

Information leaflet for DTO

Oversight of a Declared Training Organisation (DTO) – LA/L-TRA/0503

Aim of this document

This document explains how a Declared Training Organisation (DTO) should organise an annual internal review and communicate her activities to the Belgian Civil Aviation Authority (BCAA).

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

Part 1 : Internal review of the DTO

Annual internal review:

Each calendar year, the DTO shall review the following elements for compliance with the applicable regulations:

1. Availability of sufficient resources;
2. Conduct of training in accordance with the requirements of Part-FCL and Part-DTO, with the DTO training programme(s) and with the DTO's safety policy;
3. Random checks of training records and course completion certificates issued by the DTO;
4. Assessment of the training programme(s) for its / their adequacy and being up to date;
5. Training aircraft including their documents and maintenance records;
6. Aerodromes and operating sites, including associated facilities;
7. Evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or that have been subject to findings in terms of point DTO.GEN.150;
8. Assessment of the safety policy including its means and methods as defined in AMC1 DTO.GEN.210 for its adequacy and being up to date;
9. Assessment of effective implementation of mitigating measures as foreseen in the safety policy.

The DTO shall make a report of the review containing all the non-compliances found, a 'root cause analysis' and the corrective actions that were taken. On request, this report will be submitted to the BCAA.

In the 'annual internal and activity report', the DTO shall mention the date of the internal review and the number of 'non-compliances' found. If no non-compliances were found, mention 0.

Safety policy review:

- a) Safety performance:
Mention the number of safety occurrences, incidents and accidents that happened in the DTO in the past calendar year.
- b) Safety occurrences:
List the 3 most types of safety occurrences reported in the DTO in the past calendar year;
Per type of safety occurrence, mention the main cause and the measures that were taken to mitigate the associated risks.
- c) Management of change(s):
Report if there have been major changes in the DTO in the past calendar year and what measures were taken to mitigate the associated risk(s).
A major change is 'complex' or has a 'significant impact' on the functioning of the DTO (for example: a change in management personnel, introduction of a new training course, introduction of a new aircraft type, use of a new training site, ...).

Attention: a change in the legal status of the organisation declaring the DTO ceases the declaration.

Part 2: DTO activities

Report of the activities in the DTO form the past calendar year, the following data:

1. per training course notified to the BCAA, state:
 - a) the number of students actually in training in that year; (if no training was organized, mention 0)
 - b) the number of students that passed the theoretical examinations, the skill test;
 - c) the number of students that failed the theoretical examinations (including failure of the last attempt) and skill test (including a partial pass).
2. A list of all active and non-active flight instructors (FI), including:
the name, first name, 3 letter code, license number, date in and out, the training site and type of training given.
3. A list of all active and non-active theoretical knowledge instructors (TKI), including:
the name, first name, Phone, email, date in and out, training sites, courses/subjects given.
4. A list of aircraft and FSTD used in the DTO that year including,
for the aircraft: the registration mark, category of aircraft, type/model, class/group, owner, main operating site, date in and out and the training courses for which it was used;
for the FSTD: the FSTD code, aircraft type, qualification level, FSTD operator, operating site, date in and -out and the training courses for which it was used.

Part 3: DTO annual internal review and activity report

The representative of the DTO shall complete the 'annual internal review and activity report' and submit it to the BCAA before the 1st of April of the consecutive calendar year to the email address: BCAA.ATO@mobiliteit.fgov.be.

Part 4 : BCAA oversight

Based on the information received from the DTO, the BCAA will perform an analysis of the associated risks and establish an inspection programme. Every 6 years (72 months) an inspection will be carried out by the BCAA.

A BCAA inspector will contact the DTO to arrange an inspection date.

The inspection will focus on but is not limited to:

- The availability of sufficient resources;
- The conduct of training in accordance with the requirements of Part-FCL and Part-DTO, with the DTO training programme(s) and with the DTO 's safety policy;
- Random checks of training records and course completion certificates issued by the DTO;
- An assessment of the training programme(s) for its / their adequacy and being up to date;
- The training aircraft including their documents and maintenance records;
- The aerodromes and operating sites, including associated facilities;
- The evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or that have been subject to findings in terms of point DTO.GEN.150;
- The assessment of the safety policy including its means and methods as defined in AMC1 DTO.GEN.210 for its adequacy and being up to date;
- The assessment of effective implementation of mitigating measures as foreseen in the safety policy.

If a non-compliance is found, a finding is raised and communicated to the DTO in an inspection report.

The DTO then has 10 working days to present the BCAA a corrective action plan with a root cause analysis per finding found and a proposal of the corrective actions to be taken.

Within 3 months, the DTO shall send the BCAA the evidence of the corrective actions taken.