



## Information leaflet for ATO management staff

### Modify an ATO training course approval – LA/L-TRA/0102

#### Aim of this document

This document explains how a legal entity can modify an ATO training course approval.

There are three possible cases which require a modification of the training course approval:

- Case 1: deactivation of a training course;
- Case 2: addition of a new training course;
- Case 3: modification of the FSTD list.

All emails sent during this process shall be addressed to [BCAA.ATO@mobilit.fgov.be](mailto:BCAA.ATO@mobilit.fgov.be).

An ATO approval is based on two documents:

- The ATO certificate, which states the ATO is compliant with all legal requirements;
- The ATO training course approval, which states the different training courses for which the ATO is approved to provide training for and on which FSTD the training can be performed.

#### STEP 1: Introduction of the request

The ATO shall send a email to notify the BCAA of the intent to either deactivate a course (case 1), add a course (case 2) or modify the FSTD list (case 3).

This email shall be sent to [BCAA.ATO@mobilit.fgov.be](mailto:BCAA.ATO@mobilit.fgov.be) with in “subject” of the email the following information:

1. ATO name;
2. Procedure reference (L-TRA/0102).

#### Case 1 – Deactivation of an approved training course

The letter of intent should at least mention when the ATO wishes to deactivate the course from the scope of training program.

#### Case 2 – Addition of a training course

The ATO management staff shall provide in annex to the letter of intent, the “Application form for a new course – LA/L-TRA/0102D51E”. This form provides information to the BCAA regarding the scope and complexity of the intended course.

The letter of intent must at least provide the following information:

- The ATO focal point that will manage the approval process of the new course;
- The number of students per course per year;
- The desired start date of the training course;
- All necessary approval documents (manuals updates, FI/TKI list, aircraft list,...).



### Case 3 – Modify the FSTD list

The letter of intent must at least provide the following information :

- Removal or addition of a FSTD
- Type of the FSTD (FFS, FNPT, FTD, BITD)
- Approval reference of the FSTD

In the case of addition of a FSTD, all the required information are specified in the information leaflet: modify ATO FSTD list – LA/L-TRA/0155.

The form “Application form for a new course – LA/L-TRA/0102D51E” is available on our website [www.mobilit.belgium.be](http://www.mobilit.belgium.be).

