO.105 (a)(1)(iii)
81.	ORA.ATO.225 (a)					x	See note for ORA.ATO.125 (a)



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82.	ORA.ATO.225 (b)					x	See note for ORA.ATO.125 (a)
83.	ORA.ATO.230 (a)					x	See note for ORA.ATO.125 (a)
84.	ORA.ATO.230 (b)				x		See note for ORA.ATO.130 (b)
85.	ORA.ATO.300 (a)					x	
86.	ORA.ATO.300 (b)					x	
87.	ORA.ATO.300 (c)					x	
88.	ORA.ATO.305 (a)					x	
89.	ORA.ATO.305 (b)					x	
90.	ORA.ATO.305 (c)					x	
91.	ORA.ATO.310				x		
92.	ORA.ATO.330 (a)					x	Commercial air transport operators shall hold an EU AOC
93.	ORA.ATO.330 (b)					x	
94.	ORA.ATO.330 (c)					x	
95.	ORA.ATO.335 (a)				x		Additional guidance is provided in the "Foreign ATO - User guide for FSTD User Approval" (UG.FCTOA.00005)
96.	ORA.ATO.335 (b)				x		Additional guidance is provided in the "Foreign ATO - User guide for FSTD User Approval" (UG.FCTOA.00005)
97.	ORA.ATO.350					x	Commercial air transport operators shall hold an EU AOC
98.	ORA.ATO.355 (a)(1)					x	See note or ORA.ATO.125 (b)
99.	ORA.ATO.355 (a)(2)					x	
100.	ORA.ATO.355 (b)					x	

x: applicable
x/p: partly applicable
x/or: applicable, either option can be considered



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RECORDS

No record associated with this User Guide.