

Declared training organisation (DTO)

Name and DTO number:

Address:

Phone:

e-mail:

Name of the representative:

Name of the Head of training:

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; (within the last 12 months in the past calendar year) (and/or attachment)

State number of active students per training course within the last 12 month:
(does not including difference training)

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Training course(s) and refresher training:

State which training courses and refresher training actually provided:

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List of all training aircraft (and FSTD with letter codes if applicable) including with regard to each aircraft, information on:

- the Training Courses for which the aircraft has been used; and**
- the aerodromes of the DTO where the aircraft has been mainly used**

(and/or attach sheets)

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Skill test and Theory Examination passes and failures in the last 12 months in the past calendar year;

Theory:

Skill test:

Passed:

Failed:

Passed:

Failed:

Internal Review: (AMC.1.GEN.270(a))

The annual internal review is designed for the DTO to evaluate the effectiveness of its safety system, the adequacy of the training provided, and compliance with applicable regulations to effectively carry out the tasks and responsibilities pursuant to point DTO.GEN.210.

State all occurrences, accidents and incidents that occurred during the training courses and/or any other information that is deemed relevant by the DTO.

Effectiveness of mitigations put in place against the above
(and/or attach sheets)

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Analysis of safety reports made and follow up actions:

Numbers of safety reports made in the DTO within the last 12 Months? _____

How many of these reports lead to a follow up action? _____

Are the DTO safety policy adequate:

if the answer is NO then attach the validated safety policy together with this report.

Yes: No:

Internal review:

As an alternative, documentation can be provided, such as an internal audit report.

Has the DTO performed a review of availability of sufficient resources?

Yes: No:

If no; state reason:

Are the training provided in accordance with the requirements of Part-FCL and Part-DTO, with the DTO training programme(s) and with the DTO's safety policy;

Yes: No:

If no; state reason:

Have random checks of training records and course completion certificates issued by the DTO been done?

Yes: No:

If no; state reason:

Has an assessment of the training programme(s) been conducted to evaluate their adequacy and currency?

Yes: No:

If no; state reason:

Have the training aircraft, including their documents and maintenance records, been inspected?

Yes: No:

If no; state reason:

Have the aerodromes and operating sites, including associated facilities, been inspected?

Yes: No:

If no; state reason:

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Has the adequacy and effectiveness of the follow-up, corrective, and, if applicable, remedial actions taken after detected non-compliances or findings as per point DTO.GEN.150 been evaluated?

Yes: No:

If no; state reason:

Has the safety policy, including its means and methods as defined in AMC1 DTO.GEN.210, been assessed for adequacy and currency?

Yes: No:

If no; state reason:

Has the effectiveness of the implementation of the mitigation measures, as outlined in the DTO's safety policy, been assessed?

Yes: No:

If no; state reason:

Has the DTO performed a review of the training regarding the pass rates?

Yes: No:

If no; state reason:

Did the review lead to any changes?

Yes: No:

If yes; what changes were made?

Has the DTO performed flight and theory instructor standardization?

Yes: No:

If no; state reason:

Has the DTO made supervision of progress of students:

Yes: No:

If no; state reason:

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Filled by:

Name: _____ Function: _____

Date and Signature: _____

Please note that the form must be received by the Danish Civil Aviation and Railway Authority no later than January 31st of the year following the internal review.

The form should be sent to atomanualer@trafikstyrelsen.dk.