



**Flight Operations Standards Department**  
**General Aviation & Training Section**  
**FTOs & TRTOs Approval Issuance Application Form**

Submit at least 90 days before the date of intended operations

Formal Application for approval issue shall be valid for 180 calendar days starting from the date of application

**1. Applicant Details.**

• Organization Name		• Type of Approval	<input type="checkbox"/> FTO	<input type="checkbox"/> TRTO
• Address				
• Head of Training Contact Details	Name	Phone Number	E-Mail	

**2. Training Courses Details.(ass define in JCAR FCL)**

No	Course Title	No	Course Title
1		6	
2		7	
3		8	
4		9	
5		10	

**3. Management Structure Details.**

Post	Name	Phone No.	E-Mail
• Head of Training			
• Chief Flying Instructor			
• Chief Ground Instructor			
• Quality Manager			
• SMS Manager			

**4. Training Staff Details.**

• Number of flight instructors that will be employed	
• Number of ground instructors that will be employed	

**5. Planned Number of Students Details.**

• By Course	
• By Month	

**6. Training Facilities Details.**

**(a) Flight Operations Accommodation.**

Type	Location	Size	Number
• Operations Room			
• Planning Room			
• Briefing Room			
• Rest Room			
• Staff Office			
• Hanger			

**(b) Theoretical Instruction Facilities.**

Type	Location	Size	Number
• Class Room			
• Rest Room			
• Staff office			





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**7. Flight Synthetic Training Devices Details.**

No	FSTD (BITD, FTD, FNPT I, FNPT II, FNPT II – MCC, FFS – A/B/C/D)	Serial
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**8. Training Helicopters Type Details.**

**(a) \*Single Engine. (FTO only)**

No	Helicopters Type	Registration Number	IFR Equipment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

\*Note: all helicopters shall met the requirements of Appendix- 1a to JCAR FCL2.055(25)Flying Training Organisations for pilot licenses and ratings

**(b) Multi Engine. (FTO only)**

No	Helicopters Type	Registration Number	IFR Equipment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			







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**(c) Type Rating Helicopters. (TRTO only and if applicable)**

No	Helicopters Type	Registration Number	IFR Equipment
1			
2			
3			
4			
5			

**9. Financial Details.**

<b>Financial Requirements</b>	
• Capital expenditure necessary to provide the planned facilities	
• Costs associated with running each of the courses for which approval is sought	
• Income forecasts for the period of approval	
• A forecast financial operating statement for the business for which approval is sought	
• Details of any other financial trading arrangement on which the viability of the approved organisation may be dependent	

**10. Application Form Attachments.**

<b>Manual/ Documentation</b>	
• A forecast financial operating statement for the business for which approval is sought	
• Details of any other financial trading arrangement on which the viability of the approved organisation may be dependent	
• Approval issue study fees slip	
• Initial Approval process form	
• Management Acceptance Form. With attached relevant evidences	
• Head of Training	
• Chief Flying Instructor	
• Chief Ground Instructor	
• Safety management manager	
• Quality Manager	
• Operations Manual	
• Training Manual	
• Quality Manual	
• Safety management system manual	
• Operations manual compliance checklist	
• Training manual compliance checklist	
• Quality Manual compliance checklist	
• Safety management system manual compliance checklist	
• Airplane flight manual	
• Flight crew Quick reference hand book (checklists)	

**11. Accountable Manager Declaration.**

I hereby apply for the above named  Flight Training Organisation  Type rating Training Organization for Approval Issue in compliance with Appendix 1 to JCAR FCL  1.055  2.055, and I certify that, the information contained in this application is true, corrected and completed

Name	Signature	Date

