

Application for an ATO Approval

1. Applicant Name (Name of the ATO)			
1.1 Registered Business No (Copy of certificate of registration)			
1.2 Address (Registered business address)	Street / Nr		
	Post Code		
	City		
	Country		
1.3 Accountable Manager (Copy of Currucilum Vitae)	Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
	Name		
	First name		
	Job title		
	Phone		
	Fax		
	Email		
1.4 Training Sites	Please use Annex I to list all sites where training will be provided		
1.5 Identification of Activity			
<input type="checkbox"/> Initial Approval			
<input type="checkbox"/> Change Approval	Approval N°:		
Intended commencement of activity on	(dd Month yyyy)		
2. Training course(s) offered Please use Annex II to list all courses offered (theory and/or flight training)			
3. Head of Training (HT) (Copy of Currucilum Vitae)			
3.1 Name			
3.2 Licence Type			
3.3 Licence Number			
3.4 Type of Employment	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	%
4. Chief Flight Instructor (CFI) (Copy of Currucilum Vitae)			
4.1 Name			
4.2 Licence Type			
4.3 Licence Number			
4.4 Type of Employment	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	%

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5. Chief Theoretical Knowledge Instructor (CTKI) (Copy of Curriculum Vitae)

5.1 Name

5.2 Licence Type

5.3 Licence Number

5.4 Type of Employment

Full Time

Part Time

%

6. Name of Flight Instructors

Please use **Annex III** to list all instructors employed to provide the training courses offered.

6.1 Total number of:

Flight Instructors

Ground Instructors

7. Aerodrome(s) and/or operating site(s) to be used

Please use **Annex IV** to list all aerodromes/operating sites used to provide training courses (as applicable)

8. Flight Operations Accommodation

Please use **Annex V** to list all rooms used as flight operations accommodation

9. Theoretical Instruction Facilities

Please use **Annex VI** to list and describe all rooms used as theoretical instruction facilities

10. Description of Training Devices

Please use **Annex VII** to list and describe all training devices used to provide the training courses

11. Description of Aircraft

Please use **Annex VIII** to list and describe aircraft used for training

12. Documents and manuals to be submitted with application (as applicable)

Management System Documentation

Safety Management Manual

Training Manual

Operational Manual

Head of Training CV

Training Programmes

Training Records

Instructors CV

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13. Details of proposed compliance monitoring system

Please enter the reference in your organisation's documentation

13.1 Detailed description of the compliance monitoring function of the management system	
13.2 List, table or cross-reference indicating what means and methods are dedicated to achieve initial and continued compliance with each implemented requirement applicable to the organisation	
13.3 Means and methods establishing the internal audit process	
13.4 Means and methods establishing the feedback system of audit findings to the accountable manager	
13.5 Nominated person or group of persons, ultimately responsible to the accountable manager of ensuring that the organisation remains in compliance with the applicable requirements	
13.6 Means and methods making personnel aware of their responsibilities	
13.7 Procedure for amending the documentation	
13.8 Means and methods to ensure initial and continued compliance of contracted activities	
13.9 Compliance with the requirement for the direct safety accountability of the accountable manager	
13.10 Compliance with the requirement for the organisation's safety policy	
13.11 Compliance with the requirement for the identification of aviation safety hazards entailed by the activities of the organisation (in terms of means and methods)	
13.12 Compliance with the requirement for the evaluation and the management of risks associated with the identified aviation safety hazards (in terms of means and methods)	
13.13 Compliance with the requirement for the actions to be taken to mitigate the risk and verify their effectiveness (in terms of means and methods)	
13.14 Compliance with the requirement for making personnel aware of their responsibilities as regards the safety functions (in terms of means and methods)	

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15. Applicant's declaration and acceptance of the Service Terms and Conditions

I declare that I have the legal capacity to submit this application to Swedish Transport Agency and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by the Swedish Transport Agency in accordance with the applicable Swedish Transport Agency's Regulations (TSFS) regarding Fees and Charges.

I, the undersigned (Name of Accountable Manager), on behalf of (name of pilot training organisation) certify that all the above named persons are in compliance with the applicable requirements and that all the above information given is complete and correct.

Date/Place	Name of the ATO	Accountable Manager	Signature

This Application and the additional document should be sent by fax, e-mail or regular mail to:

Swedish Transport Agency
 Civil Aviation and Maritime Department
 Personnel and Qualification Unit
 Section for Flight Training
 SE-601 73 Norrköping
 Sweden
 Fax: +46-(0)11-415 22 50
 E-mail: luffart@transportstyrelsen.se

PLEASE DO NOT FORGET TO SIGN THE APPLICATION FORM

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Annex I: Training Sites

List of sites where the training will be provided

Please enter the full address details for each training site

1.	
2.	
3.	
4.	
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6.	
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19.	

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Annex II: Training Courses

List of training courses to be provided

Please enter the course name/identification/ course FCL type and select the type(s) of training

	Course Name	Course FCL Type	Type of Training
1.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
2.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
3.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
4.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
5.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
6.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
7.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
8.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
9.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
10.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
11.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
12.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
13.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
14.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
15.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
16.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
18.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training
19.			<input type="checkbox"/> Theory <input type="checkbox"/> Flight Training

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Annex III: Instructors

List of instructors employed to provide the training courses offered

Please enter the name of the instructor, the type of Licence, the Licence number and employment type.

	Instructor Name	Type of Licence	Licence Number	Employment
1.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
2.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
3.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
4.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
5.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
6.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
7.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
8.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
9.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
10.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
11.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
12.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
13.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
14.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
15.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
16.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
18.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %
19.				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time %

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Annex IV: Aerodromes

List of aerodromes used to provide training courses

Please enter the full name and address of all aerodromes where training are taking place

	Aerodrome	
1.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
2.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
3.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
4.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
5.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
6.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
7.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility
8.		<input type="checkbox"/> IFR approaches <input type="checkbox"/> Night flying <input type="checkbox"/> Air traffic control <input type="checkbox"/> Flight testing facility <input type="checkbox"/> data reply facility

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Annex V: Flight Operations Accommodation

List of all rooms used as flight operations accommodation

Please enter the location, number of rooms and size

	Location	Number	Size (Length x Width) m
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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10.			
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20.			

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Annex VI: Theoretical Instruction Facilities

List of all rooms used as theoretical instruction facilities

Please enter the location, number of rooms and size

	Location	Number	Size (Length x Width) m
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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10.			
11.			
12.			
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Annex VII: Training Devices

List of all training devices used to provide training courses

Please identify the device, the aircraft type and type of device

	Identification (if applicable)	Type of Aircraft (if applicable)	Type of Device
1.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
2.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
3.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
4.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
5.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
6.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
7.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
8.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD
9.			<input type="checkbox"/> FFS <input type="checkbox"/> FTD 1 <input type="checkbox"/> FNPT I <input type="checkbox"/> FTD 2 <input type="checkbox"/> FNPT II <input type="checkbox"/> FTD 3 <input type="checkbox"/> FNPT III <input type="checkbox"/> BITD

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Annex VIII: Aircraft

List of all aircraft used to provide training courses

Please identify the aircraft registration, type designation and IFR

	Registration	Class/Type of Aircraft	Owner	Equipped
1.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
2.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
3.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
4.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
5.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
6.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
7.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
8.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
9.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
10.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
11.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation
12.				<input type="checkbox"/> IFR <input type="checkbox"/> Flight test instrumentation