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To all training organisations

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Bern, 18 November 2016

Information regarding the transfer of Registered Facilities to EASA “Approved Training Organisations (ATOs)” or “Declared Training Organisations (DTOs)”

Dear Sir or Madam

An exchange of information between training organisations, Swiss Aero Club (AeCS) and the Federal Office of Civil Aviation (FOCA) took place in Olten on 16 September. During this meeting, the FOCA provided information about the impending EASA transfer and the framework conditions for the planned DTOs.¹ In addition, the FOCA presented its draft versions of the respective manuals.²

The purpose of this communiqué is to inform you about the current situation and make a preliminary evaluation concerning the form – ATO or DTO – in which the training organisations (and in particular those with the status of Registered Facility) intend to structure themselves with effect from 8 April 2018.

EASA Opinion 11/2016

On 7 September 2016, the EASA published its “Opinion 11/2016, Training outside approved training organisations”³, in which it describes the option of carrying out training courses for non-commercial licences and certain associated authorisations and extensions – LAPL, PPL, SPL or BPL – within the framework of a Declared Training Organisation (DTO). An EASA “Opinion” is not a legal basis, however, but rather takes the form of non-binding advance information concerning the development of future legal provisions. This means that amendments could still be made to EASA Opinion 11/2016.

¹ FOCA presentation

² Draft manuals (OMM/OM/TM)

³ EASA Opinion 11/2016

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Draft manuals

In accordance with ORA.ATO.130/230, Approved Training Organisations are required to compile and manage documentation relating to the Organisation and Management System (OMM), plus an Operating Manual (OM) and a Training Manual (TM). To assist them with the compilation of these required manuals, the FOCA has produced draft versions in Word format that can be modified and adapted as necessary. The OMM is available in two versions: one with the original management system and the other with the internal Organisational Review (OR) based on the changes published by the EASA. The internal review takes the form of a simplified management system that can be applied by ATOs, which solely provide courses for non-commercial licences – LAPL, PPL, SPL and BPL – and certain associated authorisations and extensions. The AeCS intends to translate the English version into two national languages (German and French) and place these versions at the disposal of the training organisations.

Next steps

In order for the FOCA to be able to organise and plan the EASA transfer, we kindly request all training organisations to notify us about their planned organisational structure (ATO or DTO) by participating in the survey by 31 December 2016 via the link below.

https://www.umfrageonline.ch/s/Umfrage_DTO_ATO

For training organisations that decide in favour of ATO certification, the FOCA plans to offer EASA transfer workshops in the second half of 2017. The purpose of these workshops is to describe the certification procedure in detail and explain how to adapt the various manuals in order to simplify the transfer.

For those training organisations intending to transfer to DTO, the FOCA will provide further information as soon as the legal provisions governing DTOs enter into force.

Yours faithfully

Federal Office of Civil Aviation FOCA

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