



**APPLICATION FORM FOR A CABIN CREW INITIAL TRAINING PROVIDER
(CCITP) CERTIFICATE**

This application form and supporting documents must be in possession of the Belgian CAA at least 90 days before the intended date of beginning of the courses.

This application Form shall be converted in pdf before to be e-signed.

ORGANISATION/OPERATOR DETAILS

1.	Organisation / Operator Name:	
2.	Organisation / Operator address:	
3.	Telephone number:	
4.	E-mail address:	
5.	Website ¹ :	
6.	Operator's AOC number ¹ :	
7.	Training sites:	
8.	Additional training sites ¹ :	
9.	Subcontractors ¹	
10.	Estimated date of start of the training:	

MANAGEMENT STRUCTURE

POST	FULL NAME	FIX AND MOBILE NUMBER EMAIL ADDRESS	QUALIFICATION/EXPERIENCE (CV form to be annexed)
Accountable manager			See Form 1118
Training Manager			See Form 1118
Compliance Monitoring manager			See Form 1118
Safety Manager			See Form 1118



APPLICANT'S STATEMENT

Date of signature:	Signature of Accountable Manager
Number of attached annexes below:	

DOCUMENTS TO BE SUBMITTED TO THE BCAA

	BCAA check
1. Legal form, statutes and operational base in Belgium	
2. Organisational structure	
3. Business plan	
4. CCITP Manual ² should include at least: a) Administration and control of CCITP manual, b) Organisation, c) Management system, d) Training Programme (and examination procedures), e) CC procedures, f) Subcontractors, g) Facilities and Equipments list h) Cabin Crew Attestation (sample & issuance procedures) ³ i) List of Cabin Crew Instructors / CRM Trainers & Cabin Crew examiners j) Forms used by the CCITP	
5. Compliance checklist Form 1175a (exel document) ⁴	
6. Audits reports performed by the CMS of the CCITP	
7. Details about Cabin Crew Instructors / CRM Trainer & Cabin Crew Examiners (including full name, qualification and CV).	
8. Supporting documents used by the Cabin Crew Instructors / trainers / examiners and the documents provided to the trainees.	
9. Database of questions/answers of the examination	

¹ if applicable

² The CCITP manual may be issued in separate parts. It may refer to the OM of the AOC holder.

³ The CCA issued by the CCITP shall be in accordance with the BCAA Template (Annex 1 to this application Form).

⁴ The CCITP has to demonstrate the conformity to the regulation(s). The Form 1175a can be replaced by any other compliance checklist used by the CCITP.