



Personnel Licensing

FSS PEL 141-05

Telephone number:	+264 83 235 2485	Fax Number:	+264 TBA
Physical address:	No.4 Rudolph Hertzog Street, Windhoek, NAMIBIA		
Postal address:	Private Bag X12003, Ausspannplatz, Windhoek, NAMIBIA	E-mail	licensing@ncaa.na

INSTRUCTIONS ON COMPLETION OF ATO FORMS

Prospective ATO Pre-application Statement (PATOPS)

The PATOPS form is completed to show the intent of the ATO to start an Aviation Training Organisation in terms of Part 141 of the NAMCAR. The PATOPS must be submitted together with the form FSS PEL 141-03 and all the documents required to be submitted.

1. In '1.a' insert the name of the company as registered on the official company documents of incorporation.
2. In '1.b' insert the physical address of the main base for training and for any sub-bases to be used.
3. In '1.c' insert the physical address of the main base for maintenance and for any sub-bases to be used.
4. In '1.d' insert the physical location of the airfields or aerodromes to be used for training. Use the ICAO designators as far as possible, for example JNB. List all non-designated airfields by name.
5. In '1.e' insert your contact details for your main base.
6. In '2' insert the date of your intended start of your operations.
7. In '3' indicate your proposed company identifiers.
8. In '5' management information must be inserted. Copies of their CVs and appointment letters must be submitted with the PATOPS form.
9. In '6' other key personnel must be indicated and their CVs must be submitted with the PATOPS form.
10. In '7' tick all the boxes for the training that you would like to offer at your intended ATO.
11. In '8.a' indicate any special issues affecting the application, such as using non-type certified aircraft or using special landing strips, etc.
12. If you intend starting a flight school, in '8.b' list all aircraft to be operated by the ATO.
13. In '8.c', '8.d' and '8.e' tick the correct options.
14. In '8.f' insert the name of the owner of the intended ATO.
15. In '8.g' insert the name of the accountable manager as described in 141.02.5.
16. In '8.h' insert the telephone number of the accountable manager, where he can be contacted during office hours.
17. In '8.i' insert the geographic areas where you intend operating the ATO.
18. If you are intending to start a flight school, insert the general flying areas where flight training will be done in '8.k'.
19. In '9' insert information on training facilities, any subcontracted training, all training, crew and dispatch records that will be available, the type of maintenance to be performed and the maintenance that will be subcontracted, including the locations of any satellite bases. For all subcontracted training and maintenance or other subcontracted services, the agreements/contracts that have been entered into, must accompany the PATOPS form.
20. In '10', if applicable, insert information of any manuals that will be subcontracted, the name of the contractor/author that will write the ATO manuals and indicate which manuals will be developed by the ATO itself, including the author of each manual.
21. In '11' the accountable manager must insert the legal name of the ATO and complete the declaration by inserting his name and signature and the date in the space provided.

Formal Application

Application can be made for 1. an initial ATO approval certificate; 2. an amendment to an existing ATO certificate (excluding the addition of aircraft – see 3 below); or 3. the renewal of an existing ATO certificate. Fields in the form is self-explanatory.

1. For applications for an INITIAL ATO CERTIFICATE, all manuals must have been completed in accordance with the requirements of NAMCATS 141 and the information in the application forms (General, Aerodromes, Aircraft and Training Facilities) fully completed.
2. For applications for AMENDMENT of an existing approval certificate, the appropriate parts of the application forms (General, Aerodromes, Aircraft and Training Facilities) must be completed.
3. For applications for ADDITIONAL AIRCRAFT to be added to the ATO approval certificate, form FSS PEL 141-06 must be used.
4. The formal application package for an initial ATO or amendment to an ATO must include the forms FSS PEL 141-02a, FSS PEL 141-02b, FSS PEL 141-02c, FSS PEL 141-02d and FSS PEL 141-04 and all the documents required to be submitted, as applicable.
5. A renewal application must include the form FSS PEL 141-02a and all documents required to be submitted, as applicable.

FSS PEL 141-02a: ATO Application – General

The ATO Application – General is required to be completed for

1. An application for an initial ATO application,
2. An application for an amendment of an existing ATO approval certificate, or
3. An application for the renewal of an existing ATO certificate.

Fields in the form is self-explanatory.

FSS PEL 141-02b: ATO Application – Aerodromes

The ATO Application – Aerodromes is required to be completed by the applicant for an initial application or for the amendment of an ATO approval certificate with respect to aerodrome information. Fields in the form is self-explanatory.

1. For flight schools, the applicant must complete the form in full for all aerodromes to be used.
2. For all other ATOs, only Part 1 a., b., c., d., and Part 3 must be completed.

FSS PEL 141-02c: ATO Application – Aircraft

The ATO Application – Aircraft is required to be completed by the applicant for an initial application or for the amendment of an ATO approval certificate for flying training only. The form requires information with respect to aircraft information. Fields in the form is self-explanatory. Legal liability in the column on page 2 must reflect Namibian \$ amount.

FSS PEL 141-02d: ATO Application – Training Facilities

The ATO Application – Training facilities must be completed by all applicants for an initial ATO approval certificate or for ATOs applying for an amendment of an existing ATO certificate. Fields in the form is self-explanatory.

FSS PEL 141-03: List of Documents to be submitted with PATOPS

This form is required to be completed by all applicants for an initial ATO approval certificate or for ATOs applying for an amendment of an existing ATO certificate. The applicant must tick the check boxes to indicate whether the required documents are submitted as part of the application.

FSS PEL 141-04: List of Documents to be submitted with Formal Application

This form is required to be completed by all applicants for an initial ATO approval certificate or for ATOs applying for an amendment of an existing ATO certificate. The applicant must tick the check boxes to indicate whether the required documents are submitted as part of the application.

FSS PEL 141-06: ATO Application for additional aircraft

This form is required to be completed by all applicants requesting the addition of aircraft to the ATO approval certificate and the Training Operations Specifications. Fields in the form is self-explanatory.