# Compliance-checklist ORA.ATO for ATO´s not providing training for CPL, MPL and ATPL and the associated ratings and certificates.

This checklist can also be used as an audit checklist to ensure compliance with ORA.ATO by the Approved Training Organizations (ATO).

|  |  |
| --- | --- |
| Latest revision: | EU 202x-yyy  |
| Last change: | Xx yy zz |
| Audit performed at date: |  |
| Audit performed by: |  |

## Compliance

To be considered compliant the organization shall have documented and implemented the regulation.

A rule is documented when the organization describes how it complies with it in a controlled document (e.g manual).

A rule is implemented when the organization performs operationally according to the regulation.

## ATO Guidance Document

For descriptions, examples and guidance on the level of detail required as well as explanatory material, please refer to the published [ATO Guidance Document](https://www.transportstyrelsen.se/sv/luftfart/Certifikat-och-utbildning/for-utbildningsorganisationer-inom-flygutbildning/godkand-utbildningsorganisation-ato/).

## Instruction

Fill in the columns as described below.

* **Regulation**

The reference to part-ORA

* **Compliant Y, N, N/A**

If the rule is both documented and implemented, write Y (yes).

If the rule is not documented and implemented, write N (no).

If not applicable to the organizations scope of operations write N/A (not applicable).

* **Manual reference**

Write the reference to where it is documented.

* **Evidence**

Describe where to find evidence that it is implemented (training records, meeting agenda etc). Note that for certain rules there might be no evidence available even if the rule is implemented, then leave the box empty.

* **Notes**

Any comments may be written here.

## Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regulation** | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| AMC1 ORA.GEN.200(a 4)(b 2) | Y | OM-D 4. OM-appendix 5 (Instructor meeting)  | Meeting minutes from instructor meeting.  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regulation** | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| ORA.ATO.110(a) | Y | OM 3.2 | Occurrence reports and meeting protocols |  |

## Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regulation** | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| **Subpart ATO – General Requirements** |
| ORA.ATO.100 |  |  |  |  |
| ORA.ATO.105(a)(1i) |  |  |  |  |
| ORA.ATO.105(a)(1ii) |  |  |  |  |
| ORA.ATO.105(a)(1iii) |  |  |  |  |
| ORA.ATO.105(a)(1iv) |  |  |  |  |
| ORA.ATO.105(a)(1v) |  |  |  |  |
| ORA.ATO.105(a)(1vi) |  |  |  |  |
| ORA.ATO.105(a)(1vii) |  |  |  |  |
| ORA.ATO.105(a)(2) |  |  |  |  |
| ORA.ATO.105(b)(1) |  |  |  |  |
| ORA.ATO.105(b)(2) |  |  |  |  |
| ORA.ATO.105(c) |  |  |  |  |
| AMC1 ORA.ATO.105 |  |  |  |  |
| ORA.ATO.110(a) |  |  |  |  |
| ORA.ATO.110(b)(1) |  |  |  |  |
| ORA.ATO.110(b)(2) |  |  |  |  |
| ORA.ATO.110(b)(3) |  |  |  |  |
| ORA.ATO.110(c)(1) |  |  |  |  |
| ORA.ATO.110(c)(2) |  |  |  |  |
| ORA.ATO.110(d) |  |  |  |  |
| AMC1 ORA.ATO.110(b) |  |  |  |  |
| AMC1 ORA.ATO.110(c) |  |  |  |  |
| ORA.ATO.120(a) |  |  |  |  |
| ORA.ATO.120(b) |  |  |  |  |
| ORA.ATO.120(c) |  |  |  |  |
| AMC1 ORA.ATO.120(a),(b) |  |  |  |  |
| ORA.ATO.125(a) |  |  |  |  |
| ORA.ATO.125(b) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| AMC1 ORA.ATO.125 |  |  |  |  |
| AMC2 ORA.ATO.125(a)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(a)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(a)(3) |  |  |  |  |
| AMC2 ORA.ATO.125(b)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(b)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(c)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(c)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(c)(3) |  |  |  |  |
| AMC2 ORA.ATO.125(d) |  |  |  |  |
| AMC2 ORA.ATO.125(e)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(e)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(e)(3) |  |  |  |  |
| AMC2 ORA.ATO.125(e)(4) |  |  |  |  |
| AMC2 ORA.ATO.125(f) |  |  |  |  |
| AMC2 ORA.ATO.125(g) |  |  |  |  |
| AMC2 ORA.ATO.125(h) |  |  |  |  |
| AMC2 ORA.ATO.125(i)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(i)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(j) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(1 A) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(1 B) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(1 C) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iA) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iB) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iC) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iD) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iE) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iF) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| AMC2 ORA.ATO.125(k)(2 ii) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iii) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 iv) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 v) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(2 vi) |  |  |  |  |
| AMC2 ORA.ATO.125(k)(3) |  |  |  |  |
| AMC2 ORA.ATO.125(l)(1) |  |  |  |  |
| AMC2 ORA.ATO.125(l)(2) |  |  |  |  |
| AMC2 ORA.ATO.125(l)(la) |  |  |  |  |
| AMC2 ORA.ATO.125(l)(lb) |  |  |  |  |
| AMC2 ORA.ATO.125(m) |  |  |  |  |
| AMC2 ORA.ATO.125(n) |  |  |  |  |
| AMC3 ORA.ATO.125(a)(1) |  |  |  |  |
| AMC3 ORA.ATO.125(a)(2) |  |  |  |  |
| AMC3 ORA.ATO.125(b)(1) |  |  |  |  |
| AMC3 ORA.ATO.125(b)(2) |  |  |  |  |
| AMC3 ORA.ATO.125(c) |  |  |  |  |
| AMC3 ORA.ATO.125(d) |  |  |  |  |
| AMC3 ORA.ATO.125(e) |  |  |  |  |
| AMC3 ORA.ATO.125(f) |  |  |  |  |
| AMC3 ORA.ATO.125(g) |  |  |  |  |
| AMC3 ORA.ATO.125(h) |  |  |  |  |
| AMC3 ORA.ATO.125(i)(1) |  |  |  |  |
| AMC3 ORA.ATO.125(i)(2) |  |  |  |  |
| AMC3 ORA.ATO.125(i)(3) |  |  |  |  |
| AMC3 ORA.ATO.125(i)(4) |  |  |  |  |
| AMC3 ORA.ATO.125(i)(5) |  |  |  |  |
| AMC3 ORA.ATO.125(j)(1) |  |  |  |  |
| AMC3 ORA.ATO.125(j)(2) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| AMC3 ORA.ATO.125(j)(3) |  |  |  |  |
| AMC4 ORA.ATO.125(a)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(a)(2) |  |  |  |  |
| AMC4 ORA.ATO.125(b)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(b)(2) |  |  |  |  |
| AMC4 ORA.ATO.125(c)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(d)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(e)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(f)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(g)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(h)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(h)(2) |  |  |  |  |
| AMC4 ORA.ATO.125(i)(1) |  |  |  |  |
| AMC4 ORA.ATO.125(j) |  |  |  |  |
| AMC4 ORA.ATO.125(k) |  |  |  |  |
| ORA.ATO.130(a) |  |  |  |  |
| ORA.ATO.130(b) |  |  |  |  |
| ORA.ATO.130(c) |  |  |  |  |
| ORA.ATO.130(d) |  |  |  |  |
| ORA.ATO.135(a)(1) |  |  |  |  |
| ORA.ATO.135(a)(2) |  |  |  |  |
| ORA.ATO.135(b)(1) |  |  |  |  |
| ORA.ATO.135(b)(2) |  |  |  |  |
| ORA.ATO.135(b)(3) |  |  |  |  |
| ORA.ATO.135(b)(4) |  |  |  |  |
| ORA.ATO.135(c) |  |  |  |  |
| ORA.ATO.135(d) |  |  |  |  |
| AMC1 ORA.ATO.135(a) |  |  |  |  |
| AMC1 ORA.ATO.135(b)(1) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| AMC1 ORA.ATO.135(b)(2) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(1) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(2) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(3) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(4) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(5) |  |  |  |  |
| AMC1 ORA.ATO.135(c)(6) |  |  |  |  |
| AMC2 ORA.ATO.135(a)(1) |  |  |  |  |
| AMC2 ORA.ATO.135(a)(2) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1i) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1ii) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1iii) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1iv) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1v) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(1vi) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(2i) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(2ii) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(2iii) |  |  |  |  |
| AMC2 ORA.ATO.135(b)(2iv) |  |  |  |  |
| ORA.ATO.140 |  |  |  |  |
| AMC1 ORA.ATO.140(a)(1) |  |  |  |  |
| AMC1 ORA.ATO.140(a)(2) |  |  |  |  |
| AMC1 ORA.ATO.140(a)(3) |  |  |  |  |
| AMC1 ORA.ATO.140(a)(4) |  |  |  |  |
| AMC1 ORA.ATO.140(b)(1) |  |  |  |  |
| AMC1 ORA.ATO.140(b)(2) |  |  |  |  |
| AMC1 ORA.ATO.140(b)(3) |  |  |  |  |
| AMC1 ORA.ATO.140(c) |  |  |  |  |
| ORA.ATO.145(a) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| ORA.ATO.145(b) |  |  |  |  |
| AMC1 ORA.ATO.145 |  |  |  |  |
| ORA.ATO.150(a) |  |  |  |  |
| ORA.ATO.150(b) |  |  |  |  |
| ORA.ATO.300(a) |  |  |  |  |
| ORA.ATO.300(b) |  |  |  |  |
| ORA.ATO.300(c) |  |  |  |  |
| AMC1 ORA.ATO.300(a) |  |  |  |  |
| AMC1 ORA.ATO.300(b 1) |  |  |  |  |
| AMC1 ORA.ATO.300(b 2) |  |  |  |  |
| AMC1 ORA.ATO.300(b 3) |  |  |  |  |
| AMC1 ORA.ATO.300(b 4) |  |  |  |  |
| AMC1 ORA.ATO.300(b 5) |  |  |  |  |
| AMC1 ORA.ATO.300(b 6) |  |  |  |  |
| AMC1 ORA.ATO.300(b 7) |  |  |  |  |
| AMC1 ORA.ATO.300(c) |  |  |  |  |
| ORA.ATO.305(a) |  |  |  |  |
| ORA.ATO.305(b) |  |  |  |  |
| ORA.ATO.305(c) |  |  |  |  |
| AMC1 ORA.ATO.305(b) |  |  |  |  |
| ORA.ATO.310 |  |  |  |  |
| ORA.ATO.330(a) |  |  |  |  |
| ORA.ATO.330(b) |  |  |  |  |
| ORA.ATO.330(c) |  |  |  |  |
| AMC1 ORA.ATO.330 |  |  |  |  |
| ORA.ATO.335(a) |  |  |  |  |
| ORA.ATO.335(b) |  |  |  |  |
| ORA.ATO.350 |  |  |  |  |
| ORA.ATO.355(a)(1) |  |  |  |  |
|  | **Compliant Y, N, N/A** | **Manual reference** | **Evidence** | **Notes** |
| ORA.ATO.355(a)(2) |  |  |  |  |
| ORA.ATO.355(b) |  |  |  |  |