

Remote site information file

[OMM]

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# Information

*ENAC - The French Civil Aviation University*

Below, the list of documents to be submitted to ENAC ATO in order to obtain the subcontractor or satellite status:

|  |  |
| --- | --- |
| 1. ENAC site information file (this document) | □ |
| 1. Activity and compliance contract signed by both parties | □ |
| 1. Accountable Manager's or delegated Curriculum Vitae | □ |
| 1. Head of Training's or delegated Curriculum Vitae | □ |
| 1. Safety Manager's or delegated Curriculum Vitae | □ |
| 1. Compliance Monitoring Manager's or delegated Curriculum Vitae | □ |
| 1. CFI's Curriculum Vitae, licence, qualifications and medical certificate | □ |
| 1. CTKI Curriculum Vitae, licence, qualifications and medical certificate | □ |
| 1. Instructors' licence(s), qualifications and medical certificate(s) | □ |
| 1. List of facilities (offices, briefing rooms, campus, etc.) | □ |
| 1. Fleet list | □ |
| 1. FSTD list | □ |
| 1. Teaching aids | □ |
| 1. Copy of the premises' insurance contract | □ |
| 1. Copy / Copies of the FSTD certificates | □ |
| 1. Copy / Copies of the aircraft insurance contract(s) | □ |
| 1. Copy of the aircraft maintenance contract | □ |
| 1. Copy / Copies of the aircraft registration, Certificate of Airworthiness (CofA) and Airworthiness Review Certificate (ARC) | □ |

# Administrative and operational information

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| --- | --- |
|  | LEGAL INFORMATION |
| Corporate name : |  |
| Legal form : |  |
| SIRET : |  |
| Director : |  |
| Address : |  |
| Postcode : |  |
| Landline : |  |
| Mobile : |  |

*N.B. Please indicate missing information.*

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| --- | --- | --- | --- | --- |
| LIST OF POST-HOLDERS | | | | |
| POSITION | SURNAME AND FIRST NAME | CONTRACT | | CONTRACT  TYPE |
| FT | PT |
| Accountable Manager or delegated : |  |  |  |  |
| Compliance Monitoring Manager or delegated : |  |  |  |  |
| Safety Manager or delegated : |  |  |  |  |
| Flight Safety officer : |  |  |  |  |
| Head of Training or delegated : |  |  |  |  |
| Chief Flight Instructor : |  |  |  |  |
| Chief Theoretical Knowledge Instructor or delegated : |  |  |  |  |

*N.B. Please indicate missing information.*

*FT : Full time (put a cross in the corresponding boxes)*

*PT : Part time (put a cross in the corresponding boxes)*

*Contract type : eg: ATO employee or Freelance contract*

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| --- | --- | --- | --- | --- | --- |
| INSTRUCTORS LIST | | | | | |
| Surname and Last Name | Qualifications | Licence  Number | CONTRACT | | CONTRACT  TYPE |
| FT | PT |
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*N.B. Please indicate missing information.*

*FT : Full time (put a cross in the corresponding boxes)*

*PT : Part time (put a cross in the corresponding boxes)*

*Contract type : eg: ATO employee or Freelance contract*

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| --- | --- |
|  | AERONAUTICAL INFORMATION |
| Place : |  |
| ICAO code : |  |
| Address : |  |
| Postcode : |  |
| ATC Service : |  |
| IFR approach : |  |
| Night flight : |  |

*N.B. Please indicate missing information and provide approach charts.*

# Fleet list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TRAINING COURSES CONCERNED | | | | |
| TYPE  REGISTRATION | VFR  Phase | IFR  Phase | MCC  Phase | Avionic | |
| Conventional instruments | Glass Cockpit |
| e.g. DIAMOND DA40  F-XXXX |  |  |  |  |  |
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*N.B. Indicate and add missing information and put a cross in the corresponding boxes.*

# FSTD list

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|  | TRAINING COURSES CONCERNED | | | | |
| TYPE  CERTIFICAT NUMBER | VFR  Phase | IFR  Phase | MCC  Phase | Avionic | |
| Conventional instruments | Glass Cockpit |
| e.g. ALSIM AL250  X-XXXX |  |  |  |  |  |
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*N.B. Indicate and add missing information and put a cross in the corresponding boxes.*

# List of teaching aids

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| --- | --- | --- | --- |
|  | TRAINING COURSES CONCERNED | | |
| TYPE | VFR Phase | IFR Phase | MCC Phase |
| Video projector : |  |  |  |
| Computers : |  |  |  |
| Whiteboards : |  |  |  |
| Training materials : |  |  |  |
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*N.B. Indicate and add missing information and put a cross in the corresponding boxes.*

# Distribution of spaces

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| BUILDINGS | USE | SURFACE AREA (m2) |
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