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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **Application for Approved Training Organisation – Remote Pilot Training Organisation** |
| **APPLICATION FOR** | [ ]  RPTO COA[ ]  TRAINING SPECIFICATIONS | [ ]  INITIAL |
| [ ]  RENEWAL |
| [ ]  AMENDMENT |

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| **Part I – Particulars of Applicant** *(This person will be the main point of contact for CAAM)* |
| Title:  | Name of Applicant:  | Tel:  |
| Designation:  | Email:  |
| **Part II – Particulars of Organisation** |
| Name of Organisation:  |
| Address of Place of Business: |
| Principal Base of Training Name and Address:  |
| Base aerodrome (if applicable):  |
| Tel:  | Fax:  |
| E-mail:  |
| Operational Point of Contact:Tel: (60)Fax: (60)Email: |
| **Part III – Particulars of COA RPTO Nominated Post Holder** |
| **Personnel** | **Name & Designation** | **Contact Number & Email Address** |
| Accountable Manager (AM): |  |  |
| Safety Manager (SM): |  |  |
| Chief Remote Pilot (CRP): |  |  |
| Maintenance Controller (MC): |  |  |
| **Part IV- List of Instructing Personnel** |
| **Remote Pilot Flight Instructor(s) (RFI):** | **Remote Pilot Ground Instructor(s) (RGI):** |
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| **Authorised Examiner** | **Flight Instructor Examiner** |
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| **Part V – Particulars of Unmanned Aircraft for Operations**  |
| **Manufacturer** | **Model** | **Type of activity** | **Total Number of UA operated** | **MTOM** | **Serial Number** | **FSTD** |
|  |  |  |  |  |  |[ ]
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|  |  |  |  |  |  |[ ]
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| **Proposed date for the commencement of operations:**  |  |
| **Organisation Structure (initial RPTO COA / Change organization):** | Please attach a description of the applicant’s business organisation/structure and names and contact numbers of those entities and individuals having a major financial interest (share holder) |
| **Financial Data** | Please attach sufficient financial data to support financial viability of your proposal and to ensure there are adequate funds for a specified period after commencement of the operation. |
| **Comment\*: RPTO/Training Specifications change (brief of changes or in cover letter to amplify the detail)** |
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| **Part VI - RPTO proposed types of training**  |
| [ ]  A2 RCoC (only applicable when CAD is effective) | [ ]  RCoC-B  | [ ]  Safety Management System (SMS) for UAS Operations |
|  | [ ]  Module 1 (EVLOS) | [ ]  Specific Operations Risk Assessment Course (SORA |
|  | [ ] Module 2 (AGR) | [ ]  Train the Trainer Course |
|  |  | [ ]  Crew Resource Management (CRM) |
| **CHECKLIST** |
| **No** | **Items** | **Tick (X) as applicable** | **Remarks** |
| **4.1** | **Application Form** | [ ]  |  |
| **4.2** | **Schedule of Events (initial)** | [ ]  |  |
| **4.2** | **Compliance Checklist** | [ ]  |  |
| **4.3** | **Cheque Attached for COA RPTO application fee** |[ ]  The fee payable for this purpose is prescribed in Civil Aviation (Fees and Charges) Regulation 2016. Crossed cheque payment must be payable to “Civil Aviation Authority of Malaysia. |
| **4.4** | **Location(s) of proposed operation(s)** |[ ]  Submitted to drone.rpto@caam.gov.my in .kmz/.kml file. If no changes to the one given in POPS, include statement in this remarks column, “NO CHANGES TO POPS” |

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| **Part VII – Applicant Declaration** |
| **I, the undersigned, hereby declare that:*** **The information provided in this application form is true and correct.**
* **That the information provided in this application will allow CAAM to calculate an estimate for service for processing this application.**
* **That the cost estimate may change, and processing the application may be delayed, if:**
	+ **The application does not accurately and completely identify my requirements; or**
	+ **The details in this application are subsequently changed; or**
	+ **Adequate supporting documentation has not been provided.**
* **For the CAAM to proceed with this application, I must:**
	+ **Accept the cost estimate; and**
	+ **Forward the prescribed payment; and**
	+ **Forward all supporting documentations to the CAAM.**

**I, the undersigned, hereby declared that the UAS operation will comply with:*** **Any applicable UAS Regulations related to privacy, data protection, liability, insurance, security and environmental protection; and**
* **The applicable requirements of MCAR and its legislation pertaining UAS; and**
* **The limitations and conditions defined in the Remote Pilot Training Organisation Certificate of Approval, its terms and conditions and training specifications provided by the CAAM.**

 Name, Signature of Accountable Manager & Company Stamp Date (Day / Month / Year) |

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| **CAAM USE** |
| REMARKS: |
| Signature: | Date: |
| Accepted by UASI: |
| Signature: | Date: |
| Director of Flight Operations: |

**FOR CAAM USE ONLY**

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| --- | --- |
| Application Fee: |  |
| Receipt No: |  |
| Cheque / P.O: |  |
| Initial: |  |
| Date: |  |

UASI Name

 ACCEPT REJECT

Remarks

UASI Signature

Date

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|  | * Personnel duties and responsibilities
 |[ ] [ ] [ ]   |