



APPLICATION FORM FOR AN ATO CERTIFICATE

Direction de l'Aviation Civile
Grand-Duché de Luxembourg

Nr	Question	Supplementary information
1.	Name and type of organisation under which the activity is to take place	Address, phone / fax number, Email, Internet URL
2.	Training courses offered	theory and/or flight training
3.	Name of Head of Training	type and number of licence full/part time
4.	Name of Chief Flight Instructor	as (3)
5.	Name of Chief Theoretical Knowledge Instructor	as (3)
6.	Name of flight instructor(s), where applicable	as (3)
7.	Aerodrome(s) / operating site(s) to be used	IFR approaches, if applicable night flying, if applicable air traffic control, if applicable flight testing facilities, if applicable data reply facilities, if applicable
8.	Flight operations accommodation	location, number and size of rooms
9.	Theoretical instruction facilities	location, number and size of rooms
10.	Description of training devices (as applicable)	FFS, FNPT I, II and III, FTD 1, 2 and 3, and BITD
11.	Description of aircraft	Class/type(s) of aircraft registration of aircraft IFR equipped, if applicable Flight test instrumentation, if applicable

12.	Proposed administration and Manuals : (submit with application if required)	(a) course programmes (b) training records (c) operations manual (d) training manual
13.	Details of proposed compliance monitoring system	

Documentation

Statutes of the Training Organisation;	
Copy of the registration in the trade register (if applicable)	
The authorisation to use an aerodrome or a training area (if applicable)	
Complete list of the personnel of the Training Organisation	
Separate application by each nominated person of the organisation, accompanied by their detailed curriculum vitae	
Organogram of the ATO, and, if applicable, of the organisation that the ATO is part of	
Insurance certificate(s)	
Annotated Floor plan of the facilities	
Financial documentation	
Confirmation by a chartered accountant or auditor that the organisation has enough financial resources to exercise its planned activities	
Organisation Management Manual (OMM)	
Operations Manual (OM)	
Training Manual (TM)	

Declaration

I, (name), _____ on behalf of (name of training organisation)
 _____ certify that all the above named persons are in compliance with the applicable requirements and that all the above information given is complete and correct.

Date		Signature	
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Note 1: If answers to any of the above questions are incomplete, the applicant shall provide full details of alternative arrangements separately.

Note 2: instrument flight rules (IFR), full flight simulator (FFS), flight and navigation procedures trainer (FNPT), flight training device (FTD), basic instrument training device (BITD)





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INFORMATION NOTE ON DATA PROTECTION

NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

Flight schools

Écoles de pilotage

Personal data are processed for the purpose of aviation safety by guaranteeing that only entities possessing the required organisation, personnel and competences may perform activities of flight schools.

Les données à caractère personnel sont traitées en vue de la sécurité des activités aériennes en garantissant que seuls les établissements possédant l'organisation, le personnel et les compétences requis peuvent exercer les activités d'écoles de pilotage.

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). 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). 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.).

The provision of personal data is a statutory requirement. The data subject is obliged to provide these data in order to be certified as flight school. Failure to provide the requested data will prevent the certification as flight school.

Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à cet agrément ou au maintien de la validité de l'agrément d'école de pilotage.

For more detailed information on the protection of your personal data, please consult our website:

<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>

