



**Civil Aviation Department**

**APPROVAL OF FLYING / TYPE RATING TRAINING ORGANISATION AND PROFESSIONAL COURSES AND / OR REGISTRATION TO CONDUCT TRAINING FOR A PRIVATE PILOT LICENCE – APPLICATION**

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

1a. ORGANISATION DETAILS (tick appropriate box(es))	
Type of Training Organisation:	FTO <input type="checkbox"/> TRTO <input type="checkbox"/> RTF <input type="checkbox"/>
Approval No.(if known) .....	
Organisation Name .....	
Address .....	
.....	Postcode .....
Telephone Number .....	Fax Number .....
E-mail address .....	Web site .....
Owner's Address (if different from above) .....	
.....	Postcode .....

1b. ADDITIONAL TRAINING SITES
For additional Training Sites different to the above address, please refer to Appendix A at back of this form.

2. APPLICATION (tick appropriate box(es))
I am applying for:
Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Variation <input type="checkbox"/>

3. OWNERSHIP CATEGORY (tick appropriate box(es))
Private Club <input type="checkbox"/> Limited Company <input type="checkbox"/> Company Reg. No. ....
Other <input type="checkbox"/> Educational Establishment <input type="checkbox"/>

4. CAD USE ONLY (*delete as appropriate)	
Date	Enclosures
Receipt No.	
*Cheque/TT/Cash/ MRF/\$	

5. TYPES OF TRAINING				
Course (*delete as appropriate)	Tick	Maximum student number capacity		
Multi Crew Pilot Licence (A)				
ATPL (A) Integrated				
ATPL (A) Modular Theoretical Knowledge (Residential (R)* / Distance Learning (DL)*)				
ATPL (H) Integrated				
ATPL (H) Modular Theoretical Knowledge (R* / DL* / Interim*)				
CPL (A) / IR Integrated				
CPL (A) Integrated				
CPL (H) / IR Integrated				
CPL (H) Integrated				
CPL (A) Modular (Flight Instruction)				
CPL (A) Modular Theoretical Knowledge (R* / DL*)				
CPL (H) Modular (Flight Instruction)				
CPL (H) Modular Theoretical Knowledge (R* / DL* / Interim*)				
IR (A) Modular (Flight* / Synthetic Flight Instruction*)				
IR (H) Modular (Flight* / Synthetic Flight Instruction*)				
IR(A) & (H) Modular Theoretical Knowledge (R* / DL*)				
Multi Crew Co-operation (A) Modular				
Multi Crew Co-operation Instructor (A)				
Multi Crew Co-operation (H) Modular				
Multi Crew Co-operation Instructor (H)				
HPA Modular Theoretical Knowledge (R* / DL*)				
Single Pilot Multi Engine (H) Modular Pre-Entry Theoretical Knowledge				
FI Restricted (A) (inc.* / exc.* Associated Ratings) (please specify ratings)				
Class Rating Instructor (A) (please specify ratings)				
Instrument Rating Instructor (A)				
MPL (A) Instructor's Training Course				
FI Restricted (H) (inc. Associated Ratings)				
Type Rating Instructor (H) (please specify types)				
Instrument Rating Instructor (H)				
Single Pilot Multi Engine Piston Class Rating (Landplane)				
Private Pilot Licence (A) (Landplane)				
Private Pilot Licence (A) Theoretical Knowledge				
Single Engine Piston Class Rating (Seaplane)				
Private Pilot Licence (H)				
Private Pilot Licence (H) Theoretical Knowledge				
Aircraft Types (TRTO only):				
.....	Multi Pilot	<input type="checkbox"/>	With MCC	<input type="checkbox"/>
.....	Single Pilot	<input type="checkbox"/>	With Differences	<input type="checkbox"/>

6. MANAGEMENT STRUCTURE (as appropriate to the course(s) offered) (see Guidance)				
Post	Full/Part-time	Name	CAD Ref.	Licence(s) held
Head of Training				
Deputy Head of Training (TRTO only)				
Chief Flying Instructor				
Chief Ground Instructor				
Chief Synthetic Flight Instructor				
Quality Manager				

7. CUSTODIAN OF MCAR-FCL EXAMINATION PAPERS (for PPL training only) (see Guidance)									
<p><b>A Ground Examiner authorisation that is sponsored by the school at Section 1 should be held in order to become a Custodian for the organisation at Section 1. If not, refer to Guidance Notes.</b></p> <p>For completion by one of the persons listed at Section 6.            I nominate the below sponsored Ground Examiner to be the Custodian of MCAR-FCL PPL Ground Examination papers on behalf of this organisation.</p> <p>Name ..... CAD Personal reference number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table></p> <p>Signature ..... Date .....</p> <p>For completion by nominee            I accept full responsibility for all examination papers issued by the CAD on behalf of this organisation and as detailed in the guidance of UK CAA Standards Document 11.</p> <p>Signature ..... Date .....</p>									

8. INSTRUCTING STAFF (as appropriate to the course(s) offered, please continue on a separate sheet if required) (see Guidance)					
a) Flight Instructors / Type Rating Instructors / Examiners					
Name	Full/Part-time	CAD Ref.	Name	Full/Part-time	CAD Ref.
b) Theoretical Knowledge Instructors					
Name	Full/Part-time	CAD Ref.	Name	Full/Part-time	CAD Ref.
c) Synthetic Flight Instructors / Multi Crew Co-operation Instructors / Synthetic Training Instructors					
Name	Full/Part-time	CAD Ref.	Name	Full/Part-time	CAD Ref.
d) Supervising Flight Instructors (for PPL Instruction only)					
Name	Full/Part-time	CAD Ref.	Name	Full/Part-time	CAD Ref.

9. ACCOMMODATION (dimensioned & annotated architects/builders plans should be submitted to support the descriptions required below)	
Type	Location, size, number of rooms / max. capacity
a) Details of Tenure of premises	
b) Lecture rooms / CBT rooms	
c) Briefing cubicles	
d) Head of Training's office	
e) Chief Flying Instructor's office	
f) Chief Ground Instructor's office	
g) Chief Synthetic Flight Instructor's office	
h) STD Bays	
i) Staff room(s)	
j) Operation room(s)	
k) Flight Planning room(s)	
l) Student Rest room(s)	
m) Lavatories / Wash room(s)	
n) Room(s) for administrative staff	
o) Other amenities	

10. AERODROME PARTICULARS (*delete as appropriate) (see Guidance)	
a) Name of aerodrome and ICAO Designator	
b) Type of licence	
c) Hours of operation	
d) Night flying permitted	Yes* / No*
e) Air Traffic Service(s) provided	
f) Navigation Aids (not required for FI Restricted courses)	
g) Availability and scope of Meteorology Information (Regulation and Display)	
i) Airways entry point (not required for FI Restricted courses)	

11. AIRCRAFT USED FOR TRAINING					
Please annotate with * those IFR equipped and with ** those to be used for spinning exercises					
Type	Registration	Expiry date of Approval for Skill Test use (if applicable)	Type	Registration	Expiry date of Approval for Skill Test use (if applicable)

12a. SYNTHETIC FLIGHT TRAINING						
Manufacturer	Operator	Serial Number / Approval Number	Level (FNPT 1, FNPT 2, BITD or Simulator ABCD)	Aircraft represented (FNPT only)	Number of hours	Number of sessions

**12b. FLYING TRAINING: TRTO ONLY**

Refer to Appendix A at back of this form

13. GROUND INSTRUCTION EQUIPMENT (*delete as appropriate)	
Types of training equipment e.g. model aircraft, overhead projector, sectioned instruments, taped patter of air exercises	
Availability of Reference Publications (see Guidance)	Electronic format* / hard copy*

**14. PAYMENT METHODS**

Refer to MCAR 187

**15. DECLARATION OF APPLICANT**

I declare that the information provided on this form is correct and that all the above named persons are in compliance with MCAR-FCL.

I will notify the Authority of all changes to the information provided.

Signature ..... Date .....

Name (block capitals) ..... Position .....

**16. SUBMISSION INSTRUCTIONS**

Please refer to the Checklist below for assistance with regard to submission of your application form. Please note that items missing will delay your application.

Completed application forms should be sent to:

Civil Aviation Department, 7<sup>th</sup> floor, PA Complex, Hilaalee Magu, Male' 20307, Republic of Maldives

**17. CHECKLIST**

Please find below a checklist for your assistance with regard to submission of your application form to us. Items missing will delay your application.

Payment	<input type="checkbox"/>	Course Completion Certificate including sample signature(s)*	<input type="checkbox"/>
Appendix A (if relevant)	<input type="checkbox"/>	Course Notes*	<input type="checkbox"/>
Evidence of sufficient funding	<input type="checkbox"/>	Progress Tests/Exams*	<input type="checkbox"/>
Operations Manual*	<input type="checkbox"/>	Samples of two Qualifying Exams (TRTO/MEP only)*	<input type="checkbox"/>
Training Manual*	<input type="checkbox"/>	Personnel form(s) CAD Form 1180 and CV if relevant	<input type="checkbox"/>
Quality Manual*	<input type="checkbox"/>	Examiner authorisation form(s) CAD Form 1128 (if relevant (Section 7)	<input type="checkbox"/>

**APPENDIX A**

**ORGANISATION NAME** .....

<b>1b. ORGANISATION DETAILS (Additional Training Sites)</b>	
Training address	Aircraft Types (TRTO only)
<p>Use additional sheets if required</p>	

<b>12b.FLYING TRAINING – TRTO ONLY</b>					
Aircraft Variant	Operator	Flying Training hours	Number of Landings	Associated Differences Training	Duration

# GUIDANCE

## General Guidance

The following Standards Documents are currently available and should be used for guidance purposes. All Standards Documents can be downloaded, free of charge, at [www.caa.co.uk/fclstandards](http://www.caa.co.uk/fclstandards).

Standards Document 11	Criteria for Registration of a Flying Training Organisation offering UK PPL Training with a JAA State
Standards Document 34	Criteria for Approval of a Type Rating Training Organisation
Standards Document 35	Criteria for Approval of a Flying Training Organisation offering Integrated ATPL and CPL/IR courses
Standards Document 36	Criteria for Approval of a Flying Training Organisation offering Modular ATPL and CPL/IR including MEP courses
Standards Document 37	Criteria for Approval of a Flying Training Organisation offering FI(R) / IRI / TRI / MCCI courses
Standards Document 38	Criteria for Approval of a Flying Training Organisation offering Modular Theoretical Knowledge courses
Standards Document 39	Criteria for Approval of a Flying Training Organisation offering UK PPL Training outside a JAA State

The CAD will endeavour to publish a list of names and addresses of all approved training facilities and will publish, no less than annually, names and addresses of all Registered Training Facilities.

### Section 1

- 1) Information provided will be used for the publication of Registered Training Facilities.
- 2) Additional Training sites should be listed at Appendix A, please use additional pages if required.
- 3) Reserved
- 4) Reserved

### Section 6

For new personnel listed please provide application CAD Form 1180 and full CVs for each – for key personnel only.

### Section 7

Reserved

### Section 8

For new personnel listed please provide application CAD Form 1180 and full CVs for each – for key personnel only.

### Section 10

Where an organisation intends using an alternative aerodrome or intends entering into arrangements with other organisations, details of said aerodrome(s) or organisations shall be provided (as applicable) on additional CAD 1175 application form(s).

If outside UK, include copy of pages from AIP.

### Section 13

On separate sheet please supply list with version number.

### Section 17

Operations Manual. If TRTO attached to an AOC Operator do not send Ops Part D, not relevant.

## FOR REGISTERED TRAINING FACILITIES ONLY

You only need complete the following sections of the form:

Section 1, 1b (if applicable), 2, 3, 5, 6 (where applicable\*), 7 (for TK), 8a & d, 9a, 10, 11, 12a (if listed must be Approved), 15.

\* Not necessary for Nominated Personnel, but please provide if convenient.