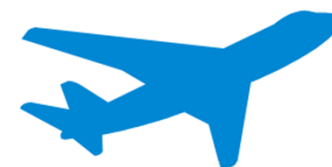


DTO WORKSHOP

26 novembre 2024

Direzione Personale di Volo



When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

Regola della Chatham house 1927



AGENDA

- **ORE 13:00 – 13:30: MANAGEMENT SYSTEM (DTO.GEN.210);**
- **ORE 14:00 – 14:30: GESTIONE DEL CAMBIAMENTO (es. Inserimento in flotta – DTO.GEN.116, DTO.GEN.240);**
- **ORE 14:30 – 15:00: LINEE GUIDA SU CLASSI VIRTUALI E APPRENDIMENTO A DISTANZA (DTO.GEN.260);**
- **PAUSA 15:00-15:30;**
- **ORE 15:30-16:00: ANNUAL REVIEW AND ACTIVITY REPORT (DTO.GEN.270);**
- **ORE 16:00-16:30: ABILITAZIONE ACROBATICA**

MANAGEMENT SYSTEM



MANAGEMENT SYSTEM

NORMA RIGIDA (DTO.GEN.210)

a) A DTO shall designate

- 1) **A representative**, who shall be responsible and duly authorized to do at least the following:
 - i. ensure compliance of the DTO and its activities with the applicable requirements and with its declaration;
 - ii. develop and establish a safety policy which ensures that the DTO's activities are carried out safely, ensure that the DTO adheres to that safety policy and take the necessary measures in order to achieve the objectives of that safety policy;
 - iii. promote safety within the DTO;
 - iv. ensure the availability of sufficient resources within the DTO so that the activities referred to in points (i), (ii) and (iii) can be carried out in an effective manner.

MANAGEMENT SYSTEM

NORMA RIGIDA (DTO.GEN.210)

- 2) A head of training, who shall be responsible and qualified to ensure at least the following:
- i. that the training provided complies with the requirements of Annex I (Part-FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395 and Annex III (Part-SFCL) to Commission Regulation (EU) 2018/1976 and with the DTO's training programme;
 - ii. the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction;
 - iii. the supervision of the progress of students;
 - iv. in the case referred to in point DTO.GEN.250(b), the supervision of the deputy head or heads of training.

MANAGEMENT SYSTEM

NORMA RIGIDA (DTO.GEN.210)

- b) A DTO may designate a single person as its representative and its head of training.
- c) A DTO shall not designate a person as its representative or its head of training if there are objective indications that he or she cannot be trusted to carry out the tasks listed in point (a) in a manner which safeguards and furthers aviation safety. The fact that a person has been subject to an enforcement measure taken in accordance with point ARA.GEN.355 in the past three years shall be deemed to constitute such an objective indication, unless that person can demonstrate that the finding leading to that measure, by reason of its nature, scale or impact on aviation safety, is not such as to indicate that he or she cannot be trusted to carry out those tasks in that manner.

MANAGEMENT SYSTEM

NORMA RIGIDA (DTO.GEN.210)

- d) A DTO shall ensure that its theoretical knowledge instructors have either of the following qualifications:
 - (1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training instructional techniques;
 - (2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
- e) Flight instructors and flight simulation training instructors shall hold the qualifications required by Annex I (Part-FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395 and Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976 for the type of training they provide.

MANAGEMENT SYSTEM

(AMC 1 DTO.GEN.210)

SAFETY POLICY

- a) The safety policy should define, in relation to the DTO training programme, at least the means and methods used for:
 - i. hazard identification;
 - ii. risk assessment; and
 - iii. effectiveness of the mitigation measures (implementation and follow-up).
- b) The safety policy should additionally include the procedures required for occurrence reporting pursuant to Regulation (EU) No 376/2014 (cf. GM1 DTO.GEN.210(a)).

MANAGEMENT SYSTEM

(AMC 1 DTO.GEN.210)

QUALIFICATION AND EXPERIENCE OF THE HEAD OF TRAINING (HT)

- a) The HT should, with regard to the size and the training scope of the DTO, possess sufficient managerial capabilities in order to discharge their responsibilities, and should:
 - 1) in the case of a DTO that provides training in aircraft or FSTDs, hold an unrestricted instructor certificate in accordance with Part-FCL with instructional privileges that are relevant to the training provided by the DTO, including sufficient experience as necessary;
 - 2) in the case of a DTO that provides theoretical knowledge training only, have appropriate experience in aviation and knowledge relevant to the training provided.
- b) At a DTO that provides training courses for different aircraft categories, the HT should be assisted by one or more nominated deputy HTs qualified in accordance with paragraph (a) and with regard to the other category or categories of aircraft.

MANAGEMENT SYSTEM

(AMC 1 DTO.GEN.210)

DTO INSTRUCTORS

In order to ensure and monitor that instructors maintain their required qualification, DTOs should permanently keep a list of all instructors, including information on their instructional privileges as well as on the validity periods of their licences, ratings and certificates, including their medical certificates.



ORA.GEN.200 MANAGEMENT SYSTEM

Caratteristiche del sistema di gestione di un'organizzazione

AMC

- Compiti Organizzazioni complesse e non complesse (a)(1)
- Safety manager (a)(1)
- Safety Review Board (a)(1)
- Safety Action Group (a)(1)
- Safety Policy (a)(2)
- Safety Risk management (a)(3)
- Safety Management Manual (a)(5)
- Compliance Monitoring (a)(6)

ORA.GEN.200 MANAGEMENT SYSTEM

Dimensione, natura e complessità

AMC (b)

Organizzazioni Complesse

- FTE > 20
- FTE < 20 (attività contrattualizzate, rischi da operazioni, diversi tipi di a/m, ambiente)
- FTE < 20 (FFS, MP TR, ZFTT, Complex Aircraft, TRI su MP e/o complex, > 2 basi)

Calcolare l’FTE: Un esempio per capire meglio

Immagina di avere una piccola azienda con 10 dipendenti.

Di questi, 6 lavorano a tempo pieno, 36 ore a settimana, e 4 lavorano a part-time, 18 ore a settimana.

Come calcoleresti l’FTE in questo caso?

Innanzitutto, bisogna calcolare le ore lavorative totali di tutti i dipendenti.

I lavoratori a tempo pieno lavorano $6 \times 36 = 216$ ore a settimana e i lavoratori a part-time lavorano $4 \times 18 = 72$ ore a settimana.

Sommando queste due cifre otteniamo un totale di 288 ore lavorative effettive a settimana.

Per calcolare gli FTE, dividiamo il totale delle ore lavorative effettive (288) per le ore lavorative standard di un dipendente a tempo pieno (36):

$$\text{FTE} = 288 / 36 = 8$$

Anche se hai 10 dipendenti, il tuo equivalente a tempo pieno è di 8 FTE.

ORA.GEN.200 MANAGEMENT SYSTEM

Organizzazioni semplici

AMC (c)

Corsi erogati: LAPL, PPL, SPL, BPL e abilitazioni collegate

- Organisational review;
- Safety Risk Management (ERP);

GM1 GM2 ORA.GEN.200(C)

GESTIONE DEL CAMBIAMENTO

INSERIMENTO IN FLOTTA



GESTIONE DEL CAMBIAMENTO

NORMA RIGIDA (DTO.GEN.116)

Notification of changes and cessation of training Activities

A DTO shall notify the competent authority without undue delay of the following:

- a) any changes to the information contained in the declaration specified in point DTO.GEN.115(a) and to the training programme or programmes or the approved training manual or manuals referred to in points DTO.GEN.115(c) and (d) respectively;
- b) the cessation of some or all training activities covered by the declaration.

GESTIONE DEL CAMBIAMENTO

NORMA RIGIDA (DTO.GEN.135)

Termination of entitlement to provide training

A DTO shall no longer be entitled to provide some or all of the training specified in its declaration on the basis of that declaration, where one of the following occurs:

- a) the DTO has notified the competent authority of the cessation of some or all of the training activities covered by the declaration in accordance with point DTO.GEN.116(b);
- b) the DTO has not provided the training for more than 36 consecutive months.



GESTIONE DEL CAMBIAMENTO

«La DICHIARAZIONE, corredata della documentazione rilevante deve essere presentata prima che il cambiamento avvenga, in modo da garantire la continua rispondenza con il regolamento basico»

GESTIONE DEL CAMBIAMENTO

NORMA RIGIDA (DTO.GEN.240)

- a) A DTO shall use an adequate fleet of training aircraft or FSTDs appropriately equipped for the training course provided. The fleet of aircraft shall be composed of aircraft that comply with all requirements defined in Regulation (EU) 2018/1139. Aircraft that fall under points (a), (b), (c) or (d) of Annex I to Regulation (EU) 2018/1139, may be used for training if all of the following conditions are met:
 - 1) during an evaluation process the competent authority has confirmed a level of safety comparable to the one defined by all essential requirements laid down in Annex II to Regulation (EU) 2018/1139;
 - 2) the competent authority has authorised the use of the aircraft for training in the DTO.
- b) A DTO shall establish and keep up-to-date a list of all aircraft, including their registration marks, used for the training it provides.

GESTIONE DEL CAMBIAMENTO

(AMC1 DTO.GEN.240)

- a) The number of training aircraft may be affected by:
 - 1) the availability of FSTDs; and
 - 2) the number of aerodromes and operating sites of the DTO (cf. AMC1 DTO.GEN.115(a)(2)).
- b) Each training aircraft should be:
 - 1) equipped as required in the training specifications concerning the exercise for which it is used;
 - 2) except in the case of balloons or single-seat aircraft, fitted with primary flight controls that are instantly accessible by both the student and the instructor (for example, dual flight controls or a centre control stick); swing-over flight controls should not be used.

GESTIONE DEL CAMBIAMENTO

(AMC1 DTO.GEN.240)

- c) The fleet should include, as appropriate to the training courses:
 - 1) in the case of aeroplanes and sailplanes, aircraft suitable for demonstrating stalling and spin avoidance;
 - 2) in the case of helicopters, helicopters suitable for autorotation demonstration;
 - 3) FSTDs; each FSTD should be equipped as required in the training specifications concerning the course for which it is used.
- d) One single aircraft that has all the required characteristics of a training aircraft mentioned in (b) and (c) above may be sufficient.



Nota Informativa NI-2021-010 del 12 ottobre 2021 – Inserimento in flotta degli aeromobili da parte delle scuole di volo ATO-DTO

<https://www.enac.gov.it/la-normativa/normativa-enac/note-informative/ni-2021-010>

<..\documenti a supporto corso 1178\NI 2021 10 inserimento in flotta ATO DTO.pdf>

NI-2021-010 del 12 ottobre 2021

NOTA INFORMATIVA

INSERIMENTO IN FLOTTA DEGLI AEROMOBILI DA PARTE DELLE SCUOLE DI VOLO ATO-DTO

Le note informative contengono informazioni attinenti le aree della Sicurezza del Volo (Safety), della Security e del Trasporto Aereo e sono destinate ai soggetti operanti nei settori APT (Aeroporti), ATM (Spazio Aereo), EAL (Economico, Amministrativo Legale), LIC (Personale di Volo), MED (Medicina Aeronautica), NAV (Navigabilità Iniziale e Continua), OPV (Operazioni di Volo), SEC (Security), al fine di fornire orientamenti, raccomandazioni o chiarimenti riguardo a specifici argomenti o scenari regolamentari. I destinatari sono invitati ad assicurare che la presente informativa sia portata a conoscenza di tutto il personale interessato.

Applicabilità	Destinatari
APT	Non interessato
ATM	Non interessato
EAL	Non interessato
LIC	Organizzazioni di addestramento del personale navigante (ATO-DTO)
MED	Non interessato
MPE	Non interessato
NAV	Non interessato
OPV	Non interessato
SEC	Non interessato

Linee Guida LG-2020/001-LIC - IMPIEGO DI AEROMOBILI IMMATRICOLATI IN ALTRI STATI PRESSO LE IMPRESE ATO/DTO

https://www.enac.gov.it/app/uploads/2024/04/LG_2020_001_LIC.pdf



Numero: 2020/001-LIC

Ed. n. 1 del 30 dicembre 2020

Le Linee Guida contengono elementi di dettaglio di tipo interpretativo o procedurale per facilitare l'utente nella dimostrazione di rispondenza ai requisiti normativi. Sono generalmente associate a Circolari. Dato il loro carattere non regolamentare, i contenuti delle Linee Guida (LG) non possono essere ritenuti di per sé obbligatori. Quando l'utente interessato sceglie di seguire le indicazioni fornite nelle LG, ne accetta esplicitamente le implicazioni sul proprio impianto organizzativo da esse come risultante ed esprime il proprio forte impegno a mantenersi aderente ad esse ai fini della continua rispondenza al requisito normativo interessato. I destinatari sono invitati ad assicurare che le presenti Linee Guida siano portate a conoscenza di tutto il personale interessato.

IMPIEGO DI AEROMOBILI IMMATRICOLATI IN ALTRI STATI PRESSO LE IMPRESE ATO/DTO

SVILUPPATA ED EMESSA DALLA DIREZIONE CENTRALE REGOLAZIONE AEREA

NOMINATIVO E FIRMA DIRETTORE CENTRALE: Ing. Fabio NICOLAI

(documento informatico firmato digitalmente
ai sensi dell'art. 24 D.lgs. 82/2005 e ss.mm.ii.)

RIFERIMENTI REGOLAMENTARI

APPLICABILITÀ

1. INTRODUZIONE
2. SCOPO
3. IDENTIFICAZIONE
DELL'ESERCENTE/OPERATORE

4. IMPIEGO DI AEROMOBILI REGISTRATI IN
ALTRI STATI EASA

5. IMPIEGO DI AEROMOBILI REGISTRATI IN
STATI TERZI NON EASA

GESTIONE DEL CAMBIAMENTO

NORMA RIGIDA

(ORA.GEN.130)

Approvazione preventiva (esempi)

- Nome organizzazione;
- Sede principale;
- Scopo attività;
- Basi secondarie;
- Accountable Manager, Nominated Persons;
- Manualistica, Safety Policy, Procedure;
- Facilities;

Procedura modalità approvazione non preventiva;

I cambiamenti potranno essere implementati solo dopo
formale approvazione autorità.

GESTIONE DEL CAMBIAMENTO

NORMA RIGIDA (ORA.GEN.130)

Approvazione non preventiva (esempi)

- Equipaggiamento medico;
- Personale tecnico Operatori FSTD;
- Modifiche programma manutenzione preventiva;
- Lista istruttori.

I cambiamenti potranno essere implementati trascorso
il tempo indicato nella procedura.

APPRENDIMENTO A DISTANZA E CLASSI VIRTUALI



APPRENDIMENTO A DISTANZA E CLASSI VIRTUALI DTO.GEN.260 e LINEE GUIDA EASA

- a) Per fornire l'istruzione teorica, le DTO possono avere ricorso all'istruzione in loco o a distanza.
- b) Le DTO monitorano e registrano i progressi di ogni studente che segue il corso di istruzione teorica.



APPRENDIMENTO A DISTANZA E CLASSI VIRTUALI DTO.GEN.260 e LINEE GUIDA EASA

AMC

Le DTO dovranno mantenere un accurato registro del progresso accademico in accordo ai seguenti principi:

- almeno 15hr a settimana di studio;
- evidenza degli argomenti trattati (attraverso l'analisi delle sessioni);
- una struttura definita del corso e delle lezioni settimanali;
- progress test ogni 15 ore di studio (ATO assessment) e self assessment progress test ogni 5/10 ore di studio;
- contatti regolati con Istruttori durante il corso (telefono, email, ecc);
- criteri di misurazione per determinare il livello di apprendimento dei vari elementi del corso (HT) per successiva presentazione agli esami presso l'autorit ;
- assicurare da parte degli istruttori un adeguato monitoraggio del lavoro degli student attraverso opportuni sistemi IT.

APPRENDIMENTO A DISTANZA E CLASSI VIRTUALI DTO.GEN.260 e LINEE GUIDA EASA

In ogni materia dovrà essere inserita una fase in presenza

Il totale delle ore di di teoria passato in classe dovrà essere non meno del 10% della durata del corso

Disponibilità presso la DTO (basi principali/secondarie) di adeguate aule didattiche

L'istruzione in presenza può comunque includere fasi in videoconferenza se viene assicurato il necessario livello di comunicazione e se siano pertanto disponibili adeguati equipaggiamenti e sistemi

APPRENDIMENTO A DISTANZA E CLASSI VIRTUALI DTO.GEN.260 e LINEE GUIDA EASA

[Guidance for allowing virtual classroom instruction and distance learning - guidelines in relation to the COVID-19 pandemic | EASA](#)

“virtual classroom instruction”

- livello comunicazione: interattivo tra istruttore e allievi, capacità di condivisione materiale didattico, video e audio attivi;
- equipaggiamento appropriato: connessione adeguata, identificazione studente;
- istruttori/studenti: preparati all'uso dei sistemi e alle tecniche didattiche a distanza;
- efficacia dell'apprendimento: max 12 studenti, maggiore affaticamento/intervalli adeguati (ogni ora), format esami uniformi, feedback.

ANNUAL INTERNAL REVIEW and ACTIVITY REPORT



ANNUAL INTERNAL REVIEW and ACTIVITY REPORT

NORMA RIGIDA DTO.GEN.270

A DTO shall take the following steps:

- a) conduct an annual internal review of the tasks and responsibilities specified in point DTO.GEN.210 and establish a report on that review;
- b) establish an annual activity report;
- c) submit the report on the annual internal review and the annual activity report to the competent authority by the date determined by the competent authority (30 aprile).

ANNUAL INTERNAL REVIEW and ACTIVITY REPORT

ANNUAL INTERNAL REVIEW (AMC1 DTO.GEN.270(a))

The annual internal review should consist of a comprehensive assessment whether the DTO effectively carries out the tasks and responsibilities pursuant to point DTO.GEN.210. Specific emphasis should be given to the following:

- (a) availability of sufficient resources;
- (b) conduct of training in accordance with the requirements of Part-FCL and Part-
DTO, with the DTO training programme(s) and with the DTO's safety policy;
- (c) random checks of training records and course completion certificates issued by
the DTO;
- (d) assessment of the training programme(s) for its (their) adequacy and currency;

ANNUAL INTERNAL REVIEW and ACTIVITY REPORT

ANNUAL INTERNAL REVIEW (AMC1 DTO.GEN.270(a))

- e) training aircraft including their documents and maintenance records;
- f) aerodromes and operating sites, including associated facilities;
- g) evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or that have been subject to findings as per point DTO.GEN.150;
- h) assessment of the safety policy including its means and methods as defined in AMC1 DTO.GEN.210 for its adequacy and currency;
- i) assessment of the effectiveness of the implementation of the mitigation measures, as foreseen in the DTO's safety policy.

ANNUAL INTERNAL REVIEW and ACTIVITY REPORT

ANNUAL ACTIVITY REPORT (AMC1 DTO.GEN.270(a))

- (a) With regard to the past calendar year, the annual activity report should contain at least lists of:
- 1) all training courses and refresher trainings actually provided;
 - 2) names of all flight, synthetic flight and theoretical knowledge instructors involved in the provision of training, including, in the case of DTOs for aeroplanes, helicopters and sailplanes, information on the aerodromes and operating sites of the DTO where it has mainly been providing training;
 - 3) number of students per training course;

ANNUAL INTERNAL REVIEW and ACTIVITY REPORT

ANNUAL ACTIVITY REPORT (AMC1 DTO.GEN.270(a))

- 4) all training aircraft and FSTDs used, including registration marks and FSTD qualification letter codes (as applicable), including, with regard to each aircraft, information on:
 - i. the training courses for which the aircraft has been used; and
 - ii. the aerodromes of the DTO where the aircraft has been mainly used;
- 5) all occurrences, accidents and incidents that occurred during the training courses; and
- 6) any other information that is deemed relevant by the DTO.

Grazie per aver partecipato

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