

Information leaflet for DTO

Declaration of a Training Organisation (DTO) – LA/L-TRA/0501

Aim of this document

This document explains how a legal entity can declare a Declared Training Organisation (DTO) at the Belgian Civil Aviation Authority (BCAA) in accordance with Appendix 1 of Annex VIII of the (EU) regulation No. 1178/2011 of the Commission.

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

STEP 1 : Completion of the form Declaration of a training organisation DTO

The DTO representative shall complete the fields in the form as follows:

Objectif:

Indicate whether it concerns an initial declaration or a notification of changes by ticking the appropriate box.

If your organisation is already known as a Registered Facility (RF) or an ATO, mention the reference number.

If it concerns a notification of changes, mention the DTO reference, the name of the DTO (point 1), the statements (point 9) and in addition complete all those fields containing changes.

If some or all of the training activities are ceased, this has to be mentioned in point 4

1. Declared training organisation (DTO):

Mention the name of the DTO in BLOCK LETTERS.

2. Principal place of business:

Mention the name of the legal entity declaring the DTO, and the legal status of the entity.

Mention the KBO/BCE (Kruispunt Bank der Ondernemingen/ Banque Carrefour des Entreprises) number of the Legal Entity. In order to ensure that all parties are protected, whether these are the applicant organisation, the students it trains or the BCAA itself in both legal and business matters, the BCAA only can accept a declaration of a legal entity with the principal place of business in Belgium.

If the legal entity reorganises substantially (like ownership,...), then the corresponding declaration ceases to exist. A declaration once introduced is not transferable! In order to continue with the training activities, a new initial declaration needs to be submitted. The organisation will then consequently receive a new DTO reference number.

Mention the address, phone number, email and website (if applicable) of the principal place of business.

3. Personnel:

The DTO shall nominate a DTO representative and a Head of Training (HT).

3.1 Mention the address, phone number or email of the DTO representative. The DTO representative fulfils the same role as the person known as the Accountable Manager elsewhere in the Aircrew Regulation. His roles and responsibilities are described in the DTO regulations. The DTO representative will be the focal point within the DTO for the BCAA.

3.2 Mention the address, phone number or email of the Head of training (HT). The HT shall hold an unrestricted Flight Instructor rating for the relevant aircraft category and have sufficient experience in order to administer the training activity of the DTO and fulfil the roles and responsibilities that are described in the DTO regulations.

Mention the category(ies) of aircraft applicable for the HT.

3.2.1 Where the DTO offers training on more than one aircraft category (e.g. aeroplanes and helicopters), the HT must meet the criteria for at least one of the categories. He should then be assisted by one or more nominated deputy HTs (dHT) qualified with regard to the other category / categories of aircraft.

Only postholders who meet with the requirements in the DTO regulations shall be nominated. The BCAA is not required to accept nominated postholders if there are circumstances under which a person cannot be trusted to carry out the task of a representative or a HT in a manner which safeguards and furthers aviation safety.

The DTO must establish and maintain, at any time, a list of all the flight and theoretical knowledge instructors. This list shall be reported to the BCAA as part of the annual activity report.

4. Training activities:

Indicate all the training(s) provided by ticking the appropriate box(es).

Refer in the column to the training programme used to provide the training that appears in the BCAA list published on her website. If the programme does not appear in the BCAA list, attach the training programme to the declaration form.

Or, refer to the training manual (TM) that is used to provide the training in an Approved Training Organisation (ATO).

The cessation of specific training activities shall also be mentioned in this column.

5. Training aircraft and FSTDs:

5.1. List all aircraft type/models that are used for the training (e.g. DR400, Robinson R44, Pégase (C-101), Cameron group A). Only aircraft that complies with the requirements in the DTO regulations can be used for training. It's the DTO responsibility for ensuring that all aircraft are suitable for the training.

The DTO must establish and maintain, at any time, a list of all aircraft used for training including the aircraft registration code. This list shall be reported to the BCAA as part of the annual activity report.

5.2 List all flight simulating training device(s) FSTDs used for the training and mention the FSTD reference code.

6. Aerodrome(s) and operating site(s):

6.1. Mention the name or ICAO code (if applicable), address, phone number and email of the main aerodrome or operating site used for training. The aerodrome should comply with the requirements in the DTO regulations.

6.2 If an additional aerodrome or operating site is used for training, either permanently or temporarily (e.g. training camp), mention the name or ICAO code (if applicable), address, phone number and email. For each additional training site, a deputy Head of Training (dHT) responsible for that site should be appointed.

7. Intended commencement of training:

Mention the date of intended commencement of the training.

8. Application for approval of examiner standardisation courses and refresher seminars:

Indicate if the DTO applies for approval of an examiner course and refresher course for sailplanes or balloons by ticking the box. The training programme has to be approved by the BCAA before the training is started!

9. Statements:

The DTO representative and the Head of Training shall date and sign the statements.

STEP 2 : Submission of the declaration

Send an email with the subject "DTO Declaration – DTO name" to BCAA.ATO@mobilit.fgov.be together with the form:

'Declare a training organisation DTO – LA/L-TRA/0501D01' and the supporting documents such as the attached training programmes

The date of submission to the BCAA will be considered as the date of the declaration. Only after submission of the declaration the DTO is allowed to start her training activities!

It is the responsibility of the DTO to arrange the successful submission of the declaration to the BCAA. If the DTO does not receive the acknowledgement of receipt of the declaration from the BCAA pursuant to point ARA.DTO.100 within 20 working days following the submission of the declaration, the DTO should contact the BCAA to investigate whether the submission of the declaration has been successful.

The form "Declaration of a training organisation DTO – LA/L-TRA/0501D01" is available on our website www.mobilit.belgium.be.

STEP 3 : Acknowledgement of reception of the declaration

The BCAA inspector will assess the declaration and the supporting documents to form and completeness.

Within 10 working days, the BCAA inspector will acknowledge reception of the declaration to the DTO representative.

If complete, the DTO will be added to the DTO list on the BCAA website.

If not complete, the declaration will not be accepted. The DTO will therefore have to submit a new declaration before it can start its training activities.

The BCAA inspector will assess the content of the training programme for compliance to the applicable regulations.

If the training programme is accepted, this will be confirmed within 6 months to the DTO representative and the programme will be added to the list on BCAA website.

If the programme is not in compliance with the applicable regulations, a finding will be raised through an audit rapport. The DTO consequently has 3 months to introduce an updated version of the training programme in order to correct the non-compliance.