

CABIN CREW TRAINING APPLICATION FORM

Please, attach administrative tax

Please, tick appropriate boxes:

<input type="checkbox"/> INITIAL SAFETY TRAINING ORGANIZATION	<input type="checkbox"/> INITIAL SAFETY TRAINING PROGRAMME
<input type="checkbox"/> CONVERSION AND DIFFERENCES TRAINING PROGRAMME	<input type="checkbox"/> RECURRENT PROGRAMME
<input type="checkbox"/> OTHER	

INITIAL APPLICATION
 VARIATION/CHANGE/ RENEWAL APPLICATION
 REVALIDATION

TO BE COMPLETED BY THE APPLICANT (IN CAPITAL LETTERS)

*Use additional sheets as necessary (if any reference to appropriate Training or Operations Manual, please specify revision number and date, chapter, etc.)

1.	Organisation details (address, tel., fax., e-mail, web page)	
2.	Additional Training Site (organisation name, address, tel, fax, e-mail, web page)	
3.	Management Structure	

4.	List of Instructing staff		
5.	Training programme/s offered (name of the course and please specify if theory/ practice)		
6.	List of external facilities to be used on the course (if applicable)		
7.	Content of training programme/s: (syllabus of training programme)		
8.	Procedures for trainee failure (short description if applicable)		

9.	List of equipment, training material, DVDs, hand-outs to be used			
10.	Additional accommodation to be used (location, number, size, if applicable)			
11.	Theoretical instruction facilities to be used (location, number, size)			
12.	Description of training devices (as applicable)	Details of tenure of premises	Classrooms	Other accommodation

13.	Description of training devices (as applicable.)	Staff rooms	Rest rooms	Toilets
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Note 1: If answer to any of the above questions is incomplete, the applicant shall provide full details of alternative arrangements separately.

Date of intended commencement of operations (initial or variation (change) application):			
Name and Surname Training Postholder (capital letters)		Signature	
Name and surname Cabin Crew training Manager (capital letters)		Signature	

I certify that all the above information and contents of training programme/s are complete. I declare that the information is correct. I will notify the Authority of all changes to the information provided. The approved training programme/s registered by this application shall be conducted at my responsibility.

Organisation		Date of application:	
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APPENDICES (Please, tick appropriate box/es, write document reference)		
<input type="checkbox"/> Training programme/s (with any additional procedures)	Last approved revision number and date (if app):	
<input type="checkbox"/> Training Manual (as applicable)	Last approved revision number and date(if app):	
<input type="checkbox"/> NPA to OM		
<input type="checkbox"/> Operations manual	Last approved revision number and date(if app):	
<input type="checkbox"/> At least two sample examination papers for each module	Last approved revision number and date(if app):	
<input type="checkbox"/> Quality manual	Last approved revision number and date(if app):	
<input type="checkbox"/> Payment /TAX		
NOTE: The TO will not be required to duplicate submission of information relating to the above items if the information is already included in another document submitted, e.g. Training Manual. If not delivered with application to CAA particular items shall be checked during inspections.		
Please send this form with any required fee to be paid under national legislation to:		Civil Aviation Authority of Kosovo Ahmet Krasniqi St. n.n. Arbëria District 10000 Prishtina, Republic of Kosovo Tel: +381 (0)38 248 629 Fax: +381 (0)38 211 009

*RETURN ADDRESS:
Use Flight Safety Department