Cover Page

CAP1667

APPROVED TRAINING ORGANISATION MANUAL

PLEASE NOTE THIS A SUGGESTED TEMPLATE FOR YOUR USE AND WILL NEED EDITING AS REQUIRED.

:

[*Name of Training School Limited*]

[*Address 1*]

[*Postcode*]

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**CAP1667 APPROVAL**

**REFERENCE**

**ATOG-[xxxx]**

Document Reference No: [XXXX]

FOREWORD

This manual has been prepared in order to support the [***Name of organisation*]** UK National Approved Training Organisation Approval requirements, specified in CAP1667. This document is divided into FOUR parts.

**PART 1 MANAGEMENT ORGANISATION**

**PART 2 OPERATIONS MANUAL**

**PART 3 TRAINING MANUAL**

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**Date: ……………………**

**For Manual /Amendment\* Approval**

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**Approved By:**

**Compliance Manager**

**[ *Name of organisation*].**

**Date:**

\* delete as required

**---------------------------------------------------------------------------------------------------------------------------**

**FOR UK CAA USE ONLY**

**Approved By:**

**For the UK Civil Aviation Authority:**

**Date:**

Following investigation and approval by the UK CAA, a signed & stamped copy of this page shall be returned to [*Name of organisation*].for inclusion in all copies held by the company.

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DOCUMENT DISTRIBUTION LIST

*This document should be made available to all personnel involved in the Approved Training Organisation. This does not mean that all personnel have to be in receipt of a manual but key personnel should have reasonable access to one.*

*It is suggested that the most effective distribution is via email or alternatively, made available on a company intranet system with an electronic copy retained by the UK CAA.*

*Accordingly, the Approved Training Organisation documents should be available to:*

*1. Management personnel and any person required to follow its procedures*

*2. The UK CAA*

*The following is a typical list of those who require access to the documents and is for guidance only.*

* *Accountable Manager*
* *Compliance manager*
* *Safety Manager*
* *Head of Training*
* *Administration*
* *UK CAA*
* *Student*

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[*[Company Name]* considers itself to be a non-complex, organisation in accordance with theCAP1667. As such, the primary considerations of this Safety Management System to the organisation are as follows:- 20](#_Toc28860555)

[*i)* Continuously seek to improve its safety performance. Continuous improvement of safety performance will be achieved through 20](#_Toc28860556)

[*ii)* Identify hazards and risks associated with the organisation and it’s operations; 20](#_Toc28860557)

[*iii)* Develop mitigations for these to reduce the risk to a level with is as low as reasonably practical; 20](#_Toc28860558)

[*iv)* Maintain a Safety Reporting system which identifies incidents and steps taken to prevent a re-occurrence; 20](#_Toc28860559)

[*v)* To keep records of all reports, hazards / risks and mitigations; and 20](#_Toc28860560)

[*vi)* Ensure that all staff, club members and clients abide by the Company Safety Policy. 20](#_Toc28860561)

[When changes such as staff changes, new equipment including introduction of a new aircraft, changes to facilities, new locations / training routes and courses etc, are planned, an assessment of the implications of the changes will be made to ensure risks are mitigated 20](#_Toc28860562)

[When developing this Safety Management system, the information contained in CAA Publication CAP1059 (Safety Management Systems: Guidance for small, non-complex organisations) has been used for guidance and reference.. Such items as Safety Definitions and theoretical explanations of concepts such as risk assessment / calculation and mitigation have not been included in this manual as the CAP defines the practises which have been used. 20](#_Toc28860563)

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CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

*Approved Training Organisation Manual*

*This document defines the organisation and procedures upon which the UK CAA National Approved Training Organisation Status is based.*

*It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by UK CAA from time to time where these new or amended regulations are in conflict with these procedures.*

*It is understood that the UK CAA will approve this organisation whilst satisfied that the procedures are being followed. It is understood that the UK CAA reserves the right, provisionally or substantively, to suspend, vary or revoke the approval, as applicable, if the UK CAA has reasonable cause to believe that the procedures are not being followed and / or the standards not being upheld.*

*These procedures are approved by the undersigned and must be complied with, as applicable, whenever training is being delivered under the terms of the approval.*

*The undersigned fully accepts the duties and responsibilities of Accountable Manager as defined in CAP1667.*

*Signed: …………………………………………………………………*

*Accountable Manager: ………………………………………………*

*For and on behalf of: [Name of organisation]……………………..*

*Notes : The Accountable managers exposition statement should embrace the intent of the above paragraphs and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.*

PART 1 – Organisation Management

* Management Procedures
* Compliance Monitoring
* Safety Management

**1 Management Procedures**

*CAP1667 requires that applicants for an initial certificate shall provide the competent authority with documentation demonstrating how they will comply with the requirements. Some of these requirements are addressed already by the ATO Operations Manual and the Training Manual(s). The purpose of this Part is to demonstrate how the ATO will comply with those applicable requirements that are not already addressed in other documents.*

**1.1 Authority and Applicability**

The *[CompanyName]* ATO Organisation Management Manual (OMM) is issued in accordance with and in compliance with CAP1667.

This manual shall be made available to all ATO staff and students.

**1.2 Structure**

The Organisation Management Manual is structured as follows:

|  |  |  |
| --- | --- | --- |
| **PART** | **TITLE** | **CONTENTS** |
| 1 | Management Procedures | Describes the management procedures to comply with those applicable requirements of Part-ORA that are not included in the Opertaions Manual or Training Manuals |
| 2 | Compliance Monitoring | Describes the compliance monitoring function of the management system and demonstrates compliance with ORA.GEN.200(6) |
| 3 | Safety Management | Describes the safety management procedures of the ATO and demonstrates compliance with ORA.GEN.200(1), (2) and (3) |

**1.2.1 Scope of Training and Terms of Approval**

1.2.1.1 The following training courses are provided, in accordance with approval ATOG.###:

* ###
* ###

**1.2.2** **Personnel and Organisation Chart**

*The titles and names of key personnel and those persons referred to in CAP1667, Part 2 are as follows:*

|  |  |
| --- | --- |
| ***Post*** | ***Name*** |
| ***\**** *Accountable Manager* |  |
| *Head of Training* |  |
| *\*Compliance Monitoring Manager* |  |
| ***\**** *Safety Manager* |  |

Any / all of these roles can be combined.

**1.2.4 Facilities**

Description of facilities:

*.*

**1.2.5 Notification of changes to Organisations activities**

1.2.5.1 Any change to the Organisations activities which materially affect the scope of the approval (such as change of facilities, postholders, courses or management system) must be given prior approval by the Authority, before implementation...

1.2.5.2 Unforeseen changes must be notified to the competent authority at the earliest opportunity.

1.2.5.3 Changes to the organisation that do not require prior approval by the competent authority are to be made only with the agreement of the Accountable Manager. Changes are to be fully documented prior to implementation and in accordance with the Organisation’s procedures*.*

1.2.6.2 The competent authority will be notified of such changes as soon as practicable. Documentation relating to the charge is to be retained in the ATO Records.

**1.2.7 Staff Training**

1.2.7.1 All personnel will be trained and their competence assessed to perform their tasks*. Staff training is the responsibility of [insert name or role] and they are responsible for maintaining records of all training accomplished*.

1.2.7.2 *Details of the training of staff are to be found in:-*

*Part 1, Section 2 (Compliance Monitoring)*

*Part 1, Section 3 (Safety Management System)*

*Part 2, Section 4 (Instructional Staff)*

**1.2.8 Contracted Activities**

*(If applicable give details of activity and sub-contractor - if no activity is contracted out then “Not Applicable” may be substituted here)*

**1.2.9 Dissemination of Information**

1.2.11.1 All personnel and students are to be aware of the rules and procedures relevant to the exercise of their duties and responsibilities. The Head of Training is responsible for ensuring that all staff and students are aware of the contents of the relevant publications*.*

(You should indicate the system by which you will ensure that staff /clients have read and understood the relevant documents this could be, for example, Signature sheets):

**1.2.10 Document Control**

## 1.2.12.1 **Proposed Revisions: Authority to Issue and Format**

*The manual is a controlled document and is issued on the authority of the Head of Training who will authorise all revisions. Any proposed revision should be forwarded to the Head of Training on a ‘Revision Proposal. All revisions will be in the form of printed, replacement pages; manuscript revisions are not permitted. Temporary revisions (see below) may be promulgated by ATO Notice. Revision pages will be annotated to show the date of issue, date of effect, if different, and the revision number. Each revision will be accompanied by a revised list of effective pages with their dates of issue*.

## 1.2.12.2 I**ssue of Manual and Responsibility for Revisions**

*The controlled copy of the ATO Training and Operations Manual will be maintained on the company website by the Head of Training which will ensure that all training staff have ready access to it when required. An electronic copy will be provided to the Authority. Any client can access the manual by request. A revision list record will be maintained at the front of the manual. Printed copies of the document are to be considered uncontrolled*

## 1.2.12.3 **Temporary Revisions**

*Revisions which may be urgently required in the interests of flight safety or which are supplementary to the Manuals will be the subject of a Temporary Revision which will be promulgated by ATO Notice. Temporary Revisions will be cancelled as soon as they are no longer relevant or after they have been included as permanent revisions to the manual.*

## 1.2.12.4 **Provision of Revisions to the Authority**

All revisions must be supplied to the Authority. Some changes require prior approval by the Authority while others can be implemented, and the Authority must be advised of the change. The Head of Training is responsible for providing all revisions to the Authority.

**1.2.13 Licensing Records**

The Head of Training is responsible for maintaining accurate and up to date information on student licences and associated ratings and certificates, including the expiry dates of medical certificates and language proficiency*.*

**1.2.14 Training Aircraft and Flight Synthetic Training Devices (FSTD)**

The Organisation will maintain an adequate fleet of aircraft or FSTDs suitably equipped for the approved courses. Only qualified FSTDs shall be used.. Any additions to the training fleet will be assessed for suitability by the Head of Training and records of such assessment will be documented and retained*.*

**1.2.15 Aerodromes**

*(The Head of Training is to make a statement as to which aerodromes will be used for training and that they are fit for purpose)*.

**1.2.16 Personnel Requirements**

*Personnel appointed to instructional positions within the ATO must meet the following minimum requirements*:

| **Position** | **Requirements** |
| --- | --- |
| *Head of Training* | *Have extensive experience in training as an instructor in the areas relevant to the training provided.* |
| *Flight Instructors* | *Hold at least the licence and, where relevant, the rating for which instruction is to be given.*  *Be entitled to act as PIC on the aircraft during flight instruction.*  *Hold a FI(A) certificate issued in accordance with Part-FCL* |

*The above table may be deleted, and the text included into the relevant roles contained within Section 1.3 of the Operations Manual.*

*ATOs providing training only for the LAPL and PPL are not required to appoint a Chief Flying Instructor. If the Organisation wishes to include such a post, the requirements should be included in the above table.*

*ATOs may wish to employ dedicated theoretical knowledge instructors or, if synthetic training is provided, synthetic training instructors. In such cases, the relevant requirements should be included in the above table*

**2 Compliance Monitoring**

**2.1 Compliance Statement**

[company name] will, by using Compliance monitoring, ensure that compliance is maintained with the following documents and standards: -

(a) All relevant requirements of CAP1667

(b) Relevant national legislation as detailed in the Air Navigation Order

(c) ATO procedures as defined in:

1. The Organisation Management manual
2. The ATO Operations Manual
3. The Training Manual(s) for the course(s) provided

(d) Any other requirements to which the ATO is subject (e.g.local rules for operation from a specific aerodrome.)

**2.2 Compliance Monitoring Programme**

The Organisation needs to develop a program of audits which ensure compliance with the relevant documents as per Para 2.2. The audit program may be divided into a number of separate events across a 12-month period or may take the form of an annual audit / review. The program should be detailed here

**2.3. Compliance Audits**

*Audits may be conducted by the Compliance Monitoring Manager or any suitable person who can demonstrate the relevant knowledge, background and experience., However, where possible auditors should not check areas for which they are responsible or involved. Audits will be recorded on form…..*

**2.4 Non-Conformance Reports**

*Where a Non-Compliance or Non-conformance is found during audit a finding must be raised using form….. Corrective Action must be identified, together with the person responsible for this and the timescale for resolution. The Compliance Monitoring Manager maintains a record of any non-conformance and ensures that a follow-up audit is completed at the end of the agreed period to ensure that corrective action has been successful. Should the corrective action be ineffective it is reported to the Accountable Manager.*

**2.5 Records to be kept**

*List the Compliance Monitoring forms / records to be kept and for how long. (It is recommended that you keep the following: -Annual Compliance Monitoring Programme, Audit reports / checklists, Findings / corrective actions, lists of auditors and training received). Records should be kept for 5 years minimum.*

**2.6 Compliance Monitoring Training**

*Describe the training to be conducted for compliance monitoring*

2.7 Appendices

1. Audit Completion Report

2. Corrective Action Report

3. Audit Checklists as required

**3 Safety Management**

**3.1 Safety Policy**

The Organisations Safety Policy represents commitment by the Accountable Manager that the organisation will:

* Improve towards the highest safety standards
* Comply with all applicable legislation, meet all applicable standards and consider best practice
* Provide appropriate resources
* *Ensure safety as a primary responsibility of all managers*
* Not blame someone for reporting something that would not have been otherwise detected by operating a Just Culture.

Signed: ......................................................................(Accountable Manager) Date:……………..

**3.2 Scope of the Safety Management System**

*[Company Name]* considers itself to be a non-complex, organisation in accordance with theCAP1667. As such, the primary considerations of this Safety Management System to the organisation are as follows: -

1. Continuously seek to improve its safety performance. Continuous improvement of safety performance will be achieved through
2. Identify hazards and risks associated with the organisation and it’s operations;
3. Develop mitigations for these to reduce the risk to a level with is as low as reasonably practical;
4. Maintain a Safety Reporting system which identifies incidents and steps taken to prevent a re-occurrence;
5. To keep records of all reports, hazards / risks and mitigations; and
6. Ensure that all staff, club members and clients abide by the Company Safety Policy.

When changes such as staff changes, new equipment including introduction of a new aircraft, changes to facilities, new locations / training routes and courses etc, are planned, an assessment of the implications of the changes will be made to ensure risks are mitigated

When developing this Safety Management system, the information contained in CAA Publication CAP1059 (Safety Management Systems: Guidance for small, non-complex organisations) has been used for guidance and reference. Such items as Safety Definitions and theoretical explanations of concepts such as risk assessment / calculation and mitigation have not been included in this manual as the CAP defines the practises which have been used.

**3.2 Safety Reports and Records**

In general, the organisation maintains two forms of Safety Records – the Incident / Accident Report form and the Hazard Log / Risk Register.

Individuals can make a report on any safety related issues using the Incident / Accident Report Form [*Form Number*]. (see appendix…) Completed forms should be submitted to the Safety Manager as soon as practicable after the accident or incident has occurred. *(It is acceptable to use one form for both reports if desired).*

The Safety Manager will investigate all incidents; in accordance with Para 1.20.8 of the Operations Manual, calling on such specialist assistance that may be required and prepare a report for the Accountable Manager. Findings from all incidents will be reviewed and recommendations will be made to the Accountable Manager for any changes that may be required to prevent a recurrence*.*

The Organisation also maintains a Hazard Log, available to all, which identifies hazards and the associated risk(s) apparent to the Organisation. It will also detail results of the risk assessment and mitigations that have been introduced to reduce the risk to a point where it is as low as reasonably practical. Items on the Hazard log and the mitigation effectiveness are constantly monitored to assess whether they have achieved the desired outcome.

Safety records are managed and retained by the Safety Manager for a minimum of 5 years from the date that they are generated. *(The ATO needs to describe how these records are maintained or managed. These could be electronic or hard copy).*

**3.3 Safety Communication**

*(The ATO should state here how it intends to communicate safety information to staff, students and members. This could be, for example, by means of a safety notice board. Safety Promotion is a process aimed at promoting a culture of safety by ensuring that all staff and students in an organisation are aware that, at their level and in their day-to-day activity, they are key players in safety and that everyone, therefore, contributes to effective safety management*.

*Training and effective communication on safety are two important processes supporting safety promotion*. *The Organisation needs to specify how it will communicate a safety culture. Further guidance can be found in CAP1059)*

**3.4 Safety Performance Monitoring**

*[company name]* monitors it’s safety performance by means of the following Safety Performance Indicators (SPI):-.

* Number of reportable accidents/incidents involving our aircraft
* Number of flight operations occurrences
* Number of ground operations occurrences
* Number of engineering occurrences
* Number of injuries to the our staff, members and guests
* Number of non-compliances with operating standards
* Number of non-compliances with legislative requirements (e.g. Part-FCL. Part-ORA, etc.)

*(To assist in the gathering of data towards the SPIs please refer to CAP1059, Chpt 4 – Sources of Safety Data).*

**3.5 Emergency Response**

[company name] has developed an Emergency Response Plan in cooperation with stakeholders which is to be used in the case of an emergency. The plan details the actions to be taken by management or specified individuals in an emergency.

A copy of the ERP can be found [where?}

The ERP will be:

1. Exercised periodically to ensure the adequacy of the plan and the readiness of the people who must make it work. (this is not a regulatory requirement but is best practise and recommended to be adopted).
2. Updated when contact information changes.
3. Briefed to all personnel along with their responsibilities.

**3.6 Contracted Activities**

3.6.1 *The Company may contract certain activities to external organisations for the provision of services. The ultimate responsibility for contracted activities, i.e. for the product or service provided by external organisations always remains with the Company*. *A written agreement signed between the Company and the contracted organisation shall clearly define the contracted activities and the applicable requirements*. *Details should be given here*.

*The following activities / services are contracted in from external organisations. Safety oversight, risk identification / mitigation and compliance monitoring of these activities and services are included in this ATO’s Safety Management and Compliance Monitoring systems.*

*.*

**3.7 Training**

All ATO personnel receive safety training as appropriate for their safety responsibilities. The Safety Manager maintains records of all safety training provided.

**Appendices**

1 - Incident / Accident Report Form

2 - Harzard Log

3 - Emergency Response Plan (if kept in Manual)

APPENDIX

PART 2 – Operations Manual

* General
* Technical
* Route
* Personnel Training

**1. General**

**1.1 List & Description of the Operations Manual**

|  |  |  |
| --- | --- | --- |
| **Part** | **Title** | **Contents** |
| 1 | General | General information describing the organisation and structure of the ATO. |
| 2 | Technical | Information related to the servicing and maintenance of the ATO’s aircraft and to normal, abnormal and emergency handling procedures |
| 3 | Route | Instructions relating to flight planning, performance and loading of the ATO’s aircraft |
| 4 | Personnel Training | Information regarding the induction, refresher and induction training of ATO staff and evaluation of instructional standards |

**1.2 Responsibilities**

**1.2.1 Accountable Manager**

The Accountable Manager is responsible to *[e.g. Board of Directors, Club Committee, etc.]* for:

* Ensuring that all activities can be financed
* Ensuring that the organisation has sufficient qualified personnel for the planned tasks and activities
* Establishing and maintaining an effective management system
* The Accountable Manager (AM) bears the ultimate accountability for safety in the Company and will promote the highest degree of safety awareness throughout the organisation
* The Accountable Manager endorses the Safety Policy; provides the human and material resources necessary for operating the SMS and achieving the safety objectives; nominates the Safety Manager, the Compliance Monitoring Manager and the Safety Committee

**1.2.2 Head of Training (HT)**

The HT is responsible to the Accountable Manager for:

* Ensuring that the training provided is in compliance with CAP1667and that the organisation remains in compliance with the Air Navigation Order and published National Requirements.
* Ensuring the satisfactory integration of flight / synthetic flight training with theoretical knowledge training
* Supervising the progress of individual students
* Liaison with the competent authority.

**1.2.3 Safety Manager**

The Safety Manager is responsible to the Accountable Manager for:

* Acting as the focal point for safety issues and providing advice on safety matters.
* The development, administration and maintenance of an effective safety management system, including documentation;
* Hazard identification, risk analysis and management, including monitoring the implementation of actions taken to mitigate risk and the initiation and follow-up of internal occurrence/accident investigations
* *Providing periodic reports to the Accountable Manager on safety performance*
* Ensuring that safety management training is available and appropriate.

**1.2.4 Compliance Monitoring Manager**

The Compliance Monitoring Manager is responsible to the Accountable Manager for:

* Monitoring the compliance of the organisation with all applicable regulatory requirements and the Operations, Training and Management Manuals
* Ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved and that audits are conducted by suitable personnel.

**1.3 Discipline**

1.3.1. *Each student and club member has the responsibility to be fully acquainted and to comply with the provisions of the ATO Operations and Training Manuals*.

1.3..2 *If a student or club member displays an irresponsible attitude, makes a deliberate and unjustifiable breach of the Air Navigation Order, or repeatedly fails to comply with the Operations and Training Manuals, the Head of Training may consider censure. In such cases records of such actions will be kept.*

**1.4. Alcohol and Drugs**

*No pilot shall fly in an ATO aircraft if he/she has consumed any alcohol within eight hours of take off.*

*Recreational drug use is not compatible with aviation safety and any student found to be indulging in such drug use is liable to immediate suspension from training*.

*No pilot is to fly an ATO aircraft if he has taken any medication, whether prescribed or not, unless approval has been given by an Aero-Medical Examiner (AME).*

**1.5 Approval and Authorisation of flights**

1.5.1.1 A student pilot shall not fly solo unless authorised to do so and supervised by a flight instructor.

1.5.1.2 All flights in ATO aircraft are to be authorised in writing on the (authorisation sheet / tech log) and are to include full details of the intended flight and the limits of the authorisation.

1.5.1.3 *Students on solo cross-country flights are to carry with them evidence of their authorisation*. (the ATO may consider doing this as best practise)

1.5.1.4 *Powers of authorisation for flights in ATO aircraft are delegated to flight instructors as follows*:

If you also hire aircraft to club members and self fly hirers, you should also include how you authorise flights for these groups

**1.6 Preparation of Flying Programme**

*Complete as appropriate*

**1.7** **Nomination and Responsibilities of Pilot in Command**

*The operator must designate one pilot among the flight crew as the pilot in command.*

*On dual instructional flights the instructor will always be nominated as pilot in command (PIC)*.

*The pilot in command must take all reasonable steps to*

* *maintain familiarity with relevant national and international aviation legislation and agreed aviation practices and procedures;*
* *maintain familiarity with such provisions of the ATO Operations Manual as are necessary to fulfil his function*.

**1.8 Specific Responsibilities**

1.8.1.1 *The pilot in command shall:*

* 1. *be responsible for the safe operation of the aircraft and the safety of its occupants and cargo during flight;*
  2. *have authority to give all commands he deems necessary for the purpose of securing the safety of the aircraft and of persons or property carried therein, and all persons carried in the aircraft shall obey such commands;*
  3. *have authority to disembark any person, or any part of the cargo, which in his opinion, may represent a potential hazard to the safety of the aircraft or its occupants;*
  4. *not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;*
  5. *ensure that all passengers are fully briefed on:*
     1. *use of the seat belt or harness;*
     2. *the location and operation of emergency exits;*
     3. *the method of locating and jettisoning windows;*
     4. *the method of opening and emergency jettisoning of cabin doors;*
     5. *the method of deploying life rafts and their subsequent operation (as appropriate);*
     6. *the method and use of life jackets (as appropriate)*
     7. *deployment and use of the radio beacon (as applicable);*
     8. *other type specific safety features;*
     9. *the prohibited use of portable electronic equipment such as mobile phones, laptop PCs etc*.
  6. *ensure that all operational procedures and checklists are complied with, in accordance with the Operations Manual;*
  7. *ensure that the weather forecast and reports for the proposed operating area and flight duration indicate that the flight may be conducted without exceeding the weather privileges of the licence and ratings and the Organisation’s established weather minima;*
  8. *decide whether or not to accept an aircraft with unserviceabilities in accordance with the list of allowable deficiencies.*
  9. *take all reasonable steps to ensure that the aircraft, and any required equipment is serviceable;*
  10. *in the absence of a qualified engineer, ensure that aircraft refuelling is supervised with particular attention being paid to:*
      1. *the correct grade and amount of fuel;*
      2. *fuel water checks;*
      3. *fire safety precautions;*
      4. *checking filler caps for security and correct replacement after refuelling;*
  11. *take all reasonable steps to ensure that the aircraft weight and balance is within the calculated limits for the operating conditions;*
  12. *confirm that the aircraft’s performance will enable it to complete safely the proposed flight;*
  13. *take all responsible steps to ensure that before take-off and before landing, or whenever he considers it advisable (e.g: in turbulent conditions) the aircraft occupants are properly secured in their allocated seats and all cabin baggage is stowed in the approved stowage;*
  14. *ensure that the pre-flight inspection has been carried out.*

**1.9 Carriage of passengers**

Subject to the approval of the Head of Training and the privileges of his licence, a person may fly as PIC of a Company aircraft carrying passengers provided that the following conditions are complied with:

1. He shall not act as pilot-in-command of a aircraft carrying passengers unless he has complied with *regulations pertaining to pilot recency and medical fitness*
2. *Passengers may not be carried on student solo flights*
3. *Passengers may not be carried on dual instructional flights with the following exceptions:*
   1. *Another student on the same course of training may be carried if there is a training benefit to be gained.*
   2. *CAA inspectors may be carried on any dual instructional flight.*
   3. *Passengers may be carried on trial lessons provided that they have a clear and direct interest in the flight (e.g. parents, partner, etc.) and no remuneration of any kind is given in respect of their carriage*.

*If this is applicable to club members and self fly hirers then you should detail any restrictions / requirements to carry passengers in club aircraft*

**1.10 Aircraft documentation**

**1.10.1 Technical Log or Flight Authorisation sheets**

*1.10.1.1* It is the responsibility of all pilots to check the aircraft technical log or Flight Authorisation sheet prior to engine start in order to establish that the aircraft is serviceable for the proposed flight*.*

*1.10.1.2* The Daily ‘A’ Check may be conducted only by a licensed pilot or engineer*. The person conducting the check is to certify its completion by inserting his signature and CAA reference number (or other authorisation reference) in the relevant boxes, along with the date and time that the check was completed.*

*1.10.1.3 The PIC of the aircraft is to sign the ‘Pilots Acceptance Column’ certifying that he is satisfied with the pre-flight inspection and fuel/oil states for the intended flight.*

*1.10.1.4 On completion of the flight, the PIC is responsible for entering the flying time, engine starts and any un-serviceability as soon as practicable after landing.*

*1.10.1.5* Flight time is defined in accordance with *the ANO*

*1.10.1.6* Any defect recorded in the technical log shall be cleared or deferred by a licensed engineer, or other authorised person, prior to the next flight*.*

*1.10.1.7 Care must be taken at all times to ensure that the technical log or Authorisation Sheet is completed accurately, legibly and in full.*

**1.10.2 Documents to be carried in Flight**

1.10.2.1 The following documents are to be carried in accordance with Schedule 9 of the Air Navigation Order, on each flight as originals or copies unless otherwise specified:

(a) Pilots Operating Handbook, Flight Manual or appropriate checklist

(b) Certificate of Airworthiness

(c) Airworthiness Review Certificate

1. Certificate of Registration (only required on international flights)
2. Noise Certificate, if applicable
3. List of specific approvals, if applicable
4. Aircraft Radio Licence, if applicable
5. Certificate of third party liability insurance
6. Aircraft Technical Log
7. Details of the filed ATS flight plan (only required if flight plan filed)
8. Current and suitable aeronautical charts for the route of the proposed flight
9. Procedures and visual signals information for use by intercepting and intercepted aircraft (only required for international flights)
10. Personal Pilot licence and medical certificate

1.10.2.2 In the case of flights intended to take off and land at the same aerodrome and remaining within UK airspace, items g to l above may be retained at the aerodrome.

**1.11 Retention of Documents**

Authorisation sheets or Technical Logs shall be maintained for the period of service with the ATO plus 2 years.

Copies of Technical logs of non-ATO aircraft used for approved training shall be retained with the associated training record(s) for audit purposes.

Details concerning the retention of Student records is covered in Part 3, Para 1.7.4.

**1.12 Flight Crew Qualification Records**

The Head of Training is responsible for maintaining an up-to-date record of the validity of staff and student licences, ratings and certificates. He is to ensure that personnel are not permitted to fly if any required qualification is not valid.

**1.12.1 Currency of Licences and Ratings**

1.12.1.1 *All staff and students are to be in possession of a valid pilot licence and/or medical certificate before acting as pilot in command of an ATO aircraft. In order to be valid the pilot is required to ensure they comply with the validity requirements specified in the ANO.:*

1.12.1.2 *A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State. This includes a medical certificate valid in the state of licence issue*.

**1.12.2 Pilots’ Log Books**

*1.12.2.1 All pilots are to maintain their personal logbooks in accordance with the provisions of the ANO*

*1.12.2.2 On completion of a course of training, the Head of Training is to inspect each trainee’s logbook and certify that it contains an accurate record of the flights carried out*

**1.13 Flight Duty Period and Flight Time Limitations (Flight Instructors)**

*In each of the instances below the ATO must make a statement as to what the durations are considered appropriate for both duty periods and flight times for staff and students to maintain training effectiveness and mitigate the risk of fatigue*.

**1.13.1 Flight Duty Period**

1. Maximum daily flight duty period

(b) Maximum weekly flight duty period

1. Maximum monthly flight duty period

**1.13.2 Flight Time Limitations**

1. Maximum daily flying hours/instructional hours
2. Maximum monthly flying hours/instructional hours
3. Maximum annual flying hours/instructional hours

**1.14 Flight Duty Period and Flight Time Limitations (Students)**

**Flight Duty Period**

1. Maximum daily flight duty period
2. Maximum weekly flight duty period
3. Maximum monthly flight duty period

**1.14.1 Flight Time Limitations**

1. Maximum daily flying hours
2. Maximum monthly flying hours
3. Maximum annual flying hours

**1.15 Rest Periods (Flight Instructors)**

1. Minimum rest periods between consecutive duty periods
2. Minimum rest periods per week/month

**1.16 Rest Periods (Students)**

1. Minimum rest periods between flights
2. Minimum rest periods between consecutive duty periods

**1.19 Safety Responsibilities**

*1.19.1.1 As previously stated the Safety Manager is responsible for monitoring the standards of flight safety, however all personnel have a responsibility towards flight safety. Anyone who discovers a factor affecting flight safety, or who wishes or discuss any matter affecting safety, should contact the Safety Manager.*

**1.20 Safety Equipment**

*1.20.1.1 The ATO will ensure that all staff and students are familiar with the location and operation of all safety equipment located on the premises and in the ATOs aircraft. Safety equipment can include fire extinguishers, first aid kits, life rafts, life jackets, personal locator beacons and emergency locator beacons (as applicable).*

*1.20.1.2. Prior to each flight pilots are advised – for their own peace of mind- to ensure that the fire extinguisher and first aid kit are installed in the aircraft and have been inspected within the preceding 12 months.*

**1.20.2 Radio Listening Watch**

*Pilots are to ensure that a listening watch is maintained on a suitable radio frequency throughout the flight. In normal circumstances, pilots are to be in receipt of at least a Basic Service at all times*.

**1.20.3 Accidents and Incidents**

*1.20.3.1* Any pilot involved in an accident or incident in an ATO aircraft is to complete an internal Accident/Incident Report form, a copy of which is at Appendix 2 to this Part. (this form needs to be developed or a form sourced) Once completed, the report is to be passed to the Safety Manager.

1.20.3.2 The Safety Manager is to investigate any incident or occurrence involving School aircraft or any other operational matter. This in no way absolves the School or aircraft PIC from their duty, under the Air Navigation Order, to report accidents or incidents.

1.20.3.3 The object of an internal investigation of an accident or incident is as follows.

* To find out what happened.
* To find out why it happened.
* To recommend measures to prevent it happening again.

1.20.3.4 It is not the purpose of an investigation to find a scapegoat or to allocate blame (see Part 1, Para 3.3.3).

**1*.20.4 Definition of an accident***

*1.20.4.1 The following is the ICAO definition of 'accident' and also the UK definition of 'reportable accident'*.

*An occurrence associated with the operation of an aircraft that takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked there from, in which:*

*Any person suffers death or serious injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or when the death or serious injury is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and members of the crew of the aircraft, or*

*The aircraft incurs damage or structural failure, other than:*

*Engine failure or damage, when the damage is limited to the engine, its cowling or accessories;*

*Damage limited to propellers, wing tips, antennae, tyres, brakes, fairings, small dents or punctured holes in the aircraft skin, which adversely affects its structural strength, performance or flight characteristics and which would normally require major repair or replacement of the affected component, or*

*The aircraft is missing or is completely inaccessible or*

*Significant damage is caused to property of the Company or any third party.*

***1.20.5 Definition of a serious injury***

*1.20.5.1 Serious injury means an injury that is sustained by a person in a reportable accident and which:*

1. *Requires his stay in hospital for more than 48 hours commencing within seven days from the date on which the injury was received.*
2. *Results in a fracture of any bone (except fracture of fingers/toes/nose).*
3. *Involves lacerations that cause nerve, muscle or tendon damage or severe haemorrhage or involves injury to any internal organ.*
4. *Involves second or third degree burns affecting more than five per cent of the body surface.*
5. *Involves verified exposure to infectious substances or injurious radiation*.

**1.20.6 Reporting procedures**

1.20.6.1 Following an accident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.

1.20.6.2 The Organisation’s ERP must be followed, but following sequence will generally be observed.

* Inform the ATO immediately and by the quickest means possible - the person receiving the call will inform the Safety Manager and / or HT.
* Inform the competent authority as soon as possible - in the UK this is the Chief Inspector, Air Accident Investigation, Department of Transport.
* Inform the local police as soon as possible - see Civil Aviation (Investigation of Accidents) Regulations 1996.

1.20.6.3 An accident report form should be completed as soon as possible, and submitted to the responsible authority (with a copy to the Safety Manager and /or HT) within 72 hours.

1.20.6.4 For further information, see AIC P 55/2009 ‘Aircraft Accidents and Serious Incidents - Duty to Report’

***1.20.7 Incident reporting***

*1.20.7.1 An 'incident' is something that has*

* *jeopardised the safety of passengers, crew or aircraft, but which has terminated without serious injury or damage,*
* *was caused by damage to, or failure of, any major component, not resulting in serious injury or damage.*

*1.20.7.2 Following an incident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.*

*1.20.7.3 The organisation’s ERP should be followed if appropriate, but the following sequence will generally be observed.*

* *Inform the ATO immediately and by the quickest means possible - the School will inform the HT.*
* *Complete an incident report form, and submit it to the HT within 3 days - the relevant form will be supplied by the ATO (this form needs to be developed or sourced).*

***1.20.8 Occurrence reporting***

*1.20.8.1 An 'occurrence' is something that is not a notifiable accident.*

*1.20.8.2 A 'reportable occurrence' is*

* *any defect or malfunction of any part of an aircraft or its equipment which, if not corrected, would have endangered the aircraft, its occupants or any other person,*
* *failure or inadequacy of facilities or services on the ground used, or in connection with, the operation of the aircraft,*
* *any incident arising from the loading or carriage of passengers, cargo or fuel.*

*1.20.8.3 The overriding criterion to determine whether an occurrence is reportable is if it has endangered or, if uncorrected would have endangered, the aircraft, occupants or other persons.*

*1.20.8.4 All pilots or any persons must report such occurrences on the CAA Occurrence Reporting Portal and submit it to the CAA with a copy to the Safety Manager / HoT.*

*1.20.8.5 For further information, see CAP 382 ‘MOR Scheme’*.

**1.20.9 AirProx**

1.20.9.1 An airprox report shall be made whenever a pilot or controller considers that the horizontal or vertical distance between aircraft has been such that the safety of the aircraft was, or may have been, compromised.

1.20.9.2 Pilots wishing to make an airprox report should immediately inform ATC. If this is not possible, then the report should be made as soon as possible after landing, by telephone, to any UK ATCC.

1.20.9.3 A follow-up report should then be submitted to the UK AirProx Board within seven days.

1.20.9.4 AirProx are to be reported to the Safety Manager and details will be recorded as part of the Safety Management System data. For further information, see General Aviation Safety Sense leaflet 13A and UK AIP, ENR Section 1.14.

**1.20.10 Bird strike**

1.20.10.1 Any bird strikes or near miss is to be reported. Online reporting is preferred at [www.caa.co.uk/birdstrikereporting](http://www.caa.co.uk/birdstrikereporting) Where online reporting is not possible, reports may be made using Form SRG\2004 (see Chapter 5 of CAP 772 and Article 227 of the ANO 2009).

… the commander of an aircraft shall make a report to the CAA of any birdstrike occurrence which occurs whilst the aircraft is in flight within the United Kingdom.

The report shall be made within such time, by such means and shall contain such information as may be prescribed …

Nothing in this article shall require a person reporting any occurrence … which he has reason to believe has been or will be reported by another person …

A person shall not make any report … if he knows or has reason to believe that the report is false in any particular.

… ‘birdstrike occurrence’ means any incident in flight in which the commander of an aircraft has reason to believe that the aircraft has been in collision with one or more than one bird.

Bird strikes and near misses are to be reported to the Safety Manager and the details are to be recorded as part of the SMS data

**1.20.11 Wake vortices**

Any pilots experiencing wake vortex problems are to report the incident on Form SRG 1423. See AIC P072/2010 ‘Wake Turbulence’. Wake vortex issues must be reported to the Safety Manager and the details are to be recorded as part of the SMS Data.

**2 Technical**

**2.1 Aircraft Descriptive Notes**

*Specific notes for each aircraft type operated by the ATO may be entered here or, as below, the relevant POH/FM may be made Annexes to the Operations Manual. If the latter course is adopted, the reference and revision state of the documents must be kept up to date.*

Technical details of the aircraft used for training can be found in the relevant Pilots Operating Handbook or Flight Manual, which are to be considered as Annexes to this Manual as follows:..

|  |  |  |  |
| --- | --- | --- | --- |
| **Annex** | **Type** | **POH/FM Ref.** | **Revision** |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |

**2.2 Aircraft Handling**

**2.2.1 Checklists**

*2.2.1.1 Aircraft are to be operated in accordance with the relevant checklist. Where any conflict is found between the checklist and the manufacturer’s Pilot’s Operating Handbook, the latter is to take precedence.*

*2.2.1.2 Any conflict between the checklist and the Pilot’s Operating Handbook is to be reported to the Head of Training without delay.*

*2.2.1.3 All pilots are to be in possession of the appropriate checklist for the aircraft they are flying and they must comply with the handling notes and checklist for each specific aircraft type flown see CAA Information notice 2012/040*

**2.2.2 Limitations**

2.2.2.1 Aircraft are to be operated within the limitations laid down in the Pilot’s Operating Handbook and any relevant national legislation.

2.2.2.2 Should any limitation be exceeded inadvertently, the fact is to be recorded in the technical log and the Head of Training / Safety Manager is to be informed without delay.

2.2.2.3 If any structural or engine operating limitation is exceeded, the aircraft is to be landed as soon as is practicable and is not to be flown again except with the permission of the Head of Training.

**2.2.3 Maintenance**

*Describe the ATO’s arrangements for continuing maintenance i.a.w. Part-M (specifiy the organisation)*

**2.2.4 Technical Logs (see Para 1.10.1)**

**2.2.5 Deferred Defects**

*This text reflects the content of the CAA’s Airworthiness Communication (AIRCOM) 2010/12 ‘The Management and Recording of Aircraft Defects’ (available on the CAA website) and is compliant with the provisions of EASA Part-M. It may be replaced with other compliant procedures as necessary*

2.2.5.1 Any aircraft defect that seriously hazards flight safety is to be rectified before the aircraft’s next flight.

2.2.5.2 The decision as to whether a defect seriously hazards flight safety may be taken only by authorised certifying staff

2.2.5.3 Rectification of any aircraft or operational defect that does not seriously hazard flight safety may be deferred but it must be rectified as soon as practicable after it is reported and within any time limits specified in the applicable maintenance data.

2.2.5.4 Any defect not rectified before flight is to be recorded on the Deferred Defect Record kept in the aircraft document folder. Rectification of aircraft defects may be deferred only by authorised certifying staff. Rectification of operational defects may be deferred by the pilot

2.2.5.5 Aircraft defects are considered to be failure or malfunction of, or damage to, an aircraft’s structure, systems and associated equipment that may affect its airworthiness.

2.2.5.6 Operational defects are considered to be failure or malfunction of aircraft instruments, equipment or systems not required to comply with the Air Navigation Order 2016, as amended.

2.2.5.7 Deferred defects and the action taken to correct them must also be recorded in the relevant aircraft logbooks

**2.3 Emergency procedures**

**2.3.1 General**

In case of emergency, the procedures laid down in the relevant checklist are to be followed.

**1*.8.2 Deviation from procedures in Emergencies***

*The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he considers necessary under the circumstances. In such cases he may deviate from rules, operational procedures, and methods in the interest of safety.*

***1.8.3 Responsibilities In Respect of Third Party Maintenance***

*1.8.3.1 In the event that third party maintenance of an Aero Club aircraft is required away from base, the PIC is first to contact the Head of Training or his nominated deputy for authorisation. Any costs incurred for maintenance that has not been properly authorised will be wholly the responsibility of the PIC.*

*1.8.3.2 The PIC must ensure that, in the event of third party maintenance being required while away from base, the procedures referred to in the Technical Log are complied with.*

*(The above two points are not required by regulation but there is great value in having a contingency in both events. It is worth considering retaining the text )*

**2.4 Radio and radio navigation aids**

**2.4.1 General**

The VHF Radio and basic navigational equipment will be operated in accordance with the manufacturers guidance.

**2.5 Allowable deficiencies**

2.5.1.1 Aircraft are to meet the minimum airworthiness requirements at all times and all equipment required by European and national legislation, appropriate to the type of flight intended, is to be fitted and working.

**2.5.2 Aircraft with an established Minimum Equipment List**

*An approved Minimum Equipment List is not mandatory for training aircraft. However, if an approved MEL is required under any other Part of the Regulation (e.g. if the aircraft is also used for commercial air transport), its provisions are to apply to the aircraft when used for training.*

**2.5.3 Aircraft without an established MEL**

*For dual instructional flying in aircraft that do not have a minimum equipment list detailed by the manufacturer reference should be made to the schedules ofof the ANO as to the minimum instrumentation, equipment and avionics required for flight training*.

*The ATO will need to establish it’s own minimum equipment list for operations and iinsert detail below.*

**3 Route**

**3.1 Performance**

3.1.1.1 *Article 68 of the Air Navigation Order 2016 places on the pilot in command of an aircraft the responsibility to ensure that having regard to the performance of the aircraft in the conditions to be expected on the intended flight, and to any obstructions at the places of departure and intended destination and on the intended route, it is capable of safely taking off, reaching and maintaining a safe height thereafter and making a safe landing at the place of intended destination*.

3.1.1.2 *Prior to each flight in an ATO aircraft, pilots are to ensure that the calculated performance of the aircraft is sufficient to allow the intended flight profile to be completed*.

**3.1.2 Take-off / Route / Landing**

(The ATO must define how they wish their aircraft to be operated in accordance with the POH and / or AFM in consideration of any safety factors they wish to add)

*Instructions specific to the category and type/class of the ATO’s aircraft covering:*

* *Requirement to calculate take-off performance*
* *Minimum performance required for take-off*
* *Safety factors to be applied (aeroplanes only)*
* *Operation from confined areas (helicopters only)*
* *Turning out of wind and hover taxi (helicopters only)*

*Instructions specific to the category and type/class of the ATO’s aircraft covering:*

* *Minimum performance required for en-route flying (sufficient for en-route climb)*
* *Single engine performance/drift down (ME aircraft only)*

*Instructions specific to the category and type/class of the ATO’s aircraft covering:*

* *Requirement to calculate landing performance*
* *Minimum performance required for landing*
* *Safety factors to be applied (aeroplanes only)*
* *Operation from confined areas (helicopters only)*
* *Turning out of wind and hover taxi (helicopters only)*

**3.2 Flight planning**

**3.2.1 Fuel and Oil**

*Any fuel or oil uploaded should be recorded in the aircraft technical logs or authorisation sheets. A statement of policy should be included.*

*Prior to each flight the PIC is to ensure that there is sufficient fuel and oil to complete the intended flight profile and to allow the aircraft to land with sufficient fuel to fly for (insert duration).* Before starting the engine of an ATO aircraft, the pilot is to ensure that the engine oil levels are within the limits in the Pilot’s Operating Handbook /Flight Manual.

3.2.2.1 Before starting the engine of an ATO aircraft, the pilot is to ensure that the engine oil level exceeds the minimum stated in the Pilot’s Operating Handbook /Flight Manual.

**3.2.3 Minimum Safe Altitude**

*3.2.3.1 Before departing on a cross-country flight, pilots are to calculate a minimum safe altitude for the intended route: If, during the flight, the weather conditions are such that the minimum safe altitude cannot be maintained in VMC with good ground reference, the flight is to be terminated and the aircraft landed as soon as practicable.*

*3.2.3.2 Minimum safe altitude is to be calculated as follows:*

* *Locate the highest obstruction 5nm either side of track/turning points/destination.*
* *Round up to the nearest 100ft then add 1000ft.*

(The ATO should also make a statement as to the minimum safe altitude / minimum recovery altitude for any height critical exercise)

**3.3 Loading**

(the ATO needs to make a statement as to how the aircraft is to be loaded, ensuring that No ATO aircraft is to take-off at a mass greater than the maximum authorised Take-Off Mass (MTOM)).

**3.3.1 General**

3.3.1.1 *No ATO aircraft is to take-off at a mass greater than the maximum authorised Take-Off Mass (MTOM). To achieve this it may be necessary to reduce the fuel load carried (with due regard to the fuel required for the flight as detailed in the flight planning requirements at paragraph3.2 above) or to reduce the payload. In addition, pilots are to ensure that:*

(a) The aircraft mass and balance must be distributed within the flight envelope published in the Pilot Operating Handbook/Flight Manual.

(b) A copy of the aircraft’s latest Mass and Balance Report is held in the aircraft Technical Log or the aircraft’s documents folder.

**3.3.2 Load Sheets**

*3.3.2.1 It is the responsibility of the PIC to ensure that an aircraft is loaded in such a way as to meet the limitations related to all up weight and centre of gravity detailed in the appropriate flight manual or pilot’s operating handbook. If any doubt exists as to the proper distribution of an aircraft’s load, a load sheet is to be prepared, in accordance with the instructions in the relevant Pilot’s Operating Handbook/ Flight Manual, showing both longitudinal and lateral centre of gravity*.

**3.4 Weather Minima**

*(The ATO needs to specify the minimum cloudbase, visibility and surface wind for safe and training effective operations.)*

**3.4.1 Flight Instructors**

1. *Minimum cloudbase and visibility for dual instructional flying:*
2. *In the circuit*
3. *In the Local Flying Area*
4. *For cross-country flights*
5. *For precision manoeuvres (helicopters only)*
6. *Maximum surface wind/crosswind*
7. *Minimum cloudbase and visibility when teaching Exercises 10A, B and 11 should be higher. A recommendation is that entry to the exercise should commence at a height no lower than 5000’ and recovery should be made by at least 3000’ amsl.*
8. *Minimum cloudbase and visibility when teaching for the aerobatic rating should also take into account item c above.*

3.5 STUDENTS

**3.5.1 Weather Minima, (Students)**

1. *Minimum cloudbase and visibility for solo flights:*
2. *In the circuit*
3. *In the Local Flying Area*
4. *For cross country flights*

*(b) Maximum surface wind/crosswind*

***Note:*** *Student weather limits may vary according to experience*

**3.5.2 Training Routes/Areas**

(The ATO is to specify the established training routes and areas over which flight training will take place)

**3.5.3 Aerodrome Opening Hours**

*(a) The published hours of operation of the base aerodrome and any alternative base aerodromes.*

*(b) Requirements for operations outside of published hours (indemnity)*

*(c) Restrictions placed on operations by the aerodrome operator*

*(d) Airfield diagram at Appendix 1*

**3.5.4 Taxiing Procedures**

*(a) Parking areas*

*(b) Requirement for parking brake/chocks/tie-down*

*(c) R/T calls required*

*(d) Taxi routes*

*(e) Taxi speed*

*(f) Run-up area(s)*

**3.5.5 Circuit procedures**

*(a) Circuit height/altitude*

*(b) R/T calls required (including EFATO)*

*(c) Avoid areas/noise complaint spots*

*(d) Bad weather circuit procedures*

*(e) Procedures for first solo*

*(f) Diagram at Appendix 2*

**3.5.6 VFR Circuit Departure**

*(a) Departure route(s)*

*(b) R/T calls required*

**3.5.7 Noise Abatement**

*(a) Local noise abatement procedures*

**3.5.8 Local Flying Area**

*(a) Limits of local flying area*

*(b) Hazards/regulated airspace*

*(c) R/T procedures*

*(d) Chart extract at Appendix 3*

**3.5.9 Standard Cross-country Routes**

*(a) Training routes*

*(b) Chart extracts at Appendix 4 et seq*

**3.5.10 Prohibited and Danger Areas**

*(a) Details of prohibited and danger areas within 50nm of the base aerodrome and any alternative base aerodrome*

**3.5.11 Circuit Rejoin Procedures**

*(a) R/T calls required*

*(b) Acceptable joining procedures (Overhead/deadside/downwind/base leg/straight-in)*

*(c) Integration with circuit traffic*

**3.5.12 After Flight Procedures**

*(a) Taxiing route(s)*

*(b) Parking*

*(c) Fuelling*

*(d) Securing the aircraft*

**4 Personnel Training**

**4.1 Responsibilities**

The Head of Training is responsible for the supervision of all flight and synthetic instructors and the standardisation of all flight instruction. They are also responsible for maintaining appropriate records.

**4.2 Initial Training**

*Details of the initial training given to flight instructors before commencing instructional duties in the ATO. To include at least: This may include:*

1. *Company organisation, procedures and standards as detailed in ATO documentation (Operations Manual, Training Manual, Organisation Management Manual)*
2. *Applicable differences or familiarisation training on the aircraft types on which instruction is to be given*
3. *Maintenance procedures including allowable deficiencies/MEL*
4. *Emergency and safety training*
5. *Local area familiarisation*
6. *records of this training should be maintained*

**4.3 Refresher Training**

*(a) Details of periodic refresher training given to all instructors, including periodicity.*

**4.4 Standardisation Training**

*(a) Details of standardisation training given to all instructors. May include regular standardisation meetings*

*(b) Details of how the Head of Training ensures ongoing suitability and competence of the instructional staff*

**4.6 Upgrading Training**

*(a) Details of upgrading training as appropriate, can include unsupervised flight instruction, differences training and flight instruction for additional ratings.*

PART 3 – Training Manual –CPL, FI(R)

* The Training Plan
* Briefings and Air Exercises
* Theoretical Knowledge

**1 The Training Plan**

**1.1 Commercial Pilots Licence (Gyroplanes)**

**1.1.1 The Aim of the Course –CPL(G) / FI (G)**

*(as appropriate using Stds Doc 44 as a reference point)*

**1.1.2 Pre-entry Requirements**

*(as appropriate using Stds Doc 44 as a reference point)*

**1.1.3 Credits for Previous Experience**

*(as appropriate using Stds Doc 44 as a reference point)*

**1.1.4 Training Syllabi –CPL(G)**

*The syllabus overview is published in Standards Document 44. ATOs are free to develop their own more detailed courses provided that they meet the requirements ofDocument44. .*

**1.1.5 Flight Training – CPL(G)**

The CPL(G) course comprises a minimum of 25 hours of dual flight instruction, including at least 20 hours of dual general handling and navigation exercises and 5 hours instruction by sole reference to instruments. This must be undertaken in the class of gyroplane in which the skills test will be taken.

*(the Table below should be populated with an abbreviated example of the training course for the CPL(G), based upon the course requirements and outline in Standards Doc 44, Appendix D . The text below is taken from the LAPL(A) and is a suggestion for the breakdown of the LAPL(A) course and* ***is used purely as an illustration of the level of detail required*** *)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Flt** | **Sortie** | **Flight Time** | | **Total** | **Remarks** |
| **Dual** | **Solo** |
| 1 | Effects of Controls | 1.2 |  | 1.2 | Ex.4; 5a |
| 2 | Straight and Level | 1.2 |  | 2.4 | Ex.6; 5b |
| 3 | Climbing/Descending | 1.0 |  | 3.4 | Ex7; 8 |
| 4 | Turning/Descending | 1.0 |  | 4.4 | Ex.9; 8 |
| 5 | Slow Flight | 1.0 |  | 5.4 | Ex.10a |
| 6 | Stalling | 1.0 |  | 6.4 | Ex.10b |
| 7 | Spin Avoidance/Circuits | 1.0 |  | 7.4 | Ex.11; 12; 13 |
| 8 | Circuits | 1.0 |  | 8.4 | Ex12; 13; 12/13E |
| 9 | Circuits | 1.0 |  | 9.4 | Ex12; 13; 12/13E |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**1.1.6 Theoretical Knowledge Training - CPL(G)**

The Applicant for the CPL(G) must have passed the CPL examinations (Aeroplanes or Helicopters). In addition, the ATO will provide a course of at least 20 hours Theoretical knowledge instruction to cover Principles of Flight (Gyroplanes) and General Knowledge (Gyroplanes) and the end of which the applicant must pass an in-house, written examination. *See Standards Doc 44, Appendix D for further detail*

1.2 Flying Instructor Certificate (Restricted) (Gyroplanes)

1.2.1 Aim of the Course – Flying Instructor Certificate (Restricted) (Gyroplanes)

*(as appropriate using Stds Doc 44 as a reference point)*

**1.2.2 Pre-entry Requirements**

*(as appropriate using Stds Doc 44 as a reference point)*

**1.2.3 Credits for Previous Experience**

*(as appropriate using Stds Doc 44 as a reference point)*

**1.2.4 Training Syllabi – (FI ( R ) (G)**

*The syllabus overview is published in Standards Document 44. ATOs are free to develop their own more detailed courses provided that they meet the requirements ofDocument44*

**1.2.5 Flight Training – FI (R)(G)**

The course comprises 30 hours of flight instruction in a 2-seat gyroplane. The air exercises are similar to those used for the training of PPL(G), (as per Appendix 1 of SD44), but with additional items designed to cover the needs of an FI.

The numbering of exercises should be used primarily as an exercise reference list and as a broad instructional sequencing guide: therefore the demonstrations and practices need not necessarily be given in the order listed. The actual order and content will depend upon the following interrelated factors:

* + - 1. the applicant’s progress and ability;
      2. the weather conditions affecting the flight;
      3. the flight time available;
      4. instructional technique considerations;
      5. the local operating environment.

It follows that student instructors will eventually be faced with similar interrelated factors. They should be shown and taught how to construct flight lesson plans, taking these factors into account, so as to make the best use of each flight lesson, combining parts of the set exercises as necessary.

*(the Table below should be populated with an abbreviated example of the training course for the CPL(G), based upon the course requirements and outline in Standards Doc 44, Appendix D . The text below is taken from the LAPL(A)D is a suggestion for the breakdown of the LAPL(A) course* ***and is used purely as an illustration of the level of detail required*** *)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Flt** | **Sortie** | **Flight Time** | | **Total** | **Remarks** |
| **Dual** | **Solo** |
| 1 | Effects of Controls | 1.2 |  | 1.2 | Ex.4; 5a |
| 2 | Straight and Level | 1.2 |  | 2.4 | Ex.6; 5b |
| 3 | Climbing/Descending | 1.0 |  | 3.4 | Ex7; 8 |
| 4 | Turning/Descending | 1.0 |  | 4.4 | Ex.9; 8 |
| 5 | Slow Flight | 1.0 |  | 5.4 | Ex.10a |
| 6 | Stalling | 1.0 |  | 6.4 | Ex.10b |
| 7 | Spin Avoidance/Circuits | 1.0 |  | 7.4 | Ex.11; 12; 13 |
| 8 | Circuits | 1.0 |  | 8.4 | Ex12; 13; 12/13E |
| 9 | Circuits | 1.0 |  | 9.4 | Ex12; 13; 12/13E |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**1.1.6 Theoretical Knowledge Training – FI(R)(G)**

The course will include at least 125 hours of theoretical knowledge instruction, including at least 25 hours teaching and learning instruction. The remaining 100 hours of practical Theoretical Knowledge Instruction is based upon the PPL (G) syllabus, (including Theoretical Knowledge syllabus)

**1.3 Training Programme**

**1.3.1 General Arrangements**

*Explain how the training programme will be arranged (e.g. booking and allocation of aircraft, first take-off and last landing times, training slots, programming of theoretical knowledge lessons, etc.)*

**1.3.2 Bad Weather Constraints**

*Explain any constraints to training in bad weather – this may already be in the Operations Manual in which case provide a reference to the relevant paragraph(s)*

**1.3.3 Maximum Student Training Times**

**See Ops Manual Para 1.14 – 1.15**

**1.3.4 Training Records**

*Describe the arrangements for the storage of training records both active and archived,*

*Students should be encouraged to read their own training records and to countersign instructors’ reports to certify that they are aware of their progress.*

**1.3.5 Form of Training Records**

*Describe the form of training records to be maintained, bearing in mind that the ATO should be able to show evidence that it has complied with all applicable requirements.*

* *Student personal details*
* *evidence that the pre-requisites for course commencement (if applicable)*
* *evidence that the pre-requisites for first solo were met (if applicable).*
* *theoretical knowledge training completed showing all items in the syllabus covered and the candidate recommended for test.*
* *Evidence of examination pass results (this could be the answer papers, marked, or another document)*
* *Relevant safety training was completed*
* *Details of each flight including time of take-off and landing, duration, exercises completed and a narrative report of the student’s performance and progress*
* *That all appropriate elements of the training were completed prior to the student being recommended for the skill test*

*If utilising training records available form a commercial provider (such as AFE) please state which records will be used.*

**1.3.6 Checking of Records, Logbooks and standardisation of entries**

*The ATO is to establish a method and frequency for checking training records and logbooks for students, ensuring all logbook entries are completed in accordance with Article 228 of the Air Navigation Order 2016, as amended*

*Describe how the training records should be completed. This will depend on the form training records that the ATO uses. Consider:*

* *Who is responsible for the completion of each record*
* *Who may sign the recommendation for examination/skill test*
* *What must be done before the recommendation may be signed (e.g. training record and logbook checked, all training competed, all progress tests completed*
* *Legibility of training record entries (use full name of instructor, full aircraft registration, etc.)*
* *Requirement for student to countersign each instructor report*
* *Content/form of narrative report*
* *Use of a marking/grading scheme (e.g. A-F, 1-6) If used, such schemes should always have an even number of grades and the manual must include a detailed explanation of what each grade means*.

**1.4 Safety Training**

**1.4.1 Individual Responsibilities**

*This section refers solely to flight safety (frequency of emergency drill practice, requirements for dual checks, etc.). It does not include Health & Safety considerations or the SMS.*

*1.4.1.1 The Head of Training has overall responsibility for safety training on the course.*

*1.4.1.2 Individual flight instructors are responsible for ensuring that their students complete safety training in accordance with the following instructions*.

**1.4.2 Emergency Drills**

*The ATO are to establish which emergency drills are to be taught and the frequency of refresher training for all courses. Emergency drills are to be taught and refreshed as follows*:

**1.4.3 Dual Checks**

*The ATO is to establish a procedure for dual checks prior to elements of the training course.*

**1.5 Tests and Examinations**

**1.5.1 Flying**

*The ATO is to establish how they will ensure that the student is ready for test prior to being recommended for skills test.*

1. **Skill Test**

*The* *Skill Test is taken when all training is complete*. *The test is conducted by an examiner designated by the competent authority and in accordance with Standards Document 44*

**1.5.2 Theoretical Knowledge**

(a) **Theoretical Knowledge Examinations**

*The ATO is to describe arrangements for the conduct of gyroplane specific parts of the theoretical knowledge examinations required for the CPL(G)..*

*Describe the procedure for the conduct of theoretical knowledge examinations, for example:*

1. *The theoretical knowledge examinations will be set when all relevant theoretical knowledge instruction has been completed.*
2. *The examination will be completed under the supervision of a Ground Examiner approved by the competent authority for the purpose. Candidates are not to be left alone in the examination room whilst the examination is in progress.*
3. *Examination papers are kept in a lockable cabinet which can be accessed only by the nominated custodian.*
4. *Prior to the papers being removed from the cabinet, a room will be prepared for the exam. The trainee will not be permitted to take any mobile phones, text books or unallowable aids into the examination room.*
5. *Once the invigilator is satisfied that the room and candidate are ready then he will issue the paper and blank answer sheet. The instructions to candidates will be read through and, following the candidate being satisfied, the start and finish times will be noted and the exam will commence with the invigilator in the room.*
6. *Should a candidate have any issues during the exam then they are to gain the invigilator’s attention and discuss the problem in a manner that does not affect any other candidates.*
7. *Should a candidate have to leave the room (to use the toilet, fetch an overlooked piece of equipment etc) then they must be accompanied so far as is practical by the invigilator or a person deemed suitable by the invigilator.*
8. *When the finish time is reached, the invigilator will remove all paperwork associated with the exam and mark it in a safe office.*
9. *The examination is ‘closed book’ and no reference material of any kind is to be used other than that provided with the examination paper.*

*The above points should be considered as best practise when conducting examinations within an ATO . They ensure the integrity of the examination system and the environment which minimises distraction to the student.*

**1.5.3 Authorisation for Test**

(a) **Skill Test**

In accordance with Standards Document 44 it is the responsibility of the ATO to recommend a candidate for any Skill Test. The certificate on the relevant Skills test form may not be signed until:

* + - All training is complete
    - The candidate has passed all of the theoretical knowledge examinations

**1.5.4 Test Reports & Records**

*Describe the ATO’s procedures for the handling of theoretical examination results and Skill Test reports*

**1.5.5 Examination Re-sit Procedures**

*Describe the ATO’s procedure for re-sitting failed examinations related to the limitation of number of sittings and the prohibition of taking the same exam twice in the same sitting.*

**1.6 Training Effectiveness**

**1.6.1 Identification of Unsatisfactory Progress**

*How will unsatisfactory progress be identified and reported?*

**1.6.2 Actions to Correct Unsatisfactory Progress**

*What actions are available to correct unsatisfactory progress?*

**1.6.3 Reporting & Documentation**

*Describe the forms and procedures for the reporting of unsatisfactory progress, the conduct of remedial training and the requirements before a return to normal reporting methods.*

**2 Briefings and Air Exercises**

**2.1 Air Exercise**

*The air exercises for aeroplanes are taken from Standards Document 44 for both the CPL and FIC syllabui*

*The exercises shown below* ***are an example of how the PPL(A) / LAPL course has been illustrated.*** *You can adapt this format to use it for the CPL / FIC courses as required or, alternatively, use an external document to give greater detail on the air exercises.*

|  |  |
| --- | --- |
| **Ex 1a** | **Familiarisation with the Aeroplane** |
| **Aim:** | To learn the characteristics of the aeroplane used on the course. |
| **Briefing** | The characteristics of the aeroplane  Cockpit layout  Airframe and engine systems  Use of the check list(s) and drills  Aircraft controls |
| **Air Exercise** | N/A |
| **Completion Standard** | N/A |

|  |  |
| --- | --- |
| **Ex 1b** | **Emergency Procedures** |
| **Aim:** | To learn essential emergency procedures |
| **Briefing** | Emergency Drills  Action in the event of a fire on the ground or in the air:  Engine fire  Cockpit/cabin fire  Electrical fire  System failure drills as applicable to type  Escape exits  Escape drills including use of emergency equipment |
| **Air Exercise** | N/A |
| **Completion Standard** | N/A |

|  |  |
| --- | --- |
| **Ex 2** | **Preparation for and Action After Flight** |
| **Aim:** | To learn the actions required before flight and how to secure the aircraft after flight. |
| **Briefing** | Flight authorisation and aircraft acceptance  Serviceability documents  Equipment required for flight (maps, etc.)  External & internal checks  Harness, seat and rudder pedal adjustment, (student comfort)  Starting and after starting checks  System/power/serviceability checks (as applicable)  Closing down/shutting down the aircraft (including system checks)  Parking, leaving the aircraft (including safety/security as applicable)  Completion of the authorisation sheet and aircraft serviceability documents |
| **Air Exercise** | N/A |
| **Completion Standard** | N/A |

|  |  |
| --- | --- |
| **Ex 3** | **Familiarisation** |
| **Aim:** | To gain air experience and familiarisation with the airborne environment |
| **Briefing** | N/A |
| **Air Exercise:** | Local area familiarisation  Familiarisation with the cockpit layout, ergonomics, controls  Demonstrate cockpit procedures  Demonstrate stability and control |
| **Completion Standard** | N/A |

**2.2 Air Exercise Reference List**

Issued Separately

*An ATO may choose to develop an abbreviated list of the above exercises giving only main and subtitles for quick reference, this could be in flip-card form to facilitate daily use by instructors.*

**2.3 Course Structure**

**2.3.1** **Integration of Syllabi**

*Describe the ATO’s arrangements to ensure that the theoretical knowledge instruction is arranged to ensure that the student will be able to apply in the air the knowledge gained from the associated theoretical knowledge instruction.*

**2.3.2 Student Progress**

See Training Manual Para 1.9 –Training Effectiveness

**2.4 Instructional Methods**

*.*

**2.4.1 Pre-flight Briefings**

*Each flight exercise is to be preceded by a thorough pre-flight briefing. The student should be left in no doubt as to his responsibilities during the flight and the order in which exercises are to be taught/practised. As early as possible in the course, the student should expected to arrive at the briefing prepared to brief the instructor on the current meteorological and AIS information*.

**2.4.2 Post-flight Discussion**

*The student should be debriefed as soon as practicable after each flight. The debriefing must match the subsequent entry in the student’s training record, which the student is expected to sign.*

**2.4.3 Adherence to Syllabus**

*Instructors are to give instruction in accordance with the flight training syllabus in this Part and the theoretical knowledge syllabus at Part 4. It is essential that instruction is standardised to avoid confusion if the student should fly with more than one instructor. Any examples of a lack of standardisation are to be brought to the attention of the Chief Flight Instructor*.

*.*

**3 Synthetic Flight Training**

*Include details of any training on flight simulation training devices (e.g. BITDs, FNPTs, etc.). If used, this Part should be similar in format to Part 2.*

*If no synthetic flight training is included in the course, this page should still be included but marked as ‘Not Applicable’ so that the overall format of the document remains standardised.*

**4 Theoretical Knowledge**

**4.1 Course Structure**

*Each ATO will have different ideas for the design of theoretical knowledge training courses and so no example structure is included. In designing the course, however, the following should be borne in mind:*

* *The theoretical knowledge instruction should include a certain element of formal classroom work but may also include such facilities as interactive video, slide or tape presentation, computer-based training and other media distance learning courses.*
* *The optimal amount of time to be allocated to each subject should be detailed so that the student has an expectation of what will be required. The ATO should make a statement as to the optimum amount of time in the classroom during the Theoretical Knowledge Instruction and the training record should include a means of recording that the required hours of instruction have been completed.*
* *Examinations should be scheduled in such a way that allowance is made for re-tests should one or more papers be failed. Each paper may be attempted only once in each sitting*

**4.2 Teaching Materials**

*Describe what training aids will be used in support of the theoretical knowledge instruction (e.g. study materials, course manuals, exercises, self-study materials, etc.)*

**4.3 Student Progress**

See Training Manual Para 1.9 – Training Effectiveness.

PART 4 – Appendices

* Example of documents and forms used

1.1 Examples of documents and forms used

*This section should include examples of all documents and forms used by the organisation in the conduct of its activities.*

*[Some examples are listed below]:*

* Student attendance record
* Course certificate(s)
* Course critique
* Course results
* Internal audit schedule
* Internal audit report
* List of aerodromes used for training
* List of aircraft - nominated by ATO
* List of Instructors – including their qualifications
* Manual amendment request
* Staff training record (to include qualifications, history and subjects taught).
* Student training/examination and assessment form
* Training course review
* Training records – format (Flight and TKI)
* Progress test reports (if applicable)
* Staff standardisation form - Include example of reporting form for staff standards training/evaluation
* Flight Authorisation sheet Include an example of the ATO’s Authorisation Sheet for reference (if used)
* Accident/incident report form - Include an example of the report form to be used for reporting accidents and incidents for internal investigation
* Technical log - example pages
* Airfield layouts – nominated aerodromes
* Circuit procedures
* Local flying areas - Include a map extract showing the Local Flying area(s)
* Standard Cross-country Routes - Include map extract(s) showing standard cross country training routes

The final four above may be included in Operations Manual Part 3 (Route)