



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
Theoretical Training Organization Approval Variation Application Form

Submit at least 30 days before intended date of variation

1. Applicant Details.

• Organization Name			
• Address			
• Head of Training Contact Details	Name	Phone Number	E-Mail

2. Approved Training Courses Details.

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			
• Quality Manager			

4. Training Staff Details.

• Number of ground instructors employed	
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5. Approved Training Facilities Details.

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

6. Approved Manuals Details.

Manual	Approved Date
• Training Manual	

7. 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	

8. Required Variation Approval.

(a) Variation Area.

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



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(b) Variation Area Details.

9. ***Variation Application Form Attachments.** For organization name change, organization location change and new training course add the required attachments are:

Manual/ Documentation
• Variation study fees slip
• Variation approval process form
• Training Manual

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

10. Accountable Manager Declaration.

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