

Application for Approval to Conduct On the Job Training (OJT) within a Foreign Organisation Approval (In Accordance with the Requirements of Part-66 Appendix III)

Please complete this form online (preferred method) then print, sign and submit as instructed.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.



Unique Corporate No. (to be completed by CAA)

Please read the Guidance Notes before completing the technical sections of this form.

1. APPLICANT TYPE

Public Limited Company	Complete Section 2. a)	Public Educational Establishment University/College	Complete Section 2. b)
Limited Company	Complete Section 2. a)		
Charity	Complete Section 2. b)	Individual (Sole Traders)	Complete Section 2. c)
Ministry of Defence	Complete Section 2. b)	Partnership	Complete Section 2. c)
Trust	Complete Section 2. b)	Private Clubs	Nominated Representative to Complete Section 2. c)

2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

a) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

..... Postcode:

Telephone: Fax:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

..... Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the board to act on behalf of the Company, and who is thereby deemed to be the Accountable Manager.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

or b) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

..... Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Website address:

Authorised Representative

This application is to be signed by either a Director or Company Secretary or a person authorised by the board to act on behalf of the Company, and who is thereby deemed to be the Accountable Manager.

Title: Forename: Surname:

Position:

Charity Number (if applicable):

or c) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

..... Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Trading Name: (if applicable)

Website address:

A photocopy of your valid Passport / National Identity Card or valid photocard Driving Licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.



In the case of a partnership, please complete details of all partners. Continued on a separate sheet

3. APPLICATION

Maintenance Organisation CAA Reference Number: EASA.145

- 145 Organisation Number required for Practical Training applications.

Proposed Date Training to commence:

NB: Applications must be made a minimum of 6 weeks in advance.**4. APPLICATION FOR TRAINING & ASSESSMENTS (please complete all appropriate details, tick as applicable)**

Type / Task	Rating	Airframe	Engine	Theory	Practical
	B1				
	B2				

5. ACCOMMODATION (please complete the address in respect of the application above)

1. Main Training Site Address (if not the address detailed in Part 1)

Postcode: Country:

Telephone Number:

2. Training Site Address

Postcode: Country:

Telephone Number:

- All training sites should be audited for suitability in advance of any training by the applicant organisation, and the audit reports are to be made available at the time of any CAA audit or forwarded for review when requested by the nominated surveyor.

6a. MANAGEMENT STRUCTURE

Position/Post	Name	Licence Number
Accountable Manager		
Maintenance Manager		
Quality Manager		

- Please complete in full for all applications.

6b. APPROVED ASSESSOR

Position/Post	Name	Licence Number / Approval Number
Assessor /		
Assessor /		
Assessor /		

- Please complete in full for all applications.

7. FEES

The fee(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official record Series 5) www.caa.co.uk/ors5 to be paid on application are enclosed herewith.

NB. This application will not be processed until the applicable fees have been received.

Total fees included are: £

IMPORTANT NOTES:

- Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- Overseas Visits:** If a member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- Withdrawal / Cancellation of Approval:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.