



**Safety Regulation Group
Personnel Licensing Department**

Joint Aviation Requirements Flight Crew Licensing

Guidance Criteria for the Approval of a Flying Training Organisation Offering Training for the Flight Instructor FI(R) and IRI Ratings (Aeroplane and Helicopter), CRI Ratings (Aeroplane), TRI Ratings (Helicopter) and MCCI Rating (Aeroplane and Helicopter)

Standards Document 37, Version 2

This document is for the guidance of organisations seeking an approval. The latest version of this document can be viewed on the Personnel Licensing Department website.

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The application forms used within the document are for examples only and are unacceptable for use; the latest issue of the application forms above and other forms can be downloaded from www.caa.co.uk/fclforms

Foreword

This document replaces CAP 682 Part 6. It is designed to provide guidance for the Approval of Flying Training Organisations offering courses of training for JAA Flight Instructor Ratings, whose principal place of business and registered office are located in the United Kingdom. Where organisations are not located in the United Kingdom additional guidance notes are given in Appendix 5. The document should be read in conjunction with JAR-FCL1 Flight Crew Licensing (Aeroplane) and JAR-FCL2 Flight Crew Licensing (Helicopter).

This document and other CAA Standards Documents are available at www.caa.co.uk/fclstandards web site and can be downloaded to users without charge.

If, after reading this document, you still have queries please contact Personnel Licensing Department (PLD) Approvals Support:

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1 Introduction

- 1.1 The Safety Regulation Group of the United Kingdom (UK) Civil Aviation Authority (CAA) regulates the licensing of flight crew of UK registered aircraft.
- 1.2 The UK is a full Member State of the Joint Aviation Authorities (JAA) and the European Aviation Safety Agency (EASA).
- 1.3 Common, comprehensive and detailed requirements, known as Joint Aviation Requirements (JAR), 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 UK.
- 1.5 JAR-FCL states with but 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 (NAA) of one of the Member States. The requirements that must be met are contained in JAR-FCL 1 and 2.
- 1.6 This document contains supplementary guidance and information for the benefit of organisations seeking approval from the UK CAA, for the conduct of flight and ground training in a JAA Member State. It is intended to serve two purposes: 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; and also to explain administrative arrangements and legal matters particular to the UK.
- 1.7 The courses concerned, include the following:
- Flight Instructor FI(R)(A) rating
 - Flight Instructor FI(R)(H) rating
 - Class Rating Instructor (CRI) (A) rating
 - Instrument Rating Instructor (IRI)(A) rating
 - Type Rating Instructor Rating (TRI) (H) *
 - Instrument Rating Instructor (IRI) (H) rating *
 - Multi Crew Cooperation Instructor (MCCI)
- * Notes:**
1. FTO wishing to conduct the TRI(H) and IRI(H) courses are advised to contact PLD Approvals.
 2. Although some flight instruction on the IRI(H) course may be conducted on a suitably qualified and approved SFTD, the Skill Test (for both the IRI(H) and the FI(H) removal of applied IF restriction) will invariably be conducted on a multi-engined helicopter certified for flight under IFR. Sufficient instruction (not less than 20% of the total course hours) must be given on the helicopter type to be used for the test to ensure that the candidate has adequate familiarity with it.
- 1.8 Organisations offering courses to which information in this document relates will be approved as a FTO.
- 1.9 The CAA expects organisations seeking approval to be in possession of the latest version of JAR-FCL 1 (Aeroplane) and or JAR-FCL 2 (Helicopter), and for the organisation's representatives to have read it and be familiar with its content.
- 1.10 This document must be read in conjunction with the relevant provisions of JAR-FCL 1 (Aeroplane) and JAR-FCL 2, (Helicopter). JAR-FCL 1.055 and JAR-FCL 2.055 provide for a National Aviation Authority (NAA) 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 in JAR-FCL 1 and 2 associated with these provisions. 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 Section 2 in material called Acceptable Means of Compliance (AMC) and Interpretative and Explanatory Material (IEM).
- 1.11 A FTO is considered normally to be a single organisation staffed, equipped and operated in a suitable environment offering the flight training, synthetic flight instruction and additional theoretical knowledge instruction required for one or more of the courses previously described.
- 1.12 A Training Organisation may be approved to conduct more than one kind of approved training course. However, the CAA will require that arrangements put in place to conduct combinations of courses are satisfactory.
- 1.13 **Overseas Training**
The CAA may consider an application for approval made by an organisation based in a country outside the United Kingdom that is not a JAA Member State. Refer to Appendix 6.

2 Management and Staffing

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 2.1 JAR-FCL requires that an adequate number of qualified, competent staff 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.
- 2.2. In a small FTO, the post of HT may be combined with that of Chief Flying Instructor (CFI) provided that one person can realistically carry out all functions. Where posts are combined, the post holder shall meet the qualification requirements for each of the posts held. At least one of the nominated post holders should be available for the duration of the approved course. In the case of part time FI Courses, the HT/CFI/FIC Instructor may with the agreement of the CAA operate on a part time basis.
- 2.3 **Head of Training**
- 2.3.1 The Head of Training (HT) 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 shall hold or have held in 3 years prior to initial appointment, a professional pilots licence and have extensive experience in training as a Flight Instructor as well as possessing a sound managerial capability.
- 2.3.2 If the HT post is combined with that of the Chief Flying Instructor (CFI) the HT/CFI must fulfil the qualification requirements of both HT and CFI, and may act as a line instructor provided that sufficient time can be dedicated to meeting the responsibilities detailed in JAR-FCL 1 and 2.
- 2.4 **Chief Flying Instructor**
- 2.4.1 The CFI shall meet the requirements of JAR-FCL 1.055/2.055, and in addition, hold an instructor qualification that is recognised by, and valid in the State in which instruction is to be given.
- 2.4.2 The responsibilities of the CFI will include supervision and standardisation of all instructors reporting to him and the provision of adequate instructor briefing material. Standardisation of flight instructional staff is an important aspect of the operations of a FTO and the CAA must be satisfied that satisfactory arrangements are put in place. Such details are to be incorporated in the Operations Manual Part D, FOB or in a separate Staff Training Manual, together with details of the records that are to be maintained.
- 2.4.3 The CFI shall be responsible for ensuring that suitable arrangements are in place for the signing of Certificates of Course Completion on the licence application forms, and shall also be responsible for all student flight instruction records.
- 2.4.4 Arrangements are to be made for periodic standardisation training and such training requirements are to be detailed in Part D of the Operations Manual, FOB or in a separate Staff Training Manual.
- 2.5 **Student: Flight Instructor Ratio**
- 2.5.1 The HT and CFI at a small FTO may be included in the student instructor ratio. However, where the administrative task increases with the size of the FTO, the HT shall be a non-flying appointment. The FTO shall present to the CAA the rationale for any appointments made, and agree the ratio to be adopted.
- 2.5.2 A student shall be included in the ratio calculation from the time at which his course commences until the course is completed. The student instructor ratio should not exceed 4:1 for the basic FI(R); CRI and IRI courses. Where students have contracted to attend a course on a part time basis, the number of students attending courses on any one day shall not exceed this ratio. The ratio for MCCI and TRI Courses shall not exceed 4:1.

3 Flight Instructors

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 3.1 Sufficient Instructors must be employed to ensure the proper continuity of training for all students attending the courses. All instruction, shall be given by an instructor holding a FIC authorisation, in accordance with JAR-FCL 1.330(f) for aeroplanes and 2.330(g) for helicopters.
- 3.2 All changes in instructional staff must be acceptable to the CAA. To achieve this, Curriculum Vitae (résumé) of new staff must be forwarded to the CAA allowing a suitable period of time for review.
- 3.3 Instructional staff shall not act in any capacity at more than one FTO approved under JAR-FCL, except with the permission of the CAA.
- 3.4 **Flight Instructors holding Non JAA qualifications**

Flight Instructors who are not holders of a JAA licence, but who have been authorised to conduct training for JAA licences outside a JAA State **may not** conduct any training for JAA FI ratings or MCCI authorisation. Appendix 1 to JAR-FCL 1.300/2.300.

4 Synthetic Flight Training

- 4.1 Parts of the FI (JAR-FCL 1.340(b) 2.340(b)) and IRI (JAR-FCL 1.395/2.335(d)) courses may be conducted in an approved STD. Only those exercises approved by the CAA shall be conducted in a STD in accordance with the FTOs Training Manual. An instructor holding a FIC authorisation in accordance with JAR-FCL 1.335(g) for aeroplane or 2.335(g) for helicopters, may give all approved instruction in a STD.

5 Ground Instructors

- 5.1 Flight instructors holding a FIC authorisation in accordance with JAR-FCL 1.330(f) for aeroplanes or 2.330(g) for helicopters may conduct all ground instruction on FI courses.
- 5.2 With the agreement of the CAA, persons who have previously held a FIC Authorisation or military equivalent, and other suitably qualified ground instructors may give theoretical knowledge instruction on a FI Course for the teaching and learning elements of the course. They may not give pre-flight briefings. All theoretical knowledge instructors who do not hold a current FIC authorisation shall be subject to approval by the CAA following sampling of ground lectures.

6 Flight Time Limitations

- 6.1 The FTO Operations Manual or Flying Order Book is to detail flying duty periods and flight time limitations for instructors. These requirements are to be compliant with limits imposed by the UK Air Navigation Order and acceptable to the Authority.
- 6.2 Instructor's logbooks are to include a monthly summary of all flying, separating approved course instruction from other flying.

7 Records

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 7.1 The HT shall be responsible for ensuring that adequate records acceptable to the CAA are maintained for all approved training.
- 7.2 The form and content of student training records is to be specified in the Training Manual and must be acceptable to the CAA, appropriate to the courses conducted and complementing the requirements in Appendix 1a to JAR-FCL 1.055 and Appendix 1(a) to JAR-FCL 2.055, the records are to include:
- A student's personal details, including name, address, telephone contact number(s), CAA reference number, next of kin details, previous experience and evidence of all pre-entry requirements, medical certificate valid for the State in which training is taking place and qualifications, including a summary of any credit to which the student may be entitled and an assessment of his suitability to undertake the course.
 - A cumulative record of theoretical knowledge lessons attended by subject.
 - Regular reports by subject with the instructor's name and written comments by the instructor on the student's performance and progress and other factors such as attitude and manner during individual lessons and during the course as a whole. Students should be invited to sign each report acknowledging its contents.
 - Cumulative flying training achieved, and if applicable synthetic flight training achieved.
 - For each training flight or synthetic flight training detail, the date, the aircraft registration or STD identification, the flight time, the instructor's name in full and written comments by the instructor on the student's performance, progress and other factors such as attitude and manner during the detail and during the course as a whole. Students should be invited to sign each report acknowledging the debrief.
 - Relating to the students progress and separate from the above, a summary of flying exercises completed with the date on which each exercise was carried out in the air or in a synthetic training device.
 - Relating to the student's progress, summary reports and the result of progress/phase tests, skill tests and theoretical knowledge examinations, including arrangements for remedial training after failed tests/examinations.
 - Training in aircraft emergency procedures to be recorded separately and displayed prominently.
 - All records shall indicate the date training commenced and the date of completion. Where students do not complete the course the record shall indicate the circumstances under which training ceased. The students overall performance and attitude to training on the course shall be summarised on completion or termination of the course.
 - Financial and administration details shall not be included in Training Records.
 - Student feedback forms shall be part of the Quality Audit (see Para 15).

7.3 If computer based records are used, the format is to be agreed with the CAA; they are to 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.

7.4 All training records are to be retained for a minimum of 5 years from the date of course completion.

7.5 **Transfer of Student Records**

Students are required to complete an approved course of training to a syllabus approved by the CAA; this does not mean that they may freely move from one FTO to another whilst conducting an approved course. Where there are sound reasons for a student to transfer courses, credit will be given for training completed however, it is unlikely that the student will then complete the approved course within the minimum hours.

7.5.1 To allow the HT of the new FTO to review the training completed and therefore assess the further training required, copies (not originals) of a student's training records are to be made available to the new FTO. In keeping with the Data Protection Act, written permission or request from the student concerned is required, before a copy of training records can be released by the originating FTO to a third party, i.e. another FTO. The copies must be certified as correct by the originating FTO and should be forwarded directly to the HT of the new FTO, with notification of the transfer sent to the CAA (PLD Approvals Support).

7.6 **Logbooks**

Student pilot's logbooks must be kept in accordance with the provisions of the UK Air Navigation Order (ANO) 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.

7.6.1 Students' logbooks are to be certified as being correct at the end of each course by the HT or his nominated deputy.

8 **Training Programme**

Refer to Appendix 1a to JAR-FCL 1.055/2.055

8.1 **Flight and synthetic flight training**

8.1.1 Is to include sufficient experience to meet the relevant modular course requirements in JAR-FCL for which see:

- a) For FI(R) aeroplanes: JAR-FCL 1.340; Appendix 1 to JAR-FCL 1.340; and AMC FCL 1.340
- b) For CRI(SPA): JAR-FCL 1.380; Appendix 1 to JAR-FCL 1.330 & 1.345; Appendices 1 and 2 to JAR-FCL 1.380 and AMCFCL 1.380
- c) For IRI(A): JAR-FCL 1.395; Appendix 1 to JAR-FCL 1.330 & 1.345; Appendix 1 to JAR-FCL 1.395 and AMCFCL 1.395
- d) For FI(R) helicopters: JAR-FCL 2.340; Appendix 1 to JAR-FCL 2.340, and AMCFCL 2.340
- e) For TRI helicopters; JAR-FCL 2.365 and Appendix 1 to JAR-FCL 2.365.
- f) For IRI helicopter JAR-FCL 2.395; Appendix 1 To JAR-FCL 2.330 and 2.345 and AMC FCL 2.395
- g) For MCCI JAR-FCL 1.417 and AMC FCL 1.4176.2: Flight and synthetic flight training should be arranged so that students do not receive instruction from more than 3 instructors.

9 **Training Aircraft**

Refer to Appendix 2 to JAR-FCL 1.055/2.055

9.1 JAR-FCL provides that only aircraft approved by the CAA for training purposes shall be used. If additional aircraft are to be used on a course, the CAA PLD Approvals Support shall be notified and arrangements made for the aircraft and its documents to be inspected by a CAA Inspector prior to it being used for training.

9.2 In determining fleet size, the FTO must ensure that a sufficient number of aircraft suitably equipped and appropriate to the courses on offer are provided to achieve continuity of flying training for the number of students attending the courses. The requirements for routine maintenance and use of aircraft for other purposes must be taken into account when determining fleet size. FTOs conducting training for the FI(R) Aeroplane rating shall have available an aeroplane certified and equipped for developed spinning.

9.3 The CAA will satisfy itself as to the suitability of aircraft to be used by a FTO. A basic requirement in all cases is that aircraft provided by a FTO for use on approved courses shall have a valid Certificate of Airworthiness, a Certificate of Maintenance Review (unless exempt under the terms of an AOC), and be maintained in accordance with the requirements for public transport operation.

9.4 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 (unless exempt) and Release to Service.
- Aircraft Radio Licences (where appropriate).
- Flight Manuals.

- Certificate of Insurance.
- 9.5 For flights made for the purposes of an approved course, Aircraft Technical Logs or an approved Authorisation Sheet must be used to record flight details. The Technical Log/Authorisation Sheet shall comply with the ANO currently in force (see also CAP 520 Part 1) and must include at least:
- The date.
 - The aircraft registration.
 - The times when the aircraft took-off and landed.
 - Particulars of any defect known to the commander that might affect the airworthiness or safe operation of the aircraft, or if no such defect is known, an entry to that effect.
 - Fuel and oil states.
- 9.6 Flight authorisation for all flights made for the purpose of the course shall be confined to instructors employed by the FTO to give instruction on the course.
- 9.7 Where an aircraft is hired for use on an approved course of training, or where an aircraft used for approved training ceases to be used by the FTO; a copy of all Technical Logs /Authorisation Sheets relating to the approved training shall be retained by the FTO for a period of 5 years.
- 9.8 Each aircraft must be fitted with duplicated primary flying controls, for use by both the instructor and the student. Swing-over controls are not permitted.
- 9.9 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 student when sitting normally in their customary seats with seat belts and diagonal shoulder straps or safety harness fastened.
- 9.10 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 student when sitting normally in their customary seats, with seat belts and diagonal shoulder strap or safety harness fastened. Single engine aeroplanes with fuel controls fitted on the left side and not readily accessible to the instructor may be acceptable.
- 9.11 Each aircraft must be equipped with a VHF Transceiver with at least 760 channels. A two-way intercom must be fitted which permits both pilots to monitor radio communication made by either pilot. All in flight communication shall 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.
- 9.12 In addition to meeting the provisions of the appropriate airworthiness requirements, each aircraft must be equipped in accordance with ANO Schedules 4 and 5.
- 9.13 Hand held fire extinguishers shall be carried in accordance with Official Record Series 4. Whilst there are no specific certification requirements regarding the content of 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 documented. Dry Powder is not recommended as an extinguishing agent in an approved training aircraft.
- 9.14 Aircraft will be inspected for condition and compliance with this document for the purpose of approval. Aircraft will be subject to routine inspections during the course of, or for revalidation of, approvals. Approvals for individual aircraft will be withdrawn if the aircraft fail to meet the requirements of this document.
- 9.15 The CAA must be informed if it is intended to change any aircraft used on a course and approval sought for the replacement aircraft including training conducted in an aircraft owned or operated by a student.

10 Synthetic Training Devices

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 10.1 JAR-FCL states that all synthetic training devices 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) and 2.005(a)(4)).
- 10.2 The basic distinction between qualification and approval is that qualification concerns itself with the technical ability of the device against the requirements, whereas approval relates to the extent to which a device may be used for training, checking or testing taking into account the aircraft to device differences and the operating and training ability of the FTO. Therefore, user approval links the use of a 'qualified' device to a particular course of training by giving credits against flight time.
- 10.3 Organisations should refer to the appropriate JAR for Synthetic Training Devices to ascertain the requirements for device qualification and user approval.
- 10.4 Further information prepared in Standards Document 18 entitled 'Notes for the qualification and approval of Flight & Navigation Procedures Trainers (FNPTs) and Basic Instrument Training Devices (BITDs)' may be viewed on the CAA website.

11 Aerodromes

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 11.1 The UK ANO does not require training for a Flight Instructor rating to be conducted from a licensed aerodrome however, all training for an aeroplane licence or aircraft rating, subsequently given by the holder of a FI rating, must be given from an aerodrome licensed in accordance with the ANO currently in force and CAP 168 (Licensing of Aerodromes). FTOs seeking FIC approval alone are to comply with the requirements of Appendix 1 to JAR-FCL 1.055 and JAR-FCL 2.055 Aerodromes.
- 11.2 The base aerodrome, heliport or landing site(s) at which training is conducted and any alternative (satellite) aerodrome, heliport or landing site(s) used must be suitable in every way for the course and types of aircraft to be used on the course.
- 11.3 Off aerodrome/heliport sites used during approved helicopter training courses are to be covered by and meet the conditions of exemptions from the requirement for such training to be conducted from a licensed site.
- 11.4 A minimum of an Air/Ground Communication Service must be provided at the aerodrome and satellite aerodrome(s) whilst flying training is in progress.
- 11.5 Where flights on an approved course are mounted from the approved aerodrome, they may land at other aerodromes during the course of training, provided that such aerodromes meet the requirements of section 9.3. Such aerodromes shall be regarded as satellite aerodromes, as distinct from an approved additional site. Subsequent training exercises may be commenced from the satellite aerodrome with the intention of landing back at the approved aerodrome however; a pre-flight briefing must have been conducted at the base aerodrome.
- 11.6 Approved training courses may not commence and end at satellite aerodromes without the approval of the CAA. This may involve additional inspections and approval costs. Where it is necessary to use satellite aerodromes regularly for operational reasons, full details should be included in the Operations Manual.

12 Flight Operations Accommodation

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 12.1 The operational accommodation for course approval shall be of a scale appropriate to the population of instructors and of pilots under training. All accommodation must be sited within permanent structures not shared with the general public.
- 12.2 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 administering the FTO or for non approved courses of training.
- 12.3 Offices, separate from the accommodation provided for instructional staff and students, shall be provided for the HT, and CFI.
- 12.4 Enclosed briefing rooms and lecture rooms of adequate size relative to the maximum student capacity, each including a black or white board shall also be available. Temporary partitions and cubicles with walls that do not extend from the floor to ceiling are not suitable.
- 12.5 Training equipment shall be available for use in briefing rooms and include: model aeroplanes with moveable controls, cut away flight instruments to include pressure instruments: altimeter, ASI and VSI, and gyro instruments including DI, AH, and TC or T&S. Other mechanical parts and models are desirable. The precise range of training equipment will depend upon the courses approved.
- 12.6 A quiet room for self-study purposes should be available for students.
- 12.7 A separate machine room or rooms shall be provided where synthetic training devices are used.
- 12.8 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.
- 12.9 Lavatory and washroom facilities are to be provided as well as facilities for rest and refreshment.
- 12.10 Operational publications and course documents are to be available in the flight operations accommodation.

13 Operational Publications

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 13.1 The following operational publications shall be immediately available to students 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.

- UK Aeronautical Information Publication including Danger Area and Activity Areas, Charts and NOTAM supplements (CD-Rom based versions of the UK AIP will be acceptable provided that it can be shown that students have unrestricted and immediate access to them).
- UK Aeronautical Information Circulars.
- Flight Manuals for the aircraft used on the course(s) on offer.
- ATC Flight Plan - CA Form 48 or equivalent.
- 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.
- NOTAMs.
- CAP 413 Radiotelephony Manual.
- CAP520 Light Aircraft Maintenance where aircraft are maintained to LAMS.

13.2 Other Publications

The following additional publications shall be immediately available to students and staff and, where applicable, kept current by amendments:

- Operations Manual
- Training Manual(s)
- CAA Standards Documents 10 and 37
- LASORS - Current Edition

13.3 Electronic Documentation

Where documents are maintained in electronic format they should be provided on one or more computers dedicated for this purpose. They must be located in such a manner that students have access without having to enter staff offices. A form of electronic document control shall be employed that identifies the documents held in electronic format and the current amendment state of each document. Web-based documentation is not suitable.

14 Training Manual and Operations Manual

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 14.1 Under JAR-FCL, a FTO 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 students on how to comply with the course.
- 14.2 **Training Manual**
- 14.2.1 FTOs offering modular training courses are recommended to produce separate Training Manuals for each modular course, so that candidates are not presented with material that does not relate to their course of training.
- 14.2.2 The Training Manual shall state for each course the Aim, the Entry Requirements for that course; the Objectives and Training Goals for each phase of training, and the standards required at the end of each exercise so that students are in no doubt about what is required of them at any stage. The Training Manual shall include the following parts:
- Part 1 The Training Plan
 - Part 2 Briefing and Air Exercises
 - Part 3 Synthetic Flight Training
 - Part 4 Theoretical Knowledge Instruction
- 14.2.3 Details of the contents of these parts are provided in IEM No.3 to JAR-FCL 1.055 and 2.055 and Appendix 3 of this document.
- 14.2.4 Staff Training should be included in Section D of the Operations Manual and **not** be included in the Training Manual as it is not relevant to the student.
- 14.2.5 A Training Manual should not include flight exercise briefing material. Its primary purpose is to advise the student WHAT they will be doing and WHEN; rather than HOW. There should be a clearly defined Aim for each exercise directed at the student not the instructor. "To teach" is an instructor aim; "to learn" or "to be able to" are student aims. The purpose of the Skill Test is to determine if the aim has been achieved; the test should not form part of the aim. Exercise content should list the specific skill items that will be taught/practiced during an exercise. Each

exercise brief should have a concise statement of what standard the student should have achieved on completion of the exercise. This should be a measurable quantity against which the student may be judged.

14.3 **Operations Manual**

14.3.1 A detailed breakdown of the Operations Manual can be found at IEM No.3 to JAR-FCL 1.055/2.055. This is further amplified in Appendix 4 to this document. The content shall include the following parts:

- A. General
- B. Technical
- C. Route
- D. Staff Training
- E. Temporary Flying Orders (if required)

14.3.2 A detailed breakdown of the content can be found at IEM No.3 to JAR-FCL 1.055 and IEM FCL No.3 to JAR-FCL 2.055. This is further amplified in Appendix 4 of this document.

14.4 **Approval of Manuals**

The process of checking Manuals is laborious and lengthy. In order to speed the process, all manuals should be complete, clearly labelled, contain all annexes and appendices and be accompanied by the required example theoretical knowledge examination papers. They should be checked for compliance with the requirements prior to submission. Ideally, the Quality Manager should certify that Manuals submitted are fully compliant. In any event, they should be checked by a third party who was not involved in the process of writing them who can give an objective opinion to whether they serve the intended purpose. An organisation that submits Manuals that do not follow the prescribed formats will invariably find the approval process becomes protracted.

15 **Requirements for Entry to Training**

Refer to Appendix 1a to JAR-FCL 1.055, Para 30 and Appendix 1a to JAR-FCL 2.055, Para 31

15.1 A student enrolled for training must possess an appropriate Medical Certificate issued in accordance with JAR-FCL 3 Flight Crew Licensing (Medical).

15.2 In deciding course entrance requirements, which must be approved by the CAA, FTOs must note that certain minimum pre-course entry requirements are set down in JAR-FCL, for which see:

- a. JAR-FCL 1.335 - FI(A) Course
- b. JAR-FCL 2.335 - FI(H) Course
- c. JAR-FCL 1.395 - IRI(A) Course
- d. JAR-FCL 2.395 - IRI(H) Course
- e. JAR-FCL 1.380 - CRI(SPA) Course S/E and M/E
- f. JAR-FCL 2.365 - TRI (H) Course
- g. JAR-FCL 1.417 - MCCI Course

15.3 Applicant for a FI(R) Course shall have demonstrated at least CPL level knowledge; this shall be interpreted to mean that the candidate has evidence of having passed at least the CPL level written examinations prior to commencing training. There is no time limit to these examinations once passed, for the issue of a FI(R) rating.

15.4 Applicants for the CRI and IRI ratings are not currently required to have demonstrated CPL level knowledge however, this is under review. FTOs should be aware that the amount of theoretical knowledge and training required by applicants for these courses may vary considerably.

16 **Financial Resources**

Refer to Appendix 2 to JAR-FCL 1.055/2.055

16.1 A FTO shall satisfy the CAA that sufficient funding is available to conduct training to the approved standards.

16.2 For aeroplanes see IEM No.2 to JAR-FCL 1.055 and for helicopters see IEM No.2 to JAR-FCL 2.055.

17 **Quality System**

17.1 It is a requirement of JAR-FCL 1 and 2 that a FTO 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 FTO to readily detect any deficiencies for self remedial action.

17.2 For aeroplanes see AMC FCL 1.055 and IEM No.1 to JAR-FCL 1.055, and for helicopters see AMC FCL 2.055 and IEM No.1 to JAR-FCL 2.055. An example of a Quality Manual for a FTO is available from the PLD Approvals Support.

17.3 The FTO shall submit for approval a Quality Manual describing the Quality System and the processes to be adopted.

- 17.4 The FTO is required to submit to PLD Approvals Support, at least annually, and prior to the annual inspection, a copy of all audit reports and remedial action taken during the past 12 months.

18 Procedures for Initial Approval

18.1 Obtaining Approval

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 18.1.1 It is the CAA's experience that considerable resources and effort are required to prepare an initial application for approval, particularly in relation to the development of the required documentation. Equally, the review of such material is both demanding of staff effort within the PLD 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.
- 18.1.2 It is strongly recommended that organisations intending to make application for approval contact PLD, in the first instance, to discuss the detail of the approval process.
- 18.1.3 The CAA will approve only courses prepared and delivered in the English language. All course material including any documentation or records that form part of the approval documentation shall be in English. Training Organisations shall ensure that students for whom English is a second language have a comprehensive understanding of spoken and written English before admitting them to a course.
- 18.1.4 Where the course is conducted in a non-English speaking State, the HT shall ensure that students are, before the commencement of the course, capable of understanding and interpreting aeronautical and other information promulgated by or on behalf of that State, concerning flight safety or related to the conduct of the course.
- 18.1.5 Application forms for the approval of FTO Staff (Form SRG1180) Appendix 1 and Flight Training Organisations (Form SRG1114) Appendix 2 are obtainable from PLD Approvals Support or the 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:
- A copy of the company registration document for limited and public limited companies.
 - Operations Manual or Flying Order Book with amendment service.
 - Training Manual or Training Orders with amendment service.
 - Quality Manual with amendment service.
 - A detailed management structure with names, qualifications and responsibilities of managerial and instructional staff who will be engaged in activities related to the approval.
 - Curriculum Vitae for the Head of Training, his nominated deputy and all other staff to be used to give instruction on approved courses.
 - A list of aeroplanes or helicopters to be used on the approved courses. *
 - A list of aerodromes, heliports or landing sites to be used for flight training, if more than one.
 - A description of accommodation and theoretical knowledge instruction and examination facilities.
 - A description and location of synthetic training facilities and copies of relevant qualifications and approvals.
 - Proof of availability of aircraft, synthetic training devices, facilities and staff for the approved courses to be conducted if these are not permanently available to the FTO.
 - Samples of course notes and documentation. *
 - Evidence of sufficient funding.
- * **Note:** As applicable to the courses to be offered
- 18.1.6 Information in support of the above list is given in the following paragraphs:
- With the list of aeroplanes or helicopters available for training, include aircraft registration marks and associated information.
 - With the list of synthetic training devices available, provide copies of any associated certificates of qualification and user approval. Give details of maintenance and other records including reliability data, where relevant. If synthetic training 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 students attending at any one time. Where it is not possible to co-locate classrooms, simulator and flying facilities, the classrooms and cockpit training facilities must be in close proximity.

- Ground school classrooms used for additional theory, flight briefing and examinations must be well lit, warm, suitably ventilated, quiet, free from external noise and other distractions, and sufficiently spacious to allow individual students room within which to work without disturbing others. The facilities must be adequate for the number of students 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 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 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 quality control system based on IEM No.1 to JAR-FCL 1.055 for aeroplanes or JAR-FCL 2.055 for helicopters and describe how it will be used to audit FTO 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 student.

18.1.7 The FTO 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.

18.1.8 The application must be accompanied by a complete set of student study notes, instructor subject allocation and a description of the training programme [which may be included in the Training Manual].

18.2 Initial Inspection

18.2.1 When the CAA is satisfied that the application and associated documentation complies with the requirements; all aspects of the FTO 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 HT will be issued for a period of one year. Renewal of the approval will normally be granted for further periods of one year thereafter, subject to the CAA being satisfied that the requirements are being met.

18.2.2 The initial inspection will focus on:

- Staff - adequacy of numbers and qualifications - flight instructors, validity of licences and certificates, ratings and logbooks. All licences and logbooks shall be made available for inspection; where these are not available photocopies shall be provided.
- Training aircraft - registration - documentation - maintenance and maintenance records – instrument and equipment fit.
- Facilities - adequacy for the courses being conducted and the number of students (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 37, ANO etc), including amendment state, Training and Operations Manuals, training records and forms and aircraft documentation.
- Ground, flight and synthetic flight instruction including pre flight briefing, actual flight and post flight debriefing. The CAA reserves 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.

18.2.3 An approval once issued is **NOT** transferable. An application must be made for a new approval if there is going to be a change in circumstances, for example, where a FTO changes its name or ownership or enters into an arrangement to move an approval to another FTO. PLD Approvals Support should be notified at the earliest possible opportunity if such a change is going to take place in order that advice can be given on what needs to be done to facilitate the issue of a new approval as expeditiously as possible.

18.2.4 It will be a condition of the approval that the CAA may re-inspect the organisation at any time during the period of approval. The FTO shall pay all costs associated with such re-inspections. Continuation of an approval is not automatic but depends upon the outcome of inspections. Reports will be provided to the FTO following inspection visits by CAA staff.

- 18.2.5 It will be a condition of the approval that should the HT leave his position the approval will automatically lapse. The CAA must be informed of the departure or intended departure of the Head of Training, however, if a named deputy has been in post and has been active for at least 90 days before the departure of the relevant post holder, permission may be given for the approval to continue pending the appointment of replacement [If the CFI leaves, the Head of Training can assume both positions and it has no effect on the approval status. It is only in the case of integrated courses that separate post-holders are mandatory].
- 18.2.6 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.
- 18.2.7 Student training records must be made available to the Examiner or Inspector conducting sampling.
- 18.2.8 Weaknesses revealed during the sampling, not consistent with training records or standardised teaching methods, will be made known to the FTO.

19 Procedures for Re-Approval

Refer to Appendix 2 to JAR-FCL 1.055/2.055

- 19.1 CAA policy is to give each approval to conduct a course of training a validity of one year on initial issue and subsequently. However, where a FTO holds approvals to offer two or more courses, the validities of each of the approvals held will be aligned over time.
- 19.2 Applications for re-approval must be submitted well before the expiry of the existing approval. This is to allow adequate time for the CAA to complete the pre-inspection work, including a review of the FTO's funding, make arrangements for and conduct the inspection and complete the post-inspection tasks. The CAA cannot guarantee to reach a decision in relation to an application for re-approval by the date the validity of the existing approval expires, unless the CAA receives the application at least 90 days prior to the expiry of the existing approval. If no application for re-approval is received, the FTO will be notified of the impending expiry of the approval to ascertain its intentions.
- 19.3 An inspection will follow receipt of the application and the prescribed charge, and will focus on the organisation's maintenance of the necessary training standards and its compliance with the provisions of JAR-FCL. The Inspection Team will concentrate on the day-to-day conduct of training, **the safety of flight operations and the quality of theoretical knowledge instruction given**, as applicable to the courses offered. 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 which must be comprehensive and show that the approved course is being fully covered. A member of the Inspection Team may speak to the instructor concerned [in the presence of senior staff] to dispel any doubts he might have.
 - Briefings, airborne and synthetic flight instructional exercises and classroom lectures which the Inspection Team may wish to observe.
 - Flight records, which must by content and accuracy, promote safety by ensuring timely availability of essential information to pilots and maintenance engineers.
 - Evidence of the correct use of Meteorological, ATC and AIS information and facilities.
 - Examination results and analysis.
 - Future plans.
- 19.4 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.
- 19.5 An organisation may not commence, conduct or continue training courses requiring approval unless it has the relevant approval documentation in its possession, except with the express consent in writing of PLD.
- 19.6 The majority of FTO approved by the CAA will be based at a single aerodrome or site. However, JAR-FCL provides for the use of alternative base aerodromes and for arrangements to be made with other training organisations. Where arrangements are made with other organisations, these shall also be approved in accordance with the relevant provisions of JAR-FCL 1 and 2 and shall be accessible for inspection. The FTO making the arrangements

with other organisations cannot delegate its responsibility to ensure that these other organisations conform to JAR-FCL requirements.

20 Revocation, Suspension or Variation of Approval

Refer to Appendix 1a to JAR-FCL 1.055/2.055

- 20.1 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”.
- 20.2 In accordance with the ANO currently in force, 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, if necessary, a restricted approval document issued to permit the remedial action identified 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.
- 20.3 It is the responsibility of the FTO to ensure that non-conformances are rectified as soon as possible and within the specified timeframe. FTOs are to notify the CAA PLD Approvals Support when the non-conformance has been cleared. An Audit Report should be raised detailing the action taken.



FTO/TRTO PERSONNEL FORM

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the following.

- It should be noted that the requirements for approval of Head of Training, CFI etc., for FTO's are given in JAR-FCL1.055 Appendix 1a, (Fixed Wing) and JAR-FCL 2.055, Appendix 1a, (Rotary Wing).
- All submissions for approval of such posts must include supporting evidence of relevant experience. This evidence should include total flying experience, types/classes flown, total instructional experience/instruction time per course plus any other posts held that have been subject to an approval by an Authority.
- Any forms submitted as notification of the employment of a new Flying Instructor on an approved course must be accompanied by records of Instructor standardisation carried out within the organisation and the resultant Flight Check.
- Submissions for approval of Executive posts within a TRTO must be accompanied by the Curriculum Vitae of the nominee.

1. DETAILS OF MANAGEMENT PERSONNEL AS SPECIFIED IN: (tick appropriate box)																						
JAR-FCL 1/2.055 App 1 (FTO) <input type="checkbox"/>	JAR-FCL 1/2.055 App 2 (TRTO) <input type="checkbox"/>																					
Name of Organisation/Operator Name:																						
Approval Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td>U</td><td>K</td><td>/</td><td>F</td><td>T</td><td>O</td><td>-</td><td></td><td></td><td></td><td></td></tr></table> or <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td>U</td><td>K</td><td>/</td><td>T</td><td>R</td><td>T</td><td>O</td><td>-</td><td></td><td></td><td></td></tr></table>	U	K	/	F	T	O	-					U	K	/	T	R	T	O	-			
U	K	/	F	T	O	-																
U	K	/	T	R	T	O	-															
Applicant's Name	Forename(s)																					
Licence Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											State of Licence Issue											
Position for which nomination is being made (please include Course if FTO)																						
Head of Training	CPL Instructor <input type="checkbox"/> MCC Instructor <input type="checkbox"/>																					
Chief Flying Instructor	IR Instructor <input type="checkbox"/> Synthetic Training Instructor <input type="checkbox"/>																					
Chief Ground Instructor	Ground Instructor <input type="checkbox"/> PPL Instructor at Overseas FTO <input type="checkbox"/>																					
Please tick this box if the post holder is also the Head of Training <input type="checkbox"/>																						
Qualifications and Experience relevant to the position applied for (read notes above). Use additional sheets as necessary																						
.....																						
.....																						
.....																						
.....																						
Signature	Date																					
Accountable Manager/Head of Training (if different from above)																						

2. SUBMISSION INSTRUCTIONS
Once completed this form must be returned to Approvals Support, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR.

3. CAA USE ONLY	
Name and signature of CAA staff member accepting this nominee:	
Signature	Date
Name (block capitals)	Office



APPROVAL OR RE-APPROVAL OF A FLYING OR GROUND TRAINING ORGANISATION OFFERING COURSES OF TRAINING FOR A PROFESSIONAL PILOT LICENCE, SINGLE PILOT MULTI ENGINE PISTON CLASS RATING, INSTRUMENT RATING OR FLIGHT INSTRUCTOR (RESTRICTED) RATING – APPLICATION

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the following.

- **PAYMENT METHODS.** Please complete form SRG\1187.
- Where an FTO/GTO intends using an alternative aerodrome or intends entering into arrangements with other organisations, details of said aerodromes or organisations shall be provided (as applicable) on additional application forms.

1. ORGANISATION DETAILS	
Organisation Name
Address
.....	Postcode.....
Telephone Number	Fax Number
E-mail	Website
FTO/GTO status (eg Private or Limited Company or Private Concern):	
Details of Tenure of premises:	

2. COURSES OFFERED (tick appropriate box(es))		
ATP (A) Integrated	<input type="checkbox"/>	CPL(A) Modular Theoretical Knowledge
ATP(H) Integrated	<input type="checkbox"/>	CPL(H) Modular Theoretical Knowledge
CPL(A)/IR Integrated	<input type="checkbox"/>	IR(A) Modular Theoretical Knowledge
CPL(A) Integrated	<input type="checkbox"/>	IR(H) Modular Theoretical Knowledge
CPL(H) Integrated	<input type="checkbox"/>	FI A Restricted
CPL(A) Modular (Flight Instruction)	<input type="checkbox"/>	FI H Restricted
CPL(H) Modular (Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation (A) Modular
IR(A) Modular (Flight/Synthetic Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation (H) Modular
IR(H) Modular (Flight/Synthetic Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation Instructor (A)
Single Pilot Multi Engine Piston Class Rating	<input type="checkbox"/>	Multi Crew Co-operation Instructor (H)
HPA Modular Theoretical Knowledge	<input type="checkbox"/>	Private Pilot Licence (Aeroplane)
Type Rating Instructor (H)	<input type="checkbox"/>	Private Pilot Licence (Helicopter)
ATP(A) Modular Theoretical Knowledge	<input type="checkbox"/>	
ATP(H) Modular Theoretical Knowledge	<input type="checkbox"/>	

3. CAA USE ONLY		
Date		Enclosures
Receipt No.		
Cheque/PO/Cash Access/Visa/Maestro	£	Despatch/collection details
Date of Issue	
Checked by	Signed by
Loaded by	

4. MANAGEMENT STRUCTURE (as appropriate to the course(s) offered)		
Post	Name	Licence(s) held
Head of Training		
Chief Flying Instructor		
Chief Ground Instructor		
Chief Synthetic Flight Instructor		

5. INSTRUCTING STAFF (as appropriate to the course(s) offered, please continue on a separate sheet if required)

a) Flight Instructors

Name	Full/Part Time	Name	Full/Part Time

b) Theoretical Knowledge Instructors

Name	Full/Part Time	Name	Full/Part Time

c) Synthetic Flight Instructors

Name	Full/Part Time	Name	Full/Part Time

6. STUDENT NUMBERS (maximum capacity allowed for each course offered) (tick appropriate box(es))		
ATP (A) Integrated		CPL(A) Modular Theoretical Knowledge
ATP(H) Integrated		CPL(H) Modular Theoretical Knowledge
CPL(A)/IR Integrated		IR(A) Modular Theoretical Knowledge
CPL(A) Integrated		IR(H) Modular Theoretical Knowledge
CPL(H) Integrated		FI A Restricted
CPL(A) Modular (Flight Instruction)		FI H Restricted
CPL(H) Modular (Flight Instruction)		Multi Crew Co-operation (A) Modular
IR(A) Modular (Flight/Synthetic Flight Instruction)		Multi Crew Co-operation (H) Modular
IR(H) Modular (Flight/Synthetic Flight Instruction)		Multi Crew Co-operation Instructor (A)
Single Pilot Multi Engine Piston Class Rating		Multi Crew Co-operation Instructor (H)
HPA Modular Theoretical Knowledge		Private Pilot Licence (Aeroplane)
Type Rating Instructor (H)		Private Pilot Licence (Helicopter)
ATP (A) Modular Theoretical Knowledge		
ATP(H) Modular Theoretical Knowledge		

7. AERODROME PARTICULARS (*not required for FI (Restricted) course(s)) (*delete as appropriate)	
Type of Licence	
Hours of Operation	
Night Flying Permitted	Yes* / No*
Air Traffic Service(s) Provided	
Navigation Aids*	
Availability and Scope of Meteorology Information (Regulation & Display)	
Facilities Available for Filing Flight Plans & Passing Clearances	
Airways Entry Point*	

8. ACCOMMODATION (dimensioned and annotated architects/builders plans may be submitted in lieu of the descriptions required below)	
Type	Location, Size, Number of Rooms
Lecture Rooms	
Briefing Cubicles	
Head of Training's Office	
Chief Flying Instructor's Office	
Chief Ground Instructor's Office	
Chief Synthetic Flight Instructor's Office	
Staff Room(s)	
Operation Room(s)	
Flight Planning Room(s)	
Students Rest Room(s)	
Lavatories/Wash Room(s)	
Room(s) for administrative staff	
Residential accommodation	
Other Amenities	

9. AIRCRAFT USED FOR TRAINING ON APPROVED COURSES

(Please annotate with * those IFR equipped and with ** those to be used for spinning exercises)

Type	Reg	Expiry Date of Approval for Skill Test Use (if applicable)	Type	Reg	Expiry Date of Approval for Skill Test Use (if applicable)

10. SYNTHETIC TRAINING DEVICES

Manufacturer, Marque, Serial Number	Level (FNPT I, FNPT II or Simulator ABCD)

11. GROUND INSTRUCTION EQUIPMENT (*delete as appropriate)

Types of training equipment, e.g. model aircraft, overhead projector, sectioned instruments, taped patter of air exercises.	
Reference publications – Are all CAP recommended publications available? (delete as applicable)	Yes* / No*

12. PAYMENT METHODS

Please complete form SRG\1187.

13. DECLARATION (*delete as appropriate)

I certify that all the above named persons are in compliance with JAR-FCL.
 I agree to receive Flight Crew Safety material from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material*.
 I certify that all the above named persons are in compliance with JAR-FCL.

Signature Date
 Name (block capitals) Position
 For (name of FTO/GTO)

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

14. SUBMISSION INSTRUCTIONS (tick appropriate box(es))

Send your completed application form to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR, United Kingdom.

Manuals & documentation to be submitted

- | | |
|--------------------------------|--------------------------|
| Operations Manual | <input type="checkbox"/> |
| Training Manual | <input type="checkbox"/> |
| Sample Training Records | <input type="checkbox"/> |
| Course Completion Certificate | <input type="checkbox"/> |
| Detail of Quality System | <input type="checkbox"/> |
| Evidence of Sufficient Funding | <input type="checkbox"/> |

SAMPLE



PLD PAYMENT METHOD

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

Note: For cross-reference purposes, please annotate this form with the relevant SRG form number and title of your associated application form.

SRG\ Title:.....

1. PERSONAL DETAILS

CAA Personal reference number (if known)

Surname Forename(s)

Title Date of birth (dd/mm/yyyy)

2. PAYMENT METHODS

All fees must be paid in advance, failure to do so will delay your application.

The fees for licences, associated ratings and assessments are contained in the latest Scheme of Charges. This is available on our web site - www.srg.caa.co.uk - under Personnel Licensing.

I am paying by (Please tick appropriate box).

MASTERCARD MAESTRO VISA CHEQUE OTHER

Cheques MUST be made payable to CIVIL AVIATION AUTHORITY

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the following. (block capitals)

Card holder's name (in full)

Amount £

Card Number

Security Code (last 3 digits on signature strip on reverse of card)

Expiry date / Card issue number (Maestro only)

Valid from /

Address of Card Holder if different from Applicant

.....

3. CAA USE

Date		Enclosures
Receipt No.		
Cheque/PO/Cash/ Access/Visa/Maestro		

Appendix 3 Training Manual

Content of Training Manual

Training Manuals for use at a FTO conducting approved flying training courses shall comply with the requirements of IEM No.3 to JAR-FCL 1.055 for aeroplanes and 2.055 for helicopters.

Part I - The Training Plan

The Aim	A concise statement of what the student will be able to do as a result of completing the course.
Pre-Entry Requirements	<p>Minimum age, educational requirements (including language), medical requirements, flying experience, theoretical ground training and validity for modular course students.</p> <p>Any individual State requirements.</p> <p>Note: do not confuse with licence issue requirements.</p>
Credits for Previous Experience	To be obtained from the Authority/JAR-FCL/MOD before training begins. This is the responsibility of the FTO.
Training Syllabus	<p>A skeleton syllabus showing a breakdown of the course by aircraft type, the hours flown and number of exercises. If there is more than one option explain the alternatives.</p> <p>Synthetic flight training syllabus and theoretical knowledge syllabus as appropriate.</p>
Training Programme	<p>A general statement regarding the arrangements of daily and weekly programmes for flying, ground and synthetic flight training.</p> <p>Arrangement of the course and the integration of syllabus time.</p> <p>Bad weather constraints; i.e. if the weather precludes flying.</p> <p>Programme constraints in terms of maximum student training times (flying, theoretical knowledge, synthetic) e.g. per day/week/month.</p> <p>Restrictions in respect of duty periods for students.</p> <p>Duration of dual and solo flights at various stages.</p> <p>Maximum student flying hours in any day/night; maximum number of training flights in any day/night.</p> <p>Minimum student rest period between duty periods.</p>
Training Records	<p>Training Records must clearly identify the candidate as well as providing a record of the training completed.</p> <p>The Training Manual must methodically list all of the items that are to be recorded in training records; this then forms the datum against which subsequent checks can be made.</p> <p>Rules for security of records and documents.</p> <p>Attendance records.</p> <p>The form of training records to be kept (Specific attention to personal details pre-course qualifications and ground training).</p> <p>Persons responsible for checking records and students' log books.</p> <p>The nature and frequency of record checks.</p> <p>Standardisation of entries in training records.</p> <p>Rules concerning log book entries.</p>

Safety Training	<p>This relates to any aspect of the course that could place the student in danger. It is a certificate that the candidate has been trained in the use of procedures and safety equipment. It need not repeat those items adequately covered in the course syllabus.</p> <p>Individual responsibilities. Essential exercises. Emergency drills (frequency). Dual checks (frequency at various stages). Requirement before first solo day/night/navigation etc.</p>
Tests and Examinations	<p>Details of all tests checks and examinations conducted during the course and on completion of the course.</p> <p>Flying:</p> <ul style="list-style-type: none"> a) Progress checks b) Skill tests <p>Theoretical Knowledge:</p> <ul style="list-style-type: none"> a) Progress tests b) Theoretical knowledge examinations <p>Authorisation for test. Rules concerning refresher training before retest. Test reports and records. Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'. Procedure for question analysis and review and for raising replacement papers. Examination re-sit procedures.</p>
Training Effectiveness	<p>A detailed statement of procedures to be employed. Standards and level of performance at various stages. Individual responsibilities. General assessment. Liaison between departments. Identification of unsatisfactory progress (individual students). Actions to correct unsatisfactory progress. Procedure for changing instructors. Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies - link to pass rates. Procedure for suspending a student from training. Discipline. Reporting and documentation of the procedures detailed in this section.</p>
Standardisation	<p>A statement of the procedures to be adopted that will ensure all instruction and reporting is conducted in a similar manner. Individual responsibilities. Standardisation. Standardisation requirements and procedures. Application of test criteria. Include word pictures and assessment grades designed to facilitate objective marking.</p>
Appendices (To Part I)	<p>Include all blank forms. Training Record Forms. Progress Test Report Forms. Skill Test Report Forms. FTO certificates of experience, competence, etc.</p>

Part II – Briefings And Air Exercises

Air Exercise	<p>A detailed statement of the content of all the air exercises to be taught, arranged in the sequence to be flown. The brief should be divided into three sections:</p> <p>Aim: This should be concise and singular and relate to the student not the Instructor (What will the student be able to do on completion of the Exercise?).</p> <p>Content: List all of the items to be taught or practiced on the exercise.</p> <p>Performance Standard: This should indicate a measurable quantity that the student should be able to achieve on completion of the training. It is the datum against which the student is assessed, and should be measurable by the student.</p> <p>Teaching briefs should not be included in the Training Manual. The brief should inform the candidate of the purpose of the Exercise, what is going to be covered and the level of performance expected.</p>
Air Exercise Reference List (Optional)	If required: An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors in the air.
Course Structure - Phase of Training	<p>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.</p> <p>Essential (emergency) exercises with frequency and records to be kept.</p> <p>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.</p>
Integration of Syllabi (Integrated Courses only)	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.
Student Progress	<p>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.</p> <p>Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.</p>
Instructional Methods	The FTO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabus and training specifications, authorisation of solo flights, etc.
Progress Tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.
Glossary of Terms	Definition of significant terms as necessary.
Appendices	Relating to Part II As Required.
Annexes	Course Notes and Technical material. CAA Standards Documents. Any other relevant document.

Part III - Synthetic Flight Instruction

Structure generally as for Part II. Alternatively, the STD Exercises may be included in Part II especially if the exercises may be conducted in a STD or aircraft. Where the STD training is conducted as a block or subcontracted, Part III is more appropriate.

Part IV - Theoretical Knowledge Instruction

Structure of the Theoretical Knowledge Course	A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course.
Lesson Plans	A description of each lesson or group of lessons including teaching material, training aids, progress test organisation and inter-connection of topics with other subjects.
Teaching Materials	Specification of the training aids to be used (e.g. study materials, course manual references, exercises, self study materials, demonstration equipment).
Student Progress	The requirements 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.
Progress Testing	The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.
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.

Note: This is primarily for Integrated Theoretical Training however; ground-training elements of a Class or Type Rating Course may also be placed here.

Appendix 4 Operations Manual

Content of Operations Manual

- a) **General:**
- A list and description of all volumes in the Operation manual.
 - Administration (function and management).
 - Responsibilities (all management and administrative staff).
 - Student discipline and disciplinary action.
 - Approval/authorisation of flights.
 - Preparation of flying programme (including weather restrictions).
 - Command of aircraft.
 - Responsibilities of pilot-in-command.
 - Carriage of Passengers.
 - Aircraft documentation.
 - Retention of documents.
 - Flight crew qualification records (licenses and ratings).
 - Revalidation (medical certificates and ratings).
 - Flying duty period and flight time limitations (instructors).
 - Flying duty period and flight time limitations (students).
 - Rest periods (instructors).
 - Rest periods (students).
 - Pilot's logbooks.
 - Flight Planning (general).
 - Safety (general) - equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.
- b) **Technical:**
- Aircraft descriptive notes.
 - Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with JARs, BCARs, UK ANO etc).
 - Emergency procedures.
 - Radio navigation aids.
 - Allowable deficiencies (based on MMEL if available).
- c) **Route:**
- Performance (legislation, take-off, route, landing).
 - Flight Planning (fuel, oil, minimum safe altitude, navigation equipment).
 - Loading (load sheets, mass and balance, limitations).
 - Weather minima (Flight Instructors).
 - Weather minima (students at various stages of training).
 - Training routes/areas.
- d) **Staff Training:**
- Appointment of persons responsible for standards/competence of flying staff.
 - Initial training.
 - Refresher training.
 - Standardisation training.
 - Proficiency checks.
 - Upgrading training.
 - FTO staff standards evaluation.
 - Record to be kept.
- e) **Temporary Flying Orders** (optional):
As required by FTO.

Note:- Training leading to the issue or variation of a FI Rating or Authorisation does not constitute Staff Training. Such training shall be conducted under a FIC approval in accordance with the provisions of JAR-FCL Section H. Details of qualifying requirements for such courses may be included under Staff Training together with any additional in-house standardisation.

Appendix 5

1 Approval of Flying Training Organisation in a Non-JAA State

- 1.1 A flying training organisation operating in a non JAA Member State may seek approval to conduct JAA courses of training. The organisation should, in the first instance make any such request to the JAA Transition Office (JAA-T) at EASA's offices in Cologne, who will make arrangements for a JAA Member State to process the application for approval.
- 1.2 The organisation shall meet the requirements of JAR-FCL including the requirements of Appendix 1b and 1c to JAR-FCL 1.055 and Appendix 1b and 1c to JAR-FCL 2.055 as appropriate and, if the CAA accepts an offer from the EASA Licensing Director to process the application, the organisation shall in addition to the other information contained in this Standards Document take account of the following additional considerations:
 - a) Operations in another country shall be conducted in conformity with the regulations in force in that country, and documentation required to support the approval shall incorporate references as necessary to those regulations. It is for the organisation seeking approval to establish what the regulations are and comply with them. In this regard, it must be noted that the grant of an approval and of any supporting authorisations, permissions, etc., by the UK CAA reflects compliance with the relevant requirements of the UK CAA. It does not imply the UK CAA is satisfied that the regulations of the country in which the training takes place have been met.
 - b) 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.
 - c) Where the course is conducted in a non-English speaking country, the Head of Training shall ensure that students 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.
 - d) Aircraft used on courses shall have a valid Certificate of Airworthiness and be maintained to a standard that enables the aircraft to be used in public transport operations and meet the other aircraft equipment requirements described in this document. Where no Technical Log is required Nationally, the FTO shall record on an Authorisation sheet or an alternative document approved by the CAA, those items that would normally be recorded in the Technical Log as required by the ANO currently in force.
 - e) 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 shall meet an equivalent safety standard to that required of FTOs operating within the UK. (*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.