



Information leaflet for ATO management staff

Application for an ATO certificate – LA/L-TRA/0101

Aim of this document

This document explains how a legal entity can apply for an ATO certificate issued by the Belgian Civil Aviation Authority.

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

STEP 1: Introduction of the request

Send an email with the subject “New ATO – ATO name” to BCAA.ATO@mobiliteit.fgov.be together with the following documents:

- Letter of intent providing the following information:
 - The ATO focal point who will manage the approval process;
 - The company number (KBO/BCE number) if the company already exist;
 - A business plan for +3 years;
 - The number of students per course per year;
 - The desired start date of the training activities.
- Application form new ATO – LA/L-TRA/0101D51E

The form “Application form new ATO – LA/L-TRA/0101D51E” is available on our website www.mobiliteit.belgium.be.

STEP 2: Pre-application meeting

A BCAA inspector will contact the organisation to set up a meeting at the BCAA office.

During the pre-application meeting, the ATO management staff shall highlight the following items of the future ATO:

- Planned training courses;
- Size in terms of numbers of aircraft, FSTD, instructors, students,...;
- Any operations outside the Belgian territory and/or outside the EASA member states;
- Any subcontracted training activities;
- Desired date to start the training activities.

The BCAA inspector shall explain the following items:

- All the steps leading to the approval as an ATO;
- How to correctly complete the approval process documents;
- Present briefly where to find the applicable regulation and how to retrieve relevant information from it;
- What will be the fees of the future ATO and when the invoices will be due.

STEP 3: Decision to continue the approval procedure

After being briefed by the BCAA inspector, the ATO management staff has the opportunity to decide to carry on or not with the approval process.

The final decision must be communicated via email to BCAA.ATO@mobiliteit.fgov.be.



STEP 4: Completion of support documents

The ATO management staff shall complete all required support documents and compose the ATO manuals.

When completed, all documents shall be sent by:

- Email : BCAA.ATO@mobiliteit.fgov.be with in “subject” of the email the following information:
 1. ATO name;
 2. Procedure reference related to the document sent;
 3. Name of the document.

The documents shall be sent separately per type of document (i.e. training manual and annexes in one email, operations manual and annexes in a second email, signed nominated person approval in third email). This will ease out the classification of the documents within the BCAA database for processing.

Each set of documents shall be introduced within the email.

All support documents are available on the BCAA website. In order to save time, the organisation can start to compose all ATO manuals and procedures before applying for a certificate. However, the BCAA will not assess or provide guidelines over these documents before step 5 of this procedure.

STEP 5: Assessment of the documents by the BCAA

The BCAA inspector will assess all the delivered documents.

If any non-conformities are discovered, the BCAA inspector will communicate further guidance or remarks to your organisation by email. The future ATO then has the possibility to correct the non-conformities. Corrected documents shall be sent as mentioned in step 4.

STEP 6 (Optional): Compliance audit on the operating site(s) by the BCAA

If deemed necessary, a BCAA inspector will contact the organisation to arrange an audit date.

CAUTION: The audit will be planned only when all ATO manuals are approved.

The scope of the audit will only focus on the ATO premises and the didactic material that will be used to provide instruction.

For further details concerning the audit process, the BCAA refers to the information leaflet : LA/L-TRA/0150 – Perform an audit.

STEP 7: Send the agreement letter to the BCAA

If there is no finding or that the remaining findings have an acceptable corrective action plan, the BCAA inspector will warn the organisation can be approved. The accountable manager of the ATO shall sign and send the agreement letter to the BCAA.

The agreement letter is an official statement from the accountable manager that he is aware of all legal requirements and procedures to operate an ATO and that the ATO will be operated in a safely manner.



STEP 8: ATO certificate

If all findings are closed, or if a corrective action plan for the remaining non-conformities has been approved, the organisation will be issued an ATO certificate.

The training activities may only start upon reception of the ATO certificate.

Typical timeframe for an ATO certificate is estimated at a minimum of 5 months.