



# DTO DECLARATION FORM

PURSUANT TO COMMISSION REGULATION (EU) NO 1178/2011

Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

Initial declaration
Notification of changes(1) – DTO reference number:

1.	<b>Declared training organisation (DTO)</b> Name	
2.	<b>Place(s) of business</b> Contact details (address, phone, email) of the DTO's principal place of business:	
3.	<b>Personnel</b> Name and contact details (address, phone, email) of the DTO's representative:  Name and contact details (address, phone, email) of the DTO's head of training and, if applicable, of the DTO's deputy head(s) of training:	
4.	<b>Training scope</b> List of all training provided:  List of all training programmes used to provide the training (documents to be attached to this declaration) or, in the case referred to in point DTO.GEN.230(d) of Annex VIII (Part-DTO) to Regulation (EU) No 1178/2011, the reference to all approved training manuals used to provide the training:	
5.	<b>Training aircraft and FSTDs</b> List of aircraft used for the training:  List of qualified FSTDs used for the training (if applicable, including letter code as indicated on the qualification certificate):	
6.	<b>Aerodrome(s) and the operating site(s)</b> Contact details (address, phone, email) of all aerodromes and operating sites used by the DTO to provide the training:	
7.	<b>Date of intended commencement of training:</b>	

8.	<p><b>Application for approval of examiner standardisation courses and refresher seminars (if applicable)</b></p> <p><input type="checkbox"/> The DTO hereby applies for approval of the above-mentioned training programme(s) for examiner courses for sailplanes or balloons in accordance with points DTO.GEN.110(b) and DTO.GEN.230(c) of Annex VIII (Part-DTO) to Regulation (EU) No 1178/2011.</p>	
9.	<p><b>Statements</b></p> <p>The DTO has developed a safety policy in accordance with Annex VIII (Part-DTO) of Regulation (EU) No 1178/2011, and in particular with point DTO.GEN.210(a)(1)(ii) thereof, and will apply that policy during all training activities covered by the declaration.</p> <p>The DTO complies and will, during all training activities covered by the declaration, continue to comply with the essential requirements set out in Annex IV to Regulation (EU) 2018/1139, with the requirements of Annex I (Part-FCL) and Annex VIII (Part- DTO) to Commission Regulation (EU) 1178/2011 and with the requirements of Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395 and Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976</p> <p>We confirm that all information contained in this declaration, including its annexes (if applicable), is complete and correct.</p>	<p>Name, date and signature of the representative of the DTO</p>   <p>Name, date and signature of the head of training of the DTO</p>

## Documentation

Statutes of the DTO;	
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	
Insurance certificate(s)	
Annotated Floor plan of the facilities	
Training programme(s) for each training course foreseen in accordance with DTO.GEN.110(a)	
Training programme(s) for approval for training foreseen in accordance with DTO.GEN.110(b), if applicable	

(1) In the case of changes, only point 1 and those fields containing changes need to be completed.'





**Direction de l'Aviation Civile**  
Grand-Duché de Luxembourg

## 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](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.).

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>

