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Genehmigung Leitungspersonal Erteilung

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/103778572/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99080091001000
Leistungsbezeichnung I	Genehmigung Leitungspersonal Erteilung
Leistungsbezeichnung II	Appoint management staff for German airlines
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Erteilung (1)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Reisen (1120100), Erlaubnisse und Genehmigungen (2010400)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	01.08.2024
Fachlich freigegeben durch	Federal Ministry for Digital and Transport Affairs (BMDV)
Handlungsgrundlage	https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=uriserv%3AOJ.L_.2012.296.01.0001.01.DEU https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=uriserv%3AOJ.L_.2012.296.01.0001.01.DEU
Teaser	If you wish to fill management positions in your German aviation company for the first time or to fill new positions, you must apply for the appointment of management personnel.
Volltext	<p>With the appointment of management personnel, you can either apply for a new appointment to a management position or propose persons for appointment as management personnel for the first time.</p> <p>The following positions must be appointed for each German air carrier:</p> <ul style="list-style-type: none"> • Operations Manager • responsible persons (nominated persons): <ul style="list-style-type: none"> • Head of Safety Management (Safety Manager) • Head of Flight Operations (Nominated Person Flight Operation, NPFO) • Head of Crew Training (NPCT) • Head of Ground Operations (NPGO) • Head of Compliance Management (Compliance Monitoring Manager) <p>The management personnel or the responsible persons must be suitable and qualified for the respective proposed position and meet the requirements of the EU regulations. The Luftfahrt-Bundesamt (LBA) checks the suitability of the proposed persons: If the examination is successful, the</p>

Modul

Sachverhalt

LBA appoints the respective person.

With the appointment of the operations manager or other management personnel, you will receive a notification and the adapted Air Operator Certificate (AOC) from the LBA.

Note:

You must apply for the appointment of the person responsible for continuing airworthiness separately at the Technical Department, CAMO Division.

Erforderliche Unterlagen

for the entire management staff:

- Curriculum vitae
- Employment contract

for the position of Head of Compliance Management:

- Proof of specialist courses on the basics of quality assurance and auditing as well as a specialist course on risk assessment

also required for the position of Head of Crew Training:

- Proof of valid teaching authorization

for the position of operations management:

- Shareholder resolution in which the person was proposed
 - Documents proving the proposed person's authorizations within the organization, i.e.
 - Extract from the commercial register or
 - the corresponding power of attorney
 - Postal delivery: police clearance certificate not older than 6 months

Modul

Sachverhalt

You can find out which documents are required in your case on the application form.

You do not have to submit certain documents at the time of application - you can submit these documents later.

Voraussetzungen

- You have an operating license as a German air carrier.

for the appointment of management personnel:

- The proposed person demonstrates the experience and qualifications required for the position.
- The proposal has been agreed with and approved by the management of your company.

for the appointment of management:

- The proposed person has been confirmed by a shareholder resolution.
- The proposed person is either a managing director of the company or has power of attorney under commercial law.

Kosten

Gebühr: 250€ - 500€
The costs apply to the appointment of each management position.

Verfahrensablauf

You can nominate the management personnel or the responsible company management online or by post or fax.

Online application:

- Go to the federal portal verwaltung.bund.de and complete the online application.
- You will need your BundID account to apply online.
- You can upload your documents directly.
- The Luftfahrt-Bundesamt (LBA) will check whether

Modul
Sachverhalt

the proposed person has sufficient experience and qualifications for the position and whether all the necessary requirements and documents are available.

- The LBA will conduct a personal interview with you either at the company or at the LBA in order to be able to make a final assessment of your level of knowledge and qualifications.
- If anything is unclear or information is missing, the LBA will contact you.
- Once your application has been processed by the authority, you will receive a final decision and a fee notice. You can retrieve the decision and receive the adapted Air Operator Certificate (AOC) by post.

Application by post or fax:

- Call up the forms on the LBA website.
- Complete the forms and compile the required documents.
- Send all documents to the LBA.
- The further procedural steps are the same as for the online application.

Bearbeitungsdauer

2 - 14 Woche(n)

The processing time depends on the circumstances of the respective procedure. The Luftfahrt-Bundesamt (LBA) will provide information on the status of processing on request.

Frist

There is no deadline.

weiterführende Informationen

https://www.lba.de/DE/Luftfahrtunternehmen/Flugbetrieb/Formulare_Flugbetrieb/Formulare_Flugbetrieb_node.html

Hinweise

There are no indications or special features.

Rechtsbehelf

- Objection
- You can lodge an objection within 1 month.

Kurztext

- Approval of management personnel Issuance
- Application for the appointment of management personnel for German air carriers
- Application for the appointment of

Modul

Sachverhalt

- responsible operations manager
- Head of safety management
- Person responsible for flight operations
- person responsible for crew training
- person responsible for ground operations
- for the person responsible for compliance management
- required documents:
 - Details of the positions
- Prerequisite:
 - Proposed person must be agreed with operations management and the appointment must be approved
 - Luftfahrt-Bundesamt (LBA) checks suitability of the person and proof of knowledge, usually by personal interview
- Application cannot be made by proxy
- Costs: 250.00 to 500.00 EUR
- Responsible: Luftfahrt-Bundesamt

Ansprechpunkt

Zuständige Stelle

Formulare

Ursprungsportal

Genehmigung Leitungspersonal Erteilung,
Genehmigung Leitungspersonal Erteilung