



Notification of training activities

This notice is for information only. It can be used as guidance.

Applicability:

Licensing	
Medical	
Training organisation	ATO, DTO
FSTD	

Aircraft Category:

Airplane <input checked="" type="checkbox"/>	Helicopter <input checked="" type="checkbox"/>	Sailplane <input checked="" type="checkbox"/>	Balloon <input checked="" type="checkbox"/>	Airship <input type="checkbox"/>
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1. Introduction

In accordance with ARA.ATO.105, the Belgian Civil Aviation Authority (BCAA) is required to set up an oversight programme for ATO that includes the monitoring of course standards, including the sampling of training flights with students, if appropriate to the aircraft used.

In order to allow the execution of an audit or inspection by means of sampling any relevant training course for its conduct and standard by the BCAA, the ATO or DTO shall notify the start of her training activities. For organisation required to have an Organisation Management Manual (OMM), refer to item 10.01 of the [manual checklist](#). ATO's shall include a specific procedure for the notification of training activities under the OMM item 10.01.

Failure in notifying training activities to the BCAA can be considered as not granting access to the ATO by the BCAA in accordance with ORA.GEN.140 Access (a) of the European legislation EU 1178/2011.

Where possible, for ATO's using a digitalised booking system, a read-only user profile shall be created for the BCAA training department in order to ease out the required notification process. The login/password credentials shall be sent to BCAA.ATO@mobiliteit.fgov.be.

2. Guidance

2.1. Core business training courses

Core business training courses (i.e. PPL, CPL, IR, ATPi,...) shall be notified to the BCAA at BCAA.ATO@mobilit.fgov.be with the following information:

- Name and reference number of the ATO or DTO;
- Type of training (basic training, type or class rating, additional rating, ...);
- Name, surname and birthdate of the candidates;
- Start date of the training activities.

The notification shall be done **at least 5 days prior the start of the training course.**

2.2. Ad hoc training courses

For training courses only organised on an ad hoc basis (i.e. specific type/class rating, night rating, aerobatics, aerotowing courses, instructor courses,...) the ATO or DTO shall notify the BCAA at BCAA.ATO@mobilit.fgov.be at least 5 days prior the start of the training course.

2.2.1. Training organisation without a digitalised booking system

For training organisation which do not possess a digitalised booking system, the following information shall be provided to the BCAA at BCAA.ATO@mobilit.fgov.be:

- Name and reference number of the ATO or DTO;
- Type of training;
- Name, surname and birthdate of the candidates;
- Start date of the training activities;
- Timeframe of the training activities (planning);
- Location of the training (Theoretical knowledge and flight instruction);
- Contact details (email, phone) of the instructor involved in the training;
- All other information as deemed necessary.

2.2.2. Training organisation with a digitalised booking system

For training organisation which do possess a digitalised booking system, the following information shall be provided to the BCAA at BCAA.ATO@mobilit.fgov.be:

- Name and reference number of the ATO or DTO;
- Type of training;
- Name, surname and birthdate of the candidates;
- Start date of the training activities;
- Location of the training (Theoretical knowledge and flight instruction).

3. Reference in legislation

- ARA.GEN.300 Oversight
- ARA.GEN.305 Oversight programme
- ARA.GEN.310 Initial certification procedure - organisations
- ARA.GEN.350 Findings and corrective actions - organisations
- ARA.ATO.105 Oversight programme
- ORA.GEN.140 Access
- ORA.ATO.230(b) Training manual and operations manual

4. Entry into force and cancellation

This information notice remains in force until further notice.

5. Queries

Any queries or requests for further guidance as a result of this leaflet should be addressed to bcaa.ato@mobilit.fgov.be. Please add, for easy tracking purpose, the leaflet reference number in the subject of your mail.

Belgian Civil Aviation Authority,
Licensing Directorate,
Training Department.