

# Application for Maintenance Training Organisation Approval or Significant Change or MTOE deviation

## 1. Your Reference

Please provide a unique identifier that BMAA can use to refer to your request

## 2. Applicant Address and Contact Data

### 2.1 Applicant Data

#### 2.1.1 Name and Address (Registered (business) name and legal seat of the Organization / Company)

Approval Reference

BE.BMAR.147.XXXX

(Org / Cy) Name

Trading Name

If different

Street / Nr

Post Code

City

Country

#### 2.1.2 Contact Person (Responsible for this application)

Title

Name

First name

Job title

Phone / Fax

Email

#### 2.1.3 (Proposed\*) Accountable Manager (\*The term "proposed" only remains applicable until the application has been approved.)

Title

Name

First name

Job title / Position

Phone / Fax

Email

### Important Note:

First time applicants need to submit a copy of the company's **Business Registration** or similar legal document stating name and seat of the company together with the application.

In case the applicant is not a company but a natural person, a copy of the person's **ID or passport** needs to be provided in a **separate document** with the first application.

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2.3 Address(es) requiring approval				Reserved for BMAA
<b>2.3.1 Principle Place of Activities</b> (Please leave blank if same as 2.1.1)	Street / Nr			
	Post Code			
	City			
	Country			
<b>2.3.2 Additional Facility/Site 1</b>	Street / Nr			
	Post Code			
	City			
	Country			
	Activities of this facility	<input type="checkbox"/> Basic Theory <input type="checkbox"/> Basic Practical <input type="checkbox"/> Basic Examination	<input type="checkbox"/> Type Theory and Examination <input type="checkbox"/> Type Practical <input type="checkbox"/> Type Examination	
<b>2.3.3 Additional Facility/Site 2</b>	Street / Nr			
	Post Code			
	City			
	Country			
	Activities of this facility	<input type="checkbox"/> Basic Theory <input type="checkbox"/> Basic Practical <input type="checkbox"/> Basic Examination	<input type="checkbox"/> Type Theory and Examination <input type="checkbox"/> Type Practical <input type="checkbox"/> Type Examination	

[Duplicate table as applicable]

<b>Total number of facilities under BMAA approval</b>		
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3. Request Details	
<b>3.1 Request Type</b>	<input type="checkbox"/> <b>Application for initial grant</b>
	<input type="checkbox"/> <b>Revision of initial application</b> (Please describe)
	<input type="checkbox"/> <b>Application for change</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approval of additional course(s)</li> <li><input type="checkbox"/> Removal of course(s)</li> <li><input type="checkbox"/> Approval of additional facilities</li> <li><input type="checkbox"/> Removal of facilities</li> <li><input type="checkbox"/> Increase number of staff</li> <li><input type="checkbox"/> Decrease number of staff</li> <li><input type="checkbox"/> Change of Organization / Company name</li> <li><input type="checkbox"/> Change of address</li> </ul>

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	<input type="checkbox"/> Change of Accountable Manager <input type="checkbox"/> Change of Management Personnel <input type="checkbox"/> Approval of MTOE <u>procedure</u> for off-site training course delivery <input type="checkbox"/> Approval of change (other than above) (Please describe) .....	
	<input type="checkbox"/> Notification of surrender	
<b>3.2 Scope of Part-147</b> <b>Approval relevant to <u>this</u></b> <b>application</b>		Reserved for BMAA

### 3.3 Number of staff

Please count the number of staff employed by the organisation in order to comply with BMAR 147 and the number of contracted staff associated with the proposed approval.

	Employees	Contractors
Main Facility		
Additional Facility 1		
Additional Facility 2		
Additional Facility n		

[Add rows as applicable]

<b>3.4 Total number of staff</b>		
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## Application for Maintenance Training Organisation Approval or Significant Change or MTOE deviation

### 3.5 Type Training Course(s) - List of training courses relevant to this application

Course #	01	Type Course	CAT	T/P	Action required	Reserved for BMAA			
<b>Course Description</b>  Please enter: Airframe (engine) OR Airframe x (engine a) to Airframe y (engine b) OR engine type only, as applicable	<input type="checkbox"/>	Full course	<input type="checkbox"/>	A	<input type="checkbox"/>	Theoretical	<input type="checkbox"/>	Approval of Course	
	<input type="checkbox"/>	Differences course to	<input type="checkbox"/>	B1	<input type="checkbox"/>	Practical	<input type="checkbox"/>	Removal of Course	
	<input type="checkbox"/>	Airframe only	<input type="checkbox"/>	B2	<input type="checkbox"/>	Theoretical + Practical			
	<input type="checkbox"/>	Avionic only	<input type="checkbox"/>	B1 + B2					
	<input type="checkbox"/>	Engine only	<input type="checkbox"/>	C					

Course #	02	Course Type	CAT	T/P	Action required	Reserved for BMAA			
<b>Course Description</b>  Please enter: Airframe (engine) OR Airframe x (engine a) to Airframe y (engine b) OR engine type only, as applicable	<input type="checkbox"/>	Full course	<input type="checkbox"/>	A	<input type="checkbox"/>	Theoretical	<input type="checkbox"/>	Approval of Course	
	<input type="checkbox"/>	Differences course	<input type="checkbox"/>	B1	<input type="checkbox"/>	Practical	<input type="checkbox"/>	Removal of Course	
	<input type="checkbox"/>	Airframe only	<input type="checkbox"/>	B2	<input type="checkbox"/>	Theoretical + Practical			
	<input type="checkbox"/>	Avionic only	<input type="checkbox"/>	B1 + B2					
	<input type="checkbox"/>	Engine only	<input type="checkbox"/>	C					

[Duplicate table as applicable, for each training course one table has to be filled in]

### 3.6 Basic Training Course(s) - List of training courses relevant to this application

Please consult the EASA website at <http://easa.europa.eu/> > FAQ > Fees & Charges, for further information.

Course #	01*	Course Type	CAT	Action required	Reserved for BMAA
<input type="checkbox"/> Basic Course  <input type="checkbox"/> Bridging Course  <input type="checkbox"/> Combined Course		<input type="checkbox"/> B1.1 (aeroplanes turbine)	<input type="checkbox"/> A1	<input type="checkbox"/> B1.1 + B2 (combined)	<input type="checkbox"/> Approval of Course  <input type="checkbox"/> Removal of Course
		<input type="checkbox"/> B1.2 (aeroplanes piston)	<input type="checkbox"/> A2	<input type="checkbox"/> B1.2 + B2 (combined)	
		<input type="checkbox"/> B1.3 (helicopters turbine)	<input type="checkbox"/> A3	<input type="checkbox"/> B1.3 + B2 (combined)	
		<input type="checkbox"/> B1.4 (helicopters piston)	<input type="checkbox"/> A4	<input type="checkbox"/> B1.4 + B2 (combined)	
		<input type="checkbox"/> B1.1 to B1.2 (bridging)	<input type="checkbox"/> B2 (avionics)	<input type="checkbox"/> B1.1 + B1.2 (combined)	
		<input type="checkbox"/> B1.3 to B1.4 (bridging)	<input type="checkbox"/> B3	<input type="checkbox"/> B1.3 + B1.4 (combined)	
		<input type="checkbox"/> Other: Please describe			

Course #	02*	Course Type	CAT	Action required	Reserved for BMAA
<input type="checkbox"/> Basic Course  <input type="checkbox"/> Bridging Course  <input type="checkbox"/> Combined Course		<input type="checkbox"/> B1.1 (aeroplanes turbine)	<input type="checkbox"/> A1	<input type="checkbox"/> B1.1 + B2 (combined)	<input type="checkbox"/> Approval of Course  <input type="checkbox"/> Removal of Course
		<input type="checkbox"/> B1.2 (aeroplanes piston)	<input type="checkbox"/> A2	<input type="checkbox"/> B1.2 + B2 (combined)	
		<input type="checkbox"/> B1.3 (helicopters turbine)	<input type="checkbox"/> A3	<input type="checkbox"/> B1.3 + B2 (combined)	
		<input type="checkbox"/> B1.4 (helicopters piston)	<input type="checkbox"/> A4	<input type="checkbox"/> B1.4 + B2 (combined)	
		<input type="checkbox"/> B1.1 to B1.2 (bridging)	<input type="checkbox"/> B2 (avionics)	<input type="checkbox"/> B1.1 + B1.2 (combined)	
		<input type="checkbox"/> B1.3 to B1.4 (bridging)	<input type="checkbox"/> B3	<input type="checkbox"/> B1.3 + B1.4 (combined)	
		<input type="checkbox"/> Other: Please describe			

[Duplicate table as applicable, for each training course one table has to be filled in]

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3.7 Total number of training course(s) to be approved

Reserved  
for BMAA

3.8 MTOE Off-site training / examination procedure

☐ Yes ☐ No

Reserved  
for BMAA

3.9 Does the organisation hold approval under Part 21 / Part 145 / Part CAMO?

Part 21 Approval N°

if applicable, BMAR.21.XXX

Part 145 Approval N°

if applicable, BMAR.145.XXX

Part CAMO Approval N°

if applicable, BMAR.CAMO.XXX

## 4. Applicant's declaration and acceptance of the General Conditions

I declare that :

- I have the legal capacity to submit this application to the BMAA and ;
- All information provided in this application form is correct and complete.

.....	.....	.....
Date/Location	Signature/Date of Quality Manager	Signature/Date of Accountable Manager

## 5. Applicant's declaration and acceptance of the Terms of Payment

I have understood that I am submitting an application for which fees or charges may be levied by Belgian Defense Department in accordance with Belgian Defense Regulations on the fees and charges.

I acknowledge that I have read and understood the Belgian Defense Terms of Payment that are explained in the Convention / Agreement in force between my Organization / Company and Belgian Defense Department\* and agree to abide by them.

I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable.

Moreover, I declare that I am aware of the consequences of non-payment.

\* Fees and charges regarding the required BMAA activities to grant the requested BMAA approval will be provided to the applicant before the start of activities.

.....	.....	.....
Date/Location	Name of proposed* Accountable Manager	Signature of proposed* Accountable Manager

**Important Note:** BMAA cannot accept applications without signature. Please make sure that you sign the application.

This Application should be sent by e-mail to:

[COMOPSAIR-BMAA-TRG-DL@mil.be](mailto:COMOPSAIR-BMAA-TRG-DL@mil.be)

### Completion Instructions



BMAA\_Form\_12\_Completion\_Instructions.pc

Please double-click on the icon to access the completion instructions.