



Form No.: FOD.F.325g

AMDT No: 0

Page: 1 of 5

Issue Date: 31/03/2023

SAFETY REGULATION DIVISION
POLICY AND PROCEDURES**Title: Declared Training Organisations (DTO) Annual Internal Review and Annual Activity Report Form
(DTO.GEN.270)****Responsibility: Safety Regulation Directorate – Flight Operations Department** (unscheduled)**SUBMISSION OF ANNUAL INTERNAL REVIEW AND ANNUAL ACTIVITY REPORT TO THE
COMPETENT AUTHORITY: (AMC1 DTO.GEN.270(c))**

The annual internal review and the annual activity report for each past calendar year should be submitted to the competent authority with a time frame agreed between the DTO and the competent authority.

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.

1. DTO DETAILS:

DTO Name				
DTO registered Address				
Legal Status (Limited Company or Registered Club etc.)				
Acknowledgement of DTO Declaration date		IAA File Reference (e.g. IE.DTO.xxx)		
Number of Staff	Full Time		Part Time	
DTO Representative				
Contact Details				
Head of Training				
Contact Details				



Form No.: FOD.F.325g

AMDT No: 0

Page: 2 of 5

Issue Date: 31/03/2023

SAFETY REGULATION DIVISION
POLICY AND PROCEDURES**Title: Declared Training Organisations (DTO) Annual Internal Review and Annual Activity Report Form
(DTO.GEN.270)****Responsibility: Safety Regulation Directorate – Flight Operations Department** (unscheduled)

No. of Available Training Aircraft:		Type					
		Registration					

2. DTO Annual Internal Review (AMC1 DTO.GEN.270(a))**ANNUAL INTERNAL REVIEW**

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;



Form No.: FOD.F.325g

AMDT No: 0

Page: 3 of 5

Issue Date: 31/03/2023

SAFETY REGULATION DIVISION
POLICY AND PROCEDURES

**Title: Declared Training Organisations (DTO) Annual Internal Review and Annual Activity Report Form
(DTO.GEN.270)**

Responsibility: Safety Regulation Directorate – Flight Operations Department (unscheduled)

(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;



Form No.: FOD.F.325g

AMDT No: 0

Page: 4 of 5

Issue Date: 31/03/2023

SAFETY REGULATION DIVISION
POLICY AND PROCEDURES

**Title: Declared Training Organisations (DTO) Annual Internal Review and Annual Activity Report Form
(DTO.GEN.270)**

Responsibility: Safety Regulation Directorate – Flight Operations Department (unscheduled)

3. DTO ANNUAL ACTIVITY REPORT (AMC1 DTO.GEN.270(b))

ANNUAL ACTIVITY REPORT

(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;

(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;



Form No.: FOD.F.325g

AMDT No: 0

Page: 5 of 5

Issue Date: 31/03/2023

SAFETY REGULATION DIVISION
POLICY AND PROCEDURES

**Title: Declared Training Organisations (DTO) Annual Internal Review and Annual Activity Report Form
(DTO.GEN.270)**

Responsibility: Safety Regulation Directorate – Flight Operations Department (unscheduled)

(5) all occurrences, accidents and incidents that occurred during the training courses; and

(6) any other information that is deemed relevant by the DTO.

DTO Representative Declaration:

I certify that all the information provided in this form is correct and complete and that the activities described can be financed and carried out in accordance with the applicable requirements.
(ORA.GEN.210(a) Personnel Requirements).

**DTO Representative
Signature:**

Name (Block Capitals):

Date:

For IAA use only

Recommendation(s):

Signature:

Date:

Please Return this Form FOD.F.325b, the Annual Internal Review and the Annual Activity Report by email to :
dto@iaa.ie