



## Application For Initial Approval, Prior or Non-Prior Approval of Training Organisations

Under EU Aircrew Regulation Annex VII – Part-ORA

By means of this form you can apply for an initial approval, prior or non-prior approval of a training organisation under EU Aircrew Regulation Annex VII – Part ORA.

**Initial Approval:** an application for Initial approval under EU Aircrew Annex VII Regulation Part-ORA from 8th April 2013 for new applicants wishing to obtain approval.

**Prior Approval:** an application for a change or changes requiring prior approval to the existing approval under EU Aircrew Regulation annex VII Part-ORA.

**Non Prior Approval:** an application for a change or changes not requiring prior approval to the existing approval under EU Aircrew Regulation annex VII Part ORA.

In case of (a) change(s) to approval only indicate items/courses/sites etc. to be changed, added and/or removed.

For the application of key personnel, also complete the form ‘application to nominate key personnel at an approved training organisation under EU Aircrew Regulation Annex VII – Part-ORA’. A copy of the enrolment at the Chamber of Commerce must be added to the initial request for approval.

If the provided area is insufficient, provide the additional information as an appendix to this form.

Incomplete or incorrectly completed forms will not be processed.

Send the form to [div.hoofddorp@ilent.nl](mailto:div.hoofddorp@ilent.nl) or send to Inspectie Leefomgeving en Transport / Luchtvaart P.O. Box 16191, 2500 BD Den Haag

**More information**  
 088 489 00 00 | [www.ilent.nl](http://www.ilent.nl)

### 1 Details Application

1.1	Type of application	<input type="checkbox"/> Initial approval <input type="checkbox"/> Prior approval <input type="checkbox"/> Non-prior approval
1.2	Proposed date training to commence	<input type="text"/>
1.3	Company name	<input type="text"/>
1.4	CAA reference number <i>(only in case of change to approval)</i>	<input type="text"/>
1.5	Trade name <i>(as registered by the Chamber of Commerce)</i>	<input type="text"/>
1.6	Address	<input type="text"/>
1.7	Postcode and city	<input type="text"/>
1.8	Telephonenumber(s) and faxnr.	<input type="text"/>
1.9	E-mailaddress and website	<input type="text"/>
1.10	Address (main) training location	<input type="text"/>
1.11	Postcode and city	<input type="text"/>
1.12	Name accountable manager *	<input type="text"/>
1.13	Name compliance monitoring manager *	<input type="text"/>

# Application

For Initial Approval or Change to Approval of  
Training Organisations  
Human Environment and Transport Inspectorate  
Ministry of Infrastructure and Water Management

1.14 Name SMS manager \*  
(if applicable)

\* For the application of key personnel,  
also complete the form 'application to  
nominate key personnel at an  
approved training organisation or  
under EU Aircrew Regulation Annex  
VII – Part-ORA'

## 2 Training course(s) offered

> Indicate the training course(s) to be offered and specify the category where applicable (e.g. Aeroplane, Helicopter, Class, Type, etc.). Also indicate the maximum number of students per course.

2.1 Course name (describe course and  
indicate category, class and/or type  
where applicable)

## 3 Head of training

3.1 Name \*\*

## 4 Chief flight instructor (if applicable)

4.1 Name \*\*

## 5 Chief theoretical knowledge instructor (if applicable)

5.1 Name \*\*

\*\* For the application of key personnel,  
also complete the form 'application to  
nominate key personnel at an  
approved training organisation or  
under EU Aircrew Regulation Annex  
VII – Part-ORA'

## 6 Instructor(s)

6.1 For instructors, complete  
appendix A

## 7 Aerodrome(s) / Operating site(s) to be used

7.1 For aerodrome(s) and/or  
operating site(s) to be used,  
complete appendix B

## 8 Flight operations accomodation

8.1 Total number of sites

8.2 Describe the flight operations  
accommodation to be used  
below, and indicate at least the  
location, the number, the room  
type, size and maximum  
capacity, or refer to the part of  
the OPS Manual where this is  
described.

# Application

For Initial Approval or Change to Approval of  
Training Organisations  
Human Environment and Transport Inspectorate  
Ministry of Infrastructure and Water Management

## 9 Theoretical instruction facilities

- 9.1 Total number of sites
- 9.2 Describe the theoretical instruction facilities to be used below, and indicate at least the location, the number, the room type, size and maximum capacity, or refer to the part of the OPS Manual where this is described.

## 10 Description of training devices

- 10.1 For training devices, complete appendix C, as applicable

## 11 Description of aircraft

- 11.1 For aircraft used for training, complete appendix D, as applicable

## 12 Proposed administration and manuals

- 12.1 Tick or complete, the administration and manuals to be submitted with this application, which shall include at least course programs, training records, the operations manual and the training manual.

- The form(s) 'application to nominate initial personnel for key posts at an approved training organisation or to change key personnel under EASA Aircrew Regulation Annex VII – Part – ORA'
- Course programmes (for each course as specified in part 2 of this form)
- Operations Manual, revision and date:
- Training Manual, per course, revision(s) and date(s):
- Safety Management System Manual (incl. Quality Compliance System & Checklist), revision and date:
- Instructor / Subject Coverage List (Appendix A)
- C.V.'s of instructors and key personnel
- Relevant training records of instructors and key personnel
- Copy of the instructor(s) certificate(s)
- List of aerodromes used for training (Appendix B)
- List of Training Devices used (Appendix C)
- Copies of FSTD Qualification Certificates, as applicable
- Declaration that the training device used is suitable for the type of training
- User approval of FSTD's used for training, as applicable
- List of aircraft used for training (Appendix D)
- For commercial ATO's, Copy of the contract with a CAMO for each aircraft
- Copy of the insurance policy of each aircraft (showing that the aircraft may be used for training)
- Declaration that the aircraft used are suitable for the relevant type of training and comply with the airworthiness requirements as applicable
- Compliance checklist Part ORA
- Compliance checklist Part FCL (for applicable parts)
- Floor plan of the flight operations accommodation per site indicating at least the number of rooms, size, etc.
- Floor plan of the theoretical instruction facilities per site indicating at least the number of rooms, size, etc.
- Risk assessment

# Application

## For Initial Approval or Change to Approval of Training Organisations

Human Environment and Transport Inspectorate  
Ministry of Infrastructure and Water Management

### 13 Details of proposed compliance monitoring system and safety management system

- 13.1 Provide the details of the proposed compliance monitoring system below, or refer to the part of the OPS Manual, Quality Manual or SMS Manual where this is described.

### 14 Other prior approvals

- 14.1 Other prior approvals

### 15 Additional comments / remarks

- 15.1 Additional comments/remarks

### 16 Attachments

- 16.1 Attach the following documents - The documentation as required by the approved procedure Prior/Non-Prior Approval

### 17 Declaration

- I certify that all the above named persons are in compliance with the applicable requirements and that all the information given above is complete and correct.
- I have understood that I am submitting an application for which fees may be charged by the CAA.

17.1 Name of applicant \_\_\_\_\_

17.2 Signature of applicant \_\_\_\_\_

17.3 Name of accountable manager \_\_\_\_\_

17.4 Date and place \_\_\_\_\_

17.5 Signature of accountable manager \_\_\_\_\_

# Application

For Initial Approval or Change to Approval of  
**Training Organisations**  
 Human Environment and Transport Inspectorate  
 Ministry of Infrastructure and Water Management

## APPENDIX A – INSTRUCTOR(S)

- Provide a list of instructor(s) indicating at least the name of the instructor(s), type and number of licence hold by the instructor(s), full time or part time and the instruction that will be given by the instructor(s).
- Submit (a) C.V.(’s) of the instructor(s)
- Submit a copy of the instructor(s) certificate(s)
- Submit a statement of availability of the instructor(s)

Example:

List of instructor(s)				
<i>Provide a description of the instructor(s) that will provide the training, as indicated below</i>				
Name	Type of license	Number of License	Full time / Part time	Instruction that will be given
Flight instructor(s)				
Flight simulation training instructor(s)				
Theoretical knowledge instructor(s)				

## APPENDIX B – AERODROME(S) / OPERATING SITE(S) TO BE USED

- Provide a list of aerodrome(s) and/or operating site(s) indicating whether they are available for VFR training, IFR training, Night training and if air traffic control service, flight testing facilities and/or data reply facilities are available.

Example:

LIST OF AERODROME(S) / OPERATING SITE(S) TO BE USED						
Name and address aerodrome / operating site	VFR-Training	IFR training	Night flying	ATC available	Flight testing facilities	Data reply facilities
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Application

For Initial Approval or Change to Approval of  
**Training Organisations**  
 Human Environment and Transport Inspectorate  
 Ministry of Infrastructure and Water Management

## APPENDIX C – DESCRIPTION OF TRAINING DEVICES

- Provide a description of the training devices that will be used for training, if applicable. Specify the class, type, registration and the qualification of the training device: full flight simulator (FFS), flight and navigation procedures trainer (FNPT) I, II or III, flight training device (FTD) 1, 2 or 3 or basic instrument training device (BITD).
- Submit a user approval
- Submit a declaration that the training device used is suitable for the type of training

Example:

APPENDIX C - DESCRIPTION OF TRAINING DEVICES			
Class	Type	Registration (serial number and certificate number)	Qualification *
.....	.....	.....	.....
.....	.....	.....	.....

*\* Specify the qualification of the training device: full flight simulator (FFS), flight and navigation procedures trainer (FNPT) I, II or III, flight training device (FTD) 1, 2 or 3 or basic instrument training device (BITD).*

## APPENDIX D – DESCRIPTION OF AIRCRAFT

- Provide a description of the aircraft that will be used for training, indicating at least the class/type(s) of aircraft, registration of aircraft, if the aircraft are IFR equipped, if applicable and if the aircraft are provided with flight test instrumentation, if applicable
- Submit a copy of the insurance policy of each aircraft (showing that the aircraft may be used for training)
- Submit a declaration of use of each aircraft signed by the owner of the aircraft
- For commercial ATO's, submit a copy of the contract with a CAMO. Refer to EC 2042/2003 Annex I (Part-M) Appendix I, Continuing Airworthiness Arrangement
- Submit a declaration that the aircraft used are suitable for the relevant type of training and comply with the airworthiness requirements as applicable

Example:

LIST OF AIRCRAFT					
Class	Type	Registration	IFR equipped Y/N	Airworthiness category *	Flight test instrumentation, if applicable Y/N
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

*\* Specify the airworthiness category 'Normal', 'Utility' or 'Aerobatic'.*