

Information leaflet for DTO

Verification of a training programme DTO by the BCAA – LA/L-TRA/0502

Aim of this document

This document explains how a Declared Training Organisation (DTO) can submit an initial or revised training programme for acceptance to the training department of the Belgian Civil Aviation Authority (BCAA).

All emails sent during this process shall be addressed to BCAA.ATO@mobiliteit.fgov.be.

STEP 1 : Submission of the form 'Declaration of a training organisation DTO' to the BCAA

The DTO shall mention in the form 'Declaration of a training organisation DTO', the reference of the training programme used to provide the training course(s) indicated in the field 4: Training scope.

What to do in the following 3 situations:

1. The training programme has already been verified by the BCAA. The training programme appears in the list 'DTO training programme verified by the BCAA' published on the website of the BCAA. Just referring to the verified programme is sufficient.
2. The DTO uses an already approved training manual (TM) to provide the training course in an Approved Training Organisation (ATO). Just referring to the approved Training Manual is sufficient.
3. The training programme does not appear in 'DTO training programmes verified by the BCAA'.
The DTO shall **attach** the training programme to the declaration form.
All documents shall be addressed to BCAA.ATO@mobiliteit.fgov.be.

STEP 2 : Verification of a training programme

To ease the verification of training programme, the DTO shall complete the '**DTO training programme compliance checklist**'. This checklist is published on the website van BCAA on shall be sent together with the training programme and the declaration form to the BCAA through BCAA.ATO@mobiliteit.fgov.be.

If an OSD applies, the latest version of the OSD document shall be attached to the training programme.

Within 6 months after receiving an acknowledgement of reception of the declaration of a DTO, an allocated BCAA inspector will verify the training programme for compliance with Part-FCL and Part-DTO.

If the training programme is in compliance with Part-FCL, it will be added to the list 'DTO training programme verified by the BCAA' published on the website of the BCAA.

If the training programme is not in compliance with Part-FCL, a finding will be raised to the DTO.

The DTO shall make changes to the training programme and introduces the modified programme within the predetermined period (3 months) to the BCAA.

If a training course of an individual student is affected by a non-compliance in the training programme, step 3 applies.

The form "**DTO training programme compliance checklist – LA/L-TRA/0502D51**" is available on our website www.mobiliteit.belgium.be.

STEP 3 : Steps to be taken if a training course of an individual student is affected by a non-compliance in the training programme.

After the BCAA has communicated a finding to a DTO in accordance with point ARA.GEN.350(da)(1), the DTO shall take the following steps within the time period determined by the BCAA (normally 3 months):

- (a) identify the root cause of the non-compliance;
- (b) take the necessary corrective action to terminate the non-compliance and, where relevant, remedy the consequences thereof;
- (c) inform the BCAA about the corrective action it has taken.