



Information leaflet for ATO management staff

Modify ATO FSTD list – LA/L-TRA/0155

Aim of this document

In accordance with ORA.GEN.130 (c), the ATO has the ability to implement changes that do not require prior approval of the BCAA.

This document explains how an ATO can modify the FSTD list representing and notify such modification to the BCAA.

The ATO shall have an adequate procedure within the ATO Organisation Management Manual (OMM).

This procedure should include:

- The nominated person who is authorised to add a FSTD;
- A verification of the compliance of the FSTD towards the applicable regulation;
- An assessment of the suitability of the FSTD towards training where the FSTD will be used in accordance with ORA.ATO.135 and AMC1 ORA.ATO.135;
- An assessment if a MOC procedure should be triggered and the report of that MOC procedure;
- The records of the relevant FSTD documents and process support documents to be kept;
- A difference list between the FSTD and the operator fleet, if applicable;
- A system to adequately monitor changes to the FSTD that may affect the adequacy of the training programme;
- A notification of the changes to the BCAA;
- A verification of the reception of an amended ATO training course approval reflecting the changes of the FSTD list.

At the end of this document, there is an example of the procedure to be implemented in the Organisation Management Manual to perform the modification. This example is a suggestion, the ATO is free to develop its own procedure which will be assessed by the BCAA and approved through the ATO OMM.

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

STEP 1: Decision to modify the ATO FSTD list

The ATO may want to modify its equipment upon operational needs, modification of the ATO scope of work or any valid reason.

It can be either the addition and/or the deletion of an FSTD. The modification of the FSTD list engenders systematically a modification of the ATO training course approval.



STEP 2: Selection of the FSTD

The ATO must evaluate the capabilities and the adequacy of the FSTD to perform training activities for the course(s) where the FSTD will be used.

The ATO performs an assessment of the FSTD in accordance with at least the requirements of ORA.ATO.135 and AMC1 ORA.ATO.135 inserted here below. The ATO shall always refer to the latest amendment available on the EASA website (<http://easa.europa.eu/regulations>).

(a) The ATO shall use an adequate fleet of training aircraft or FSTDs appropriate to the courses of training provided. The number of training aircraft may be affected by the availability of FSTDs.

(c) The fleet should include, as appropriate to the courses of training:

(6) each FSTD should be equipped as required in the training specifications concerning the course in which it is used.

A copy of this assessment shall be available for further consultation.

In order to assess the suitability of the FSTD for training, the ATO can use the FSTD assessment report form (LA/L-TRA/0155D52E) available on the BCAA website.

STEP 3 & 4: Management of change procedure

Whenever a change is introduced in an ATO, the management staff must always evaluate if a “management of change” procedure should be started.

The goal of a “management of change” procedure is to evaluate the impact of the change towards safety and the compliance of the ATO. It shall identify all the needed corrective actions that the ATO must implement to maintain the ATO compliance and to maintain the level of safety before operating the change.

All necessary information and analysis made during the process shall be made available.

Some items to consider during a MOC procedure:

- FSTD adequate to ATO SOPs, new SOPs needed?
- Refresher/standardisation training for instructors needed?
- Instructor Operating Station (IOS) briefing needed for the instructors?
- Safety briefing available?

STEP 5 : Verify FSTD and ATO documentation

The ATO shall verify the FSTD and ATO documentation related to the change.

In order to verify the FSTD and ATO documentation, the ATO can use the FSTD assessment report form (DOC/L-TRA/0155-52E) available on the BCAA website.

STEP 6 : Control of the documents before submission to the BCAA

The ATO must compile and verify the ATO FSTD list. The aim of the list is to give a view over which FSTD is appointed to which course(s).

For this purpose, the document “ATO FSTD list – LA/L-TRA/0155D51E” can be used. It is an official document that can be found on the BCAA website. The ATO has the freedom to develop its own ATO FSTD list. The template of the document is approved through the approbation of the OMM.

The ATO shall amend the electronic version of the aircraft list with the required changes.



STEP 7 : Send the updated ATO A/C list to the BCAA

The updated FSTD list have to be sent by email to BCAA.ATO@mobilite.fgov.be within the “subject” of the email:

1. The ATO name;
2. The procedure reference (L-TRA/0155);

and the ATO FSTD list in any agreed format with, as filename *BE_ATO-999_FSTD list_V9.9_yyyy-mm-dd* where:

- V9.9: version of the ATO FSTD list;
- yyyy-mm-dd: the date mentioned in the filename should be the date when the file is sent to the BCAA.

The email shall introduce the request and give the date when the FSTD should be operated.

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



Example of process – Modify ATO FSTD list – LA/L-TRA/0155

