



**Safety Regulation Group
Personnel Licensing Department**

Standards Document 34, Version 2

**Joint Aviation Requirements Flight Crew Licensing
Criteria for the Approval of Type Rating Training Organisations**

PLEASE NOTE THAT THIS DOCUMENT IS FOR GUIDANCE PURPOSES ONLY. THE LATEST VERSION OF THIS DOCUMENT CAN BE VIEWED ON THE PERSONNEL LICENSING DEPARTMENT WEBSITE.

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Courses of Training for Aeroplane and Helicopter Type Ratings

1 Introduction

- 1.1 The licensing of flight crew of British registered aircraft is regulated by the Safety Regulation Group (SRG) of the United Kingdom Civil Aviation Authority (CAA).
- 1.2 The United Kingdom is a full Member State of the Joint Aviation Authorities (JAA).
- 1.3 Common, comprehensive and detailed requirements, known as Joint Aviation Requirements (JARs), have been agreed by Member States of the JAA covering many functions related to the safety of aircraft.
- 1.4 One of these functions is the licensing of flight crew. The related requirements are published in the Joint Aviation Requirements – Flight Crew Licensing (JAR-FCL), which have been implemented by the United Kingdom.
- 1.5 JAR-FCL states, with few exceptions, that training courses leading to the grant of a flight crew licence or of a rating in a licence and the organisations that conduct them must meet specific requirements and be approved by the national aviation authority of one of the Member States. The requirements that must be met are contained in the relevant JAR-FCL document.
- 1.6 This Standards Document contains supplementary guidance and information for the benefit of organisations seeking approval from the CAA. It is intended to serve two purposes as follows:
- to help organisations ensure that an application made for an approval will satisfy the CAA that the relevant requirements and standards have been met and thereafter will continue to be met;
 - to explain administrative arrangements and legal matters particular to the United Kingdom.
- 1.7 The courses concerned are:
- Aeroplane Type Rating Course (with or without MCC)
 - Helicopter Type Rating Course (with or without MCC)
 - Multi-Crew Co-operation Course
- 1.8 The CAA expects organisations seeking approval to be in possession of the latest version of the relevant JAR-FCL document(s) and for the organisation's representatives to be familiar with the content.
- 1.9 This document must be read in conjunction with the relevant provisions of JAR-FCL 1 which contains aeroplane licensing requirements and JAR-FCL 2 which contains helicopter licensing requirements.
- 1.10 JAR-FCL 1.055 of Sub Part A of JAR-FCL 1 for aeroplanes and JAR-FCL 2.055 of Sub Part A of JAR-FCL 2 for helicopters provide for a National Aviation Authority to approve an organisation that satisfies the requirements for approval. The requirements that must be satisfied for approval to be granted are contained, in broad terms, in the appendices to JAR-FCL 1 and 2. Details of course pre-requisites, course content, written examinations and flight tests can be found in the other Sub Parts of JAR-FCL. Additional information concerning courses is also to be found in JAR-FCL in material called Acceptable Means of Compliance (AMC) and Interpretative and Explanatory Material (IEM).
- 1.11 The basic requirement to hold approval as a Type Rating Training Organisation (TRTO) is established by virtue of the provisions of JAR-FCL 1.055 for aeroplanes and JAR-FCL 2.055 for helicopters. The basic requirements that must be satisfied to obtain approval are found in Appendix 2 to JAR-FCL 1.055 for aeroplanes and Appendix 2 to JAR-FCL 2.055 for helicopters. These include the requirement for courses to be approved. The information in this part therefore follows the layout of these Appendices as far as possible, and should be read in conjunction with them. However, other provisions of JAR-FCL 1 and 2 contain material relevant to any application for approval and these provisions will be referred to in this part as and where appropriate.
- 1.12 A TRTO is considered normally to be a single organisation staffed, equipped and operated in a suitable environment offering the flight training, synthetic flight instruction and theoretical knowledge instruction required for the course(s) provided.
- 1.13 A TRTO may make training arrangements with other training organisations but must retain complete ownership of and responsibility for such training. A TRTO cannot delegate its responsibility to ensure that these other organisations conform to the relevant JAR-FCL requirements and are accessible for inspection. Where training is approved at multiple locations, all sites will be subject to inspection. The TRTO itself must be self-sufficient and able to test its trainees at the completion of each module of training. The only two training modules envisaged are theoretical knowledge instruction and flight instruction, some or all of which may be conducted in approved Flight Simulation Training Devices (FSTDs). In either case the TRTO's Head of Training is directly responsible to the Authority for its training standards and compliance with JAR-FCL even though a sub-contracted organisation may also be approved.
- 1.14 A TRTO using a sub-contracted training organisation to provide theoretical knowledge training shall be responsible for the testing of its trainees at the end of the module by use of the theoretical knowledge examination. Where a sub-contracted training organisation is not approved by a JAA Member State, it will be subject to inspection as part of the TRTO's approval process.
- 1.15 An Organisation operating in a country other than the United Kingdom may seek approval to conduct courses of training. Agreement to undertake the necessary work towards the approval of non-UK based organisations will be dependent on the availability of personnel resources and will normally be subject to a demonstration of need, such

as a contractual arrangement to provide training to a UK operator or the ability to provide training services or media not available in Europe. The organisation shall meet the requirements of JAR-FCL including, in the case of TRTOs, the requirements of Appendix 2 to JAR-FCL 1.055 and/or Appendix 2 to JAR-FCL 2.055 as appropriate and, in addition to the guidance contained in this Standards Document, take account of the following additional considerations:

- all costs associated with inspections and visits for other purposes as deemed appropriate by the CAA will be recovered from the organisation seeking or holding an approval;
- where the course is conducted in a non-English speaking country, the Head of Training shall ensure that students/trainees are, before the commencement of the course, capable of understanding and interpreting aeronautical and other information promulgated by or on behalf of that country, concerning flight safety or related to the conduct of the course;
- operations in another country shall be conducted in conformity with the regulations in force in that country as well as with JAR-FCL and documentation required to support the approval shall incorporate references to all relevant regulations;
- aircraft used on courses shall have the equivalent of a valid EASA Certificate of Airworthiness; be equipped and maintained to the standard required for public transport operations and meet the other requirements described in this document;
- the aerodrome and its environment must be suitable in every way for the course and the aircraft to be used on the course. Aerodromes shall meet the requirements of the relevant state authority, the requirements of JAR-FCL and such other requirements as the CAA may determine. In this latter regard, the Training Organisation must assure the CAA that equivalence with the requirements in place in the UK for aerodromes at which training is conducted has been established. (CAA CAP 168 *Licensing of Aerodromes* refers). The CAA will also pay particular attention to the safety provisions put in place at off-aerodrome sites used for helicopter sloping ground and confined area flight training exercises which must be acceptable to the CAA.

1.16 JAR-FCL permits holders of non JAR-FCL instructor ratings to be authorised to conduct flight instruction on courses approved in accordance with JAR-FCL except courses for instructor qualifications and on courses of Multi Crew Co-operation training - see Appendix 1 to JAR-FCL 1.300 for aeroplane instructors and Appendix 1 to JAR-FCL 2.305 for helicopter instructors.

1.17 The actual instructor training to be given to non JAR-FCL instructors must be acceptable to the CAA and must be stipulated in the organisation's Operations Manual.

2 Obtaining Approval (Appendix 2 to JAR-FCL 1.055/2.055, para 3-7)

2.1 It is the CAA's experience that considerable resources and effort are required to prepare an initial application for approval to conduct courses of training, particularly in relation to the development of the required documentation. Equally, the review of such material is both demanding of staff effort within the Personnel Licensing Department and must take its place beside other work undertaken - it is not given special priority against other tasks. Therefore, organisations should make realistic assumptions from the outset as to how long it will take to obtain approval and are strongly recommended to inform the CAA of their intentions at an early stage of planning.

2.2 The CAA will approve only courses prepared and delivered in the English language. All course material including any documentation or records required to be maintained should be in English. Training Organisations should ensure that trainees for whom English is a second language have a comprehensive understanding of spoken and written English before admitting them to a course.

2.3 A TRTO seeking approval for itself and the courses it proposes to offer should apply to the Head of the CAA's Personnel Licensing Department (HPLD). Application forms for the approval of Training Organisations (SRG1175) are obtainable from the Personnel Licensing Department Approvals Support Section or from the SRG website. The application forms should be accompanied by the charge prescribed in the CAA Scheme of Charges current at the time of application and the following documentation:

- Operations Manual with amendment service
- Training Manual with amendment service
- Quality Manual with amendment service
- Detailed management structure
- CVs (resumés) for the Head of Training and his nominated deputy, the Quality Manager and Chief Ground Instructor
- List of aeroplanes or helicopters to be used on the course
- List of aerodromes/heliports/landing sites to be used for flight training
- Description of accommodation and theoretical knowledge instruction and examination facilities
- Description and location of synthetic training facilities and copies of relevant qualifications and approvals
- Evidence of the continuing availability of the required equipment and facilities

- Samples of course documentation (may be included in the Training Manual) and trainee notes
- At least two sample theoretical knowledge examination papers for each type for which approval is sought
- Evidence of sufficient funding

2.4 Information in support of the above list is given in the following paragraphs:

- From the Operations Manual, give details of the management structure of the TRTO, including the number and qualifications of the individual staff intended to be used to conduct type rating and multi-crew co-operation courses and the likely number of trainees to be accommodated at any one time.
- List the aeroplanes or helicopters available for training, including registration marks and associated information. Aircraft used on the course must be of the same variant as taught in the ground school and in synthetic training devices. When used for flight training, the aircraft should not be operated with an allowable defect that will affect the normal operation of any system essential for the completion of the skill test. Abnormal operation of systems must not be practised in an aircraft other than as allowed in the skill test.
- List the FSTDs available and note any associated certificates of qualification and user approval. Give details of maintenance and other records, including reliability data, where relevant. If devices have been qualified by another JAA member state, user approval must still be obtained from the UK CAA, prior to the commencement of any training.
- Describe the accommodation available including classrooms, rest rooms, toilets and other facilities for relaxation, sufficient for the number of staff and trainees attending at any one time. Where it is not possible to co-locate ground school, synthetic and flying training facilities, the ground school and cockpit training facilities must be in close proximity. Ground school classrooms and theoretical knowledge examination rooms must be well lit, warm, suitably ventilated, quiet, free from external noise and other distractions, and sufficiently spacious to allow individual trainees room within which to work without disturbing others. The facilities must be adequate for the number of trainees envisaged on each course.
- Describe the means of conducting theoretical knowledge examinations and in particular the arrangements for maintaining the confidentiality of examination papers and the method of selection of the questions to be asked. Show compliance with JAR-FCL 1.261(a) or 2.261(a) as appropriate.
- Provide at least two sample theoretical knowledge examination papers, prepared in accordance with the guidance at Annex 4 to this document. If it is intended that computer-based examinations will be used, the CAA must be assured that the software used is capable of providing a sufficient variety of questions to cover all parts of the syllabus.
- Show the availability of the required training equipment, facilities and instructors for future courses by giving details of the ownership, leases or contracts as appropriate.
- Provide samples of documentation relating to proposed courses (including a sample course completion certificate), and the training and checking forms detailed in the Training Manual, with evidence of an updating system. Name the person responsible for maintaining and checking records, licences and log books and state the frequency of record checks. Show that arrangements have been made for security of records and documents. Show evidence of standardisation of entries in training records.
- Give details of the training standards quality control system and describe how it will be used to audit TRTO policies. Show training effectiveness by the ability to identify and correct unsatisfactory progress by use of the internal feedback system for detecting these training deficiencies. State the procedures for changing instructors and suspending a trainee.
- The TRTO will not be required to duplicate submission of information relating to the items listed above if that information is already included on the application form or another document submitted, for example the Operations Manual.

2.5 **Quality System.** It is a requirement of JAR-FCL 1 and 2 that an organisation seeking approval shall establish procedures acceptable to the CAA to ensure compliance with all relevant JAR-FCL requirements and that these procedures shall include a quality system within the organisation to readily detect any deficiencies for self-remedial action (see paragraph 17 of Appendix 2 to JAR-FCL 1.055 for aeroplanes and paragraph 17 of Appendix 2 to JAR-FCL 2.055 for helicopters). Guidance on the development of quality systems is contained in IEM No.1 to JAR-FCL 1.055 for aeroplanes and IEM No.1 to JAR-FCL 2.055 for helicopters. An example of a compliant Quality Manual is available from PLD Approvals Support.

2.6 **Initial Inspection.** When the CAA is satisfied that the application and associated documentation complies with the requirements, all aspects of the TRTO and all training locations will be inspected to ensure that the requirements are met. Subject to satisfactory inspection, an initial approval for courses to be conducted under the direction of the Head of Training will be issued for a period of one year.

2.7 It may be necessary to make subsequent inspections, to ensure compliance of the infrastructure and to observe training taking place. If a TRTO elects to sub-contract any element of the course, the Authority may choose to conduct a further inspection of the sub-contractor.

2.8 The initial inspection will focus on:

- Staff - adequacy of numbers and qualifications - flight instructors, validity of licences and ratings and logbooks.

- Training aircraft - registration - documentation - maintenance and maintenance records – instrument and equipment fit.
- Facilities - adequacy for the courses being conducted and the number of trainees (this includes the adequacy of the aerodromes to be used and the area(s) in which flight training is to be conducted).
- Documentation - regulatory documents related to the courses (e.g. JAR-FCL1/2, Standards Document 34, ANO, etc.), including amendment state.
- Ground, flight and synthetic flight instruction including pre flight briefing, actual flight and post flight debriefing. The CAA reserve the right to observe instruction being given both in the air and on the ground.
- The quality system*
- Evidence of sufficient funding*

* In practice, consideration of these items will have taken place before the initial approval inspection.

2.9 It will be a condition of the approval that the CAA may re-inspect the organisation at any time during the period of approval. Continuation of an approval is not automatic but depends upon the outcome of inspections. Reports will be provided to the TRTO following inspection visits by CAA staff.

2.10 It will be a condition of the approval that the CAA may sample ground and/or flight/synthetic flight training at any time during the period of the approval. Sampling will include observation of the briefing and debriefing and training records must be made available. Sampling may be conducted by Flight Operations Training Inspectors on behalf of PLD or by CAA Flight Examiners.

3 Revocation, Suspension or Variation of an Approval (Appendix 2 to JAR-FCL 1.055/2.055, para 5)

3.1 JAR-FCL 1.010(c)(1) and 2.010(c)(1) provide that 'A JAA Member State may at any time in accordance with its national procedures act .. if it is established that an applicant .. has not met or no longer meets, the requirements of JAR-FCL or relevant national law of the state ..'. In the context of approvals under JAR-FCL 1.055(b) and 2.055(b) this is further amplified in paragraph 5 of Appendix 2 to JAR-FCL 1.055 and Appendix 2 to JAR-FCL 2.055.

3.2 In accordance with Article 92 of the ANO 2005 an approval issued by the CAA may be revoked, suspended or varied if the requirements cease to be met in part or in whole, or if the standards on which approval was granted are not maintained. Should there be a failure to meet the requirements or standards the organisation will be formally notified of the non-conformances and remedial action will be identified and agreed to be taken within a specified time. Should the organisation fail to meet the standards in the specified time, revocation, suspension or variation of the approval will be considered.

4 Financial Resources (Appendix 2 to JAR-FCL 1.055/2.055, para 8)

4.1 A Training Organisation shall satisfy the CAA that sufficient funding is available to conduct training to the approved standards. For aeroplanes see IEM No.2 to JAR-FCL 1.055. For helicopters see IEM No.2 to JAR-FCL 2.055.

5 Re-approval (Appendix 2 to JAR-FCL 1.055/2.055, para 9)

5.1 Applications for renewal of an approval should be submitted to PLD on Form SRG1175, which may be obtained from PLD Approvals Support or may be downloaded from the SRG website. Applications for renewal of an approval must be accompanied by the charge prescribed in the CAA Scheme of Charges current at the time of application.

5.2 Renewal of the approval will depend on the outcome of oversight inspections conducted during the period of the approval and will focus on the organisation's maintenance of the necessary training standards and its compliance with the provisions of JAR-FCL. As well as the items in paragraph 2.8 above, the inspection team will concentrate on the day to day conduct of training and **the safety of flight operations**. They will pay particular attention to:

- Action taken on any non-conformances raised at the last inspection
- The operation of the Organisation's quality system
- Any changes to the training management team
- The current numbers of training staff
- The training task since the last inspection and forecasts for the next approval period
- Changes to the location of training facilities
- Course structure and training aids
- Training records (a representative sample of records will be examined in detail)
- Examination results and analysis

- Future plans

- 5.3 Approval will normally be granted for further periods of three years for TRTOs based within a JAA member state, subject to the CAA being satisfied that the requirements continue to be met. For TRTOs based outside of a JAA member state, approval will be granted for periods of one year.
- 5.4 If an approval has lapsed by more than 3 months and an organisation wishes to re-establish the approval it shall apply as if making an initial application for approval and the relevant charge shall be payable.
- 5.5 An organisation may not commence, conduct or continue training courses requiring approval unless it has the relevant approval documentation in its possession.

6 Management and Staffing (Appendix 2 to JAR-FCL 1.055/2.055, paras 11-13)

- 6.1 JAR-FCL requires that an adequate number of qualified, competent staff are to be employed and that the management structure ensures supervision of all grades of staff by persons having the necessary experience and qualities. The CAA will place particular emphasis on the qualifications and competence of all training staff in their specialisation and in training techniques. All training staff must be acceptable to the CAA.
- 6.2 All intended changes to training staff must be notified to PLD using Form SRG1180. An example of the form is at Annex 6 and copies may be downloaded from the SRG website or obtained from PLD Approvals Support.
- 6.3 **Head of Training.** The Head of Training is responsible to the CAA for discharging the responsibilities ascribed to the post holder in JAR-FCL. To be acceptable to the CAA, the person nominated for this post should have extensive experience in training either as a Flight or Theoretical Knowledge Instructor, a Type Rating Instructor or a Line Training Captain as well as possessing a sound managerial capability. In the case of TRTOs attached to an air transport undertaking, it will also be desirable for the nominee to have already held an executive flying post within the Organisation.
- 6.4 Should the Head of Training leave his position, the approval will be automatically suspended. The CAA must be informed of the departure or intended departure of any TRTO post holder. However, provided that a named deputy has been in post and has been active for at least 90 days before the departure of the Head of Training, permission may be given for the approval to continue pending the appointment of a permanent replacement. The acceptability to the CAA of an intended appointee should be confirmed before the appointment is made.
- 6.5 **Fleet Training Manager.** In a large, multi-type TRTO it will be acceptable for the Head of Training to be supported by a Fleet Training Manager for each aircraft type. The responsibilities of the Fleet Training Manager will include supervision and standardisation of all flight and synthetic flight instructors. Standardisation of flight and synthetic flight instructional staff is an important aspect of the operations of a TRTO and the CAA must be satisfied that adequate arrangements are put in place. The Fleet Training Manager shall also be responsible for all flight and synthetic flight instruction records of trainees on the particular type.
- 6.6 **Chief (Flying) Instructor.** In smaller TRTOs the functions of the Fleet Training Manager will normally be undertaken by a Chief Instructor or Chief Flying Instructor.

7 Instructors (Appendix 2 to JAR-FCL 1.055/2.055, para 14)

- 7.1 Sufficient Type Rating Instructors, Class Rating Instructors or Flight Instructors must be employed to ensure the proper continuity of training for all trainees attending the courses.
- 7.2 Flight instruction on the single engine helicopter type rating courses shall be given by appropriately qualified Flight Instructors (Helicopter) FI(H) or Type Rating Instructors (Helicopter) TRI(H). Flight instruction on multi-engine helicopter type(s) shall be given by TRI(H)s qualified to instruct on the relevant type. (Information on instructor qualifications is contained in JAR-FCL 2, Section 1, Subpart H). The Head of Training may appoint other instructors having appropriate experience and knowledge of the helicopter used on the course to give theoretical knowledge instruction (see Appendix 1 to JAR-FCL 2.261(a), paragraph 1).
- 7.3 Instructing staff shall not act in any capacity at more than one Training Organisation approved under JAR-FCL except with the permission of PLD.

8 Instructors for Synthetic Flight Training (Appendix 2 to JAR-FCL 1.055/2.055, para 15)

- 8.1 Sufficient Synthetic Flight Instructors (SFIs) and/or Synthetic Training Instructors (STIs) must be employed to ensure the proper continuity of synthetic flight training for all trainees attending the courses being run by the TRTO.
- 8.2 JAR-FCL provides that Synthetic Flight Instructors shall hold or have held a professional pilot licence and ratings appropriate to the training course(s) they are appointed to conduct and have had instructional training experience. The latter requirement may be taken to include civil or military instructional experience but must be acceptable to the CAA.
- 8.3 Synthetic flight instruction for the initial grant of a class or type rating may be given by Synthetic Training Instructors. (see JAR-FCL 1.419 for aeroplanes and JAR-FCL 2.360 for helicopters).
- 8.4 Standardisation of SFIs and STIs is a matter for the Head of Training or, if appointed, Fleet Training Manager/Chief Flying Instructor. The CAA will need to be satisfied that SFIs/STIs have been instructed on and achieved an appropriate level of knowledge of the types of devices to be used on courses, including their operation and the instruction to be given to trainees in accordance with the syllabus.
- 8.5 Instructors should not normally instruct for more than 1000 machine hours in any 12 month period.

9 Theoretical Knowledge Instruction (Appendix 2 to JAR-FCL 1.055/2.055, para 16)

- 9.1 **Chief Ground Instructor.** The duties and responsibilities of the Chief Ground Instructor shall include development of theoretical knowledge training courses, maintenance of trainee reference material, theoretical knowledge instruction records and the programming of theoretical knowledge ground examinations. In a small TRTO this post may be combined with that of the Head of Training.
- 9.2 **Theoretical Knowledge Instructors.** Sufficient theoretical knowledge instructors must be employed to ensure the proper continuity of theoretical knowledge instruction for all trainees attending the courses being run by the TRTO. Theoretical knowledge instruction may be carried out by any instructor having appropriate experience in aviation and knowledge of the aircraft concerned. Personnel nominated as theoretical knowledge instructors must be acceptable to the CAA.

10 Training Standards (Appendix 2 to JAR-FCL 1.055/2.055, para 17)

- 10.1 The CAA requires that adequate arrangements are put in place by the Head of Training for the standardisation of instructional staff and the provision of instructor briefing material. Such arrangements shall be detailed in the Training Manual.
- 10.2 Arrangements are to be made for periodic standardisation training and checking. Such training and checking is to be recorded within the Organisation's quality control system.

11 Records (Appendix 2 to JAR-FCL 1.055/2.055, para 18-20)

- 11.1 Administrative staff shall be provided to deal with the routine administration of courses.
- 11.2 The form of trainee training records is to be specified in the Training Manual and be acceptable to the CAA. The records are to include:
- trainee's personal details, including next of kin details, previous experience and qualifications including a summary of any credit to which the trainee may be entitled and an assessment of his suitability to undertake the course;
 - a copy of the trainee's MCC course completion certificate, if appropriate;
 - for each training detail, the date, the aircraft registration or FSTD identification, the flight time, the instructor's name and written comments by the instructor on the trainee's performance, progress and other factors such as attitude and manner during the detail and during the course as a whole. Written comments should contain comment on CRM/MCC aspects where appropriate. Trainees should sign each report, acknowledging the debrief;
 - summary reports on theoretical knowledge instruction delivered and the result of progress/phase tests, skill tests and theoretical knowledge examinations including arrangements for remedial training after failed tests/examinations;
 - a copy of the trainee's course completion certificate and copies of all parts of the relevant Licensing Skill Test (LST) Form.
- 11.3 Records should be maintained for synthetic flight and theoretical knowledge instruction.
- 11.4 If computer based records are used they should be backed up daily. The arrangements for safeguarding such records against loss, corruption and unauthorised change are to be noted in the Training Records section of the Training Manual. Paper copies of records may be requested by the CAA.

- 11.5 All training records are to be retained for a minimum of 5 years from the date of course completion.
- 11.6 **Logbooks.** Trainees' pilot logbooks must be kept in accordance with the provisions of the United Kingdom Air Navigation Order currently in force and should also conform to JAR-FCL (see JAR-FCL 1.050(a) and 1.080 for aeroplanes and JAR-FCL 2.050(a) and 2.080 for helicopters). All approved course flying and synthetic flight training is to be clearly identified as such and include details of the exercises carried out.
- 11.7 Logbooks are to be certified as being correct at the end of each course by the Head of Training or his nominated deputy.
- 11.8 The logbooks of instructors who conduct flight instruction on an approved course must include a monthly summary of all flight time which clearly distinguishes approved course instructional flying from other flying.
- 11.9 On satisfactory completion of a course of theoretical knowledge instruction, a trainee is to be given a Certificate of Course Completion signed by the Head of Training, Chief Ground Instructor, if appointed, or nominated deputy. The form of the certificate is to be included in the Training Manual.

12 Training Programme (Appendix 2 to JAR-FCL 1.055/2.055, para 21)

- 12.1 The TRTO Training Manual will state the entry requirements for each course and include the standards, objectives and training goals for each module of training that trainees are required to complete.
- 12.2 In determining the amount of training appropriate to any aircraft type, the manufacturer's course or, if available, the recommendation of a JAA Joint Operational Evaluation Board (JOEB) should be taken as an initial guide and the course should be designed for a trainee with only the minimum entry requirements detailed in the Training Manual.
- 12.3 Training is to include sufficient theoretical knowledge and flight instruction to meet the course requirements as detailed in:
- for theoretical knowledge instruction: JAR-FCL 1.261(a), Appendix 1 to JAR-FCL 1.261(a) and AMC FCL 1.261(a) for aeroplanes and 2.261(a), Appendix 1 to JAR-FCL 2.261(a) and AMC FCL 261(a) for helicopters,
 - for flight instruction: JAR-FCL 1.261(b) and Appendix 3 to JAR-FCL 1.240 for aeroplanes and JAR-FCL 2.261(b) and Appendix 2 or 3 to JAR-FCL 2.240 as appropriate for helicopters.
- 12.4 A helicopter TRTO may develop its own training programme for approval. However, the theoretical knowledge syllabus must cover all relevant aspects of the technical details and handling characteristics shown in the approved Flight Manual for the relevant type and variant. The flight syllabus for single engine helicopter types should follow the detail of appropriate general handling manoeuvres shown in the PPL(H) syllabus and, in particular, autorotative landings (to the ground) and all emergencies appropriate to the type or variant. The flight syllabus for multi-engine helicopter types should follow as for single engine types (but without autorotative landings) and additionally with all appropriate take-off, landing and flight configurations of single engine and system failure emergencies and procedures.
- 12.5 For approval to qualify for the grant of a type rating, the course must, as far as possible, provide for integrated ground and flight training designed to enable the trainee to operate the aircraft type safely. If the ground training is conducted without benefit of a cockpit procedure trainer, Flight Navigation Procedure Trainer level II (FNPT II), or other training device, time must be allocated for aircraft visits to allow for consolidation of the ground training.
- 12.6 A multi-crew co-operation (MCC) training course may be conducted by a TRTO for PPL/IR or CPL/IR holders who have not graduated from an ATP integrated course but who require an initial type rating on a multi-pilot aeroplane or helicopter. The requirements for an MCC course are set out in JAR-FCL 1.261(d)/2.261(d), Appendix 1 to JAR-FCL 1.261(d)/2.261(d) and AMC FCL 1.261(d)/2.261(d). On completion of the MCC training the applicant will either demonstrate the ability to perform the duties of a pilot on multi-pilot aircraft by passing the type rating skill test or be given a certificate of satisfactory completion of the MCC course as appropriate. Guidance on MCC courses is contained at Annex 5 to this document.
- 12.7 The type rating course must be written around a particular variant of the aircraft type. Where different variants operated by the organisation have similar flight decks and flying characteristics, **familiarisation training** (requiring additional knowledge only) may be given as the course proceeds. **Differences training** (requiring additional knowledge and training on an appropriate training device as described in JAR-FCL 1.235 and 2.235) must not be undertaken during a type rating course, but may be given immediately following its completion.
- 12.8 Any differences training must be recorded (as required by JAR-FCL 1.055 Appendix 2 paragraph 17) **and** entered in the pilot's logbook and signed by the appropriately qualified instructor in accordance with JAR-FCL 1.235(c) or 2.235(c).
- 12.9 **Theoretical Knowledge Instruction.** The theoretical knowledge training requirements must be detailed in the Training Manual and be supported by course study notes or any other appropriate course documentation, which may include Computer Based Training (CBT) if approved by the CAA. This material will be deposited with the Authority as part of the approval and arrangements must be made for its review and amendment from time to time. The level of knowledge required for the safe operation of the aircraft type is normally demonstrated by passing the theoretical knowledge examination as a qualification for starting the flight instruction phase of training. The questions in this examination should be items a pilot needs to know before moving on to the flight instruction module. Guidance on the framing of questions and the format of the theoretical knowledge examination is at Annex 4.

- 12.10 In the case of simpler aircraft, the requirement to complete all theoretical knowledge training and testing prior to commencing flight training may be eased, but only with the agreement of the CAA. However, no item of flight instruction should be introduced until the associated technical instruction has been given. Furthermore, in these cases, the final theoretical knowledge examination must have been passed before the Licensing Skill Test is conducted.
- 12.11 The amount of theoretical knowledge instruction provided should be sufficient to give the trainee a sound knowledge of the aircraft structure, power plant and systems and their associated limitations, a knowledge of the operation of flight deck controls and indicators, an understanding of system malfunctions and their effects on the operation of the aircraft and other systems and an understanding of normal, abnormal and emergency procedures. Additionally, instruction in all relevant aspects of aircraft performance, flight planning, loading and servicing must be included.
- 12.12 The PPL theoretical knowledge syllabus does not include any training or testing in the theory of turbine engines. TRTOs providing training to PPL holders for a first turbine-engined aircraft type must include in the theoretical knowledge syllabus training in basic turbine engine theory.
- 12.13 A type rating training course should not exceed twelve trainees. The detailed planning of the course should allow a trainee to work for up to eight hours per day during the ground training module. Ideally aircraft or Synthetic Training Device visits associated with a day's ground training should be programmed during these hours.
- 12.14 The time spent on Procedures and Systems training is additional to time spent on technical instruction but should be integrated and undertaken throughout the technical training period and is counted as part of the total number of ground training days. Procedures and Systems training may be undertaken in a FNPT II qualified under JAR-FSTD A/H. If an active FMS trainer is used as part of the Procedures and Systems training, it may replace up to four hours FNPT II training time, subject to the prior approval of the CAA.
- 12.15 The total time devoted to the ground training module will depend on the complexity of the aircraft type involved. The time should be sufficient to allow for cockpit procedure training or aircraft visits, Procedures and Systems training mentioned above, progress tests, and the qualifying examination. The qualifying examination should not be conducted on the same day as the final progress test and time must be available for a full review of the examination results and completion of a ground training course critique. All trainees should finish the ground training module aware of the correct answers to all of the questions asked in the qualifying examination.
- 12.16 **Synthetic Flight Training.** Synthetic flight training sessions for two pilot crews are usually of four hours duration following an hour of briefing. Where a single pilot is under training, sessions in the synthetic flight training device should be reduced to not more than three hours. The times of day at which crews are rostered for synthetic flight training and testing must be acceptable to the Authority. As a guide, training sessions, particularly those involving inexperienced trainees, should not be planned to start earlier than 0500 nor finish later than 2300. Where TRTOs need to utilize training slots outside of these times, the training regime should be based on a regular routine with sufficient time between details to permit adequate rest. PLD should be notified when use is made of training sessions during 'unsocial' hours
- 12.17 The level of simulator approval will determine the amount of flight training that may be accomplished in a FSTD, including completion of all or part of the skill test. Instructors should be encouraged to make full use of the unique training features available in modern simulators, including freeze and ground tracking facilities. Each exercise listed on the skill test form should be completed to a satisfactory standard at least three times so that competency can be certified and the item signed as complete by the Type Rating Instructor. The skill test conducted by a Type Rating Examiner will select a minimum of three items in the 'abnormal and emergency procedures' section of the test rather than repeat all the items already practised. Where the qualification of a synthetic training device is restricted for any reason, approval to continue training is to be sought from PLD.
- 12.18 In more complex aeroplanes most of the training will be undertaken in the FSTD so that the amount of actual flight training will be that required to complete any outstanding items on the type rating skill test form, usually between one and two flying hours. The minimum amount of flight training for helicopters is detailed at Appendix 1 to JAR-FCL 2.261(b)
- 12.19 In multi-pilot aeroplanes, a trainee pilot with more than 500 hours multi-pilot experience in aeroplanes of similar size and performance, will be required to complete not less than four landings, including at least one full-stop landing. In all other cases a trainee pilot will be required to complete at least 6 landings. The definition of 'similar size and performance' for the purposes of this requirement should be agreed with the CAA and included in the TRTO Training Manual.
- 12.20 Aeroplane training may be completed after the trainee has completed the FSTD training and successfully undertaken the type rating skill test. Training may be given by any pilot holding a licence and instructional qualification valid on the type. In cases where aeroplane training is not provided by the TRTO and certified on the Course Completion Certificate, trainees should be provided with a copy of CAA Document 94, obtainable from the Personnel Licensing Department Approvals Support Section or from the CAA website
- 12.21 The Type Rating Examiner conducting the Licensing Skill Test must not have previously instructed the skill test candidate for the rating sought (see JAR-FCL 1.030(d) for aeroplanes and JAR-FCL 2.030(d) for helicopters).
- 12.22 **Flight Instruction.** The syllabus for flight instruction is related to the type rating skill test contained in Appendix 2 to JAR-FCL 1.240 and 2.240 for multi-pilot aeroplanes and helicopters, and Appendix 3 to JAR-FCL 1.240 and 2.240 for single pilot aeroplanes and helicopters and should be modified as appropriate for the type concerned. The training programme must specify the amounts of flight training in the aircraft and in synthetic flight training devices as agreed with the CAA.
- 12.23 Where all flight training is performed in the aircraft, the amount of flying time and the number of training flights must be sufficient to practice and complete all items on the skill test form. As a guide, the minimum flight training time for a turbo-propeller or small turbo-jet aeroplane type should be 10 hours. For larger, more complex aircraft, approval

will not normally be given for type rating training on the aircraft unless it can be shown that no simulator exists for the type.

- 12.24 **Interruption to Training.** Once an aeroplane type rating training course, which is combined with an operator's conversion course, has been commenced a trainee may not undertake flying duties on another type or class of aircraft until the course is completed or terminated. Where the training is interrupted and the trainee has to return to flying his previous type, (for example, the ground training module is completed but the trainee is unable to start flight training) a revision course appropriate to the time delay since completing the module shall be undertaken when the trainee returns to the new type and a second qualifying examination conducted. Both examination results and dates shall be entered on the course completion certificate. If the delay to training exceeds 6 months the complete module must be undertaken again.
- 12.25 **Course Completion.** The TRTO shall produce a Course Completion Certificate identifying the organisation and its approval number and giving details of the amounts and dates of training given for ground, synthetic flight and flight training and the mark achieved in the theoretical knowledge examination. It will specify the location of the ground training, the approval code(s) of the synthetic flight training device(s) and the registration mark of the aircraft used for flight training. It shall include details of any differences training given at the end of the type rating training course. An example of a Course Completion Certificate is at Annex 7.
- 12.26 The Course Completion Certificate shall be signed by the TRTO Head of Training or other nominated signatory when all requirements for issue of the rating have been met. A sample Course Completion Certificate, with sample signatures of nominated signatories, is to be submitted as a part of the approval process. The trainee shall present to the CAA the original copies of the Course Completion Certificate and completed Skill Test form along with the appropriate fee when requesting type endorsement.

13 Training Aircraft (Appendix 2 to JAR-FCL 1.055/2.055, para 22)

- 13.1 Organisations must ensure that sufficient aircraft of the appropriate type for the course(s) are provided to achieve continuity of training for the number of trainees being trained.
- 13.2 Aircraft used on the course must have a valid Certificate of Airworthiness and Airworthiness Review Certificate issued by EASA and be equipped and maintained to public transport standards.
- 13.3 It may be assumed that aircraft that are also included on a company's Air Operators Certificate, meet all of the JAR-FCL requirements for training aircraft.
- 13.4 Aircraft must be maintained in accordance with the appropriate maintenance schedule and the following documentation must be available for inspection by the CAA Inspectors:
- Aircraft, Engine and component log books as appropriate;
 - Certificates of Airworthiness and Registration;
 - Weight and Balance Schedules;
 - Certificates of Maintenance Review or Airworthiness Review Certificate and Release to Service;
 - Radio Licences and Radio Installation Approvals;
 - Flight Manuals;
 - Approved Checklists.
- 13.5 In addition to the items at paragraph 13.3 above, the record of hours and days remaining to the next maintenance check and the record of rectification or deferring of previously reported defects must be readily available for scrutiny by pilots before each flight.
- 13.6 Each aircraft must be fitted with duplicated primary flying controls for use by the instructor and the trainee.
- 13.7 Flight, engine and associated ancillary instruments, as required by the ANO and appropriate airworthiness requirements must be fitted. These instruments must be readily visible to both the instructor and the trainee when sitting normally in their customary seats with seat belts and diagonal shoulder straps or safety harness fastened.
- 13.8 Trim controls, engine controls, fuel controls, wheel brakes and undercarriage controls where appropriate and cabin fire extinguisher must be either duplicated or positioned so that they are accessible to both the instructor and trainee when sitting normally in their customary seats with seat belts and diagonal shoulder strap or safety harness fastened.
- 13.9 Each aircraft must be equipped with a VHF Transceiver with 760 channels at 25 kHz spacing, controllable from the trainee's and instructor's stations. Two-way electrical intercommunication must be fitted which permits the monitoring from one station of R/T communication made from the other, for use by the instructor and trainee. All in flight communications must be carried out using headsets. All radio apparatus must satisfy the requirements of ICAO Annex 10, Vol. 1, Part 1 and any current national requirements.
- 13.10 Whilst there are no certification requirements for hand-held fire extinguishers for use in aircraft, the adverse physiological effects of the use of both Halon and dry powder in confined spaces, such as an aircraft cockpit/flight deck, are well recognised. Neither of these extinguishing agents is considered appropriate for use in an approved training aircraft.
- 13.11 Aircraft will be subject to routine inspections during the course of, or for revalidation of, approvals. Approvals may be withdrawn and training disallowed if the aircraft is found not to meet the requirements.

- 13.12 The CAA must be informed if it is intended to change any aircraft used on a course and approval requested for the new or replacement aircraft. Application forms for the approval of training aircraft may be obtained from PLD Approvals Support
- 13.13 **Synthetic Training Devices.** JAR-FCL states that all FSTDs when substituting for an aircraft are to be device qualified and user approved by the CAA for the exercises to be conducted (see JAR-FCL 1.005(a)(4) for aeroplanes and 2.005(a)(4)) for helicopters.
- 13.14 The basic distinction between qualification and approval is that qualification concerns itself with the technical ability of the FSTD against the requirements, whereas approval relates to the extent to which an FSTD may be used for training, checking or testing taking into account the differences between the aircraft and the FSTD and the operating and training ability of the TRTO. Therefore, user approval links the use of a 'qualified' FSTD to a particular course of training by giving credits against flight time.
- 13.15 Organisations should refer to the appropriate Joint Aviation Requirement for Flight Simulation Training Devices to ascertain the requirements for device qualification and user approval.

14 Facilities (Appendix 2 to JAR-FCL 1.055/2.055, para 23)

- 14.1 **Aerodromes.** In the United Kingdom the base aerodrome/heliport/landing site(s) at which training is conducted and any satellite aerodromes/heliports/landing site(s) used must be licensed in accordance with the Air Navigation Order currently in force and CAP 168 (Licensing of Aerodromes). The aerodrome/heliport/landing site and its environment must be suitable in every way for the course and type(s) of aircraft to be used on the course.
- 14.2 Aerodromes/heliports/landing sites outside of the United Kingdom used for flight training shall meet the requirements of the relevant state's National Aviation Authority, the requirements of JAR-FCL and such other requirements as the CAA may determine. Use of an overseas training location will not be approved unless it can be demonstrated that the aerodrome/heliport/landing site can at least meet the requirements of CAP 168. In particular, evidence must be provided that rescue and fire-fighting services, capable of meeting the response times detailed in CAP 168 are available whenever flight training is taking place.
- 14.3 **Flight and Synthetic Training Accommodation.** The operational accommodation for course approval shall be of a scale appropriate to the population of instructors and trainees. All accommodation must be sited within permanent structures not shared with the general public.
- 14.4 An office, separate from the accommodation provided for instructional staff and trainees, shall be provided for the Head of Training, Fleet Training Manager, CFI and CGI as appropriate.
- 14.5 Fully enclosed briefing rooms/cubicles should contain at least a table, two chairs and a black (or white) board.
- 14.6 Classrooms of adequate size relative to the maximum trainee capacity, each including at least a black (or white) board. Photographs or diagrams of the aircraft flight deck, of adequate size to be clearly seen from all parts of the room, should be displayed.
- 14.7 Lavatory and washroom facilities are to be provided as well as facilities for rest and refreshment.
- 14.8 All rooms are to be suitably equipped and furnished with provision for heating, light and ventilation and are not to be combined with any accommodation used continuously for the purpose of administration or for non-approved courses of training. The accommodation may be used for other purposes when no approved training is being conducted.
- 14.9 Subject to local regulations emergency exits and evacuation routes, particularly in simulator bays, should be clearly marked and kept free from obstruction whenever training is taking place.
- 14.10 **Theoretical Knowledge Instruction Facilities.** Facilities for theoretical knowledge instruction shall ideally be co-located with the flying and synthetic flight training facilities.
- 14.11 Adequate heating, ventilation and lighting must be provided in all classrooms, which must also be protected from external noise and distractions. Lavatory and washing facilities must be available. JAR-FCL requires that suitable demonstration equipment be available to support the theoretical knowledge instruction. This should include, where appropriate, sectioned components and instruments, appropriate wall diagrams, transparencies, slides, models, systems demonstration equipment, mock ups and can include computer generated graphics.
- 14.12 The TRTO should provide, as a minimum, facilities for classroom instruction including wall-mounted cockpit diagrams/photographs. Additional classroom training aids and equipment including, where appropriate, computer based aids, should reflect the complexity of the aircraft type. For aircraft certified for multi-pilot operations ground training aids should include equipment which provides a realistic cockpit working environment (e.g. a cockpit procedures trainer).
- 14.13 A room suitable for the conduct of theoretical knowledge examinations must be provided, free from noise or other distractions. This may be the same room as used for instruction but any wall mounted diagrams, photographs or other training aids relating to the course must be removed or covered prior to commencement of the examination.
- 14.14 **Operational Publications.** The following operational publications shall be immediately available to trainees and staff and, where applicable, kept current by amendments.

- CAP 393 - Air Navigation: The Order and the Regulations
- JAR-FCL 1 (Aeroplane) and/or JAR-FCL 2 (Helicopter) according to the course(s) on offer

Additionally, where training is conducted on the aircraft:

- UK Aeronautical Information Publication including Danger Area and AIAA Charts and Notam Class II supplements. (CD-ROM based versions of the AIP will be acceptable provided that it can be shown that trainees have unrestricted and immediate access to them.)
 - Aeronautical Information Circulars
 - Flight Manuals for the aircraft used on the course(s) on offer
 - ATC Flight Plan - CA Form 48
 - Standard meteorology reports and forecasts (in document or computer based formats)
 - Flight planning documents including flight guide supplements, radio navigation charts, TMA/CTR arrival/departure charts and aerodrome Instrument Approach Procedure charts. These may be in proprietary flight guides acceptable to the CAA, e.g. AERAD, Jeppesen.
- 14.15 **Other Publications.** The following additional publications shall be immediately available to trainees and staff and, where applicable, kept current by amendments.
- Operations Manual
 - Training Manual
 - Standards Document 34

15 Requirements for Entry to Training (Appendix 2 to JAR-FCL 1.055/2.055, paras 24)

- 15.1 A trainee enrolled for training must possess a Valid Medical Certificate issued in accordance with JAR-FCL 3 Personnel Licensing (Medical).
- 15.2 In deciding course entrance requirements, which must be approved by the CAA, organisations should note that certain minimum standards are set down in JAR-FCL. In particular:
- A Type Rating Training Organisation may provide approved training to pilot licence holders only.
 - An applicant for a first type rating course for a multi-pilot aeroplane or helicopter must have at least 70 hours as pilot-in-command, hold a valid multi-engine instrument rating, have passed the ATP theoretical knowledge examination and, unless the MCC course is to be combined with the type rating course, hold a certificate of satisfactory completion of multi-crew co-operation (MCC) training or a certificate of exemption from such training issued by the Authority.
 - An applicant for a first multi-engine helicopter type rating must have completed 70 hours as pilot-in-command of helicopters and completed the training and testing required by JAR-FCL 2.255 prior to commencing type rating training. Graduates of integrated flying training courses are exempt from the 70 hour PIC requirement
 - Applicants for a first type or class rating on a High Performance Aeroplane (HPA), as detailed in Appendix 1 to JAR-FCL 1.215 and Appendix 1 to JAR-FCL 1.220 must have completed the training and testing detailed in JAR-FCL 1.251 prior to commencing type or class rating training.
 - For additional multi-pilot type rating training on aeroplanes, the applicant must, at the time application is made, hold a valid multi-engine instrument rating in accordance with JAR-FCL 1.185.

16 Training Manual and Operations Manual (Appendix 2 to JAR-FCL 1.055/2.055, paras 25-27)

- 16.1 Under JAR-FCL a TRTO is required to prepare and maintain a Training Manual and Operations Manual containing information and instructions to enable staff to perform their duties and to give guidance to trainees on how to comply with the course.
- 16.2 **Training Manual.** JAR-FCL requirements for the format and content of a TRTO Training Manual are incompatible with the format of the Operations Manual Part D (Training) required by JAR-OPS/EU-OPS. It is therefore necessary that a separate TRTO Training Manual be produced which addresses only type rating training. Areas such as CRM, SEP training, Line training and recurrent training are dealt with in the Operations Manual Part D and should not be included in the TRTO Training Manual. Guidance on the contents of a TRTO Training Manual is contained in IEM No.3 to JAR-FCL 1.055 for aeroplanes and IEM No. 3 to JAR-FCL 2.055 for helicopters.
- 16.3 **Operations Manual.** TRTOs established within organisations that hold an AOC will already have an Operations Manual approved under JAR-OPS/EU-OPS. However, this document is directed specifically at operations under the terms of the relevant AOC and cannot be accepted as fulfilling the JAR-FCL requirement. Organisations should develop an Operations Manual to the format detailed in Appendix 2 to JAR-FCL 1.055 for aeroplanes or Appendix 2 to JAR-FCL 2.055 for helicopters.
- 16.4 Contents checklists to assist in the preparation of the Training Manual and Operations Manual are at Annexes 5 and 6 respectively. Hard copies may be obtained from PLD Approvals Support
- 16.5 **Sub-contracted Training.** Where an organisation has made arrangements for a component of an approved course to be provided by another organisation the Head of Training of the organisation holding the approval must ensure

that the other organisation is provided with and maintains up to date copies of the required Training Manual and Operations Manual and, if appropriate, approved aircraft checklists.

- 16.6 **Approval of Manuals.** The process of checking Manuals for initial approval is laborious and lengthy. In order to speed the process, all manuals should be complete, clearly labeled, contain all annexes and appendices and include the required example theoretical knowledge examination papers before being presented to the CAA. Each manual should include a List of Effective Pages and should be checked for compliance with the requirements prior to submission. The TRTO Quality Manager should certify that all manuals submitted for approval are fully compliant. All manuals and other documents should be audited by a third party who was not involved in the process of writing them who can give an objective opinion of whether they serve the intended purpose. An organisation that submits manuals or documents that do not follow the prescribed formats will find that the approval process is extended.

Theoretical Knowledge Examinations

1 General

- 1.1 Theoretical knowledge instruction requirements, including examination requirements are contained in Appendix 1 to JAR-FCL 1.261(a) for aeroplanes and Appendix 1 to JAR-FCL 2.261(a) for helicopters. The following paragraphs provide more detailed information concerning both the design of theoretical knowledge question papers and the framing of questions.

2 Number of Questions (Appendix 1 to JAR-FCL 1.261(a)/2.261(a), para 3)

- 2.1 **Aeroplanes.** The requirement for examination questions to be distributed appropriately across the main subjects of the syllabus refers to subject 1 to 8 of the syllabus detailed in AMC FCL 1.261(a).
- 2.2 **Multi-Pilot Aeroplanes.** The table below shows the number of questions for each main subject. Subjects 1 to 5 are always examined and require 100 questions. Where subjects 6, 7 and/or 8 are examined an additional 8 questions per subject should be included in the examination, giving a total of up to 124 questions. In all cases the pass mark shall be 75% in each of the main subjects of the syllabus. If more than the minimum number of questions is used, then the proportion for each subject should be increased in multiples of four.

Subject	Description	No.
1	Aircraft structure and equipment, normal operation of systems and malfunctions	56
2	Limitations	12
3	Performance, flight planning and monitoring	16
4	Load, balance and servicing	8
5	Emergency procedures	8
6	Special requirements for low visibility operations	8
7	Special requirements for "glass cockpit" aircraft	8
8	Flight Management systems (FMS)	8

- 2.3 **Single-Pilot Aeroplanes.** The number of questions will depend upon the complexity of the aeroplane but should be not less than 76. These questions should be distributed across the main subjects in the same proportions as for multi-pilot aeroplanes. The pass mark shall be 75% although there is no requirement to obtain 75% in each subject area. The number of questions should be reduced in multiples of 4 to retain the ability to achieve a mark of 75%.
- 2.4 **Helicopters.** The requirement for examination questions to be distributed appropriately across the main subjects of the syllabus refers to subject 1 to 8 of the syllabus detailed in AMC FCL 2.261(a).
- 2.5 The table below shows the number of questions for each main subject. Subjects 1 to 5 are always examined and require 50 questions. Where subjects 6 and/or 7 are examined an additional 4 questions per subject should be included in the examination, giving a total of up to 58 questions. In all cases the pass mark shall be 75% in each of the main subjects of the syllabus.
- 2.6 In circumstances where the variants of a type are significantly different from each other, the theoretical knowledge syllabus and examination should cover all systems, even when not fitted to all variants. For example, in the case of the Robinson R44, hydraulics and fuel injection should be included in the syllabus even if the course is conducted on the 'Astro' variant, which does not employ such systems.

Subject	Description	No.
1	Helicopter structure, transmissions rotor and equipment, normal operation of systems	28
2	Limitations	6
3	Performance, flight planning and monitoring	8
4	Load, balance and servicing	4
5	Emergency procedures	4
6	Special requirements for helicopters with electronic flight instrument systems (EFIS)	4
7	Optional equipment	4

3 Format of Examination Papers

3.1 Each examination paper should comprise:

- A cover sheet giving instructions to candidates.
- The question paper.
- A separate answer sheet.
- Cover Sheet. The cover sheet provide the following information:
 - The examination to which it relates
 - The time allowed
 - The number of questions
 - The pass mark
- Detailed instructions to candidates concerning:
 - Papers and any reference material permitted during the examination
 - How the answer paper should be completed
 - How to indicate a change of answer
 - Completion of papers and surrender of all paperwork to the invigilator on completion of the examination

3.2 **Question Paper.** The number of questions appropriate to the aircraft type and complexity, as detailed above, should be arranged into the main subject areas. Each question should be provided with four alternative answers.

3.3 **Answer Sheet.** The answer sheet should contain the following:

- Identification of the examination paper to which it relates
- The candidate's name and reference number
- The date of the examination
- A method of recording the candidate's answer to each question
- The mark obtained by the candidate (In each Subject if appropriate)
- The name and signature of the invigilator

4 Framing of Questions

4.1 When preparing theoretical knowledge examinations for JAA type ratings, the examiner should keep in mind that the examination candidate may not have English as a first language. It is, therefore, important that each question is clearly framed, uses correct English grammar and syntax and is completely unambiguous.

4.2 Use of the second person should be avoided, for example "What action would you take if....." is unsatisfactory and should be framed as "What is the correct action to take if...."

4.3 All questions must consist of a question stem followed by four optional answers. One answer is to be completely correct. If possible and appropriate, it should also be in the same verbatim form as to be found in a relevant technical text. The remaining answers should appear logical and plausible as far as possible, but must require a thorough knowledge of the subject matter to be discarded as wrong.

4.4 The following basic rules should be observed:

- Properly structured and correct English must be used throughout the questions and options. A question always ends with a question mark.
- Where the question is framed as a partial statement to be completed by one of the optional answers, the stem should terminate in a semi-colon.
- All four optional answers, when read in conjunction with the question stem, must follow on logically and grammatically correctly from it.
- The construction of more complex questions should identify the subject, set the scene or conditions or describe the technical situation, prior to the final crucial part of the question.
- When setting questions requiring the use of data tables needing interpolation or graphs with fine scales to calculate the correct answer, ensure that the correct answer is well separated from any of the others. Other plausible, but incorrect, answers can be derived, for example, by using the incorrect graph or table which does not match the parameters of the question. Alternatively, following an incorrect sequence, such as diagonals instead of verticals, to obtain dubious results in certain performance graphs would produce a 'credible' answer. Also consider omitting to incorporate some relevant correction factor to derive a false alternative answer.
- Units should always be included in optional answers, where appropriate. They are often a critical element of the correct answer.
- Subject matter that has previously been examined in licensing examinations or that applies to multiple aircraft types should not be included in type rating theoretical knowledge examinations. In particular, questions in Sections 3 and 4 of the examination should, wherever possible, relate to loading and performance calculations using data specific to the relevant aircraft type.

4.5 The following must be avoided:

- Answer options that cannot be grammatically and logically linked to the question.
- Options such as 'All of the above' or 'None of the above'.

- Question/Options structure that allows elimination of possible answers on purely logical or numerical grounds, requiring no technical knowledge.
- Abrupt question stems, sometimes of only three words followed by a question mark. These are unacceptable.
- Mixing the format of optional answers.
- Non-challenging questions, such as 'Q. How many blades on the main rotor?' Answers: a) 1, b) 2, c) 3, d) 4.
- Two of the optional answers being effectively the same.

MCC Training

1 Introduction

- 1.1 Prior to issue of a first multi-pilot Type Rating, an applicant must have completed a course of Multi-Crew Co-operation training. The basic requirements that must be satisfied to obtain approval for MCC training are found in Appendix 1 to JAR-FCL 1.261(d) for aeroplanes and Appendix 1 to JAR-FCL 2.261(d) for helicopters. The information in this part therefore follows the layout of these Appendices as far as possible, and should be read in conjunction with them. However, other provisions of JAR-FCL 1 and 2 contain material relevant to any application for approval and these provisions will be referred to in this part as and where appropriate.
- 1.2 Graduates of an integrated ATP course will have completed MCC training as part of that course. However, PPL/IR or CPL/IR holders who have not graduated from an integrated course and who wish to add a first multi-pilot aircraft type rating to their licence will need to undertake such training. Wherever possible, MCC training should be combined with the initial type rating training but modular MCC courses may be approved.

2 Instructors

- 2.1 Practical instruction in multi-crew co-operation, when combined with type rating training, shall be given by appropriately qualified Type Rating Instructors or Synthetic Flight Instructors. In the case of modular MCC courses or courses conducted as part of an integrated ATP course, practical instruction may be given by suitably qualified MCC instructors. (Information on MCC instructor qualifications is contained in JAR-FCL 1.416 – 1.418 for aeroplanes and the equivalent for helicopters).
- 2.2 There are no specific requirements for theoretical knowledge instructors on the MCC course. However, instructors must have appropriate experience in multi-pilot operations. Personnel nominated as theoretical knowledge instructors must be acceptable to the CAA.

3 Theoretical Knowledge

- 3.1 Details of the theoretical knowledge syllabus should be included in the Training Manual. Trainees will have passed a theoretical knowledge examination in Human Factors and Performance and so care should be taken not to concentrate too much in this area. The main emphasis of the theoretical knowledge training should be on the practicalities of working as part of a team and should provide a sound footing on which subsequent CRM training may be built. Technically orientated material, and that covering the specific operation of the aircraft type must be kept to an absolute minimum, particularly on modular courses.

4 Practical Training

- 4.1 Practical training may take place in either a flight simulator, flight training device or FNPTII qualified under JAR-FSTD A for aeroplanes or JAR-FSTD H for helicopters.
- 4.2 Where MCC training is combined with type rating training, JAR-FCL allows for the practical training element to be reduced to a minimum of 10 hours. This 10 hours of MCC training must be identified within the type rating flight training plan and it is expected that a type rating training course including MCC will, of necessity, be longer than the same course without MCC.

5 Certificate of Completion

- 5.1 When MCC training is combined with type rating training, successful completion of the MCC training is demonstrated by passing the type rating skill test. On completion of a modular MCC course, or one undertaken as part of an integrated ATP course, the trainee shall be given a Certificate of Course Completion, signed by the Head of Training. An example of the Certificate, including a sample of the Head of Training's signature, is to be provided to PLD for verification purposes.

6 Credit

- 6.1 Holders of JAR-FCL or UK national licences who already have an MPA (as defined under JARs) or MPH type rating included in their licence will be fully credited.

7 Cross-Crediting and Other Credit

- 7.1 In addition to the cross-crediting arrangements for the theoretical knowledge instruction detailed in Appendix 1 to JAR-FCL 1.261(d) for helicopter pilots gaining a first multi-pilot aeroplane type rating and equivalent arrangements in Appendix 1 to JAR-FCL 2.261(d) for aeroplane pilots, credit may also be given for previous experience in multi-pilot operations.
- 7.2 To confirm any other credit for previous relevant experience which applicants believe that they may qualify for, they should apply to PLD for written confirmation of entitlement prior to undertaking the type rating training for their first multi-pilot type rating. Applicants shall submit Application Form SRG\1164, together with the appropriate fee as per the Scheme of Charges, and supply full documentary evidence as stated on the application, including actual flying logbooks in all cases. Failure to do so will result in a delay in the processing of the application. Upon satisfactory assessment, PLD will then provide written confirmation of credit entitlement to the applicant.

The responsibility for confirming the credit, if any, which may be given to any trainee rests entirely with the Head of Training of the TRTO providing multi-pilot type rating training. Applications for multi-pilot aircraft type ratings from persons who have not completed the required MCC training in the mistaken belief that they were entitled to credit will be rejected. Prior to commencing a course of training for a first multi-pilot type that does not include MCC training, trainees must be in possession of either a Course Completion Certificate from an approved MCC training provider or a letter of credit issued by PLD.

CERTIFICATE OF COURSE COMPLETION

(type)

NAME:

EMPLOYED BY:

LICENCE NUMBER: **COURSE NUMBER:**

This is to certify that the above named Pilot successfully completed a JAA / CAA Approved Type Rating Course in respect of the(type) between(date) and(date). Application is now made for the grant of the Aircraft Rating.

- *MCC REQUIREMENT SATISFIED BY:**
- COMBINED MCC/ TYPE RATING COURSE
 - MODULAR COURSE
 - INTEGRATED WITH ATP COURSE
 - MCC EXEMPT DUE PREVIOUS MULTI-PILOT A/C EXPERIENCE

* delete those not applicable

COURSE DETAILS

Ground Training: Course of Ground Training completed on
Mark Awarded in the final exam

Fixed Base SIM or other Training Device: Course of hrs mins training completed on

Full Flight SIM: Course of hrs mins training completed on
SIMULATOR APPROVAL NUMBER.....

Aircraft Training/ Test: hrs mins of training / testing completed on an aircraft completed on and included landings.

AIRCRAFT REGISTRATION :

All items of the Licence Skill Test (SPA/MPA) have been completed and the form is attached.

SIGNED **SIGNED** **SIGNED**

PRINT NAME..... **PRINT NAME** **PRINT NAME**

POSITION **POSITION** **POSITION**

DATE



APPROVAL OF AN AEROPLANE FOR FLIGHT TRAINING - APPLICATION

Please complete the form in BLOCK CAPITALS using black or dark blue ink

1. DETAILS OF AEROPLANE

Aeroplane Type..... Serial Number..... Registration.....
 Name of Organisation/Operator
 UK FTO/TRTO Approval Number

2. CERTIFICATE BY HEAD OF TRAINING (tick appropriate box(es))

I certify that the above aeroplane complies with **either** the current Air Navigation Order **or** the appropriate National Authority Regulations in respect to airworthiness and equipment and additionally, meets the following criteria:

- All courses**
 Duplicated primary flying controls for use by the instructor and student
 Suitably equipped and certified to conduct stall and spin awareness training
- MEP Class Rating**
 Duplicated toe brakes or handbrake accessible to both pilots
- Modular CPL (A)**
 Suitably equipped to simulate flight under instrument meteorological conditions
- Modular IR (A)**
 Suitably equipped to simulate flight under instrument meteorological conditions
 Suitably equipped to practice flight in accordance with the instrument flight rules in controlled airspace
- Integrated ATPL (A)**
 All of the above criteria
- Flight Instructor (A)**
 Suitably equipped to conduct fully developed spinning

Note: For use on the CPL(A) or IR(A) Skill Test, the aeroplane must be approved in accordance with Stds Doc 7(A).

Copies of the following documentation relating to the above aeroplane are to be retained in the Training Organisation records :-

- a) Insurance Certificate; b) Certificate of Airworthiness (ARC); c) Certificate of Registration; d) Radio Licence; e) Servicing Schedule; f) Tech Log pages relating to the course of training.**

Signature..... Date.....
Head of Training

3. SUBMISSION INSTRUCTIONS

Completed application forms should be sent to:

Approvals Support, Personnel Licensing Department, Civil Aviation Authority, Aviation House, Gatwick Airport South, RH6 0YR, United Kingdom

4. CAA USE ONLY

Name and signature of CAA staff member accepting this application:

Signature..... Date.....

Name..... Office.....

Form Aeroplane Application SRG (V3)



APPROVAL OF A HELICOPTER FOR FLIGHT TRAINING - APPLICATION

Please complete the form in BLOCK CAPITALS using black or dark blue ink

1. DETAILS OF HELICOPTER

Helicopter Type Serial Number Registration

Name of Organisation/Operator

UK FTO/TRTO Approval Number

2. CERTIFICATE BY HEAD OF TRAINING (tick appropriate box(es))

I certify that the above helicopter complies with **either** the current Air Navigation Order **or** the appropriate National Authority Regulations in respect to airworthiness and equipment and additionally, meets the following criteria:

- All courses**
 Duplicated primary flying controls for use by the instructor and student
 Suitably equipped to allow flight by sole reference to instruments
 Suitably equipped and certified to demonstrate auto-rotation
- Type Rating**
 Suitably equipped, certified and insured to conduct simulated engine-off landings
- Integrated or Modular CPL(H)**
 Suitably equipped, certified and insured to conduct simulated engine-off landings
 Suitably equipped to conduct radio navigation
 Suitably equipped and certified to conduct night flying (delete if not required)
- Modular IR(H)**
 Suitably equipped and certified to practice flight in accordance with IFR in controlled airspace (MEH only)
- Flight Instructor (H)**
 Suitably equipped, certified and insured to conduct simulated engine-off landings
 Suitably equipped to conduct night flying (delete if not required)
- Intergrated CPL/IR(H) or ATPL(H)**
 All of the above criteria

Notes: For use on the CPL(H) or IR(H) Skill Test, the helicopter must be approved in accordance with Stds Doc 7(H). Copies of the information relating to the use of the helicopter are to be retained in the Training Organisation records.

Signature..... Date.....
Head of Training

3. SUBMISSION INSTRUCTIONS

Completed application forms should be sent to:
 Approvals Support, Personnel Licensing Department, Civil Aviation Authority, Aviation House, Gatwick Airport South, RH6 0YR, United Kingdom

4. CAA USE ONLY

Name and signature of CAA staff member checking contents of application:

Signature..... Date.....

Name..... Office.....

TRAINING MANUAL CONTENT CHECKLIST

- 1 This checklist is designed as an aid to ensuring that a Training Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for. For example Part 3, Synthetic Flight Training, should be listed as 'Not Applicable' if no flight simulation training device (FSTD) is to be used.
- 2 Although not mandatory, please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure.
- 3 This Training Manual has been compiled with the requirements of IEM No.3 to JAR-FCL 1.055 for Aeroplanes and 2.055 for helicopters where relevant. The Training Manual includes the following parts:

Part 1 The Training Plan					
Sub-part	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
1.1	The aim of the course	A statement of what the student is expected to do as a result: (i) of the training, (ii) the level of performance, (iii) and the training constraints to be observed.			
1.2	Pre-entry requirements	(i) Minimum age (ii) Educational requirements (inc language) (iii) medical requirements (iv) any individual state requirements			
1.3	Credits from previous experience	Obtained from the Authority before training begins.			
1.4	Training Syllabi	(i) The flying syllabus (single-engine) (ii) The flying syllabus (multi-engine) (iii) The synthetic flight training syllabus (iv) The theoretical knowledge training syllabus			
1.5	The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.			

1.6	Training Programme	<ul style="list-style-type: none"> (i) A general arrangements of daily and weekly programmes for flying, ground and synthetic flight training. (ii) Bad weather constraints; i.e. if the weather precludes flying. (iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month. (iv) Restrictions in respect of duty periods for students. (v) Duration of dual and solo flights at various stages. (vi) Maximum student flying hours in any day/night; maximum number of training flights in any day/night. (vii) Minimum student rest period between duty periods. 			
1.7	Training records	<ul style="list-style-type: none"> (i) Rules for security of records and documents (ii) Attendance records (iii) The form of training records to be kept. (iv) Persons responsible for checking records and students' log books. (v) The nature and frequency of record checks. (vi) Standardisation of entries in training records. (vii) Rules concerning log book entries 			
1.8	Safety training	<ul style="list-style-type: none"> (i) Individual responsibilities (ii) Essential exercises (iii) Emergency drills (frequency) (iv) Dual checks (frequency at various stages) (v) Requirement before first solo day / night / navigation etc. 			
1.9	Tests and Examinations	<ul style="list-style-type: none"> (i) Flying <ul style="list-style-type: none"> (a) Progress checks (b) Skill tests (ii) Theoretical Knowledge <ul style="list-style-type: none"> (a) Progress tests (b) Theoretical knowledge examinations (iii) Authorisation for test. (iv) Rules concerning refresher training before retest. (v) Test reports and records. (vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'. (vii) Procedure for question analysis and review and for raising replacement papers. (viii) Examination re-sit procedures. 			

1.10	Training effectiveness	<ul style="list-style-type: none"> (i) Individual responsibilities. (ii) General assessment. (iii) Liaison between departments. (iv) Identification of unsatisfactory progress (individual students). (v) Actions to correct unsatisfactory progress. (vi) Procedure for changing instructors. (vii) Maximum number of instructor changes per student. (viii) Internal feedback system for detecting training deficiencies. (ix) Procedure for suspending a student from training. (x) Discipline. (xi) Reporting and documentation 			
1.11	Standards and Level of performance at various stages	<ul style="list-style-type: none"> (i) Individual responsibilities. (ii) Standardisation. (iii) Standardisation requirements and procedures. (iv) Application of test criteria. 			

Part 2 Briefing and Air Exercises					
Sub-part	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
2.1	Air Exercises	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.			
2.2	Air exercise reference list	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors			
2.3	Course structure – phase of training	(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. (ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
2.4	Course structure integration of syllabi	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.			
2.5	Student progress	(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. (ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.			
2.6	Instructional methods	The FTO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.			
2.7	Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
2.8	Glossary of terms	Definition of significant terms as necessary.			
2.9	Appendices	(i) Progress test report forms (ii) Skill test report forms (iii) FTO certificates of experience, competence, etc. as required.			

Part 3 Synthetic Flight Training					
Sub-part	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
3.1	Air Exercises	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.			
3.2	Air exercise reference list	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors			
3.3	Course structure – phase of training	(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. (ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
3.4	Course structure integration of syllabi	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.			
3.5	Student progress	(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. (ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.			
3.6	Instructional methods	The FTO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.			
3.7	Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
3.8	Glossary of terms	Definition of significant terms as necessary.			
3.9	Appendices	(i) Progress test report forms (ii) Skill test report forms (iii) FTO certificates of experience, competence, etc. as required.			

Part 4 Theoretical knowledge instructions					
Sub-part	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
4.1	Structure of the theoretical knowledge course	(i) A statement of the structure of the course, (ii) including the general sequence of the topics to be taught in each subject, (iii) the time allocated to each topic, the breakdown per subject and (iv) an example of a course schedule. (v) Distance learning courses should include instructions of the material to be studied for individual elements of the course.			
4.2	Lesson Plans	(i) A description of each lesson or group of lessons (ii) including teaching materials (iii) training aids (iv) progress test organisation and (v) inter-connection of topics with other subjects			
4.3	Teaching materials	Specification of training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).			
4.4	Student progress	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.			
4.5	Progress testing	The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.			
4.6	Review procedure	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.			

To be completed by an Independent (Company) Representative

I confirm that the content of the Training Manual complies with the JAR-FCL requirements currently applied.

Signed..... Name..... Position Held..... Date.....

OPERATIONS MANUAL CONTENT CHECKLIST

- 1 This checklist is designed as an aid to ensuring that an Operations Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for.
- 2 Although not mandatory, please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure.
- 3 This Operations Manual has been compiled with the requirements of IEM No.3 to JAR-FCL 1.055 for Aeroplanes and 2.055 for helicopters where relevant. The Operations Manual includes the following parts:

	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
(a)	General:	<ol style="list-style-type: none"> 1. A list and description of all volumes in the Operation manual 2. Administration (function and management) 3. Responsibilities (all management and administrative staff) 4. Student discipline and disciplinary action 5. Approval/authorisation of flights 6. Preparation of flying programme (including weather restrictions) 7. Command of aircraft 8. Responsibilities of pilot-in-command 9. Carriage of Passengers 10. Aircraft documentation 11. Retention of documents 12. Flight crew qualification records (licenses and ratings) 13. Revalidation (medical certificates and ratings) 14. Flying duty period and flight time limitations (instructors) 15. Flying duty period and flight time limitations (students) 16. Rest periods (instructors) 17. Rest periods (students) 18. Pilot's logbooks 19. Flight Planning (General) 20. Safety (General) - equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc. 			

	Title	Content	Our Manual Ref.	N/A or Remarks	For CAA Use Only
(b)	Technical:	<ol style="list-style-type: none"> 1. Aircraft descriptive notes 2. Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with JARs, BCARs, UK ANO etc) 3. Emergency procedures 4. Radio navigation aids 5. Allowable deficiencies (based on MMEL if available). 			
(c)	Route:	<ol style="list-style-type: none"> 1. Performance (legislation, take-off, route, landing) 2. Flight Planning (fuel, oil, minimum safe altitude, navigation equipment) 3. Loading (load sheets, mass and balance, limitations) 4. Weather minima (Flight instructors) 5. Weather minima (students at various stages of training) 6. Training routes/areas 			
(d)	Staff Training:	<ol style="list-style-type: none"> 1. Appointment of persons responsible for standards/competence of flying staff 2. Initial training 3. Refresher training 4. Standardisation training 5. Proficiency checks 6. Upgrading training 7. FTO staff standards evaluation 8. Record to be kept 			
(e)	Temporary Flying Orders (optional)	As required by FTO			

To be completed by an Independent (Company) Representative

I confirm that the content of the Operations Manual complies with the JAR-FCL requirements currently applied.

Signed Name Position Held Date