



Form No.: OPS.FOPS.CCTO.F.623d
 Version No: 6
 Page: 1 of 2
 Issue Date: 23/01/2026

APPROVED CABIN CREW TRAINING ORGANISATION (CCTO)

Change to CCTO Certificate

Title: Application for Change to CCTO Certificate

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 216/2008 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 216/2008 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 operations manual and must be notified to the Authority **within 10 working days**.
- **Please submit a separate form for each significant change required.**

CCTO Name:		
CCTO Certificate Number:		Revision No:

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);
- addition / removal of training course (attach training course);
- 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)
- any change in the management system safety policy as detailed in ORA.GEN.200 (a)(2).
- the organisation's documentation as required by the Aircrew Regulation;
- the facilities.

Description of Organisation Change(s):	Regulation Reference(s):
1.	
2.	

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



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Page: 2 of 2

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APPROVED CABIN CREW TRAINING
ORGANISATION (CCTO)**Change to CCTO Certificate****Title: Application for Change to CCTO Certificate****Section 2 For changes Not Requiring Prior Approval: (ORA.GEN.130)**

Changes not requiring prior approval shall be managed and notified to the IAA in accordance with the approved organisational procedure detailed in the CCTO operations manual (see ARA.GEN.310(c)).

Is the change in accordance with approved procedures for managing changes that do not require Prior Approval?

YES NO

Description of Organisation Change(s):

Regulation
Reference(s):

1.

2.

Note: Please briefly describe each change beside the corresponding regulatory requirement.**Does the CCTO's management system require a Risk Assessment (RA) for the change(s)?** (Ref ORA.GEN.200)YES NO (If yes, include RA in list of documents below)

List relevant documentation for change:	Attached
a)	YES <input type="checkbox"/> NO <input type="checkbox"/>
b)	YES <input type="checkbox"/> NO <input type="checkbox"/>
c)	YES <input type="checkbox"/> NO <input type="checkbox"/>
d)	YES <input type="checkbox"/> NO <input type="checkbox"/>
e)	YES <input type="checkbox"/> NO <input type="checkbox"/>
f)	YES <input type="checkbox"/> NO <input type="checkbox"/>

RESPONSIBLE PERSON (Accountable Manager / Head of Training)**Please Note** : 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.**Name of Responsible Person :****Position :****Signature :****Date :**

Data protection: 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: dataprotection@iaa.ie.

PLEASE SCAN COMPLETED FORM AND SEND TO : CabinCrewTrainingOrganisations@IAA.ie
Applications for approval change by any other method shall not be processed.