



## CIVIL AVIATION AUTHORITY OF MALAYSIA

### APPLICATION FORM FOR APPROVED TRAINING ORGANIZATION – FLIGHT TRAINING ORGANISATION (FTO)

APPLICATION FOR  TRAINING ORGANISATION /  TRAINING SPECIFICATIONS  
 INITIAL ISSUE\* /  RENEWAL /  AMENDMENT\*

1. Operator / Training Organisation name	2. Sponsor*
Operator and Trading Name (If any):	Name:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:
3. Principal Base of Training (*):	4. Extended/ Foreign Base of Training (*):
Facility Name:	Facility Name:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:

5. Personnel Accepted /to be approved by the Authority* or point of contact *: Name & equivalent designation if other than describes: Name, Phone & email							
Position		Name	Phone	Email			
Accountable Manager:							
Head of Training:							
Chief Flight Instructor:							
Chief Ground Instructor:							
Quality Manager:							
Continuing Airworthiness Manager:							
Safety Manager:							
Others* (with designation):							
6. Proposed Start Date:*							
7. Organisation Structure (initial COA / Change organisation):		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).					
8. Financial Data (initial COA):		Please attach sufficient financial data to support the financial viability of your proposal and to ensure there are adequate funds for a specified period after commencement of the operation.					
9. Comments*: FTO /Training specifications change (brief of changes or in cover letter to amplify the detail)							
10. AIRCRAFT and/or SIMULATOR details (for initial issue FTO / Renewal / Amendment (not submitted previously))							
No	Aircraft/Simulator manufacturer (FTD)	Make Model Series	Aircraft Reg/ Sim ID	Sim Level	MSN (if applicable)	Year Mfg	Sim/Aircraft Seats
	<i>Sample: Diamond</i>	<i>DA40</i>	<i>9M-XXX DAA/2TRR</i>	<i>B</i>		<i>2010</i>	<i>2</i>
A.							
B.							
C.							
D.							
E.							
F.							

11. Descriptions of training:		REMARKS	
Only filled with (☒ tick mark) for the approval requested. Leave Blank ☐ for not requested item			
A.	PPL (A)/(H) Course	<input type="checkbox"/>	
B.	CPL (A)/(H) Course	<input type="checkbox"/>	
D.	IR (A)/(H)Course	<input type="checkbox"/>	
E.	ATPL (A)/(H) Course	<input type="checkbox"/>	
F.	MPL Course	<input type="checkbox"/>	
G.	Flight Instructor Course	<input type="checkbox"/>	
H.	Multi-Engine Course	<input type="checkbox"/>	
I.	Abride Course	<input type="checkbox"/>	
J.	CPL/IR (Frozen ATPL) (A)/(H)	<input type="checkbox"/>	
K.	CPL/IR (H)	<input type="checkbox"/>	
L.	Proficiency/Recurrent Training	<input type="checkbox"/>	
M.	Other(s):		

Statement of Compliance: I confirm that information in this application complies with the applicable regulations			
Applicant's Name:			
Applicant's Designation:			
Submission Date:		Applicant's Signature:	
Note: See last page for filling instructions.			

**FOR CAAM USE ONLY**

FOI Name \_\_\_\_\_

ACCEPT       REJECT

Remarks \_\_\_\_\_

FOI Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**APPLICATION GUIDE AND REQUIREMENT:****A. Application for TRTO**

1. Cover letter describing the intention such as initial renewal or amendment
2. For INITIAL ISSUE or RENEWAL of FTO all item must be filled.
3. For TRAINING SPECIFICATIONS, only affected training or changes or additional to be filled

**B. Initial (fill all) or Amendment (fill \*):**

1. Operator / FTO Name \*: Attach contract / Trade license along with application of security clearances online
2. Sponsor\*: Attach Legal / contract / Board resolutions
3. Principal Base of Training (\*): attach contract with local authority / Municipality
4. Extended/ Foreign Base of Training (\*): attach contract with applicable organisation
5. Personnel Accepted (NPH Nominated Post Holder) / to be approved by the Authority (\*): Attach contract & CV, for individual area the applicable requirement shall be attach / reflected:
  - a. Accountable manager: Attach CV reflecting previous experience
  - b. Head of training: attach FI/DFE qualification document, CV shall contain AC type and flight hours and previous managerial experience / letter of previous employment
  - c. Chief Flight Instructor/Chief Flight Simulator Instructor: attach FI/DFE qualification document, CV shall contain AC type and flight hours and previous managerial experience / letter of previous employment
  - d. Chief Ground Instructor: attach CV reflecting aircraft type or other supporting documents
  - e. Quality Manager: attach CV reflecting Quality area, Audit training and previous experience / letter of previous employment
  - f. Continuing Airworthiness Manager: attach CV reflecting aircraft type or other supporting documents
  - g. Safety Manager: attach CV reflecting supporting documents
6. Proposed Start Date: fill proposed starting date or expected expiry date (if renewed)
7. Organisation Structure for initial FTO / \*Change organisation): attach a description of the applicant's business organisation contact and include individuals having a major financial interest (shareholder).
8. Financial Data (\*initial/Renewal of FTO): Please attach sufficient financial data to support the financial viability of your proposal and to ensure there are adequate funds.
9. Comments (\*): FTO /Training specifications change (brief of changes or in cover letter to amplify the detail) Statement of Compliance: I confirm that information in this application complies with the applicable regulations.
10. Aircraft or Simulator Details:
 

AC/Simulator Manufacturer: entry only aircraft model, unless for Instrument training device, AC /SIM ID: enter Aircraft Registration or Simulator ID, SIM Level, (A to D, AG to DG, A-D Interim, etc), MSN (if applicable): Manufacture Serial Number, Year of Manufacture, Number of seat (include observer seats), MCTOM: Maximum Certified Takeoff Weight / Mass, lease yes or no if the equipment is purchased.
11. Description of Training: Fill each training that will be conducted and remarks as required.
 

For initial approval, attach relevant Training and Procedures Manuals, SMS Manual, Quality Systems & Training schemes.

Amendment to an approved course or operations/training manual: submit applicable Training records, authorisation sheets, technical logs, lectures, study notes and briefings and any other relevant material. Have to be submitted on initial or amended additional training.