

CAA' processes, procedures, and checklists

Inspector' tools



European Union Aviation Safety Agency

EU-ASEAN Sustainable Connectivity Package Aviation Partnership Project
(EU-ASEAN SCOPE APP)

This project is funded by the European Union and implemented by
the European Union Aviation Safety Agency (EASA)

Your safety is our mission.

An Agency of the European Union



Process

ATO certification procedure

Civil Aviation Authority
HANDBOOK
ATO CERTIFICATION

Approval Sheet

Edition	Rev.	Date	Reason for amendment
1	//	DD.MM.YYYY	First issue

Prepared by	Verified by	Approved by
(function)	(function)	(function)
(name)	(name)	(name)
(signature)	(signature)	(signature)

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Civil Aviation Authority HANDBOOK

ATO CERTIFICATION

Checklist

→ Example of checklist



ATO	RAMP-FLIGHT INSPECTION	
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COURSE:		MIX N°	
F.I.:		STUDENT:	
A/C TYPE:		REGISTRATION:	
FROM:	TO:		
OFF BLK:	TAKE OFF:	LANDING:	ON BLK:

Team Leader	
Team Member	

1. Flight instructor REF.		S	U	Remarks
LICENCE & MEDICAL				
OTHER				
TRNG/CKNG law OM/D				
FTL				
2. Student REF.				
Documents	LICENCE (if applicable)			
	MEDICAL			
Personal folders	Copy of documents			
	progress tests/checks (if applicable)			
	KSA			
	FTL			
3. Training Manual				
	NOTE			
4. Briefing & Flight Planning				
	BRIEFING ROOM			
Teaching materials	PC/Internet			
	Reference library			
WX	Metar/Taf			
	Sig. wx Chart			
	Winds & Temp. aloft			
NOTAMS	Current & relevant			
Weight & Balance	Correct & within the envelope			
Briefing	FI competency			
	"Teaching Methods"			

COMPLEXITY OF ATO SMS CHECKLIST

ATO reference and number :		
Address and reference:		
First issue: yes ☐ no ☐ → Date of request: _____ ECAA ref. number: _____	Review of previous declaration: Issue on the: _____	
Documents	Note	All the documents are compliance with the current requirement? Yes No describe reason
1. MODEL ORA ATO 105		
2. Attestation form the A.M. of the ATO that are "small no complex" or "complex" operator		

EVALUATION COMPLEX O NON-COMPLEX

The organization request to start one of these courses(tick the one request):

- ☐ LAPL ☐
- ☐ PPL ☐
- ☐ SPL ☐
- ☐ CPL ☐
- ☐ BPL ☐

Class and type rating associated to the previous listed courses? ☐ :
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓

There are any other courses the organization request? No ☐ → it is a NON-COMPLEX organization , proceed to the next page.

There are any other courses the organization request? YES ☐ → proceed in the next box ↓

Requested courses?:

AEROPLANE: LAPL ☐ PPL ☐ SPL ☐ CPL Mod ☐ CPL Int. ☐ IR Mod. ☐ ATPL Mod ☐ ATP Int. ☐ FI ☐ IRI ☐ TRI ☐ CRI ☐ MCC ☐ SFI ☐

TYPE RATING: _____ TOTAL NUM. T.R. REQUESTED: _____

HELICOPTER: LAPL ☐ PPL ☐ CPL Mod. ☐ CPL Int. ☐ IR Mod. ☐ ATPL Mod ☐ ATP Int. ☐ FI ☐ IRI ☐ TRI ☐ MCC ☐ SFI ☐

TYPE RATING: _____ TOTAL NUM. T.R. REQUESTED: _____

EVALUATION OF SIZE, SCOPE AND COMPLEXITY OF THE OPERATOR

Management system National regulation reference	ORGANIZATION	EVALUATION (thick where proper)		NOTE
		COMPLEX	NO COMPLEX	
The organization have more than 20 (FTEs) see note 1)	Total FTEs: _____			
Assessment of the complexity, the extent and scope of the required activities				
Example: ATO requires special training activities, have more than two operational bases, perform activities beyond national borders				
ATO It requires one or more of the following specific approvals:	Describe those requests:			

CIVIL AVIATION AUTHORITY					
☐ Initial Approval	☐ On site Audit	☐ Desktop Audit	☐ unannounced Audit	☐ Suspension /Limitation	☐ Change Approval
Name of the Organisation:			Team Leader:		
Approval Reference:			Team Member:		
Location:			Date:		

GENERAL

Training Organisation Head Office address:			
	Street / Nr	Click or tap here to enter text.	
	PO Box		
	Post Code		
	City		
	Country		
Training Organisation postal address:		☒ Same as above (if different specify below)	
	Street / Nr		
	PO Box		
	Post Code		
	City		
	Country		
Training Organisation e-mail address			
Name & Address of Facility Audited:			
	Street / Nr		
	PO Box		
	Post Code		
	City		
	Country		
Audit / Oversight Planning Cycle:	From	To	
Date of Audit	From	To	
ATO staff			
	Role/ Function	Name	
	Accountable Manager		
	HT		
	CMS Manager		
	SMS Manager		
	CFI		
	CTKI		
	TRI		
	TKI		
	Other		

Compliance List for Approved Training Organisations (ATO)

The Compliance List shall be tailored for each individual part of the relevant manual system. For a revision of a part of the relevant manual system, the Compliance List shall be filled according to the affected paragraphs.

revision number

internal reference number:

date of submission

Issue/Revision:

Regulation reference	Title and Subject	Brief description	Application	Reference Standard	Manual OMM/OM/TM	Chapter	Highlights of Changes	Sanction	Legal Act
PART-ORA ORGANISATION REQUIREMENTS FOR AIRCREW									
Subpart GEN	General Requirements								
	Competent authority				OMM				
	(a) competent authority exercising oversight				OMM	2.3			
	(b) FSTD outside the territory of the member state								
	Application for an organisation certificate				OMM	2			
	(a) form and manner			Form 105	OMM	2.3			
	(b) provide the authority with documentation				OMM	2.3			
	Means of compliance			3-OMM01-080	OMM	1			
	(a) alternative means of compliance			3-OMM01-080	OMM	1.9			
	(b) Use of an alternative means of compliance	The use of alternative means of compliance requires prior approval	Letter of Application	3-OMM01-080	OMM	1.9		Approval	Letter of Approval
	Terms of approval and privileges of an organisation			3-OMM01-055	OMM	1.4			
	Changes to organisations			3-OMM02-030	OMM	1			
						2			
						3			
					OM-A	1			
	(a) (1) Changes affecting the scope of the certificate or the terms of approval of an organisation	The scope of certificate (any subjected related to Form 105) and the related terms of approval (training course approval including restrictions, remarks and FSTDs) require prior approval		3-OMM02-035	OMM	2.3 2.4		Approval	





Thank you very much for your attention and patience



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