

Application for Initial Approval of Training Organisations and Change to Course Approvals Under EASA Aircrew Regulation Annex VII - Part-ORA (Aeroplanes and Helicopters)

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.



Please read the Guidance Note on page 10 before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both

1. APPLICANT TYPE

Limited Liability Partnership	Complete Section 2. a)	Public Educational Establishment	Complete Section 2. b)
Limited Company	Complete Section 2. a)	University/College	Complete Section 2. c)
Charity	Complete Section 2. b)	Individual (Sole Traders)	Complete Section 2. c)
Ministry of Defence	Complete Section 2. b)	Partnership	Nominated Representative
Trust	Complete Section 2. b)	Private Clubs	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: 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 deemed to be the Accountable Manager in respect of applications under EASA Aircrew Regulation Annex VII - Part-ORA.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are a 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: Mobile telephone:

E-mail: Website address:

Authorised Representative

This application is to be signed by a person authorised by the body named above to act on behalf of it, and who is deemed to be the Accountable Manager in respect of applications under EASA Aircrew Regulation Annex VII - Part-ORA.

Title: Forename: Surname:

Position: Charity Number (if applicable):

or c) Individual (including sole traders and partnerships)	
Title: Forename: Surname:	
Address: Postcode:	
Telephone: Mobile Telephone:	
E-mail:	
Trading Name: (if applicable)	
Website address:	
A photocopy of your valid Passport 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 (if applicable)	

3. TRAINING ORGANISATION CAA REFERENCE NUMBER (please complete one field only, where applicable)			
ATO-	FTO-	TRTO-	OCP-

4. APPLICATION (NB: All Applications must be made a minimum of 12 weeks in advance of the commencement date given below.)	
Type of Approval	
Initial Approval: this should be ticked where an application is for 'Initial' approval under EASA Aircrew Annex VII Regulation Part-ORA from 8th April 2012 for new applicants and Registered Facilities wishing to obtain approval. Please advise current JAR-FCL training organisation reference i.e. FTO-333, TRTO-333 or OCP333 where a Registered Facility. Change to Approval: to be ticked when the application is for one or more courses/sites to be approved under EASA Aircrew Regulation Annex VII Part-ORA and added to an existing JAR-FCL training organisation approval, whilst in the EASA transition period, or to an already approved under EASA Aircrew Regulation Annex VII Part-ORA organisation.	
Proposed Date Training to commence:	Total number of sites, to be approved:

5a. ACCOMMODATION / FACILITIES (please tick relevant site and complete address field)	
Main Training Site Address (if not the address detailed in Part 2)	
or: Training Site Address (where a change to the Organisation approval is to include a new site or to include additional courses to an existing site).	
	Postcode:..... Country:

5b. ACCOMMODATION / FACILITIES	
Please complete the following in respect of accommodation ticked in Section 5a.	
- 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 inspector. - A Floor Plan, including details of the purpose of individual rooms with relevant dimensions should be submitted with appropriate photos of each individual site/facility.	
Facilities	Location, Size, Number of Rooms, Maximum capacity
a) Details of Tenure of premises	
b) Lecture rooms/CBT Rooms	
c) Briefing cubicles	
d) Head of Training's office	
e) Chief Flight Instructor's office	
f) Chief Theoretical Knowledge Instructor's office	
g) Chief Synthetic Flight Instructor's office	
h) Flight Simulator Training Device bays	
i) Staff Room(s)	
j) Operations Room	

5b. ACCOMMODATION / FACILITIES (continued) Please complete the following in respect of accommodation ticked in Section 5a.	
k) Flight Planning room(s)	
l) Student Rest Room(s)	
m) Lavatories and Wash Room(s)	
n) Room(s) for administrative staff	
o) Library	
p) Examination room(s)	
q) Other amenities i.e. Syndicate rooms, laboratory etc.	

5c. ADDITIONAL SITES / BASES
a) For Flight Training Courses, Theoretical Knowledge Courses & Flight Test courses, please complete Appendix A (please tick if completed)
b) For Class and / or Type Rating Courses, please complete Section 7f (please tick if completed)

6. AERODROME PARTICULARS	
a) Name of Aerodrome and ICAO Designator	
b) Type of licence	
c) Hours of operation	
d) Night flying permitted	Yes No
e) Air Traffic Services provided	
f) Navigation Aids (not required for FI Restricted courses)	
g) Availability and scope of Meteorology information (regulation and Display)	
h) Airways Entry point (not required for FI restricted courses)	
i) If aerodrome is unlicensed, does it meet the requirements stated in CAP793 'Safe Operating Practices at Unlicensed Aerodromes'	Yes No

7a. TRAINING COURSES REQUESTED: AEROPLANES AND HELICOPTERS
Site No. 1 will always be the Main / Primary Training site and the address and contact details for this site should be clearly identified in section 2 (or Section 5a if different to the addresses in Section 2) Additional sites (i.e. Site Numbers 2 and onwards) should be numbered in order of size/scale/scope of training at the site and Appendix A of the application form completed for each of these sites. New Site only (Variation to approval at 5a): Please enter capital letter 'V' under Site Number column in tables below to reflect which courses are being requested for the new Site / Base (or where more than one new site being applied for, please enter V1 for first site variation, V2 for second site variation etc.). N.B. Res = Residential course, DL = Distance Learning course

Course Name	Tick if Req.	Please tick Aeroplane or Helicopter etc. (where not already specified)	Site No. (see above)	Max. No. Students
LAPL		A H		
LAPL extension course		A H		
PPL		A H		
LAPL to PPL upgrade		A H		
LAPL inc. TMG to PPL upgrade		Aeroplane		
MPL		Aeroplane		

7a. TRAINING COURSES REQUESTED: AEROPLANES AND HELICOPTERS (continued)				
ATPL/IR Integrated		A	H	
ATPL VFR Integrated		Helicopter		
ATPL Modular Flight		A	H	
ATPL Modular Theoretical Knowledge		A Res*	H (VFR) DL*	H (inc. IR)
CPL/IR Integrated		A	H	
CPL Integrated		A	H	
CPL Modular Flight Training		A	H	
CPL Modular Theoretical Knowledge		A	H	Res* DL*
IR Modular Flight Training		Aeroplane		
IR Modular Theoretical Knowledge				
IR Modular Flight Training		Helicopter		
IR Modular Theoretical Knowledge				
Class Rating: Single Pilot Multi Engine Piston		Aeroplane		
MCC (Modular)		A	H	
APS MCC		Aeroplane		
MCC combined with Type Rating(s) (see Part 7f)				
Class / Type specific courses (see Part 7f)				
Aerobatic Rating		Aeroplane		
Sailplane Towing Rating				
Banner Towing Rating		A	H	
Night Rating		A	H	
Mountain Rating (Aeroplane or TMG)		Aeroplane	TMG	
Advanced Upset Prevention & Recovery Training		Aeroplane only		
Other (please specify):				

7b. TRAINING COURSES REQUESTED: FLIGHT TEST RATING COURSES				
Course Name	Tick if Req	Category (please specify 1, 2, 3 or 4)	Site No. (See 7a)	Max. No. Students
Flight Test Rating				
Flight Test Rating extension course		Category 2 to Category 1		
Flight Test Instructor				

7c. TRAINING COURSES REQUESTED: AEROPLANE AND HELICOPTER INSTRUCTOR COURSES				
Course Name	Tick if Req	Please tick Aeroplane or Helicopter (where not already specified)	Site No. (See 7a)	Max. No. Students
Flight Instructor		A	H	
Class Rating Instructor SE		Aeroplane		
Class Rating Instructor ME				
Instrument Rating Instructor		A	H	
Multi Crew Co-operation Instructor		A	H	
Mountain Rating Instructor		Aeroplane		
Class / Type Rating Single Pilot Aeroplane		Seaplane		

7c. TRAINING COURSES REQUESTED: AEROPLANE AND HELICOPTER INSTRUCTOR COURSES (continued)				
Course Name	Tick if Req	Please tick Aeroplane or Helicopter (where not already specified)	Site No. (See 7a)	Max No. Students
Upset Prevention & Recovery Training Instructor		Aeroplane only		
Instructor Courses: (type or class specific)		Type and Category (state Aircraft or FSTD where appropriate & note comment below)		
Type Rating Instructor SPA				
Type Rating Instructor MPA				
Type Rating Instructor (H)				
Synthetic Flight Instructor				
Other (please specify)				
Please use the EASA aeroplane and helicopter lists in respect of Class/ Type / Variant/Series etc. www.easa.eu.int/certification/flight-standards/OEB-general-type-ratings-list-licence-endorsement-list.php				

7d. TRAINING COURSES REQUESTED: AEROPLANE AND HELICOPTER EXAMINER COURSES				
Examiner Courses continued (type or class specific)	Tick if Req	Type /Class (please specify)	Site No. (See 7a)	Max. No. Students
TRE (A)				
TRE(H) SP ME				
TRE (H) MP ME				
TRE(H) SP to MP upgrade				
Please use the EASA aeroplane and helicopter lists in respect of Class/ Type / Variant/Series etc. www.easa.eu.int/certification/flight-standards/OEB-general-type-ratings-list-licence-endorsement-list.php				

7e. TRAINING COURSES REQUESTED: ASSESSOR OF LANGUAGE PROFICIENCY IN ENGLISH				
Course Name	Tick if Req	Site No. (See 7a)	Max No. Students	
Assessor of Language Proficiency in English				