



Information leaflet for ATO management staff

Accept a nominated person of an ATO – LA/L-TRA/0152

Aim of this document

This document explains how an ATO can propose a nominated person to the BCAA.

There are 6 different nominated persons:

- Accountable Manager (AM);
- Compliance Monitoring Manager (CMM);
- Safety Manager (SM);
- Head of Training (HT);
- Chief Flight Instructor (CFI);
- Chief Theoretical Knowledge Instructor (CTKI).

Some of the above mentioned functions may be combined.

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

STEP 1: Proposal of a nominated person

The ATO shall send the following documents to the BCAA:

- Email/letter of intent;
- “*Nominated person_Acceptance form – LA/L-TRA/0152D71E*” in a pdf file completed by the ATO and signed by the appropriate persons;
- A resume relevant to the position of the new nominated person (if competences are not specified in the nominated person approval).

All documents shall be sent by email at BCAA.ATO@mobiliteit.fgov.be with in “subject” of the email the following information :

1. ATO name;
2. Procedure reference (L-TRA/0152);
3. Nominated person title.

The email/letter of intent shall introduce the application and indicate the date when the new person would be nominated.

The request shall be made at least 10 working days prior to the date of the proposed change.

The completion of the approval document shall provide sufficient details assessing the competences of the new nominated person. The competences should be relevant to the responsibilities of the function applied for.

The nominated person approval shall provide to the BCAA the type of contract, full time or part time. In case of a part time, the amount of hours per month and **the typical days of the week** when the nominated person is on duty.

The form “*Nominated person_Acceptance form – LA/L-TRA/0152D71E*” can be found on the BCAA website www.mobiliteit.belgium.be.

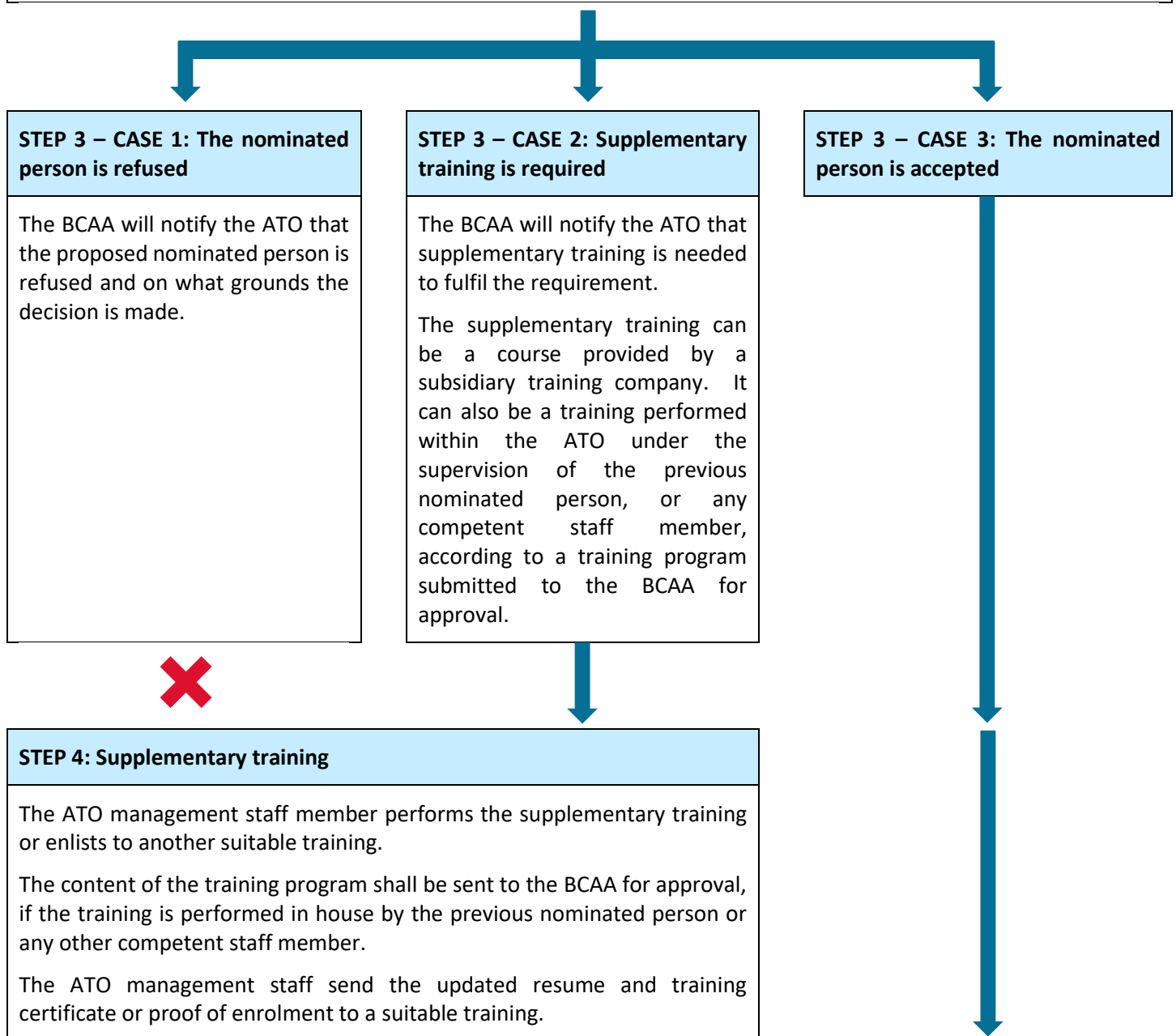


STEP 2: Evaluation of the proposed nominated person by the BCAA

The BCAA inspector will evaluate the candidature of the new nominated person, based on the applicable requirements and the documents provided by the ATO.

- CASE 1: The candidate competences do not match the requirements and will not be accepted.
- CASE 2: Supplementary training is required to fulfil the requirements. The ATO will be notified.
- CASE 3: The candidate is accepted.

The legal requirements for each nominated person of an ATO are described in the document INFO_LIC_EN_2022-002_ATO NP requirements.





STEP 5: The nominated person is accepted

The ATO will receive the nominated person acceptance form signed by the BCAA.

The nominated person may start his/her duty.