**TRAINING PROCEDURE MANUAL TEMPLATE**

*Cover Page*

ATO’S LOGO

**ATO’S NAME**

**TRAINING PROCEDUREMANAUL**

ISSUE NO. XX/REVISION NO. XX

**APPROVED BY**

*CAAT’S STAMP*

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**(NAME OF CAAT-DG)**

**DATE of APPROVAL**

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**Volume no….**

***Second page***

ATO’S LOGO

**ATO’S NAME**

**TRAINING PROCEDURE MANAUL**

ISSUE NO. XX/REVISION NO. XX

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by** | Head of Training | *Original Signature* | 24 Jan 2020 |
| **Reviewed by** | QA Manager | *Original Signature* |  |
| **Accepted by** | Accountable Executive | *Original Signature* |  |

**LIST OF EFFECTIVE DATES**

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CAAT’s Stamp

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

*01 – CAAT*

*02 – Accountable Executive*

*03 - QA Manager*

*04 – Safety Manager*

*05 – Head of Training*

*06 – Instructional Service Manager*

*07 - Maintenance Manager*

*08 – Administration*

*09 – Library*

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*Fill by ATO*

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*Fill by ATO*

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1.2.5 Record Keeping System – *refer to RCM*

**1.3 A list of all offered course(s)**

*Fill by ATO*

**1.4 Facilities, Tools, Equipment & Training Devices**

1.4.1 General Facilities

1.4.1.1 Main base office

*Address and location information*

1.4.1.2 Staff working office

*Address and location information*

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*Address and location information*

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*Address and location information*

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*Address and location information*

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*Address and location information*

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*Equipment installed in the classroom for delivery theoretical training.*

1.4.2.3 Location of classroom(s)

*Address and location information*

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1.4.3 Flight Training Facilities and Equipment

1.4.3.1 Flight simulation/training devices

*Number of flight simulators and qualifications*

*Location in which simulators are located.*

1.4.3.2 Training Aircraft General Information

*Number of aircraft with descriptive information - Type, Class, and Registration Number.*

1.4.3.3 Briefing areas

*Address and location information*

**1.5 Maintenance of Training Facilities and Equipment**

1.5.1 Simulation Flight Training Device Maintenance Programme

1.5.2 Aircraft Maintenance Schedules and Programme *(Ref: CAAT (ENG-01) Aircraft Maintenance Schedules and Programmes Information and Guidance Issue 1 Rev 00, September 2016 – “For piston engine aeroplane or helicopter below 2730 kg MTWA, the CAAT permits the use of Manufacturer’s recommended schedule, as found in the aircraft maintenance manual and the Manufacturer’s recommendations data” Ref 2: ประกาศ กพท. เรื่อง แผนการบำรุงรักษาอากาศยานของผู้ได้รับใบรับรองผู้ดำเนินอากาศ พ.ศ.2560)*

1.5.2.1 Maintenance Programme Basic Information

1. Maintenance sites and maintenance service areas for training aircraft *– fill by ATO*
2. The type/model/and registration number of the aircraft*– fill by ATO*
3. The type/model of the engines*– fill by ATO*
4. The type/model of the propeller, where applicable*– fill by ATO*
5. The type/model of the auxiliary power units, where applicable*– fill by ATO*

1.5.2.2 Check Periods for anticipated utilisation *(where utilisation cannot be anticipated, calendar time limits should also be included)*

1.5.2.3 Periodic Inspection *(The tasks and the periods(intervals/frequencies) at which inspection should be carried out as found in the aircraft maintenance manual and the Manufacturer’s recommendations data [including type and degree of inspection of the following, together with the associated systems and installations])*

1. Aircraft*– fill by ATO*
2. Engine(s) *– fill by ATO*
3. APU (as applicable) *– fill by ATO*
4. Propeller(s) *– fill by ATO*
5. Components*– fill by ATO*
6. Accessories*– fill by ATO*
7. Equipment*– fill by ATO*
8. Instruments*– fill by ATO*
9. Electrical and radio apparatus*– fill by ATO*

1.5.2.4 The periods at which components should be: *– fill by ATO*

1. Checked
2. Cleaned
3. Lubricated
4. Replenished
5. Adjusted
6. Tested

1.5.2.5 Details of ageing aircraft system requirements *(with any specified Sampling Programmed, if applicable)*

1.5.2.6 Details of Specific Structure Maintenance Programmes issued by TCH. *– fill by ATO*

1.5.2.7 Periods at which overhauls should be made*– fill by ATO*

1.5.2.8 A cross-reference to other documents related to: *– fill by ATO*

1. Mandatory life limitations
2. Certification Maintenance Requirements (CMR’s), if applicable
3. Airworthiness Directive (AD)
4. Specific identification of the above items mandatory status

**PART 2. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**2.1 Criteria for Selecting and Recruiting personnel**

*Fill by ATO*

**2.2 Qualifications and Responsibilities of Key Personnel** *Fill by ATO*

2.2.1 Accountable Executive

2.2.2 Head of Training

2.2.3 Instructional Service Manager

2.2.4 Quality Manager

2.2.5 Maintenance Manager

2.2.6 Safety Manager

**2.3 General Staff Training**

2.3.1 General Staff Training Programme *[Minimum Basic Training courses: ATO’s Procedures, SMS, QMS]*

2.1.2 Specialised Training Programme for Key Positions *Fill by ATO*

2.1.3 Initial, Continuous and Refresher Training Policy *Fill by ATO*

**2.4 Instructional Personnel**

2.4.1 Qualifications and Responsibilities of Instructors

2.4.1.1 Practical Instructors

2.4.1.1.1 Flight Instructors

(a) Required Qualifications *Fill by ATO*

(b) Responsibilities *Fill by ATO*

2.4.1.1. Simulator Instructors

(a) Required Qualifications *Fill by ATO*

(b) Responsibilities *Fill by ATO*

2.4.1.2 Theoretical Instructors

(a) Required Qualifications *Fill by ATO*

(b) Responsibilities *Fill by ATO*

2.4.2 Instructional Personnel Training

2.4.2.1 Initial Training Programme

2.4.2.1.2 Theoretical Training course *(Course details and training hours should be specified)*

2.4.2.1.2 Practical Training course *(Course details and training hours should be specified)*

2.4.2.2 Methods to maintain instructional personnel qualification (*Continuous and refresher training policy*)

2.4.2.3 Procedures of Proficiency checks and Upgrade Training *Fill by ATO*

**PART 3. TRAINING COURSES AND TRAINING STANDARDS**

**3.1 Commercial Pilot Licence (CPL)**

3.1.1 Objectives of the course

*Fill by ATO*

3.1.2 Pre-entry requirement

(a) Minimum age *Fill by ATO*

(b) Level of education or Qualifications *Fill by ATO*

(c) Health Requirements *Fill by ATO*

(d) Language Proficiency requirements *Fill by ATO*

3.1.3 Expectation

*Applicants for a CPL shall have completed theoretical knowledge instruction and flight instruction at an ATO, in accordance with [Refer to the CPL Course Manual].*

3.1.3 Theoretical knowledge Training

Trainees of CPL shall demonstrate a level of knowledge appropriate to the privileges sought in the following subjects:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Subject | Training Hours | Remark(s) |
| 1 | *Air law* |  |  |
| 2 | *Aircraft General* |  |  |
| 3 | *Subject 3* |  |  |
| 4 | *Subject 4* |  |  |
| 5 | *Subject 5* |  |  |
| *Total* | |  |  |

3.1.4 Practical Training

*Trainees for a CPL shall pass a practical training in accordance with [****Refer to the Course Manual]*** *to demonstrate the ability to perform, as PIC of the appropriate aircraft category, the relevant procedures and manoeuvres with the competency appropriate to the privileges sought The summary of the practical training includes:*

* 1. Solo Flying xx Hours
  2. Dual Flying xx Hours
  3. Cross country Flying xx Hours
  4. IR Flying xx Hours
  5. Night Flying xx Hours

**PART 4 TESTING PROCEDURES AND ADMINISTRATION PROCEDURES**

**4.1 Pre-test qualifications (***Testing procedures prior to enroll any trainee***)**

**4.2 Re-writing knowledge tests** (*In case of failure to achieve the required knowledge requirements of the ATO)*

**4.3 Knowledge progress test and Knowledge test**

4.3.1 Grading System for Knowledge test/progress *Fill by ATO*

4.3.2 Passing Requirements for Knowledge Test *Fill by ATO*

4.3.3 Test analysis, Review, and Administration *Fill by ATO*

**4.4 Skill progress checks and skill tests**

4.4.1 Grading System for skill tests/progress *Fill by ATO*

4.4.2 Passing Requirements for Skill test *Fill by ATO*

**4.5 Procedures to issue a Graduated Certificate and Transcripts**

*Fill by ATO*

**4.6 Efficiency of Training Policies and Procedures**

4.1 Systems and procedures for obtaining feedback from trainees *Fill by ATO*

4.2 Competency standards of each phase of training *Fill by ATO*

4.3 Procedures/Instructions to fill out a pilot logbook *Fill by ATO*

4.4 Procedures for an unsatisfactory level of training process *Fill by ATO*

4.4.1 For Unsatisfactory Level of Practical Training *Fill by ATO*

4.4.2 For Unsatisfactory Level of Knowledge Training *Fill by ATO*

4.5 Instructor replacement procedure *Fill by ATO*

4.6 Maximum number of times of instructor replacement *Fill by ATO*

4.7 Training suspension procedures *Fill by ATO*

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**PART 5. FLIGHT OPERATIONS** *(Refer to CAAT GENERAL AVIATION REQUIREMENTS, 29 Mar 2019)*

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**5.2 Responsibilities of PIC** *Fill by ATO*

**5.3 Procedures concerning flight plans** *Fill by ATO*

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**5.5 Operational control system** *Fill by ATO*

**5.6 Report of safety risks, accident and incidents Policy** *Fill by ATO*

**5.7 Aircraft Operations Information** *Fill by ATO*

5.7.1 Aircraft performance limitations

5.7.2 Standard operating procedures and Checklists

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5.7.6 Emergency Procedures

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5.8.2 Flight planning procedures

5.8.2.1 Pre and Post flight briefings (*Include both technical and non-technical threats and errors Management*)

5.8.2.2 Fueling calculation

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5.8.2.5 Navigation equipment

5.8.3 Weather minima

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6.2 Determination of Flight Time and Duty Period *Fill by ATO*

6.2.1 For Instructors

6.2.1.1 Maximum daily, weekly and monthly hours of training (*this should include practical training, theoretical knowledge training and flight simulation trainings*)

6.2.1.2 Maximum flight time and Duty Period *(both in the daytime and night time)*

6.2.1.3 Limitations and Minimum rest period

6.2.2 For Trainees

6.2.2.1 Maximum daily, weekly and monthly hours of training *(this should include practical training, theoretical knowledge training and flight simulation trainings)*

6.2.2.2 Maximum flight time and Duty Period *(both in the daytime and night time)*

6.2.2.3 Limitations and Minimum rest period *Fill by ATO*

6.3 Responsibilities of Instructors in Relation to Safety *Fill by ATO*

**APPENDICES**

**1. Document Samples**

1. Pilot Log book *Fill by ATO*
2. Graduated Certificate (*refer to ATO Announcement B.E. 2019*) *Fill by ATO*
3. Transcripts *Fill by ATO*
4. Copies of C of R and C of A *Fill by ATO*

**2. List of Instructors**

***Theoretical Knowledge Instructors Name List***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Name*** | ***Qualification*** | ***Subject*** | *Remark* |
| *1* | *Mr. Swimming Pool* | *B.E. Mechanical* | *Power Plant* | *Part-time* |
| *2* | *Dr. Acer Lenovo* | *Ph.D. Aerodynamics* | *Aerodynamics* | *Full-time* |

***Flight Training Instructors Name List***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Name*** | ***Qualification*** | ***Subject*** | *Remark* |
| *1* | *Mr. Super Flying* | *ATPL SE ME IP A330* | *MPL A330* | *Part-time* |
| *2* | *Ms Awesome Welldone* | *CPL SE ME IR IP* | *PPL CPL* | *Full-time* |