



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Flying Training Organizations
FTOs & TRTOs Approval Variation Application Form

Submit at least 30 days before intended date of variation

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. Approved Training Courses Details.(as define in JCAR FCL)

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

3. Approved 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 employed	
• Number of ground instructors employed	

5. Approved 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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6. Approved 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		

7. Approved 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			

8. Approved Manuals Details.

Manual/ Documentation	Approved Date
• Operations Manual	
• Training Manual	
• Quality Manual	
• Safety management system manual	

9. Approved Quality System Details.

Audit Time Scale	Audits Numbers
• Audits Scheduled since last CARC audit	
• Audits completed since last CARC audit	
• Scheduled Audits still to be commenced	

10. Required Approval Variation.

(a) Variation Area.

<input type="checkbox"/> Operator Name is changed	<input type="checkbox"/> Operator location (principle place of businesses) is changed
<input type="checkbox"/> New training course added	<input type="checkbox"/> Expiration date for approval period of validity

(b) Variation Area Details.

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11. *Variation Application Form Attachments. For Operator Name change, Operator location change and New training course add the required attachments are:

Manual/ Documentation
• Variation study fees slip
• Variation approval process form
• Operations Manual
• Training Manual
• Safety management system manual
• Quality Manual
• Course program

*For Expiration date of the approval period of validity refer to Approval Issue

12. Accountable Manager Declaration.

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

Name	Signature	Date