1. APPROVED TRAINING ORGANISATION MANUAL

This document defines the organisation and procedures upon which the EASA PART- ORA Training approval is based.

These procedures are approved by the undersigned and must be complied with, as applicable, whenever training is being delivered under the terms of the PART-ORA approval and other EASA regulation, ensuring that the training provided is in compliance with Part-FCL.

The undersigned fully accepts the duties and responsibilities of Accountable Manager as defined in ORA.GEN.210.

Signed: ………………………………………………………………

Accountable Manager: …………………………………………

For and on behalf of: [*Name of organisation*]……………………..

1.1 Authority and Applicability

The *[CompanyName]* ATO Organisation Management Manual (OMM) is issued in accordance with Commission Regulation (EU) 1178/2011. It complies with AMC1 ORA.GEN.200

This manual shall be made available to all ATO staff.

1.2 Scope of Training

The following training courses are provided:

- ###
- ###

1.3 Personnel

The titles and names of persons referred to in ORA.GEN.210(a) and (b) are as follows:

ORA.GEN.210 Post	Name
* Accountable Manager	
Compliance Monitoring Manager	
* Safety Manager	

*Indicates roles can be combined

1.4 Personnel and facilities Requirements

Facilities provided to support activities should be in compliance with AMC2.ORA.GEN.215. Ref. ORA.ATO.110

1.5 Notification of changes to Organisations activities

According to ORA.GEN.115(a); ORA.GEN 130

2. OPERATIONS MANUAL

2.1. Administration

Administration is responsible that all operations and procedures must be complied with, as applicable, whenever training is being delivered under the terms of the PART-ORA approval, ensuring that the training provided in compliance with Part-FCL and other EASA regulation.

2.1.1 Responsibilities

2.1.1.1 Accountable Manager

The Accountable Manager is responsible to for:

- Establishing and maintaining an effective management system
- Ensuring that the organisation has sufficient qualified personnel for the planned tasks and activities
- Promoting the highest degree of safety awareness throughout the organisation
- Ensuring that all activities can be financed

2.1.1.2 Safety Manager

The Safety Manager is responsible to the Accountable Manager for:

- Acting as the focal point for safety issues.
- The development, administration and maintenance of an effective safety management system
- Facilitating hazard identification, risk analysis and management
- Monitoring the implementation of actions taken to mitigate risk
- Providing periodic reports to the Accountable Manager on safety performance
- Ensuring the maintenance of safety management documentation
- Ensuring that safety management training is available and that it meets acceptable standards
- Providing advice on safety matters
- Ensuring the initiation and follow-up of internal occurrence/accident investigations

2.1.1.3 Compliance Monitoring Manager

The Compliance Monitoring Manager is responsible to the Accountable Manager for:

- Monitoring the compliance of the organisation with all applicable regulatory requirements and with the provisions of the Operations, Training and Safety Management Manuals
- Ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved
- Ensuring that audits are conducted by suitably trained and independent personnel

3. TRAINING MANUAL

3.1 The Training Plan

3.1.1 The Aim of the Course

The aim of this flight training courses mentioned earlier, in chapter 1.2 Scope of Training, is to train the student pilot to act as PIC under the Visual Flight Rules as specified in Part-FCL, Part-MED and other relevant EASA regulation.

3.1.2 Training Syllabi

ATOs are free to develop their own courses provided that they meet the requirements of Part-FCL.

3.1.3 Theoretical Knowledge Training

Individual ATOs should develop theoretical knowledge training courses bearing in mind EASA regulations, Part-FCL according to **AMC1 FCL.210; FCL.215**

3.1.4 Training Records

Storage of training records both active and archived has to be in compliance with AMC1 ORA.GEN.220(b).

3.1.5 Log Book Entries

Students' logbooks are to be completed in accordance with MC1 FCL.050.

3.2 Briefings and Air Exercises

3.2.1 Air Exercise

The air exercises should use and follow AMC1 FCL.110.A and FCL.210.A. Helicopter ATOs should use the exercises from AMC1 FCL.110.H and FCL.210.H.

3.3 Theoretical Knowledge

3.3.1 Course Structure

The theoretical knowledge training course is identical for both LAPL and PPL courses and comprises at least 100 hours of theoretical knowledge instruction provided by the ATO. The syllabus of theoretical knowledge instruction for both licences is contained in AMC1 FCL.210; FCL.215.

Approved training organisation is responsible to ensure that the requirements of FCL.025(b)(3) in respect of number of sittings are met. Examinations should be scheduled in such a way that allowance is made for re-tests should one or more papers be failed. Each paper may be attempted only once in each sitting

4. APPENDICES

4.1 Examples of documents and forms used

This section includes examples of all documents and forms used by the organisation in the conduct of its PART-ORA activities.

- o Student attendance record
- o Course certificate(s)
- o Course critique
- o Course results
- o Course design/change plan
- o Compliance monitoring procedure
- o Internal audit schedule
- o Internal audit report
- o List of aerodromes used for training
- o List of aircraft - nominated by ATO
- o List of Instructors – including their qualifications
- o Manual amendment request
- o Staff training record (to include qualifications, history and subjects taught).
- o Staff terms of reference
- o Student training/examination and assessment form
- o Training course review
- o Training records – format
- o Progress test reports
- o Staff standardisation form - Include example of reporting form for staff standards training/evaluation
- o Flight Authorisation sheet Include an example of the ATO's Authorisation Sheet for reference
- o Accident/incident report form - Include an example of the report form to be used for reporting accidents and incidents for internal investigation
- o Technical log - example pages
- o Airfield layouts – nominated aerodromes
- o Circuit procedures
- o Local flying areas - Include a map extract showing the Local Flying area(s)
- o Standard Cross-country Routes - Include map extract(s) showing standard cross country training routes