




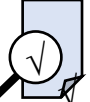



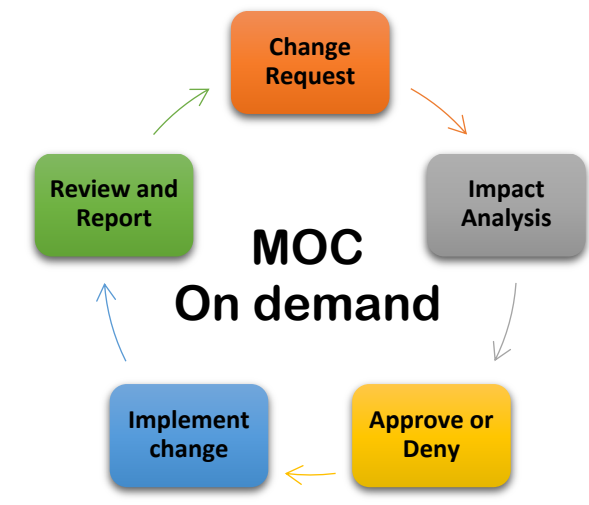
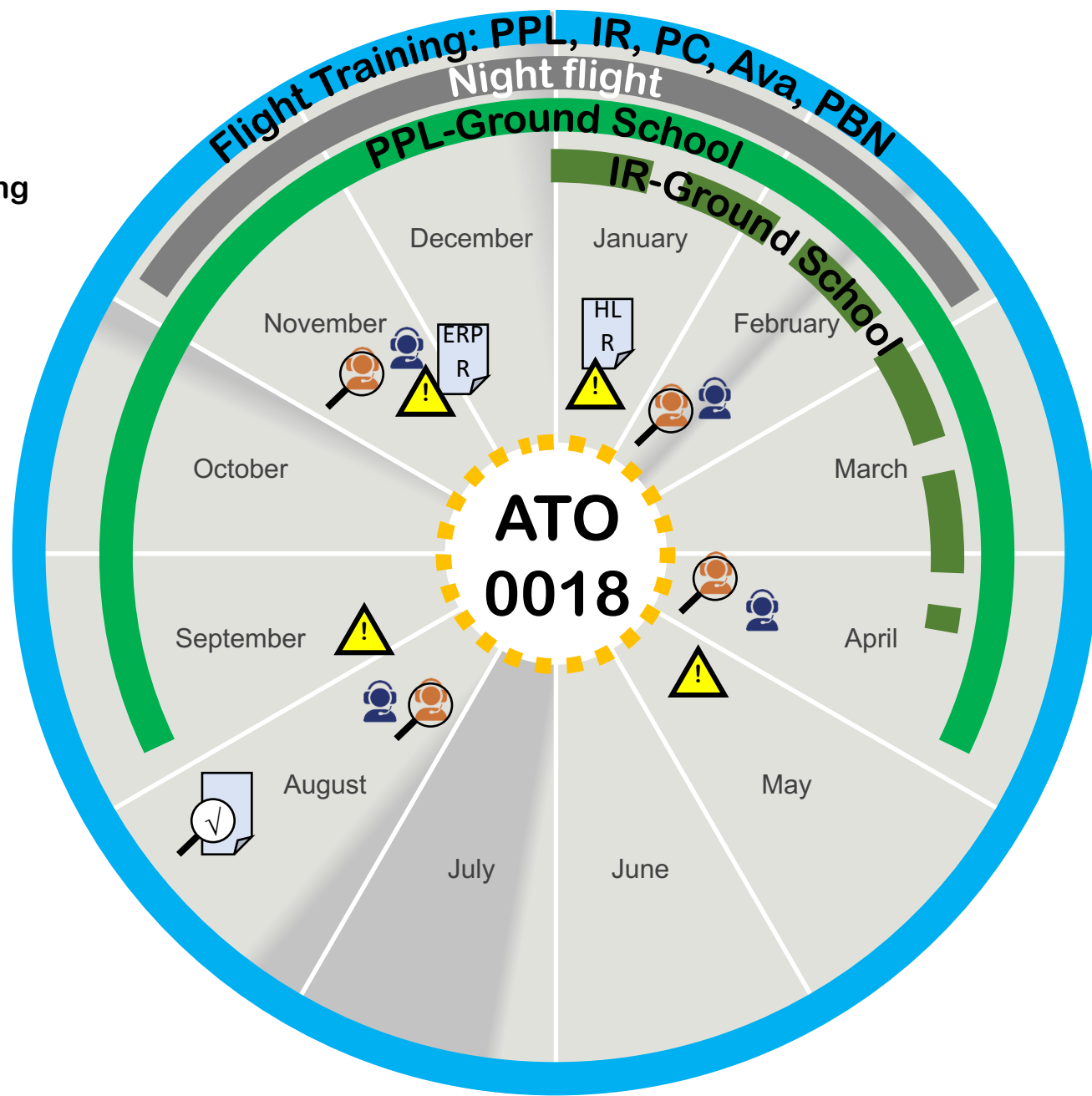
# Årshjul LFK ATO

Nils Erik Peterson

# SE.ATO.0018 Yearly cycle



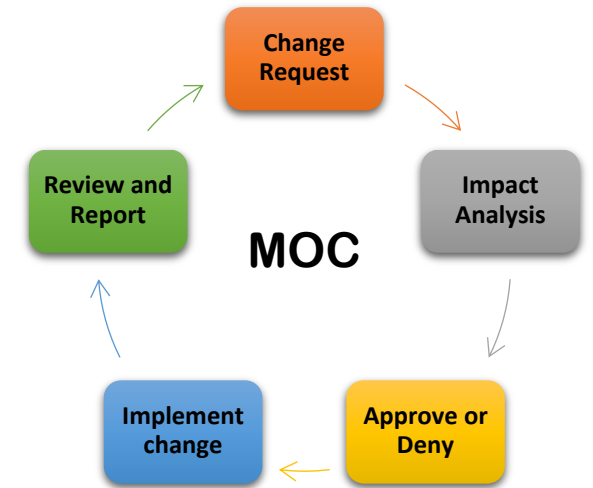
-  Instructor Meeting
-  Review of FI certificates
-  SM Safety Reports handling
-  Hazard Log Review
-  ERP Review
-  CMM Review of ATO
-  Regular Safety Committee meeting



# ATO Cycle Clarifications

- Safety reports handling
  - SM continuously monitor and work in the IRS-system
- Hazard Log Review
  - Review all hazards created last year
  - Review all hazards marked for continuous review
- Review of FI certificates
  - Ensure that valid documentation is on file for each FI
    - Medical
    - Licenses
- ERP Review
  - Update with new findings
  - Update with members of the LFK-board/SC
- Instructor Meeting
  - Either with flight-, ground- or all instructors. At least two meetings with flight- and ground instructors every year.

- Management Of Change Process shall be used for major changes in
  - Aircraft fleet
  - ATO personnel
  - Premises
  - EASA rules
  - Course syllabus
  - Introduction of new courses



# Management of Change

**XXX**

Nils Erik Peterson/AM

# SE.ATO.0018 MOC Safety Manager

- Change Request
  - ...
- Impact Analysis
  - ...
- Approve or Deny
  - The change is approved
- Implement change
  - ....
- Review and Report
  - Review of this will take place at end of xxxx.

