



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Flying Training Organizations
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			

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 Aircraft Type Details.

(a) *Single Engine. (FTO only)

No	A/C 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:** For FTO's offering the CPL(A) course that intend to have a SEP aeroplane available for licence skill tests, the aircraft listing must include at least one single-engine piston aeroplane, certificated for the carriage of at least 4 persons with a variable pitch propeller and a retractable undercarriage

(b) Multi Engine. (FTO only)

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



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(c) Type Rating Aircraft. (TRTO only and if applicable)

No	A/C Type	Registration Number	IFR Equipment
1			
2			
3			
4			
5			

9. Financial Details.

Financial Requirements	
• 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.

Manual/ Documentation
• 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