

Application for a Part – ORA ATO Approval

1. Name of ATO		
1.2 Address (registered business address)	CVR no	
	Street / No	
	Post Code	
	City	
	Country	
1.3 Accountable Manager	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 is to 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)		
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)		
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)	
5.1 Name	
5.2 Licence Type	
5.3 Licence Number	
5.4 Type of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
6. Name of Flight Instructors	
Please use Annex III to list all flight instructors employed to provide the training courses offered.	
6.1 Total number of ground and flight 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 all aircraft used for training.	
12. Documents and manuals to be submitted with application (as applicable)	
<input type="checkbox"/> Management System Documentation <input type="checkbox"/> Operational Manual <input type="checkbox"/> Training Manual <input type="checkbox"/> Training Programmes <input type="checkbox"/> Head of Training CV <input type="checkbox"/> Instructors CV <input type="checkbox"/> Training Records	
13. Details of proposed compliance monitoring system	
13.1 Detailed description of the compliance monitoring function of the management system	Please enter the reference in your organisation's documentation
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	Please enter the reference in your organisation's documentation

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13.3 Means and methods establishing the internal audit process	Please enter the reference in your organisation's documentation
13.4 Means and methods establishing the feedback system of audit findings to the accountable manager	Please enter the reference in your organisation's documentation
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	Please enter the reference in your organisation's documentation
13.6 Means and methods making personnel aware of their responsibilities	Please enter the reference in your organisation's documentation
13.7 Procedure for amending the documentation	Please enter the reference in your organisation's documentation
13.8 Means and methods to ensure initial and continued compliance of contracted activities	Please enter the reference in your organisation's documentation
13.9 Compliance with the requirement for the direct safety accountability of the accountable manager	Please enter the reference in your organisation's documentation
13.10 Compliance with the requirement for the organisation's safety policy	Please enter the reference in your organisation's documentation
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)	Please enter the reference in your organisation's documentation
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)	Please enter the reference in your organisation's documentation
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)	Please enter the reference in your organisation's documentation
13.14 Compliance with the requirement for making personnel aware of their responsibilities as regards the safety functions (in terms of means and methods)	Please enter the reference in your organisation's documentation

14. Applicant's declaration and acceptance of the General Conditions and Terms of Payment

I declare that I have the legal capacity to submit this application to Danish Civil Aviation and Railway Authority 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 Danish Civil Aviation and Railway Authority.

I, the undersigned certify that all the above named persons are in compliance with the applicable requirements and that

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all the above information given is complete and correct.

Date/Place	Name of Accountable Manager	Signature

This Application and the additional document as outlined in Chapter 6 should be sent by fax, e-mail or regular mail to:

Trafikstyrelsen
Carsten Niebuhrs Gade 43
1577 København V
E-mail: info@trafikstyrelsen.dk

PLEASE DO NOT FORGET TO SIGN THE APPLICATION FORM

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Annex I: Training Sites (ref. 1.4)

List of sites where the training courses will be provided

Please enter the full address details for each training site.

1.	
2.	
3.	
4.	
5.	

Insert additional lines if necessary

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Annex II: Training Courses (ref. 2.)

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

Insert additional lines if necessary

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Annex III: Flight Instructors (ref. 6.)

List of flight 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: Aerodrome(s) and/or operating site(s) to be used (ref. 7.)

List of aerodromes used to provide training courses

Please enter the full name and address of all aerodromes where training is 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

Insert additional lines if necessary

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Annex V: Flight Operations Accommodation (ref. 8.)

List of all rooms used as flight operations accommodation

Please enter the location, number of rooms and size.

	Location	Number	Size (Length x Width)
1.			00,00 m x 00,00 m
2.			00,00 m x 00,00 m
3.			00,00 m x 00,00 m
4.			00,00 m x 00,00 m
5.			00,00 m x 00,00 m
6.			00,00 m x 00,00 m
7.			00,00 m x 00,00 m
8.			00,00 m x 00,00 m
9.			00,00 m x 00,00 m
10.			00,00 m x 00,00 m
11.			00,00 m x 00,00 m
12.			00,00 m x 00,00 m
13.			00,00 m x 00,00 m
14.			00,00 m x 00,00 m
15.			00,00 m x 00,00 m
16.			00,00 m x 00,00 m
17.			00,00 m x 00,00 m
18.			00,00 m x 00,00 m
19.			00,00 m x 00,00 m
20.			00,00 m x 00,00 m

Insert additional lines if necessary

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Annex VI: Theoretical Instruction Facilities (ref. 9.)

List of all rooms used as theoretical instruction facilities

Please enter the location, number of rooms and size.

	Location	Number	Size (Length x Width)
1.			00,00 m x 00,00 m
2.			00,00 m x 00,00 m
3.			00,00 m x 00,00 m
4.			00,00 m x 00,00 m
5.			00,00 m x 00,00 m
6.			00,00 m x 00,00 m
7.			00,00 m x 00,00 m
8.			00,00 m x 00,00 m
9.			00,00 m x 00,00 m
10.			00,00 m x 00,00 m
11.			00,00 m x 00,00 m
12.			00,00 m x 00,00 m
13.			00,00 m x 00,00 m
14.			00,00 m x 00,00 m
15.			00,00 m x 00,00 m
16.			00,00 m x 00,00 m
17.			00,00 m x 00,00 m
18.			00,00 m x 00,00 m
19.			00,00 m x 00,00 m
20.			00,00 m x 00,00 m

Insert additional lines if necessary

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Annex VII: Training Devices (ref. 10.)

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

Insert additional lines if necessary

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Annex VIII: Aircraft (ref. 11.)

List of all aircraft used to provide training courses

Please identify the aircraft registration, type designation and IFR.

	Registration	Class/Type of Aircraft	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

Insert additional lines if necessary

Carsten Niebuhrs Gade 43
1577 København V
Telefon 7221 8800
Fax 7262 6790
info@trafikstyrelsen.dk
www.trafikstyrelsen.dk

Persondatabeskyttelse

I henhold til EU's databeskyttelsesforordning (GDPR) vil vi i det følgende oplyse dig om, hvordan styrelsen håndterer de personoplysninger, som vi modtager og behandler om dig.

Vi er dataansvarlig – hvordan kontakter du os?

Trafikstyrelsen er dataansvarlig for behandlingen af de personoplysninger, som vi modtager om dig. Hvis du har spørgsmål til styrelsens behandling af dine personoplysninger, er du altid velkommen til at kontakte os eller Transportministeriets uafhængige databeskyttelsesrådgiver via kontaktoplysningerne nedenfor:

Styrelsens kontaktoplysninger

Carsten Niebuhrs Gade 43
1577 København V
Telefon: 7221 8800
E-mail: info@trafikstyrelsen.dk
CVR-nr.: 27186386

Databeskyttelsesrådgivers kontaktoplysninger

E-mail: dpo@trafikstyrelsen.dk
Telefon: 41780131

Formålene med behandlingen af dine personoplysninger

Styrelsen behandler dine personoplysninger til følgende formål:
Ansøgning om godkendelse af Approved Training Organisation (Flyveskole)

Retsgrundlaget for behandlingen af dine personoplysninger

Retsgrundlaget for vores behandling af dine personoplysninger følger af:

Kommissionens forordning (EU) nr. 1178/2011 af 3. november 2011 om fastsættelse af tekniske krav og administrative procedurer for flyvebesætninger i civil luftfart i henhold til Europa-Parlamentets og Rådets forordning (EF) nr. 216/2008 EØS-relevant tekst

Kategorier af personoplysninger

Styrelsen behandler følgende kategorier af personoplysninger om dig:

Navn, stilling, telefon og email på Accountable Manager. Navn og certifikatnummer på Head of Training, Chief Flight Instructor og Chief Theoretical Knowledge Instructor, samt navn, certifikatnummer og CV på alle instruktører

Modtagere eller kategorier af modtagere

Styrelsen videregiver eller overlader dine personoplysninger til følgende modtagere:

I forbindelse med tilsyn med Trafikstyrelsens myndighedsudøvelse, kan EASA (European Aviation Safety Agency) kræve at få dokumenter med dine persondata udleveret som led i tilsynet. EASA er hjemmehørende i Tyskland.

Overførsel til modtagere i tredjelande, herunder internationale organisationer

I forbindelse med tilsyn med Trafikstyrelsens myndighedsudøvelse, kan ICAO (International Civil Aviation Organization) kræve at få dokumenter med dine persondata udleveret som led i tilsynet. ICAO er en FN-organisation hjemmehørende i Canada.

Opbevaring af dine personoplysninger

5 år jf. 1178/2011 ARA.GEN.220

Dine rettigheder

Du har efter databeskyttelsesforordningen en række rettigheder i forhold til vores behandling af oplysninger om dig. Hvis du vil gøre brug af dine rettigheder skal du kontakte os.

Ret til at se oplysninger

Du har ret til at få indsigt i de oplysninger om dig, som vi behandler (indsigtsret), eller til at søge om aktindsigt.

Ret til berigtigelse

Du har ret til at få urigtige oplysninger om dig selv rettet.

Ret til sletning

I særlige tilfælde har du ret til at få slettet oplysninger om dig, inden tidspunktet for vores almindelige generelle sletning indtræffer. Det gælder alene oplysninger, som ikke er journaliseringspligtige.

Du kan læse mere om dine rettigheder i Datatilsynets vejledning om de registreredes rettigheder, som du finder på www.datatilsynet.dk.

Klage til Datatilsynet

Du har ret til at indgive en klage til Datatilsynet, hvis du er utilfreds med den måde, vi behandler dine personoplysninger på. Du finder Datatilsynets kontaktoplysninger på www.datatilsynet.dk.