



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
Theoretical Training Organization Initial Approval 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			
• Address			
• Head of Training Contact Details	Name	Phone Number	E-Mail

2. Training Courses Details

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			
• Quality Manager			

4. Training Staff Details.

• Number of ground instructors that will be employed	
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5. Planned Number of Students Details.

• By Course	
• By Month	

6. Training Facilities Details.

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

7. 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	



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8. 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
• Quality Manager
• Training Manual
• Training manual compliance checklist

9. Accountable Manager Declaration.

I hereby apply for Theoretical Training Organization Approval Issuance in accordance with JCARs, and I certify that, the information contained in this application is true, corrected and completed		
Name	Signature	Date