



## Information leaflet for ATO management

### Modify ATO FI/TKI list – LA/L-TRA/0153

#### 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 FI/TKI list representing the staff 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).

As a minimum, the procedure for changes not requiring prior approval for the modification of the FI/TKI list shall address the following item:

- The nominated person who is authorised to add a FI/TKI;
- The nominated person responsible for the selection of the FI/TKI;
- An assessment of the FI/TKI with the CV/licences/ratings, test lecture and/or test flight;
- An assessment if a MOC procedure should be triggered and the report of that MOC procedure;
- An initial/standardisation/refresher/upgrading training if applicable;
- The records of the FI/TKI and process support documents to be kept;
- A notification of the changes to the BCAA.

At the end of this document, there is an example of the procedure to be implemented in the Organisation Management Manual (OMM) to perform these modifications. 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](mailto:BCAA.ATO@mobiliteit.fgov.be).

#### STEP 1: Decision to modify the ATO FI/TKI list

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

It can be either the addition and/or the deletion and/or upgrade of an instructor.

#### STEP 2: Selection of the FI/TKI

In the case of the addition of an FI/TKI, the ATO accredited staff member selects the FI/TKI.

The accredited staff member shall assess the future instructor by the means of a functional CV, the licences and ratings and above all, by the means of a test lecture for the TKI or a test flight for the FI (either on an A/C or in an FSTD).

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

An example of a functional CV (LA/L-TRA/0153D55E) is 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.

### STEP 5: Verify FI/TKI and ATO documentation

The ATO shall verify the FI/TKI and ATO documentation.

A template of the flight instructor and theoretical knowledge instructor standardisation certificate can be either developed by the ATO or the ATO can use the standard BCAA documents – LA/L-TRA/0153D53E and LA/L-TRA/0153D54E.

The working agreement/contract between the instructor and the ATO shall at least mention the type of contract, full time or part time. In case of a part time, the amount of hours per month or per course session shall be mentioned.

#### Flight instructor (FI)

(ORA.ATO.110 (d))

The candidate shall provide flight training in accordance with the ATO approved training manual, the approved operations manual and the ATO standards provided by the HT and/or CFI.

The candidate shall have at least the following:

- Hold the qualifications required by the Part-FCL for the type of training that the candidate will provide on aircraft or FSTD;
- Hold the ATO standardisation certificate related to the course(s) the candidate is appointed to;
- If the candidate will give instruction on a FSTD, the standardisation course shall provide the necessary knowledge to use the FSTD (IOS, safety briefing).

#### Theoretical knowledge instructor (TKI)

(ORA.ATO.110 (c); AMC1 ORA.ATO.110 (c))

The candidate shall provide theoretical knowledge training in accordance with the ATO approved training manual, the approved operations manual and the ATO standards provided by the HT and/or CTKI.

The candidate shall have at least the following:

- Practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques;

OR

- Previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which the candidate will provide theoretical knowledge instruction;
- Proof of competence via a test lecture and use of didactic material by the candidate. The assessment is proven via a report composed by the CTKI or his/her deputy.



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

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

For this purpose, the documents “ATO FI list – LA/L-TRA/0153D51E” and “ATO TKI list – LA/L-TRA/0153D52E” can be used. It is an official document that can be found on the BCAA website [www.mobilit.belgium.be](http://www.mobilit.belgium.be).

The ATO has the freedom to develop its own ATO FI/TKI list. The template of the document is approved through the approbation of the OMM.

The ATO shall amend the electronic version of the FI/TKI list with the required changes.

#### STEP 7: Send the updated ATO FI/TKI list to the BCAA

The ATO FI/TKI list shall be sent by email 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/0153);
3. Name of the updated list.

and the ATO FI list in any agreed format with, as file name *BE\_ATO-999\_FI list\_V9.9\_yyyy-mm-dd.xls* where:

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

and/or the ATO TKI list in any agreed format with, as file name *BE\_ATO-999\_TKI list\_V9.9\_yyyy-mm-dd.xls* where:

- V9.9: version of the ATO TKI 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 instructor will start his/her duty (if applicable).

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



Example of process – Modify ATO FI/TKI list – LA/L-TRA/0153

