



Send to:  
postmottak@caa.no  
or  
Luftfartstilsynet  
Postboks 243  
8001 BODØ

## Application for an ATO approval

<b>1. Applicant Name</b> (Name of the ATO)		
<b>1.1 Registered Business No</b> (Copy of certificate of registration)		
<b>1.2 Address</b> (Registered business address)	Street / Nr	
	Post Code	
	City	
	Country	
<b>1.3 Accountable Manager</b> (Copy of Currucilum Vitae)	Title	Mr. Ms.
	Name	
	First name	
	Job title	
	Phone	
	Fax	
	Email	
<b>1.4 Training Sites</b>	Please use <b>Annex I</b> to list all sites where training will be provided	
<b>1.5 Identification of Activity</b>		
<b>Initial Approval</b>		
<b>Change Approval</b>	Approval N°:	
<b>Intended commencement of activity on</b>	(dd Month yyyy)	
<b>2. Training course(s) offered</b> Please use <b>Annex II</b> to list all courses offered (theory and/or flight training)		
<b>3. Head of Training (HT)</b> (Copy of Currucilum Vitae)		
<b>3.1 Name</b>		
<b>3.2 Licence Type</b>		

<b>3.3 Licence Number</b>			
<b>3.4 Type of Employment</b>	Full Time	Part Time	%
<b>4. Chief Flight Instructor (CFI)</b> (Copy of Curriculum Vitae)			
<b>4.1 Name</b>			
<b>4.2 Licence Type</b>			
<b>4.3 Licence Number</b>			
<b>4.4 Type of Employment</b>	Full Time	Part Time	%

<b>5. Chief Theoretical Knowledge Instructor (CTKI)</b> (Copy of Curriculum Vitae)			
<b>5.1 Name</b>			
<b>5.2 Licence Type</b>			
<b>5.3 Licence Number</b>			
<b>5.4 Type of Employment</b>	Full Time	Part Time	%

<b>6. Name of Flight Instructors</b>			
Please use <b>Annex III</b> to list all instructors employed to provide the training courses offered.			
<b>6.1 Total number of:</b>	Flight Instructors		Ground Instructors

## **7. Aerodrome(s) and/or operating site(s) to be used**

Please use **Annex IV** to list all aerodromes/operating sites used to provide training courses (as applicable)

## **8. Flight Operations Accommodation**

Please use **Annex V** to list all rooms used as flight operations accommodation

## **9. Theoretical Instruction Facilities**

Please use **Annex VI** to list and describe all rooms used as theoretical instruction facilities

## **10. Description of Training Devices**

Please use **Annex VII** to list and describe all training devices used to provide the training courses

## **11. Description of Aircraft**

Please use **Annex VIII** to list and describe aircraft used for training

## **12. Documents and manuals to be submitted with application** (as applicable)

Management System Documentation

Safety Management Manual

Training Manual

Operational Manual

Head of Training CV

Training Programmes

Training Records

Instructors CV

### 13. Details of proposed compliance monitoring system

Please enter the reference in your organisation's documentation

<b>13.1</b> Detailed description of the compliance monitoring function of the management system	
<b>13.2</b> List, table or cross-reference indicating what means and methods are dedicated to achieve initial and continued compliance with each implemented requirement applicable to the organisation	
<b>13.3</b> Means and methods establishing the internal audit process	
<b>13.4</b> Means and methods establishing the feedback system of audit findings to the accountable manager	
<b>13.5</b> Nominated person or group of persons, ultimately responsible to the accountable manager of ensuring that the organisation remains in compliance with the applicable requirements	
<b>13.6</b> Means and methods making personnel aware of their responsibilities	
<b>13.7</b> Procedure for amending the documentation	
<b>13.8</b> Means and methods to ensure initial and continued compliance of contracted activities	
<b>13.9</b> Compliance with the requirement for the direct safety accountability of the accountable manager	
<b>13.10</b> Compliance with the requirement for the organisation's safety policy	
<b>13.11</b> Compliance with the requirement for the identification of aviation safety hazards entailed by the activities of the organisation (in terms of means and methods)	
<b>13.12</b> Compliance with the requirement for the evaluation and the management of risks associated with the identified aviation safety hazards (in terms of means and methods)	
<b>13.13</b> Compliance with the requirement for the actions to be taken to mitigate the risk and verify their effectiveness (in terms of means and methods)	
<b>13.14</b> Compliance with the requirement for making personnel aware of their responsibilities as regards the safety functions (in terms of means and methods)	

**14. Applicant's declaration and acceptance of the Service Terms and Conditions**

I declare that I have the legal capacity to submit this application to Luftfartstilsynet and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by Luftfartstilsynet in accordance with "Gebyrforskriften".

I, the undersigned (Name of Accountable Manager), on behalf of (name of pilot 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/Place	Name of the ATO	Accountable Manager	Signature
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**PLEASE DO NOT FORGET TO SIGN THE APPLICATION FORM**

## Annex I: Training Sites

### List of sites where the training will be provided

Please enter the full address details for each training site

1.	
2.	
3.	
4.	
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19.	

## Annex II: Training Courses

### List of training courses to be provided

Please enter the course name/identification/ course FCL type and select the type(s) of training

	Course Name	Course FCL Type	Type of Training
1.			Theory Flight Training
2.			Theory Flight Training
3.			Theory Flight Training
4.			Theory Flight Training
5.			Theory Flight Training
6.			Theory Flight Training
7.			Theory Flight Training
8.			Theory Flight Training
9.			Theory Flight Training
10.			Theory Flight Training
11.			Theory Flight Training
12.			Theory Flight Training
13.			Theory Flight Training
14.			Theory Flight Training
15.			Theory Flight Training
16.			Theory Flight Training
18.			Theory Flight Training
19.			Theory Flight Training

### Annex III: Instructors

#### List of instructors employed to provide the training courses offered

Please enter the name of the instructor, the type of Licence, the Licence number and employment type.

	Instructor Name	Type of Licence	Licence Number	Employment
1.				Full Time Part Time %
2.				Full Time Part Time %
3.				Full Time Part Time %
4.				Full Time Part Time %
5.				Full Time Part Time %
6.				Full Time Part Time %
7.				Full Time Part Time %
8.				Full Time Part Time %
9.				Full Time Part Time %
10.				Full Time Part Time %
11.				Full Time Part Time %
12.				Full Time Part Time %
13.				Full Time Part Time %
14.				Full Time Part Time %
15.				Full Time Part Time %
16.				Full Time Part Time %
18.				Full Time Part Time %
19.				Full Time Part Time %



## Annex IV: Aerodromes

### List of aerodromes used to provide training courses

Please enter the full name and address of all aerodromes where training are taking place

	Aerodrome	
1.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
2.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
3.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
4.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
5.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
6.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
7.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility
8.		IFR approaches Night flying Air traffic control Flight testing facility data reply facility

## Annex V: Flight Operations Accommodation

### List of all rooms used as flight operations accommodation

Please enter the location, number of rooms and size

	Location	Number	Size (Length x Width) m
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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11.			
12.			
13.			
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16.			
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18.			
19.			
20.			

## Annex VI: Theoretical Instruction Facilities

### List of all rooms used as theoretical instruction facilities

Please enter the location, number of rooms and size

	Location	Number	Size (Length x Width) m
1.			
2.			
3.			
4.			
5.			
6.			
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10.			
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12.			
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20.			

## Annex VII: Training Devices

### List of all training devices used to provide training courses

Please identify the device, the aircraft type and type of device

	Identification (if applicable)	Type of Aircraft (if applicable)	Type of Device
1.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
2.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
3.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
4.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
5.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
6.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
7.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
8.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD
9.			FFS FTD 1 FNPT I FTD 2 FNPT II FTD 3 FNPT III BITD

## Annex VIII: Aircraft

### List of all aircraft used to provide training courses

Please identify the aircraft registration, type designation and IFR equipped and/or certified

	Registration	Class/Type of Aircraft	Owner	IFR
1.				Equipped Certified
2.				Equipped Certified
3.				Equipped Certified
4.				Equipped Certified
5.				Equipped Certified
6.				Equipped Certified
7.				Equipped Certified
8.				Equipped Certified
9.				Equipped Certified
10.				Equipped Certified
11.				Equipped Certified
12.				Equipped Certified

In order to process your application we need information about you.

Your personal data is required in order to certify and/or approve correct person. Your personal data will be treated in accordance with regulation (EU) 2016/679 – General Data Protection Regulation (GDPR). Article 6 (1)(e), Civil Aviation Act § 5-3 regulation on certifying crewmember and EU-regulation no. 1178/2011 ORA.GEN.115 specifies the criteria on which your application will be processed.

Your personal data will be stored only as long as required for the purpose in which they were collected. You have the right to access your personal data, and, if necessary, have them corrected. If you believe that your personal data is not treated in accordance with the GDPR, you may appeal to the Norwegian Data Protection Authority.

The Civil Aviation Authority – Norway (CAA-N) is responsible for the processing of your application. Contact our data protection officer at [personvernombud@caa.no](mailto:personvernombud@caa.no).

All written inquiries to CAA-N are subject to the Archive Act and the Freedom of Information Act. The public's right to access information does not apply to personal data which is subject to confidentiality.

[Read our privacy policy here.](#)