|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | ***Information required*** | | ***Additional information*** |
|  | ***Application for Approval*** | | ***Application for Acceptance*** |
| 1 | *Name of the Organization*  *Legal representative* | | Address ………………………………………….  ph / fax…………………………………………..  E-mail……………………………………………  Web site…………………………………….…... |
| 2 | *Training corse offered* ………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………............................... | | *Theoretical training* 🞏    *Flight training* 🞏    *Modular courses* 🞏    *Integrated courses* 🞏 |
| 3 | *Head of Training Name*  Emri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Flight license/number and type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Part time 🞏  Full time 🞏 |
| 4 | *Chief Flight Instructor*  *Name* | | Flight licensë/number and type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Part time 🞏  Full time 🞏 |
| 5 | *Chief Theoritical Knolwedge Instructor*  *Name* | | Flight licensë/number and type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Part time 🞏  Full time 🞏 |
| 6 | *List of Flight Instructors*  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | *Please specify for each of them, type and number of flight license, and if they are full time or part time* |
|  |  | |  |
| 6 a | *List of FSTD instructors (if any)*  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….. | *Specify if full time or part time* | |
| 6 b | *List of Theoritical Knowledge Instructors*  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | *Specify if full time or part time*  (Attach form. n.149) | |
| 7 | AERODROME(T).  *Additional aerodromes to be used* | *Approaching procedures*  ATC  *Air Navigation Aids*  AVL | |
| 8 | *Flight operations accommodation* | *Location, rooms, equipment’s and devices available* | |
| 9 | *Description of the training devices, training aids, material and documentation for Theoretical instruction* | *Location, rooms, devices and material available* | |
| 10 | *Description of Synthetic Training Devices to be used (if applicable)* | FFS    FNPT I, II, III  FTD 1, 2, 3  BITD  *others* | |
| 11 | *List of aircrafts to be used*  *Type* *Flight Test instruments*  *reg.Mark*  ………… ………………………… ………………..  ………… ………………………… ………………..  ………… ………………………… ……………….  ………… ………………………… ……………….  ………… ………………………… ……………….  *Technical management approval*  ............................................................................ | *instrument* *equipments*  ………………… ………………………………..  ………………… ………………………………..  ………………… ………………………………..  ………………… ………………………………..  ………………… ………………………………..  ………………… ……………………………….. | |
| 12 | *Documentation and Manuals*  *(please attach to the application form)* | 1. Sillaby of the training courses 2. Records keeping of the training provided 3. Operation manual 4. Training manual | |
| 13 | Detajet e sistemit të monitorimit të pajtueshmërisë  *Details of proposed compliance monitoring system* |  | |
|  | I ………………………………... as …………………………………………... on behalf of (*name of training organisation*) certify that all the above named persons are in compliance with the applicable requirements and that all the above information given is complete and correct. | | |
|  | Date……………. Signature…….......................………… | | |

*Note 1: If answers to any of the above questions are incomplete, the applicant should provide full details of alternative arrangements separately.*

*Note 2: instrument flight rules (IFR), full flight simulator (FFS), flight and navigation procedures trainer (FNPT), flight training device (FTD), basic instrument training device (BITD)*

**ORA.ATO.105**   **Application**

* Applicants for the issue of a certificate as an approved training organisation (ATO) shall provide the competent authority with:

(1) the following information:

(i) name and address of the training organisation;

(ii) date of intended commencement of activity;

(iii) personal details and qualifications of the head of training (HT), the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s);

(iv) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the training is to be conducted;

(v) list of aircraft to be operated for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable

(vi) list of flight simulation training devices (FSTDs) that the training organisation intends to use, if applicable;

(vii) the type of training that the training organisation wishes to provide and the corresponding training programme; and

(2) the operations and training manuals.

* Flight test training organisations. Notwithstanding (a)(1)(iv) and (v), training organisations providing flight test training shall only need to provide:

(1) the name(s) and address(es) of the main aerodromes and/or operating site(s) at which the training is to be conducted; and

(2) a list of the types or categories of aircraft to be used for flight test training.

* In the case of a change to the certificate, applicants shall provide the competent authority with the relevant parts of the information and documentation referred to in (a).

**ORA.ATO.110**   **Personnel requirements**

(a) An HT shall be nominated. The HT shall have extensive experience as an instructor in the areas relevant for the training provided by the ATO and shall possess sound managerial capability.

(b) The HT’s responsibilities shall include:

(1) ensuring that the training provided is in compliance with Annex I (Part-FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395, Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976, as applicable, and, in the case of flight test training, that the relevant requirements of Annex I (Part 21) to Commission Regulation (EU) No 748/2012 and the training programme have been established;

(2) ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and

(3) supervising the progress of individual students.

(c) Theoretical knowledge instructors shall have:

(1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or

(2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.

(d) Flight instructors and flight simulation training instructors shall hold the qualifications required by Annex I (Part-FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395 and Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976 for the type of training they provide.

**ORA.ATO.120**   **Record-keeping**

The following records shall be kept throughout the course and for a period of three years after the completion of the training:

(a) details of ground, flight, and simulated flight training given to individual students;

(b) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and

(c) information on the licenses and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

**ORA.ATO.125**   **Training programme**

(a) A training programme shall be developed for each type of course offered.

(b) The training programme shall comply with the requirements of Annex I (Part-FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395, Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976, as applicable, and, in the case of flight test training, the relevant requirements of Annex I (Part 21) to Commission Regulation (EU) No 748/2012.

**ORA.ATO.130**   **Training manual and operations manual**

(a) The ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

(b) The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO’s approval documentation.

(c) In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part-21.

(d) 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 Part-ORO.

**ORA.ATO.135**   **Training aircraft and FSTDs**

(a) The ATO shall use an adequate fleet of training aircraft or FSTDs appropriately equipped for the training courses provided. The fleet of aircraft shall be composed of aircraft that comply with all requirements defined in DC No. 1095, date 24.12.2020. Aircraft that fall under points (a), (b), (c) or (d) of Annex I to DC No. 1095, date 24.12.2020, may be used for training if all of the following conditions are met:

(1) during an evaluation process the competent authority has confirmed a level of safety comparable to the one defined by all essential requirements laid down in Annex II to DC No. 1095, date 24.12.2020;

(2) the competent authority has authorized the use of the aircraft for training in the ATO.

(b) The ATO shall only provide training in FSTDs when it demonstrates to the competent authority:

(1) the adequacy between the FSTD specifications and the related training programme;

(2) that the FSTDs used comply with the relevant requirements of Part-FCL;

(3) in the case of full flight simulators (FFSs), that the FFS adequately represents the relevant type of aircraft; and

(4) that it has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.

(c) If the aircraft used for the skill test is of a different type to the FFS used for the visual flight training, the maximum credit shall be limited to that allocated for flight and navigation procedures trainer II (FNPT II) for aeroplanes and FNPT II/III for helicopters in the relevant flight training programme.

(d) Flight test training organisations. Aircraft used for flight test training shall be appropriately equipped with flight testing instrumentation, according to the purpose of the training.

**ORA.ATO.140**   **Aerodromes and operating sites**

When providing flight training on an aircraft, the ATO shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft use.