**Application form for (re)certification as Training Organisation**

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| 1. **APPLICATION FORM** | | | | | |
| **1** | **Type of Certification** |  | **Initial Certification** |  | **Recertification** |
| **2** | **Applicant’s Name and Address** | | | | |
| Reference to the relevant Documentation: | | | | | |
| **3** | **The address(es) of the place(s) of operation (including, where relevant, the list of ATC units), if different from the applicant's address in point (a);** | | | | |
| Reference to the relevant Documentation: | | | | | |
| **4** | **The names and contact details of:**   1. **the accountable manager;** 2. **the head of the training organisation, if different from point (1);** 3. **the person(s) nominated by the TO as the focal point(s) for communication with the DAC/NSA;** | | | | |
| Reference to the relevant Documentation: | | | | | |
| **5** | **Date of intended start of activity or change;** | | | | |
| Reference to the relevant Documentation: | | | | | |
| **6** | **A list of types of training to be provided and at least one training course from each type of training that is intended to be provided;** | | | | |
| Reference to the relevant Documentation: | | | | | |

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| **7** | **The management system processes (e.g: IMS, SMS, QMS, Occurrence Reporting, etc…)** | |
| Reference to the relevant Documentation: | | |
| **8** | **Procedure for managing changes to the training organisation** | |
| Reference to the relevant Documentation: | | |
| **9** | **The documentation of the UTP and UCS** | |
| Reference to the relevant Documentation: | | |
| **10** | **The declaration of compliance with the requirements of the (EU) 2016/2008 and (EU) 2015/340 signed by the accountable manager, stating the training organisation compliance with the requirements at all times;** | |
| Reference to the relevant Documentation: | | |
| 1. **SIGNATURE** | | |
| **11** | **I wish to apply for initial / recertification as Training Organisation in accordance with the relevant and applicable requirements of the (EU) 2015/340 as indicated before and confirm that the information contained on the points (a) to (10) in this form were correct at the time of application.** | |
| Date: | | Signature: |

**INFORMATION NOTE ON DATA PROTECTION**

**NOTICE D’INFORMATION SUR LA PROTECTION DES DONNEES**

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| **Certification of ATC Training Organisation** |
| **Agrément des organismes de formation ATC** |

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| Personal data are processed for the purpose of aviation safety by guaranteeing that only entities possessing the required organisation, personnel and competences perform training for air traffic controllers. | Les données à caractère personnel sont traitées en vue de la sécurité des activités aériennes en garantissant que seuls les organismes possédant l’organisation, le personnel et les compétences requis sont agréés pour proposer une formation aux contrôleurs aériens. |
| The data subject has the right :   * to access to their personal data, * to rectification or erasure of personal data or restriction of processing, * to object to processing,   by contacting the data protection officer ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.). | Toute personne concernée a le droit :   * d’accéder à ses données personnelles, * de demander la rectification ou l’effacement des données personnelles, ou la limitation du traitement, * de s’opposer au traitement,   en contactant le délégué à la protection des données ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Une preuve de l’identité doit être jointe à la demande (ex. copie de la carte d’identité ou du passeport, numéro de la licence, etc.). | |
| Failure to provide the requested data will prevent the issuance of the ATC Training Organisation certificate. | L’exigence de la fourniture des données à caractère personnel revêt un caractère règlementaire. La personne concernée est tenue de fournir ces informations afin d’obtenir la délivrance de l’agrément des. Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance de l’agrément d’organisme de formation ATC. |
| **For more detailed information on the protection of your personal data, please consult our website:**  [**https://dac.gouvernement.lu/en/data-protection.html**](https://dac.gouvernement.lu/en/data-protection.html) | **Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :**  [**https://dac.gouvernement.lu/fr/protection-donnees.html**](https://dac.gouvernement.lu/fr/protection-donnees.html) | |

