



Directorate of Civil Aviation  
Grand-Duché de Luxembourg

**APPLICATION FOR (RE)CERTIFICATION  
AS TRAINING ORGANISATION**

DAC Form 713-1

**Application form for (re)certification as Training Organisation**

**A. APPLICATION FORM**

<b>1</b>	<b>Type of Certification</b>	<input type="checkbox"/>	<b>Initial Certification</b>	<input type="checkbox"/>	<b>Recertification</b>
<b>2</b>	<b>Applicant's Name and Address</b>				
Reference to the relevant Documentation:					
<b>3</b>	<b>The address(es) of the place(s) of operation (including, where relevant, the list of ATC units), if different from the applicant's address in point (a);</b>				
Reference to the relevant Documentation:					
<b>4</b>	<b>The names and contact details of:</b> a) the accountable manager; b) the head of the training organisation, if different from point (1); c) the person(s) nominated by the TO as the focal point(s) for communication with the DAC/NSA;				
Reference to the relevant Documentation:					
<b>5</b>	<b>Date of intended start of activity or change;</b>				
Reference to the relevant Documentation:					
<b>6</b>	<b>A list of types of training to be provided and at least one training course from each type of training that is intended to be provided;</b>				
Reference to the relevant Documentation:					



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**7 The management system processes (e.g: IMS, SMS, QMS, Occurrence Reporting, etc...)**

Reference to the relevant Documentation:

**8 Procedure for managing changes to the training organisation**

Reference to the relevant Documentation:

**9 The documentation of the UTP and UCS**

Reference to the relevant Documentation:

**10 The declaration of compliance with the requirements of the (EU) 2016/2008 and (EU) 2015/340 signed by the accountable manager, stating the training organisation compliance with the requirements at all times;**

Reference to the relevant Documentation:

**B. SIGNATURE**

**11 I wish to apply for initial / recertification as Training Organisation in accordance with the relevant and applicable requirements of the (EU) 2015/340 as indicated before and confirm that the information contained on the points (a) to (10) in this form were correct at the time of application.**

Date:

Signature:



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

### Certification of ATC Training Organisation

#### Agrément des organismes de formation ATC

Personal data are processed for the purpose of the issuance and continuous oversight of ATC Training Organisations.

The data subject has the right :

- to access to their personal data,
- to rectification or erasure of personal data or restriction of processing,
- to object to processing,
- to withdraw consent at any time where processing is based on consent, and
- to lodge a complaint with the CNPD (<https://cnpd.public.lu/en.html>).

Failure to provide the requested personal data will prevent the issuance of the ATC Training Organisation certificate.

For more detailed information on the protection of your personal data, please consult our website:

<https://dac.public.lu/direction/RGPD/index.html#GDPR>

Les données à caractère personnel sont traitées en vue de l'agrément et la supervision continue des organismes de formation ATC.

Toute personne concernée a le droit :

- d'accéder à ses données personnelles,
- de demander la rectification ou l'effacement des données personnelles, ou la limitation du traitement,
- de s'opposer au traitement,
- de retirer son consentement à tout moment lorsque le traitement est fondé sur le consentement, et
- d'introduire une réclamation auprès de la CNPD (<https://cnpd.public.lu/fr.html>).

Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance de l'agrément des organismes de formation ATC.

Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :

<https://dac.public.lu/direction/RGPD/index.html#RGPD>



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