



Proc. No. OPS.FOPS.CCTO.F.623c
AMDT No: 3
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FLIGHT OPERATIONS

Title: Application Form for the Approval or Continuation of Approval of a Cabin Crew Training Organisation (CCTO):

Responsibility: Manager Flight Operations Department (Non-scheduled)

1. Applicant Organisation Details

Organisation name

Address

.....

Telephone number

Email address Website

Owner's address (if different from above)

.....

Company Registration Office (CRO) Number

2. Additional Training Sites

Name

Address.....

.....

Name

Address

.....



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3. Application

I am applying for:

Initial Approval Application

Continuation of Approval Application

4. Management Structure

Post	Name	Qualification/Experience Relevant to Post
Accountable Manager		
Head of Training		
Deputy Head of Training		
CCTO Chief Instructor		
Compliance Monitoring Manager		
Safety Manager (SMS)		



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6. Accommodation at Base

Type	Location, size, number, capacity
Details of Tenure of premises	
Classrooms	
Other accommodation	
Staff rooms	
Rest/Break rooms	
Toilets/showers etc...	
Practical Training Facilities to be used (Aircraft/Cabin mock ups, Fire Training Facilities etc...)	
The information above may be further expanded in the notes section at the end of this application form.	

7. External Facilities /Subcontracted Services

Facility	Description



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8. Intended Training specified

Description of intended training activity (scale and proportion)

Date of intended commencement of activity:

9. Declaration of Applicant

I declare that the information provided on this form is correct.

I will notify the Authority of all changes to the information provided.

Signature..... Date.....

Name (block capitals) Position.....



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Notes / Additional Information

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10. Checklist

Please find below a checklist for your assistance with regard to submission of your application to us. Items missing will delay your application.

Payment form (if applicable)	<input checked="" type="checkbox"/>	Training Manual	<input checked="" type="checkbox"/>
Operations Manual	<input checked="" type="checkbox"/>	Compliance Monitoring Manual	<input checked="" type="checkbox"/>
Samples of exams	<input checked="" type="checkbox"/>	Safety Risk Management Manual	<input checked="" type="checkbox"/>
Samples of Instructor course notes	<input checked="" type="checkbox"/>		

CVs, references and qualifications for the following personnel (tick as appropriate):

Accountable Manager

Head of Training

Deputy Head of Training

CCTO Chief Instructor

Compliance Monitoring Manager

Safety Manager

Instructors

Head of Administration

Additional / Other Personnel



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