

Approved Training Organisations

Accountable Manager & Nominated Persons Submission

A separate submission form is required for each person being appointed or nominated.
To be completed online, printed, signed and submitted to the UK CAA.



1. Details of Organisation and Appointed or Nominated Person

Name of Organisation:

Organisation's ATO Approval Reference:

Name of Person Being Appointed or Nominated:

Personal Licence Number (where held):

2. Appointment

Accountable Manager

ORA.GEN.210

3. Nomination

Compliance Monitoring Manager

AMC1 ORA.GEN.200

Safety Manager

AMC1 ORA.GEN.200

Head of Training

ORA.ATO.110, ORA.ATO.210, AMC1/2 ORA.ATO.210

Deputy Head of Training (Different A/C Categories)

AMC1 ORA.ATO.110

Chief Flight Instructor

ORA.ATO.210, AMC1/2 ORA.ATO.210

Chief Theoretical Knowledge Instructor (ATO)

ORA.ATO.210, AMC1 ORA.ATO.210

4. Any Other Appointed or Nominated Position/s Held Currently

5. Work Experience Relevant to the Selected Position/s

6. Training & Qualifications Relevant to the Selected Position/s

7. Submission Declaration

Note: This submission must be authorised and signed by the Accountable Manager responsible for all the selected Nominated Positions, or a Company Director for the appointment of an Accountable Manager.

I hereby certify that the appointment or nomination of the above-named person to the selected position/s complies with the requirements of EU Regulation 216/2008 and its Implementing Rules and that all the supporting information provided is complete and correct.

Signature of Director or Accountable Manager Date:

Name of Director or Accountable Manager

8. CAA Use Only

The appointment or nomination of the above-named person is accepted as compliant with the applicable regulations.

Signature Date

Inspector's Name Position