

## ***Nominated Personnel requirements for ATO***

*This notice is for information only. It can be used as guidance and/or awareness.*

### Applicability:

Licencing	Not applicable
Medical	Not applicable
Training organisation	ATO
FSTD	FSTD Operators

### 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"/>
Microlight <input type="checkbox"/>	Paramotor <input type="checkbox"/>	RPAS <input type="checkbox"/>		

### 1. References

- Part ORA.GEN.115
- Part ORA.GEN.135
- Part ORA.GEN.200
- Part ORA.GEN.210
- Part ORA.ATO.110
- Part ORA.ATO.210
- AMC's and GM's to the Part ORA references

### 2. Introduction

The present information notice describes the BCAA recommended requirements for the nominated persons (NP) in Approved Training Organisations (ATO).

This information notice cancels and replaces the information notice INFO/LIC/2014-005 regarding to "The combination of postholder function within an ATO".

### 3. The accountable Manager (AM)

1. The AM must be introduced to the BCAA by the administration board of the company holding the ATO certificate.  
When the accountable manager is not the chief executive officer, the BCAA will need to be assured that the AM has direct access to the chief executive officer and has a sufficiency of ATO funding allocation.
2. The AM should have the following competencies:
  - Sufficient knowledge/proven experience over financial management;
  - Sufficient knowledge/proven experience over people management;
  - Sufficient knowledge/proven experience over European and national regulations requirements.

#### *BCAA recommendations*

Proven experience should be five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

Sufficient knowledge should be demonstrated by a training given by an independent organisation or an internal training approved by BCAA.

Sufficient knowledge over people and financial management may be demonstrated by being registered as a manager of the ATO in Crossroads Bank for Enterprises.

The AM should have thorough knowledge with the organisation's structure and procedures.

#### **4. Compliance Monitoring Manager (CMM)**

1. The CMM must be introduced to the BCAA by the AM.

The CMM shall have direct access to the AM and access to all departments of the organisation, and if applicable, any contracted organisation.

The CMM may not combine his/her function with the HT, CFI or CTKI functions.

2. The CMM should have the following competencies:

- Sufficient knowledge/proven experience related to the activities of the organisation;
- Sufficient knowledge/proven experience in compliance monitoring;
- Sufficient knowledge/proven experience over European and national regulations requirements related to the organisation's activities.

The proven experience requirements must be defined by the ATO and described in the OMM. The experience should be commensurate to ATO activities and should be complemented by a course on compliance monitoring.

Special attention should be put on defining the requirements in experience and knowledge of the Aircrew regulations.

#### *BCAA recommendations*

Proven experience should be five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

Sufficient knowledge should be demonstrated by a training given by an independent organisation or an internal training approved by BCAA.

The CMM should follow at least a training on internal Compliance Monitoring procedures.

The CMM should have thorough knowledge of the organisation's manuals.

#### **5. Safety Manager (SM)**

1. The SM must be introduced to the BCAA by the AM or CMM.

2. The SM should have the following competencies :

- Sufficient knowledge/proven experience in hazard identification, risk analysis and management;
- Sufficient knowledge/proven experience related to the activities of the organisation.

The required or proven experience requirements must be defined by the ATO and described in the OMM.

The experience should be commensurate to ATO activities and should be complemented by a course on safety management.

Special attention should be put on defining the requirements in experience and knowledge of the Aircrew regulations.

#### *BCAA recommendations*

Proven experience should be five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

The SM should follow at least a training on internal safety management procedures.

The SM should have thorough knowledge of the organisation's manuals.

## 6. Head of Training (HT)

1. The HT must be introduced to the BCAA by the AM or the CMM.
2. The HT should have the following competencies:
  - extensive experience as an instructor in the areas relevant for the training provided by the ATO;
  - holder of appropriate instructor certificate;
  - sound managerial capability.

The amount of experience defined as extensive must be determined by the ATO in the management manual, per area relevant for the training provided. This requirement must be defined as training hours.

Defining the extensive experience only in terms of years is not always representative of the real exposition as an instructor and must be avoided.

### *BCAA recommendations*

Appropriate instructor certificates for the HT should be (in the relevant A/C category the trainings are given):

- For PPL training: FI unrestricted;
- For CPL training: FI with CPL privileges;
- For MPL training: FI or TRI with MPL privileges;
- For IR, CB-IR or BIR: IRI ME or FI IR/ME if ATO provides IR/ME training, IRI SE or FI IR/SE if ATO provided IR/SE training only;
- For type ratings: TRI in the same family<sup>1</sup> of types;
- For class ratings: FI ME or CRI ME if ATO provides ME training, FI SE or CRI SE if ATO provided SE training only;
- For additional ratings: FI and holder of one of the respective additional rating;
- For instructor certificates: FI or TRI with “train-the-trainer” privileges;
- For examiner certificates: holder of an examiner certificate.

“Train-the-trainer” privileges mean that the FI or TRI has met FCL.905.FI j) or FCL.905.TRI a) 2) respectively.

Lapsed certificate may be acceptable too.

The recommendations are cumulative. For instance, the HT of an ATPL(A) integrated training should hold/have held an FI with CPL, IR/ME, night and ME privileges.

When introduced to the BCAA for acceptance the ATO must demonstrate that the candidate HT possesses sound managerial capability. This demonstration may consist of a specific course, a similar experience in a management position, or both.

Additionally, for ATOs providing training for CPL, MPL, ATPL and the associated ratings, and except in the case of ATOs providing flight test training, the nominated HT shall have extensive experience in training as an instructor for professional pilot licences and associated ratings. The nominated HT should hold or have held in the 3 years prior to the appointment as HT in the ATO, a Part-FCL CPL, MPL or ATPL with the ratings related to the flight training courses provided by the ATO.

## 7. Chief Flight Instructor (CFI)

1. The CFI must be introduced to the BCAA by the AM, the CMM or the HT.  
The CFI is subordinated to and reports to the Head of Training.
2. The CFI is a requirement for ATOs providing flight training for CPL, MPL, ATPL and the associated ratings.

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<sup>1</sup> Family means type ratings having similarities as stated as such by OSD’s or other OEM documentation. For instance, A320/330/340/350/380 are considered as a family, B737 NG and B787 too.

## BCAA recommendations

The CFI should, except in the case of ATOs providing flight test training, have completed 1 000 hours of flight time as pilot-in-command (PIC). At least 500 of those hours should be on flying instructional duties related to the flying courses provided, of which 200 hours may be instrument ground time.

The CFI should hold (in the relevant A/C category the trainings are given):

- An instructor certificate with the privilege to instruct for at least one of the training courses provided by the ATO;
- for CPL and ATPL courses: a CPL;
- for MPL courses: an MPL or ATPL;
- for SEP or MEP class rating: all the class ratings provided by the ATO;
- for SET class ratings: at least one SET class rating provided by the ATO;
- for MET class ratings: at least one MET class rating provided by the ATO;
- for type ratings: at least one type rating provided by the ATO;
- for IR: IR/ME if ATO provides IR/ME training, IR/SE if ATO provided IR/SE training only;
- for additional ratings: one of the additional ratings provided by the ATO.

## 8. Chief Theoretical Knowledge Instructor (CTKI)

1. The CTKI must be introduced to the BCAA by the AM, the CMM or the HT.

The CTKI is subordinated to and reports to the Head of Training.

The CTKI is a requirement for ATOs providing theoretical instruction for CPL, MPL, ATPL and the associated ratings. In the case of an ATO providing flight training only, CTKI function is not required in the ATO.

2. The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided by the ATO. The relevant areas of experience are:
  - For CPL, ATPL and MPL: experience as TKI in theoretical course as foreseen in the Appendix 3 or Appendix 5 of the Annex I to regulation 1178/2011;
  - For type rating courses: experience as TKI for type rating courses.

The amount of experience defined as extensive must be determined by the ATO in the management manual, per area relevant for the training provided. This requirement must be defined as training hours.

Defining the extensive experience only in terms of years is not always representative of the real exposition as an instructor and must be avoided.

## BCAA recommendations

Extensive experience should be five years relevant work experience.

## 9. Deputy

If an organisation requires the deputy to take over duties and responsibilities of the concerned function of the nominated person, the deputy shall meet the required qualification criteria. The duties, responsibilities and the required qualification criteria of the deputy should be described in the OMM.

## 10. Non-Complex Organisations

1. The Accountable Manager may exercise the task as Compliance Monitoring Manager provided he/she has demonstrated having the relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring and that audits are conducted by an independent auditor.
2. The Safety Manager may be the Accountable Manager or a person with an operational role within the organisation. Within the organisation, responsibilities must be identified for hazard identification, risk assessment and mitigation.

3. The Accountable Manager may exercise the task as Safety Manager and Compliance Monitoring Manager. The AM, with regards to his/her direct accountability for safety, must ensure that sufficient resources are allocated to both functions, taking into account the size of the organisation and the nature and complexities of its activities.

## **11. Combined functions HT, CFI and CTKI**

In the case of an ATO providing training for CPL, MPL, ATPL and the associated ratings offering only one of the following:

- Modular courses;
- Type rating courses;

the positions of HT, CFI and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the training organisation, full-time or part-time, depending upon the scope of training offered.

## **12. Procedure for introducing a nominated person**

The introduction of a nominated person shall be done according to the BCAA procedure “Accept a nominated person of an ATO – LA/L-TRA/0152” at least 10 working days prior to the date of the proposed change. The “Nominated person\_Acceptance form – LA/L-TRA/0152D71E” shall be completed and signed by the ATO.

A résumé relevant to the position of the new nominated person can be joined if competences are not specified in the nominated person approval form.

All documents shall be sent by email at [BCAA.ATO@mobilit.fgov.be](mailto:BCAA.ATO@mobilit.fgov.be) with as “subject” of the email the following information :

1. ATO name;
2. Procedure reference (L-TRA/0152);
3. Nominated person title.

The completion of the approval document shall provide sufficient details assessing the competences of the new nominated person.

The nominated person approval shall provide to the BCAA the type of contract, full time or part time. In case of a part time, the amount of hours per month and the typical days of the week when the nominated person is on duty.

All the information about this procedure and the form can be found on the BCAA website:

- [https://mobilit.belgium.be/fr/transport\\_aerien/licences/centres\\_de\\_formation/ato\\_approved\\_training\\_organisation/procedures\\_ato](https://mobilit.belgium.be/fr/transport_aerien/licences/centres_de_formation/ato_approved_training_organisation/procedures_ato) (French version);
- [https://mobilit.belgium.be/nl/luchtvaart/vergunningen/opleidingscentra/ato\\_approved\\_training\\_organisation/ato\\_procedures](https://mobilit.belgium.be/nl/luchtvaart/vergunningen/opleidingscentra/ato_approved_training_organisation/ato_procedures) (Dutch version).

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