



Application On the Job Training programme Approval

With this form an organisation can apply for the direct approval of an On the Job Training (OJT) programme in accordance with Annex III of Regulation (EU) No. 1321/2014 (Part-66). The application is made for a specific person or group of persons. **See last page for guidance notes.**

This form and its attachments should be sent to both ILTDocumentManagement@ilent.nl and aviation-approvals@ilent.nl or send to: Inspectie Leefomgeving en Transport / Luchtvaart P.O. Box 16191, 2500 BD Den Haag

More information

+31(0) 88 489 00 00 | www.ilent.nl

1 Information about the applicant

1.1	Company Name	<input type="text"/>
1.2	Address	<input type="text"/>
1.3	Postal code, place and country	<input type="text"/>
1.4	Contact - surname, first name(s)	<input type="text"/>
1.5	E-mail address	<input type="text"/>
1.6	EASA Part-145 approval reference	<input type="text"/>

2 Billing

2.1	Company Name	<input type="text"/>
2.2	Address	<input type="text"/>
2.3	Postal code, place and country	<input type="text"/>
2.4	Contact - surname, first name(s)	<input type="text"/>
2.5	E-mail address	<input type="text"/>

3 OJT course details

3.1	Type rating endorsement	<input type="text"/>
3.2	Category	<input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B1/B2 <input type="checkbox"/> L5
3.3	OJT Logbook reference, date	<input type="text"/>
3.4	Compliance report reference, date	<input type="text"/>
3.5	Training address	<input type="text"/>
3.6	Postal code, place and country	<input type="text"/>
3.7	Assessment address	<input type="text"/>
3.8	Postal code, place and country	<input type="text"/>

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4 OJT course candidate

- 4.1 Candidate surname, first name(s)
- 4.2 Theoretical type training provider, Approval number
- 4.3 Practical type training provider, Approval number
- 4.4 AML no. (if applicable)

5 Attachments

The following attachments must be included with this application:

- 5.1 OJT logbook Attached
- 5.2 Compliance report Attached
- 5.3 Copy of the organisation's OJT Procedures (MOE 3.20 or equivalent) Attached
- 5.4 Copy of the organisation's Part-145 approval certificate Attached
- 5.5 Copy of ID's (passport) for each candidate Attached
- 5.6 List of OJT supervisors Attached
- 5.7 Copy of AML and company authorisation for each supervisor Attached
- 5.8 List of OJT assessors Attached
- 5.9 Copy of AML and company authorisation for each assessor Attached
- 5.10 OJT supervisor and assessor minimum function requirements and qualification procedures Attached

6 Declaration and application

The undersigned hereby declares and acknowledges that:

- 6.1 The information contained in this application is accurate and correct
- 6.2 The fees associated with this application shall be paid within the relevant payment terms after receipt of the invoice
- 6.3 The ILT may decide to perform an on-site audit and/or to participate in the OJT assessment. Any related costs shall be borne by the applicant
- 6.4 Any findings related to this OJT course, identified by the ILT shall be rectified in an acceptable manner prior to the start of the course

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7 Signature

"I hereby declare that to the best of my knowledge the information in this application is accurate and correct.

7.1. Name

7.2. Title/position

7.3. Place and date

7.4. Signature

Guidance notes

General

This application form may be used for holders of a Dutch Part-66 Aircraft Maintenance Licence (AML), who wish to complete an On the Job Training programme in accordance with point 6 of Appendix III to Part-66 at either:

1. a Part-145 maintenance organisation, with its principal place of business outside an EASA member state, or;
2. a Part-145 maintenance organisation, with its principal place of business outside the Netherlands, but in another EASA member state, without a MOE 3.20 OJT procedure, approved by the competent authority of that EASA member state.

An application which is not complete will not be considered.
An application is complete when all required fields are filled in, the necessary documents are attached and payment is received.

An OJT course approval MAY be issued; it does not mean that an approval MUST be issued.

The investigation of an application can take up to maximum of 8 weeks, be sure to apply on time.

This form and its attachments should be sent to both
ILTDocumentManagement@ilent.nl and aviation-approvals@ilent.nl.

1. Applicant details

Please enter the details of the organisation as listed on the organisation's Part-145 approval certificate.

The e-mail address provided under section 1.5 will be used for all future correspondence concerning this application.

2. Billing

The "Regeling tarieven transportsectoren" (national regulation for aviation fees) applies. After receipt of the application, an invoice will be sent to the billing e-mail address as entered in section 2.5.

3. OJT course details

The type rating endorsement in section 3.1 must be one of the Part-66 type rating endorsements as listed in the table in Appendix I to AMC to Annex III (Part-66). The latest version can be found on the EASA website: <https://www.easa.europa.eu/en/regulations/continuing-airworthiness#part-66>

Only one (1) type rating endorsement can be included per application.
When the OJT logbook combines B1 and B2 OJT, these categories may be combined in the application by selecting 'B1/B2' in section 3.2.

The training and assessment addresses must be entered as to allow the ILT to plan possible on-site visits.

4. OJT course candidate

A separate list may be attached to the application when there are multiple course candidates. In that case write "see separate list" in section 4.1.

On the separate list the same information per candidate must be provided.

5. Attachments

The contents and set-up of the OJT logbook must be in accordance with Appendix III to Part-66.

The OJT logbook must include the general OJT procedures. In case these procedures are defined in a separate document, this document must be submitted in support of the application.

A compliance report demonstrating how the OJT meets the applicable requirements must be submitted in support of the application.

Supervisors and Assessors should hold a valid Part-145 authorisation including the type rating in the appropriate category for the OJT to be delivered. Copies of licenses and company authorisations must be submitted in support of the application.

The procedures must define the minimum function requirements for OJT supervisors and assessors. Such procedures must be submitted in support of the application.

6. Declaration and application

Applications without a signature will not be considered.

As part of the approval process, the ILT may decide to perform an on-site audit and/or to participate in the final OJT assessment.

The applicant will be informed about the intention to perform an on-site visit and the costs of such visit will be invoiced.

Additional information

For additional information, please contact the ILT.
+31 (0)88 489 00 00 | AML@ilent.nl | www.ilent.nl