	Form No.: OPS.FOPS.CCTO.F.623d	APPROVED CABIN CREW TRAINING ORGANISATION (CCTO)  <b>Change to CCTO Certificate</b>
	Version No: 5 Page: 1 of 2 Issue Date: 13/10/2025	
<b>Title: Application for Change to CCTO Certificate</b>		

**Purpose of this Form:**

Commission Regulation 1178/2011 (Aircrew Regulation) ARA.GEN.310, ARA.GEN.330, ORA.GEN.115, AMC1 ORA.GEN.130 (Changes to Organisations) requires that for any changes requiring prior approval in accordance with Regulation (EC) No 2018/1135 and its Implementing Rules, the organisation shall apply for and obtain an approval issued by the Authority. The application shall be submitted before any such change takes place, in order to enable the Authority to determine continued compliance with Regulation (EC) No 2018/1135 and its Implementing Rules and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation's documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the Authority.

**APPLICATION TIME FRAMES (AMC1 ORA.GEN.130):**

- The application for the amendment of an organisation certificate should be submitted **at least 30 days** before the date of the intended changes.
- In the case of a planned change of a nominated person, the organisation should inform the Authority **at least 10 working days** before the date of the proposed change.
- Unforeseen changes should be notified at the earliest opportunity, in order to enable the competent authority to determine continued compliance with the applicable requirements and to amend, if necessary, the organisation certificate and related terms of approval.
- Changes requiring prior approval may only be implemented upon receipt of formal approval by the Authority.
- Changes not requiring Prior Approval shall be in accordance with the approved change procedure in the CCTO manual and must be notified to the Authority **within 10 working days**.
- **Please submit a separate form for each significant change required.**

<b>CCTO Name:</b>		
<b>CCTO Certificate Number:</b>		<b>Revision No:</b>

**CHANGE MANAGEMENT**


**Section 1 For changes requiring Prior Approval: (ORA.GEN.130)**

Prior Approval is Required before the following change(s) can be implemented. (✓ as applicable)

- ☐ the name of the organisation (attach copy of CRO documents);
- ☐ the organisation's principal place of business (attach copy of CRO documents);
- ☐ the organisation's scope of activities (enter details below, use separate sheet if necessary);
- ☐ the accountable manager (attach copy of passport identification);
- ☐ change of any Nominated Persons (attach CV / licence etc detailing relevant experience)
- ☐ change of CCTO Chief Instructor (attach CV etc detailing relevant experience);
- ☐ any change in the management system as detailed in ORA.GEN.200 (a)(1)
- ☐ the organisation's documentation as required by the Aircrew Regulation;

<b>Description of Organisation Change(s):</b>	<b>Regulation Reference(s):</b>
1.	
2.	

**Note: Please briefly describe each change beside the corresponding regulatory requirement.**

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<b>Section 2 For changes Not Requiring Prior Approval: (ORA.GEN.130)</b>  Changes not requiring prior approval shall be managed and notified to the IAA in accordance with the approved organisational procedure detailed in the CCTO manual (see ARA.GEN.310(c)).  Is the change in accordance with approved procedures for managing changes that do not require Prior Approval?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Description of Organisation Change(s):	Regulation Reference(s):
1.	
2.	
<b>Note: Please briefly describe each change beside the corresponding regulatory requirement.</b>	

Attach relevant documentation for change:	<b>IAA USE ONLY</b>
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	

<b>RESPONSIBLE PERSON</b> (Accountable Manager / Head of Training)			
<b>Please Note :</b> Fees shall be applied according to the applicable statutory Fees Order in force at the time of an application for Change to the Organisation Approval.			
<b>Name of Responsible Person :</b>			
<b>Position :</b>			
<b>Signature :</b>		<b>Date :</b>	
<b>Data protection:</b> Personal data included in the application related to the "ORA.GEN.105 Approval" is processed by the IAA pursuant to Regulation (EC) No 45/2001, the General Data Protection Regulation and national legislation on the protection of individuals with regard to the processing of personal data. It will be processed solely for the purposes of the performance, management and follow up of the Application by the Authority. The Applicant shall have the right of access to their personal data and the right to rectify any such data that is inaccurate or incomplete. For more information on how personal data is processed by the Authority, please read our General Privacy Notice. Should the Applicant have any queries concerning the processing of their personal data, they should address them to the Authority at the following address: <a href="mailto:dataprotection@iaa.ie">dataprotection@iaa.ie</a> .			

**PLEASE SEND COMPLETED FORM TO : [cctoapplications@iaa.ie](mailto:cctoapplications@iaa.ie).**  
**Applications for approval change by any other method shall not be processed.**