

Information leaflet for ATO management

Modify ATO aircraft list – LA/L-TRA/0154

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 aircraft list representing the fleet used within the ATO 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 post holder who is authorised to add the training aircraft;
- An assessment of the suitability of the aircraft for training;
- The records of the aircraft relevant documents to be kept;
- A notification of the changes to the BCAA.

The documents provide also an example of the procedure to be implemented in the Organisation Management Manual (OMM) to perform the modification. This example is a suggestion, the ATO is free to develop his own procedure which will be assessed by the BCAA and approved through the ATO OMM.

The example is available on request under the Visio format at BCAA.ATO@mobilite.fgov.be.

STEP 1 : Decision to modify the ATO A/C list

The ATO may want to modify his fleet 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 aircraft.

STEP 2 : Selection of the training aircraft

In the case of the addition of an aircraft, the ATO accredited staff member(s) select the aircraft.

The ATO performs an assessment of the aircraft 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.*
- (b) *Each training aircraft should be:*
- (1) *equipped as required in the training specifications concerning the course in which it is used;*
 - (2) *except in the case of balloons or single-seat aircraft, fitted with primary flight controls that are instantly accessible by both the student and the instructor (for example dual flight controls or a centre control stick). Swing-over flight controls should not be used.*
- (c) *The fleet should include, as appropriate to the courses of training:*
- (1) *aircraft suitably equipped to simulate instrument meteorological conditions (IMC) and for the instrument flight training required. For flight training and testing for the instrument rating and the en route instrument rating (EIR), an adequate number of IFR-certificated aircraft should be available;*
 - (2) *in the case of aeroplanes and sailplanes, aircraft suitable for demonstrating stalling and spin avoidance;*
 - (3) *for the flight instructor (FI) training courses on aeroplanes and sailplanes, aircraft suitable for spin recovery at the developed stage;*
 - (4) *in the case of helicopters, helicopters suitable for autorotation demonstration;*
 - (5) *in the case of a non-complex ATO, one aircraft fulfilling all the required characteristics for a training aircraft might be sufficient;*
 - (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 aircraft for training, the ATO can use the training aircraft assessment report form (DOC/L-TRA/0154-52E) available on the BCAA website.

STEP 3 and 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 :

- Suitable A/C for the home and alternate bases (limitations)?
- New SOPs needed?
- Refresher/standardisation training for FI needed?
- Maintenance available for that type?

STEP 5 : Verify A/C and ATO documentation

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

In order to verify the aircraft and ATO documentation, the ATO can use the training aircraft assessment report form (DOC/L-TRA/0154-52E) available on the BCAA website.

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

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

For this purpose, the document “ATO aircraft list – LA/L-TRA/0154D51E” can be used. It is an official document that can be found on the BCAA website www.mobilit.belgium.be.

The ATO has the freedom to develop his own ATO A/C 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 aircraft list have to be sent by email to BCAA.ATO@mobilit.fgov.be within the “subject” of the email at least :

- The ATO name;
- The procedure reference (L-TRA/0154).

The ATO A/C list shall be a *.xls or any agreed format

with the file name as : *BE_ATO-999_AC list_V9.9_yyyy-mm-dd.xls*.

With V9.9 : Version of the ATO A/C list

yyy-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 gives the date when the aircraft 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 aircraft list – LA/L-TRA/0154

