



## Guidance information

# Completing the ATO template manual

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### General

This manual has been designed by the UK CAA to be personalised by the ATO in order to show their compliance with Part-ORA. It has been developed on the basis that the organisation is already a UK Registered Facility delivering PPL training; aeroplane or helicopter. The task for the applicant is to add the details of their organisation as currently Registered with the CAA, using this template manual as appropriate.

### Document format

The manual has been produced in '**Word**' format and should be personalised by the applicant to reflect their organisation, its procedures, courses and ratings as appropriate. It can also be used to detail other information as you see relevant to your ATO. The contents of this CD (file) should be saved to your own computer records system before any changes are made.

### Completion guidance

To assist the ATO, the document includes text (**Black**) that is required for the ATO to show its compliance. This can be amended where necessary to reflect the management organisation, type of aircraft and courses peculiar to your ATO.

- Text shown in **Blue italics** is for guidance on what kind of information you will need to provide and should be replaced with the applicant's material or deleted before submission to the CAA.
- Text shown in **Red italics** indicates where you will need to provide your own specific information as it relates to your organisation.

### Adapting the manual for new courses

This manual has been developed specifically to assist the Registered Facility community in their transition to become an ATO by reflecting the training courses already provide under the registration process. While this is the primary aim, the manual can also be developed further by the applicant, to reflect any new courses it wishes to deliver. In such cases the ATO should make the necessary application to add the new courses to the CAA and submit draft amended pages to the Part-ORA manual as appropriate, for CAA approval.

### Submission of the manual

This document has been designed to be read on a laptop PC. Prior to submitting the document to the CAA and making it available to the ATO, the organisation should protect the document so it cannot be amended by students/staff (converting it to Pdf is one method). A word version should be kept as the master document for future amendment.

### Amending the manual

The document is made up of 4 parts. Once approval has been granted based upon the manual, any changes to Parts 1, 2 and 3 will need the prior approval of the CAA before they are implemented. Changes to Part 4 are to be advised to the CAA but does not require its prior approval.